Inver Grove Heights City Council

Monday, October 6, 2025 at 6:00 PM

VMCC Community Room #3
8055 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, October 6, 2025, will be provided to the Council at or before the October 6, 2025 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Discussion Items**
   - **A.** Northern Dakota County Cable Communications Commission (NDC4) Update
   - **B.** Convention & Visitors Bureau Budget & Updates
   - **C.** 2026 Budget - Inver Wood Golf Course
   - **D.** 2026 Budget Discussion - Utility Funds
   - **E.** Central Maintenance Facility
   - **F.** Nominations for Bridge Builder Commemorative Coin Award
   - **G.** CLOSED SESSION: City Administrator Annual Performance Evaluation
5. **Adjourn**

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

Agenda Item 4.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Northern Dakota County Cable Communications Commission (NDC4) Update

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to receive a presentation from Beth Baumann, Executive Director of NDC4 and Town Square Television,

BACKGROUND

The Northern Dakota County Cable Communications Commission (NDC4) is a joint powers agency composed of the cities of Inver Grove Heights, Mendota Heights, West St. Paul, South St. Paul, Lilydale, Sunfish Lake and Mendota. Funded by cable franchise fees, NDC4 operates the local public and government access channels and provides for the televising and web streaming of local government meetings and events. Beth Baumann was named the new Executive Director of NDC4 earlier this year and will be present at the Council work session for a preliminary discussion of a revised Memorandum of Understanding (MOU) between each of the member cities regarding the allocation of franchise fee revenues.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None

Agenda Item 4.B.

Request for Council Action

SUBJECT: Convention & Visitors Bureau Budget & Updates

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Kris Wilson, City Administrator, 651.450.2511
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to receive presentations and provide feedback on multiple items related to the Convention and Visitors Bureau (CVB).

BACKGROUND

LillyAnna Miller, director of the Inver Grove Heights Convention and Visitors Bureau, known as "Visit IGH", will be in attendance at the October 6 work session to provide an overview of the CVB's work in 2025 and present the CVB's budget request for 2026.

Additionally, the Council is asked to review and provide feedback on a proposed agreement or contract with the River Heights Chamber of Commerce to provide CVB services for the three-year period of January 1, 2026 through December 31, 2028. A copy of the proposed agreement, which is modeled after agreements between other Minnesota cities and their local Chambers of Commerce, is attached.

For many years, the City has reimbursed the Chamber for the wage and benefit costs of the CVB's Director, as well as office rent and an administrative fee. However, no current written agreement can be located regarding this arrangement. Other expenses of the CVB - for things like advertisements, training, and professional services are paid directly by the City.

Additionally, while the City Code calls for the governing body of the Convention & Visitors Bureau to be appointed by the City Council following the same timeline and process as members of the Planning Commission, Environmental Advisory Commission and Parks & Recreation Advisory Commission; this has not been happening at any time during the tenure of current City staff.

The attached agreement would not only document but also alter the structure of the CVB, with it officially becoming a division or arm of the River Heights Chamber of Commerce. The City would collect the lodging tax revenues and transmit them to the Chamber on a monthly basis, and the Chamber would then use those funds to directly pay all expenses of the CVB. The proposed agreement also provides for a reconstituted "Board of Advisors" for the CVB, which is proposed to be made up of 7 individuals - 5 appointed by the Chamber and 2 appointed by the City Council. It is proposed that the Council would appoint one elected official and one City staff person to fill the two City seats. Having an elected official serve on the CVB Board of Advisors is recommended because the CVB relies entirely on lodging tax revenues to fund their operations, and the City is ultimately responsible for the use of those tax revenues. This is similar to the way we have a City Council member serve on the Boards of both NDC4 and Dakota 911.

While granting the Chamber more operational control over the CVB, the proposed agreement would continue to require City Council approval of the CVB's annual budget and workplan.

FISCAL IMPACT

The annual CVB budget is funded entirely through receipts of the City's lodging tax, plus any grants applied for and awarded to the organization. This is the only legal use of lodging tax revenue, according to state statute. In 2023, the City increased the lodging tax rate from 2% to 3% which brought IGH's lodging tax up to the maximum allowed by state law.

The attached presentation provides an overview of the CVB's budget request for 2026.

RECOMMENDATION

ATTACHMENTS

1. 2026 CVB Budget Presentation
2. DRAFT Chamber City CVB Agreement (Sept 17 2025)

Convention & Visitors Bureau 2026 Budget & Lodging Tax

City Council Work Session

October 6, 2025

LillyAnna Miller, Visit Inver Grove Heights CVB Director

Convention & Visitors Bureau (Fund 201)

- Mission: To market and promote Inver Grove Heights to visitors; to maintain and stimulate the community's economic vitality.

- Our Purpose: The CVB markets and promote Inver Grove Heights to visitors to stimulate the community's economic vitality by building upon our connection to the river and parks, fun experiences, local businesses, and regional attractions. We're rooted in our community's story.

Convention & Visitors Bureau (Fund 201)

Our Core Values:

- Collaboration: *We take a collaborative approach with our partners*
- Service: *We exist in service to the community*
- Integrity: *We act with integrity*
- Change: *We embrace change and focus on the future*
- Fun: *Fun happens here!*

Convention & Visitors Bureau (Fund 201)

CVB Board of Directors:

- Kim Koenig (Chair), Microtel Hotel
- Amy Buskerud (Vice Chair), Holiday Inn Express
- Joe Harms (Treasurer), Mississippi Pub/River Heights Marina
- Amy Looze, City of Inver Grove Heights
- Jolanta Young, Jolanta Young Photography & Design
- Nicole Ross, Nowhere Entertainment

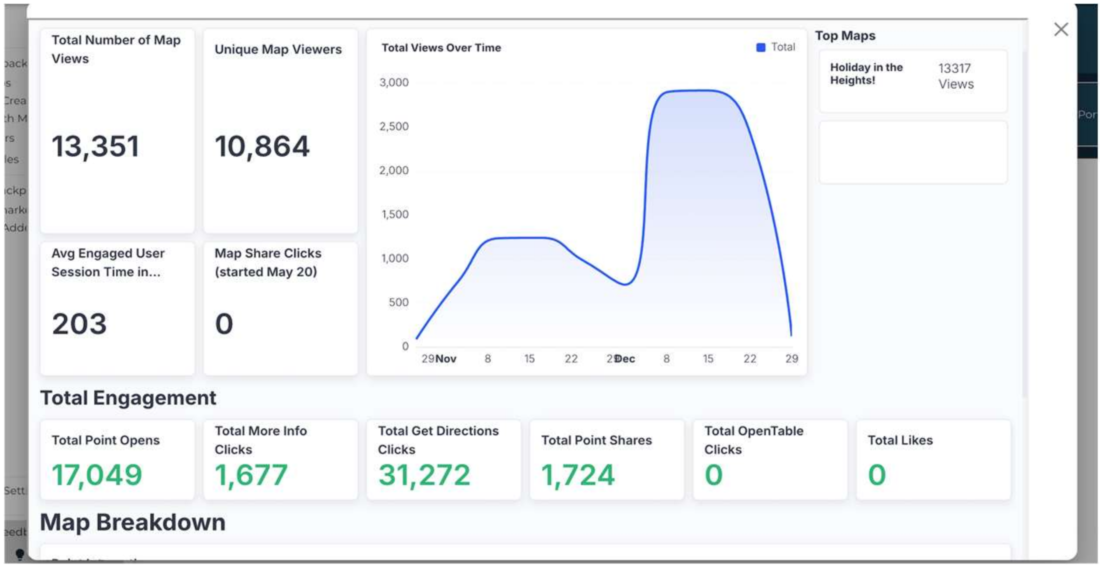
- On September 25, 2025 the CVB Board of Directors reviewed and approved the CVB 2026 Draft Budget

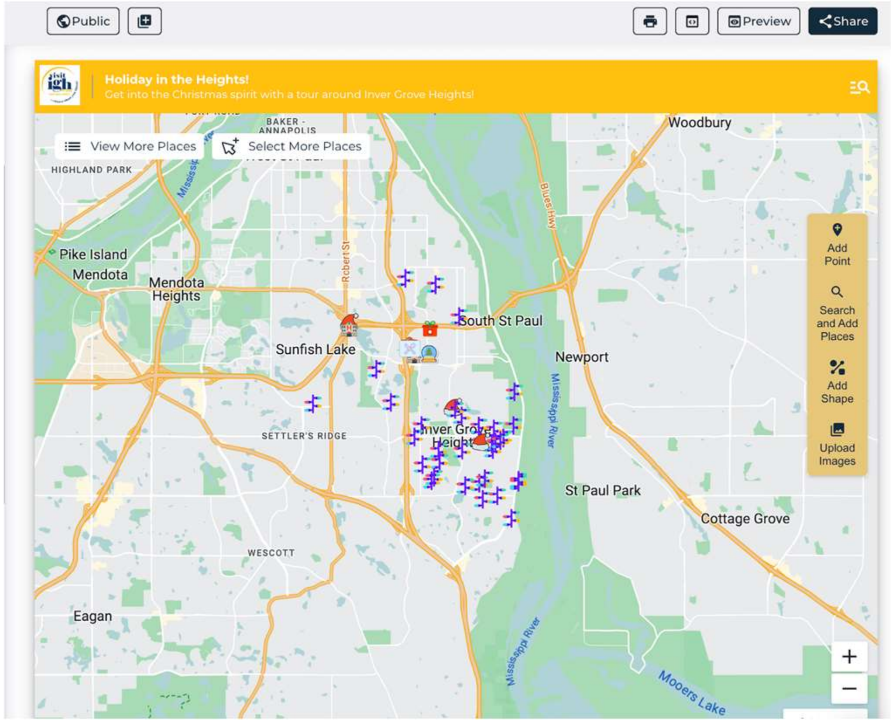
Convention & Visitors Bureau Highlights

- New Visit Inver Grove Heights Visitors Guide!
- It highlights IGH hotels, local attractions, dining, proximity to the Twin Cities, and more.

Convention & Visitors Bureau Highlights

- Visit Inver Grove Heights is happy to be hosting the Holiday in the Heights Home Lights Competition for the second year in a row.
- Points on the map: 38 homes, 4 hotels, 3 attractions, and 1 restaurant.
- The website with the information will be live on VisitIGH.com on November 1, and homes can start signing up on November 15. Prizes will be the same as last year: 1st – $250, 2nd – $150, and 3rd – $100.





Convention & Visitors Bureau Coming Soon!

- Inver Grove Heights Local Savings Pass

Convention & Visitors Bureau Focuses for 2026!

- Strengthen partnerships with community and regional stakeholders through collaborative initiatives
- Enhance and grow Visit IGH social media presence
- Expand overnight group business by attracting tournaments, conferences, and meetings
- Become a non-profit entity

*These goals are based off of the 2025-2027 strategic plan.

Convention & Visitors Bureau Highlights

Hotel Rate Comparison

How do IGH hotel rates compare with other similar hotels in the metro region?

HOTELS & RATES

Location	Lowest Nightly Rate	Highest Nightly Rate
Inver Grove Heights	$93	$127
Apple Valley	$70	$132
Burnsville	$59	$110
Eagan	$62	$310
Woodbury	$70	$201

**Hotel rates were measured with Google Maps on September 27, 2025 as of 9:00 AM. Dates measured include Friday-Sunday of MEA weekend, a popular family travel weekend in October.*

Convention & Visitors Bureau *Revenues*

Revenues	**2025 Budget**	**2026 Budget**	
Lodging Tax (3%)	$215,000	$215,000	
Interest	$4,000	$4,000	
Grants	$8,000	$0	
Total Revenues	**$227,000**	**$219,000**	-3.52%

This is not a resident tax.

All CVBs in the metro area collect at least a 3% lodging tax, and 96% of all communities in Minnesota have a lodging tax ordinance collection of 3%.

Convention & Visitors Bureau
Expenditures

Expenditures	2025 Budget	2026 Budget	
Professional Services & Contracts	$86,600	$86,600	
Rentals & Leases	$7,200	$7,200	
Telephone	$900	$900	
Ads, Notices & Publications	$108,355	$102,543	
Printed Material	$500	$500	
Postage	$3,000	$2,500	
Dues, Licenses & Subscriptions	$2,220	$2,532	
Training/Travel	$3,975	$3,475	
Office Supplies	$1,500	$1,000	
Other Supplies	$1,000	$1,000	
Other Miscellaneous	$1,000	$0	
Administrative Charges (5%)	$10,750	$10,750	
Total Expenditures	**$227,000**	**$219,000**	-3.52%

Questions?

TOURISM BUREAU AGREEMENT

THIS AGREEMENT is made between the City of Inver Grove Heights, a Minnesota Municipal Corporation (hereinafter "the City"), and the River Heights Chamber of Commerce, a Minnesota Non-Profit Corporation (hereinafter "the Chamber").

WHEREAS, pursuant to Minn. Stat. §469.190, the City has enacted an ordinance imposing a lodging tax in order to fund a Tourism Bureau for the purpose of marketing and promoting the City as a tourist destination; and

WHEREAS, the Chamber has resolved to establish and maintain a Tourism Bureau with sufficient facility and staff to carry out the objectives of promoting the City as a tourist destination.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Tourism Bureau.** The Chamber agrees to create and maintain the Inver Grove Heights Convention and Visitors Bureau, otherwise known as Visit IGH, (hereinafter "the Bureau") as a division of the Chamber.

   The work of the Bureau shall be guided by a volunteer Board of Advisors, which shall consist of seven (7) members as follows:
   - Two individuals appointed by the City Council, to include one elected official and one City staff person;
   - Five members appointed by the Chamber's Board of Directors, including:
     - At least one member of the Chamber's executive board.
     - At least two individuals who are affiliated with the lodging industry in the city.

   The term of all Board members shall be for two (2) years, beginning February 1. The Board of Advisors shall adopt written bylaws and operating procedures to govern its meetings and Bureau activities.

   After consulting with the Board of Advisors, the Chamber may hire staff, contract for services, purchase supplies, and lease, rent or purchase equipment or space as required for the Bureau to carry out its obligations under this Agreement. Employees of the Chamber and/or Bureau shall not be considered employees of the City.

2. **Services to be Provided.** The Bureau shall develop and administer programs to advance the economic impact of tourism in the City by attracting visitors, conventions, meetings, trade shows and other similar events and such other activities to market and promote the City as a tourist destination.

Annually, by the end of October, the Bureau shall present to the City Council an overview of the past year's work and a proposed marketing plan for the upcoming year. Once the marketing plan for the upcoming year has been reviewed and approved by the City Council, the Bureau shall carry out those marketing initiatives and/or other substantially similar activities to those described in the approved marketing plan.

Participation in marketing campaigns and other activities funded by the Bureau shall not be limited to Chamber members, nor shall Chamber members be treated preferentially by the Bureau.

3. **Funding.** On a monthly basis, the City shall remit to the Chamber ninety-five percent (95%) of the gross proceeds received by the City from the lodging tax imposed under City ordinance. Payments shall be remitted to the Chamber approximately 45 days after the close of the calendar month. (For example, lodging tax revenues for the month of January shall be remitted to the Chamber on or about March 15.)

   The Bureau may also apply for grants and seek out other relevant sources of funding to support the marketing and promotion of Inver Grove Heights as a tourist destination.

   The Chamber shall place all funds received from the City into a separate, dedicated account to be used solely by the Bureau for the purposes authorized under this Agreement.

4. **Budget.** The Chamber shall submit the Bureau's proposed annual operating budget for the upcoming calendar year to the City by the fifteenth of September of each year for review and approval by the City Council. The proposed budget shall be in a format prescribed by the City and detail the uses for which funds shall be spent. Proposed expenditures shall be divided into administrative expenses and marketing expenses, as further outlined in Appendix A of this Agreement.

5. **Expenditures.** Funds received by the Bureau are to be expended for the sole purpose of providing the services described in Section 2 of this Agreement. Funds unspent as of the end of a calendar year shall be retained for use in a future calendar year, in accordance with approved budgets.

   No more than 50% of the lodging tax revenue received by the Bureau annually may be utilized for administrative expenses, as defined in Appendix A.

6. **Reporting.** The Chamber shall provide the City with written quarterly budget reports within thirty (30) days of the close of the quarter, in a format acceptable to the City's Finance Director. The City shall have the right to access the books and records of the

Bureau at any time during normal business hours, in order to audit any item of revenue or expenditure.

7. **Audit.** If requested by the City Council, the Chamber shall arrange for a financial audit of the Bureau's finances performed by an independent certified public accounting firm or other qualified auditor. The Chamber shall furnish a copy of the financial audit to the City at no cost to the City.

8. **Indemnification.** The Chamber agrees to indemnify, defend and hold the City and its employees, agents, and council members harmless from any claims, demands, actions or causes of action arising out of any act or omission on the part of the Chamber, its agents, or its employees in the performance of, or with relation to, any of the work or services performed or furnished by the Chamber or the Bureau under this Agreement.

9. **Insurance.** The Chamber shall carry appropriate insurance to cover its employees and agents while performing services for the Bureau pursuant to this Agreement. Such insurance shall provide comprehensive general liability and property damage coverage in such amounts as are comparable with the applicable limits of liability to which the City may be held pursuant to Minnesota Statutes as the same may be amended from time to time. The Chamber shall also carry workers' compensation coverage as required under Minn. Stat. Chapter 176.

10. **Compliance with Laws.** The Chamber shall comply with all applicable federal, state, and local laws in the performance of its obligations under this Agreement.

11. **Term of Agreement.** The Term of this Agreement shall begin on January 1, 2026 and shall continue until December 31, 2028. Either party may terminate the agreement following six months advance written notice given by either party to the other party of their intent to terminate this Agreement.

12. **Modifications to Agreement**. Any modifications or amendments to this Agreement shall be in writing and signed by both parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral or written agreements relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below given.

CITY OF INVER GROVE HEIGHTS	**RIVER HEIGHTS CHAMBER OF**

COMMERCE

______________________________	______________________________
Brenda Dietrich, Mayor	Its Chair
______________________________	______________________________
Rebecca Kiernan, City Clerk	Its President
Date: ______________________	Date: ______________________

Appendix A

"Administrative Expenses" shall include, but are not limited to:
Wages and benefits for Chamber or Bureau staff
Office rent or lease payments
Staff training and travel, including meals, lodging and mileage
Phone & Computer Expenses
Office supplies and equipment
Accounting, legal and insurance services and products

"Marketing Expenses" shall include, but are not limited to:
Print and online marketing content and materials
Website design, hosting, content management, etc.
Paid advertisements, sponsorships, billboards, etc.
Professional services such as photographers, graphic designers, content creators, etc.
Brochures, tourist guidebooks, signs, banners, etc.
Exhibitor booths and/or displays
Contest prizes or giveaways
Branded materials or "swag"

Agenda Item 4.C.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: 2026 Budget - Inver Wood Golf Course

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Matt Moynihan, Clubhouse Superintendent, 651.450.4324
Joel Metz, Golf Course Superintendent, 651.554.0132
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to review and provide feedback regarding the requested 2026 operating and capital budgets for Inver Wood Golf Course.

BACKGROUND

Golf Clubhouse Superintendent Matt Moynihan and Course Superintendent Joel Metz will be present at the work session to present the requested 2026 budget for Inver Wood Golf Course. The attached draft presentation slides provide an overview of the proposed budget. Additional details on the proposed fee increases to support this budget will be presented at the meeting.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. 2026 Budget Presentation-Golf Course

2026 Budget
Inver Wood Golf Course
Operating & Capital Funds

Parks & Recreation Department

Matt Moynihan, Golf Clubhouse Superintendent
Joel Metz, Golf Course Superintendent
October 6, 2025

CITY OF
INVER GROVE
HEIGHTS

Golf Course Operating Fund (Fund 550)

Golf Course Operating Fund
Reminder of 2025 Account Changes

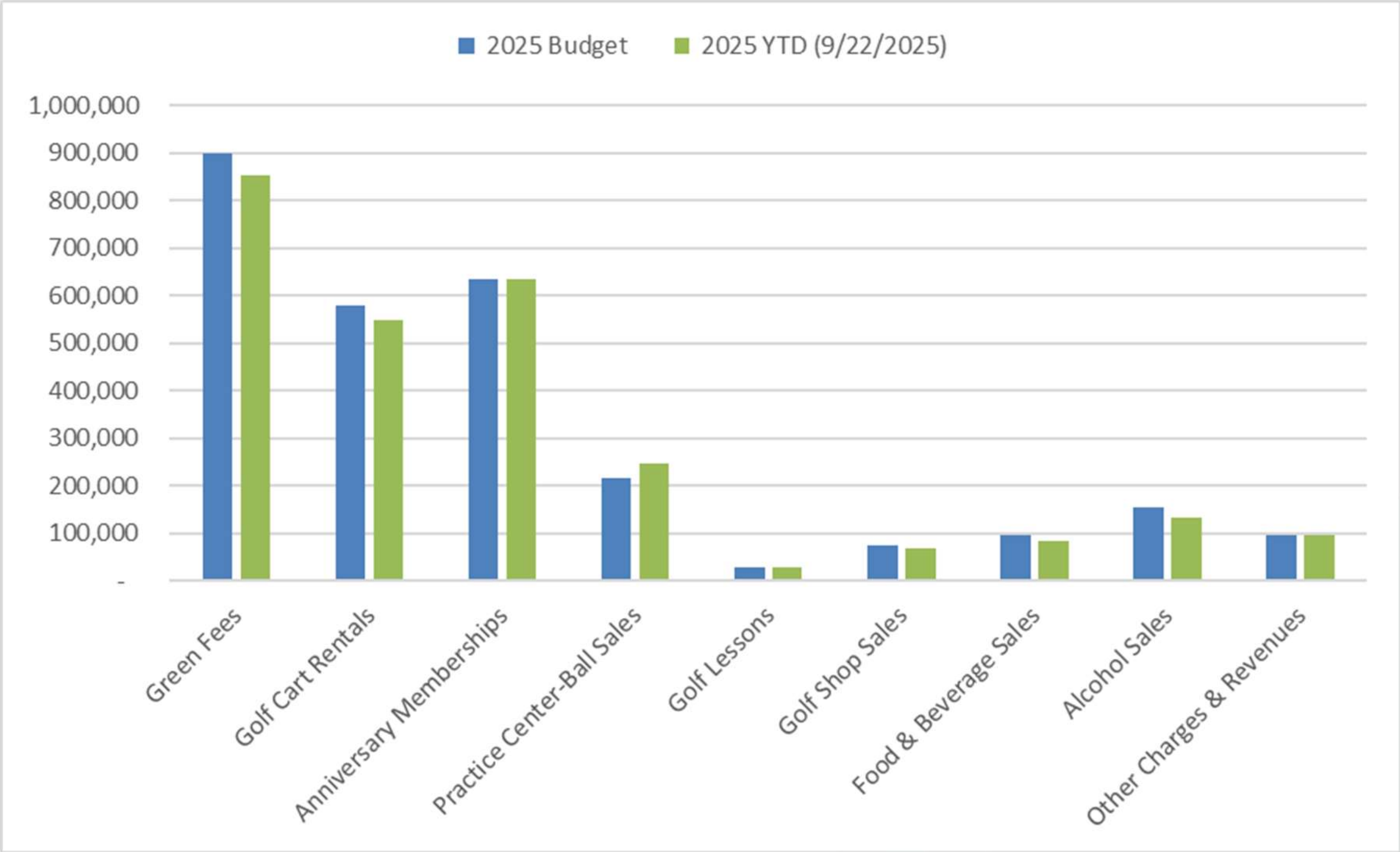
- Streamlined and simplified revenue accounts
- Reduced the number of departments to reflect business operations (2 main departments):
    - Clubhouse Operations
    - Grounds & Maintenance
- Improved budget forecasts
- Allows for more summarized financial reporting of activities

Golf Course Operating Fund
Revenues

	2023 Activity	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Green Fees	$ 941,126	$ 872,610	$ 900,000	$ 900,000
Golf Cart Rentals	608,578	592,393	578,000	600,000
Anniversary Memberships	487,976	628,916	634,300	696,500
Practice Center-Ball Sales	244,566	249,691	215,000	240,000
Golf Lessons	25,790	30,095	26,800	27,000
Golf Shop Sales	85,495	96,886	75,915	83,000
Food & Beverage Sales	94,147	96,043	97,400	96,000
Alcohol Sales	153,907	156,817	153,500	150,000
Other Charges & Revenues*	163,502	213,562	95,550	81,500
Total	**$2,805,087**	**$2,937,013**	**$2,776,465**	**$2,874,000**

** Other Charges & Revenues contain year-end audit adjustments related to gain/loss on investment valuations and pension valuation changes so will fluctuate from year to year.*

Golf Course Operating Fund
2025 Year-to-Date Revenues



Golf Course Operating Fund
Noteworthy Revenue Items for 2026

- Projecting a 3.5% increase to revenues over 2025 adopted budget
  - Assuming Anniversary Membership revenue will be up 10% (current 2-year membership drive – revenues will be recognized in 2026 & 2027 budgets)
    - This 10% increase will only occur if actual sales = projected sales
    - Membership drive will conclude prior to adoption of final budget so this revenue may be adjusted to a lower figure.

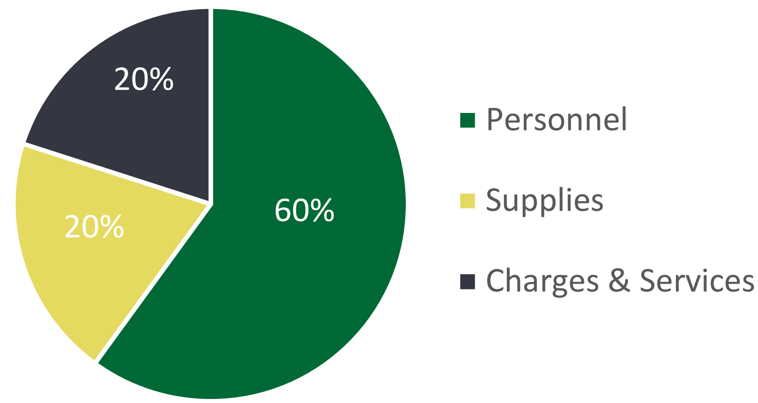
- Proposing a 4% across-the-board rate increase for Greens Fees & Cart Fees to keep up with operational expenses.

Proposed Green Fee Increases

	Current (2025)	Proposed (2026)
18-holes Regular Weekday	$49	$51
18-holes Weekday - Seniors	$35	$36
18-holes Weekday - Juniors	$35	$36
9-holes Regular Weekday	$27	$28
9-holes Weekday - Seniors	$20	$21
9-holes Weekday - Juniors	$20	$21
18-holes Regular Weekend	$58	$60
9-holes Weekend - Regular	$38	$40
Evenings-Twilight Regular	$37	$38

Expenditures
Clubhouse Operations

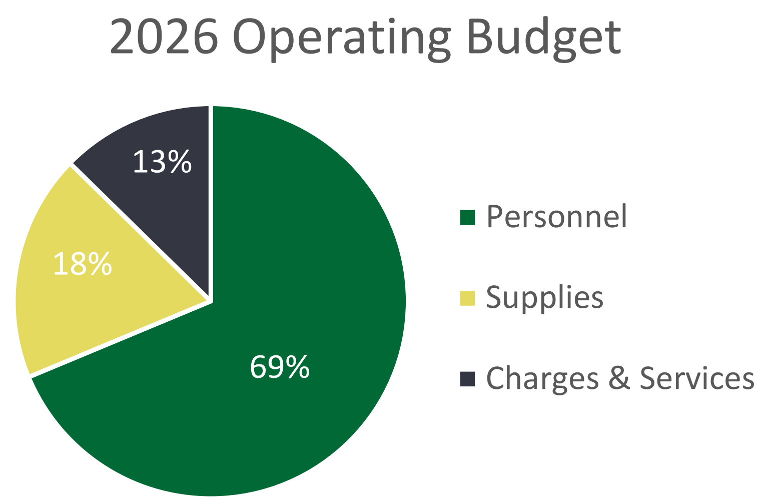
2026 Operating Budget



	2023 Activity	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Personnel	$ 671,703	$ 723,745	$ 741,100	$ 776,250
Supplies	243,326	277,969	231,800	257,950
Other Charges & Services	420,849	226,804	274,750	259,400
Subtotal – Operating	**$1,335,878**	**$1,228,518**	**$1,247,650**	**$1,293,600**
Capital Outlay *	0	61,487	10,000	0
Total	**$1,335,878**	**$1,290,005**	**$1,257,650**	**$1,293,600**

** Reminder: Beginning in 2026, the Golf Course will use their new Capital Fund (Fund 551) to report on all of their capital-related activities.*

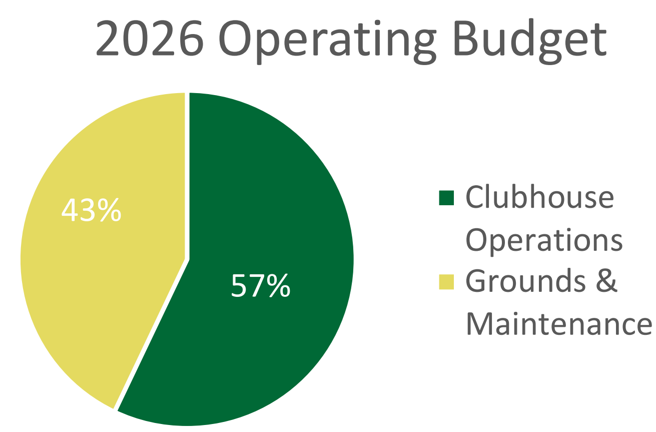
Expenditures
Grounds & Maintenance



	2023 Activity	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Personnel	$ 588,040	$ 603,235	$ 626,700	$ 668,300
Supplies	171,558	157,987	184,000	181,000
Other Charges & Services	96,487	95,069	168,900	123,200
Subtotal	**$ 856,085**	**$ 856,291**	**$ 979,600**	**$ 972,500**
Capital Outlay	0	(61,487)	80,000	0
Total	**$ 856,085**	**$ 794,804**	**$ 1,059,600**	**$ 972,500**

** Reminder: Beginning in 2026, the Golf Course will use their new Capital Fund (Fund 551) to report on all of their capital-related activities.*

Expenditures **Combined**



	2023 Activity	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Clubhouse Operations	$1,335,878	$1,228,518	$1,247,650	$1,293,600
Grounds & Maintenance	856,085	856,291	979,600	972,500
Subtotal - Operating	**$ 2,191,963**	**$ 2,084,809**	**$ 2,227,250**	**$ 2,266,100**
Capital Outlay	0	0	90,000	0
Undesignated				
OPEB-Annual Audit Entry	(269,793)	337,570	0	0
Depreciation	120,496	115,966	120,000	120,000
Transfers Out	0	1,166,933	0	0
Interfund Loan Payment	0	0	546,053	0
Total	**$ 2,042,666**	**$ 3,705,278**	**$ 3,348,530**	**$ 2,386,100**

Golf Course Operating Fund
Noteworthy Expenditure Items

- 2023 Membership Drive = higher 2023 expenditures related to that marketing drive.
  - Same will hold true for 2025 expenditures.
- 2025 will be the Golf Course's final payment on their 2016 inter-fund loan (related to course improvements)
  - *3-year accelerated repayment plan (2023, 2024, 2025) will have $1.6 million outstanding balance paid off*
- $120,000 annual depreciation – activity is smaller than prior years (pre-2023) as several larger improvements are now fully depreciated.
- 2024 large Transfer Out ($1,166,933) – due to establishment of a Golf Course Capital Fund (Fund 551) and minimum cash reserve policy for the Golf Course Operating Fund. This amount was transferred to the new capital fund.

Golf Course Operating Fund
2026 Budget Summary

$	2,874,000	Operating Revenues
-	2,266,100	Operating Expenditures
$	487,900	Net Operating Income

Golf Course – What's Still Ahead

- Continue to evaluate the current maintenance building for major maintenance needs and explore options for increasing storage and improving working conditions.

- New Golf Carts for 2026

- New Anniversary Membership for 2026/27.

Golf Course Operating Fund
Questions?

Golf Course Capital Fund (Fund 551)

Golf Course Capital Fund (Fund 551)
2026 Budget Overview

Golf Course Capital Fund	2025 Estimate*	2026 Proposed Budget
Revenues		
Interest	$ 22,500	$ 40,000
Transfer In-Depreciation	120,000	120,000
Transfer In-Add'l (Membership Drive)	225,000	0
Expenditures		
Golf Course Capital Projects	0	635,000
Golf Course – Facility Projects	0	43,000
Increase (decrease) in Capital Fund Balance	$ 367,500	($ 518,000)

** 2025 estimates have been entered for comparison purposes*

Golf Course Capital Fund – Capital Projects

Expenditures	2025 Adopted Budget (in Fund 550)	2026 Proposed Budget (in Fund 551)
Ball Machine Replacement	10,000	
Storm Shelter Replacements (#5 & #15)	40,000	
Step Replacements	15,000	15,000
Seeder Machine	25,000	
AC/Furnace Unit #1		18,000
Exterior Tuckpointing		25,000
Front End Landscaping/Retaining Wall		100,000
Golf Cart Replacements (updated amount)		400,000
Replace (2) Triplex Tee Mowers (updated amount)		110,000
Purchase Truck (trade-in) from Public Works *(this item was added to the 2026-2030 draft CIP after it was presented to Council)*		10,000
	$ 90,000	**$ 678,000**

Golf Course Capital Fund (Fund 551)
Fund Modeling

	2026	2027	2028	2029	2030
Beginning Balance	$ 1,534,433	$ 1,016,433	$ 2,255,426	$ 2,318,089	$ 3,712,631
Revenues	40,000	30,493	67,663	69,543	111,379
Transfer In-Depreciation	120,000	120,000	120,000	120,000	120,000
Transfer In-Add'l Operating	-	1,328,500	-	1,380,000	-
Capital Projects	(635,000)	(240,000)	(125,000)	(175,000)	(580,000)
Capital Projects-Facilities	(43,000)	-	-	-	-
Ending Cash Balance	**$ 1,016,433**	**$ 2,255,426**	**$ 2,318,089**	**$ 3,712,631**	**$ 3,364,010**

~ In years when the city is running its anniversary membership drive, there will be a corresponding "additional" operating transfer which reflects those additional cost collections.

Golf Course Capital Fund

Questions?

Agenda Item 4.D.

Request for Council Action

SUBJECT: 2026 Budget Discussion - Utility Funds

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Brian Connolly, Public Works Director, 651.450.2571
Eric Kramer, Utility Superintendent, 651.450.2565
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to receive a presentation regarding 2026 utility fund budgets, utility rates and overall fund forecasts and then provide input and direction to staff.

BACKGROUND

The City operates three utilities — water, sanitary sewer and stormwater. They are each managed as Enterprise Funds — with revenues received from rates and fees, and expenses spent on operating and capital costs. These Enterprise Funds are segregated from other City funds, so that revenue from utility bills is not used for other City operations, such as police and fire, and expenses for utilities are paid by rates and fees — not by property tax revenues.

The City's utility activities are reported within the following utility funds:

1. Water Operating Fund (Fund 510)
2. Water Capital Fund (Fund 511)

3. Sewer Operating Fund (Fund 520)
4. Sewer Capital Fund (Fund 521)

5. Stormwater Operating Fund (Fund 530)
6. Stormwater Capital Fund (Fund 531)

During this work session presentation and discussion, staff seeks to cover the following topics:

1. **Proposed 2026 Budgets for funds listed above.** The operating budget reviews will cover similar topics to other departmental budgets, including budgeted increases for employee wages and benefits, rising costs for supplies, etc. The capital budget reviews will focus on planned expenditures for replacement and maintenance projects in 2026, closely following the draft Capital Improvement Plan (CIP) that Council has already seen.

2. **Proposed 2026 Utility Rates**. The operating budgets for each utility are entirely funded by rate revenues. Staff will present proposed rate increases for 2026 which are largely reflective of the latest utility rate study conducted in 2022, and received by the Council in early 2023. As part of that study, the city's consultant, AE2S, provided the city with rate models that can be

utilized for prepping rate recommendations. Staff have updated the model and for 2026 are recommending a lower rate increase for sanitary sewer than what was originally forecast in the utility rate study. Capital budgets for each utility are funded by connection fees, paid largely by developers, as well as transfers from the operating budgets. The connection fees proposed for 2026 will be presented at a future Council meeting.

3. **5-Year Fund Projections.** Staff has prepared five-year fund projections for each of the capital funds to show where they stand in terms of having sufficient funds to pay for planned projects (as projected in the CIP) and to make debt service payments (for the Sewer Capital Fund). This multi-year look at the funds is particularly important for the City's utilities, where the expenditures for capital projects can vary significantly from year to year and money needs to be saved up over time to pay for major projects, like the Water Plant Rehabilitation project that is currently under construction.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. 2026 Budget Presentation-Utility Funds

2026 Budget: Utility Operating & Capital Funds

Public Works Department

Brian Connolly, Public Works Director
Eric Kramer, Utilities Superintendent
Amy Hove, Finance Director
October 6, 2025

CITY OF
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HEIGHTS

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Water Operating Fund
(Fund 510)

Water Operating Fund
Revenue Overview

- Proposed budget includes 10% increase to water rates for 2026 (fixed & volumetric rates)

- Rate Study – Forecasted Rate Increases

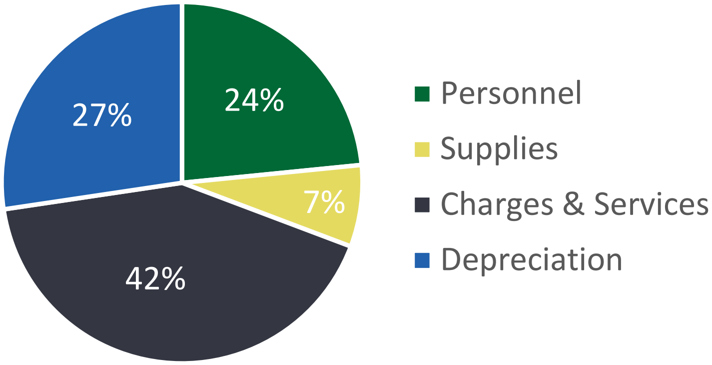
	2025	2026	2027	2028	2029	2030	2031	2032
Fixed Rate	10%	**10%**	10%	10%	10%	8%	8%	8%
Volumetric Rate	10%	**10%**	10%	10%	10%	3.5%	3.5%	3.5%

Water Operating Fund
Expenditure Overview

Noteworthy Expenditure Items

- Personnel (50XX Series) – 8% Increase over 2025
  - Additional overtime needed plus increase to health insurance and new paid family & medical leave
- Professional Services & Contracts (5310) – 37% increase over 2025
  - Lead Service Line Inventory (Phase 2, MDH Mandate)
  - Wellhead protection plan update (due by start of 2027)
- Depreciation assumption (5495) – based on AE2S rate model from the last utility rate study.

Water Operating Fund
Expenditure Overview



	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Personnel	$ 851,617	$ 945,400	$ 1,020,700
Supplies	240,409	316,675	318,713
Other Charges & Services	1,614,463	1,825,535	1,826,050
Subtotal - Operating	**$2,706,489**	**$3,087,610**	**$3,165,463**
Depreciation*	0	1,157,205	1,191,921
Audit-Reporting Period Adj.	(288,837)	0	0
Transfers Out	1,646,426	0	0
Total	**$4,064,078**	**$4,244,815**	**$4,357,384**

** With the creation of a new water capital fund in 2023, and minimum cash reserve policy, depreciation is budgeted within the operating fund but occurs within the capital fund; and this depreciation figure is assumed to be equivalent to the minimum cash transfer available.*

Water Operating Fund

2026 Budget Overview

Water Operating Fund (Fund 510)	2025 Adopted Budget	2026 Proposed Budget
Revenues	$ 4,179,500	$ 4,411,500
Expenditures	(3,087,610)	(3,165,463)
Expenditures - Depreciation	(1,157,205)	(1,191,921)
Increase/(Reduction) to Fund Balance	$ (65,315)	$ 54,116

- *Depreciation is assumed to be the minimum transfer needed to fund future Water Capital improvements.*
- *In 2024, the Cash Reserve Transfer from Water Operating to Water Capital was $1,084,676.*

Water Operating Fund

Questions?

Water Capital Fund
(Fund 511)

Water Capital Fund (Fund 511)
2026 Budget Overview

Water Capital Fund	2025 Estimate *	2026 Proposed Budget
Revenues		
Develop Fees & Interest	$ 1,283,370	$ 620,000
PFAS Settlement Funds	380,263	TBD
Transfer In-Depreciation	1,157,205	1,191,921
Transfer In-Monopole	600,000	0
PFA Water Loan	2,165,171	0
Expenditures		
Water Capital Projects	(4,904,874)	(2,703,000)
PFA Loan Payments	(36,171)	(120,640)
Transfers Out-Street Projects	(1,950,835)	(455,879)
Increase (decrease) in Capital Fund Balance	($ 1,305,871)	($ 1,467,598)

** 2025 activity has been entered for comparison purposes*

Water Capital Fund (Fund 511)
PFAS Settlement Money

- City started receiving PFAS settlement money in 2025
  - $380,263 for 3M Settlement thus far
  - Additional may be forthcoming in 2025 or 2026 (value TBD)
- Settlement money is being receipted to Water Capital Fund in its own revenue account (4671)
- Staff recommend designating these funds for possible future PFAS remediation needs
  - Legal settlements are the only current source for future PFAS remediation needs.
  - City doesn't have a current PFAS remediation need; EPA and MDH regulations are likely to tighten in the future, and the City may have to explore remediation.
  - Having PFAS money set aside will be important for planning purposes.
- City can re-evaluate separate PFAS funding account in the future as more settlement money is received, or clarity on future EPA and MDH treatment requirements is provided.

Water Capital Fund – Capital Projects

Expenditures	2025 Adopted Budget	2026 Proposed Budget
Well Pump & Service Rehabilitations	$ 30,000	$ 75,000
WTP-Roof Top Unit (Facilities)	20,000	0
WTP-Exhaust Unit (Facilities)	0	13,000
WTP-Sludge Pump Replacement	35,000	50,000
WTP-High Service Pump Rehab	50,000	45,000
Automated Metering Infrastructure	200,000	1,750,000
Northside Water Tower Painting -planning	0	100,000
Water Tower Mixers	0	50,000
Programmable Logic Controller (Wells)	20,000	20,000
Monopole	0	600,000
TRANSFERS OUT – Street Projects	2,381,737	455,879
	$ 2,736,737	$ 3,158,879

Water Capital Fund (Fund 511)
Fund Modeling

	2026	2027	2028	2029	2030
Beginning Balance	$ 16,233,937	$ 14,766,339	$ 11,434,177	$ 8,884,244	$ 7,933,746
Revenues	620,000	595,000	570,000	520,000	520,000
Transfer In-Depreciation	1,191,921	1,227,679	1,264,509	1,302,444	1,341,518
Capital Projects	(2,703,000)	(3,925,000)	(2,180,000)	(855,000)	(250,000)
Capital Projects-PMP	(455,879)	(1,091,944)	(2,066,570)	(1,780,139)	(561,185)
Debt Payments	(120,640)	(137,897)	(137,872)	(137,803)	(137,691)
Ending Cash Balance	**$ 14,766,339**	**$ 11,434,177**	**$ 8,884,244**	**$ 7,933,746**	**$ 8,846,388**
Less: PFAS Settlement $'s	(380,263)	(380,263)	(380,263)	(380,263)	(380,263)
Available Cash Balance	**$ 14,386,076**	**$ 11,053,914**	**$ 8,503,981**	**$ 7,553,483**	**$ 8,466,125**

Water Capital Fund

Questions?

Sewer Operating Fund (Fund 520)

Sewer Operating Fund
Revenue Overview

- Proposed budget includes 5% increase to sewer fixed rate & 3% increase to sewer volumetric rate for 2026
- Rate Study – Forecasted Rate Increases

	2025	2026	2027	2028	2029	2030	2031	2032
Fixed Rate	7%	~~6%~~ **5%**	5%	4%	4%	4%	4%	3%
Volumetric Rate	6%	~~4%~~ **3%**	2%	2%	2%	2%	2%	2%

- Rate projections are heavily dependent on Met Council Treatment Charges – 2026 has a lower rate increase than originally projected, but that could go back up in future years and require larger City rate increases to match.
- Current proposed rates will keep pace with Met Council rate increase + help cover debt payments

Sewer Operating Fund
Expenditure Overview

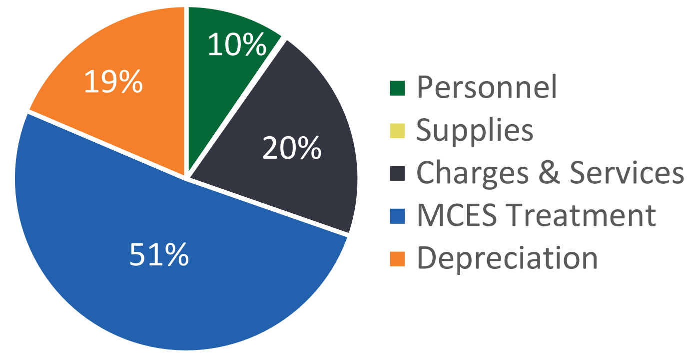
Noteworthy Expenditure Items

- Met Council Sewer Services (5373) – increase forecasted at 1.56% over 2025 costs

	2023	2024	2025	2026
Region	5.50%	6.80%	5.60%	5.8%
IGH	6.29%	7.40%	4.05%	1.56%

- Increase to Depreciation assumption (5495) – from $800,000 to $900,000, based on prior year actuals.

Sewer Operating Fund
Expenditure Overview



	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Personnel	$ 418,212	$ 433,100	$ 464,700
Supplies	6,801	8,775	10,463
Other Charges & Services	1,009,685	1,030,220	993,700
Met Council Treatment Charges	2,155,479	2,435,000	2,472,906
Subtotal - Operating	**$3,590,177**	**$3,907,095**	**$3,941,769**
Depreciation	0	800,000	900,000
Audit-Reporting Period Adj.	(580,549)		
Transfers Out	1,597,984		
Total Budget	**$4,607,612**	**$4,707,095**	**$4,841,769**

** With the creation of a new sewer capital fund in 2023, and minimum cash reserve policy, depreciation is budgeted within the operating fund but occurs within the capital fund; and this depreciation figure is assumed to be equivalent to the minimum cash transfer available.*

Sewer Operating Fund
2026 Budget Overview

Sewer Operating Fund (Fund 520)	2025 Adopted Budget	2026 Proposed Budget
Revenues	$ 5,141,000	$ 5,676,000
Expenditures	(3,907,095)	(3,941,769)
Expenditures - Depreciation	(800,000)	(900,000)
Addition to Fund Balance	$ 433,905	$ 834,231

Depreciation is assumed to be equivalent to the transfer needed to fund future Sewer Capital improvements; additional funds are also needed to cover debt service payments.

In 2024, the Cash Reserve Transfer from Sewer Operating to Sewer Capital was $1,397,984.

Sewer Operating Fund

Questions?

Sewer Capital Fund
(Fund 521)

Sewer Capital Fund (Fund 521)
2026 Budget Overview

Sewer Capital Fund	2025 Estimate *	2026 Proposed Budget
Revenues		
Develop Fees, Interest, Other	$ 812,456	$ 485,500
Transfer In-Depreciation	800,000	900,000
Transfer In-Additional Operating	667,883	750,000
Transfer In-Closed Bond Fund	1,045,756	0
Transfer In-Host Community Fund	0	500,000
Expenditures		
Sewer Capital Projects	(650,000)	(390,000)
Debt Payments	(1,045,756)	(1,040,581)
Transfers Out-Street Projects	(1,858,837)	(754,409)
Increase (decrease) in Capital Fund Balance	($ 228,498)	$ 450,510

** 2025 activity has been entered for comparison purposes*

Sewer Capital Fund - Expenditures

Expenditures	2025 Original Budget	2026 Proposed Budget
Sanitary Sewer Cleaning & Televising	$ 370,000	$ 390,000
Sanitary Sewer Rehabilitation	270,000	0
Programmable Logic Controller – Pine Bend Lift Station	10,000	0
Debt Payments & Related Fees	1,045,756	1,040,581
TRANSFERS OUT – Street Projects	1,874,577	754,409
	$ 3,570,333	**$ 2,184,990**

Sewer Capital Fund (Fund 521)

Fund Modeling

	2026	2027	2028	2029	2030
Beginning Balance	$ 6,056,410	$ 6,506,920	$ 5,823,743	$ 6,252,823	$ 5,071,034
Revenues	485,500	499,708	479,212	492,085	456,631
Transfer In-Depreciation	900,000	900,000	900,000	900,000	900,000
Transfer In-Add'l Operating	750,000	750,000	750,000	750,000	750,000
Transfer In-Host Community Fund	500,000	-	-	-	-
Capital Projects	(390,000)	(1,065,000)	(430,000)	(1,225,000)	(475,000)
Capital Projects-PMP	(754,409)	(723,209)	(225,670)	(1,045,499)	(223,955)
Debt Payments	(1,040,581)	(1,044,675)	(1,044,463)	(1,053,375)	(1,046,488)
Ending Cash Balance	**$ 6,506,920**	**$ 5,823,743**	**$ 6,252,823**	**$ 5,071,034**	**$ 5,432,222**

~ Based on long-range forecasting, fund is expected to dip just below $5 million in 2037.

~ Last year's fund modeling proposed a $1 million transfer from Host Community Fund, beginning in 2026, and running through the expiration of the existing sewer debt. Due to healthier revenues, and lower CIP costs, staff are recommending this transfer be reduced to $500,000 for 2026; staff will continue to analyze this need annually.

~ In 2025, the City transferred just over $1 million from the Closed Bond Fund to help offset 2025 debt payments.

Sewer Capital Fund

Questions?

Stormwater Operating Fund (Fund 530)

Stormwater Operating Fund
Revenue Overview

- Proposed increase of 25% for non-NWA residents
- Proposed increase of 5% for NWA residents
- Previously forecasted rate increases with the goal to converge rates (NWA residents are paying higher rate)

	2021	2022	2023	2024	2025	2026	2027	2028
Outside NWA	5%	25%	25%	25%	25%	25%	25%	10.7%
NWA	5%	5%	5%	5%	5%	5%	5%	5%

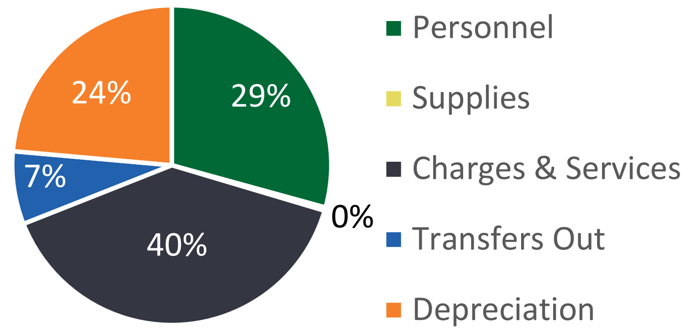
- Rate Study is underway, and is scheduled for discussion at the November 3 Council Work Session
  - Will not be ready for implementation to start 2026.

Stormwater Operating Fund
Expenditure Overview

Noteworthy Expenditure Items

- Dues & Subscriptions (5335) – 14% increase over 2025 (LMRWMO & EIGHWMO)
- Repair & Maintenance (5420) – 14% increase over 2025
  - Systematic & planned annual increases in preventative maintenance to meet ongoing maintenance needs
  - Includes culvert repairs, pond and drainage basin tree removal and erosion restoration, and general storm structure and casting repairs.
- Transfer for Street Sweeping (5990) – 25% increase over 2025
  - Stormwater pays for 50% of City's street sweeping costs

Stormwater Operating Fund
Expenditure Overview



	2024 Activity	2025 Adopted Budget	2026 Proposed Budget
Personnel	$ 271,156	$ 305,400	$ 316,500
Supplies	3,915	150	3,300
Other Charges & Services	245,362	405,470	425,815
Subtotal - Operating	**$ 520,433**	**$ 711,020**	**$ 745,615**
Depreciation	0	245,000	255,000
Audit-Reporting Period Adj.	227,646	0	0
Transfers Out	601,249	64,000	80,000
Total	**$1,349,328**	**$ 1,020,020**	**$ 1,080,615**

Stormwater Operating Fund
2026 Budget Overview

Stormwater Operating Fund (Fund 530)	2025 Adopted Budget	2026 Proposed Budget
Revenues	$ 1,155,515	$ 1,555,615
Expenditures	(711,020)	(745,615)
Transfer Out-50% Street Sweeping	(64,000)	(80,000)
Expenditures - Depreciation	(245,000)	(255,000)
Addition to Fund Balance	$ 135,495	$ 475,000

Depreciation, as a non-cash transaction, is assumed to be the minimum amount available to fund future Storm Water Capital improvements.

In 2024, the Cash Reserve Transfer from Stormwater Operating to Stormwater Capital was $369,331.

Stormwater Operating Fund

Questions?

Stormwater Capital Fund (Fund 531)

Stormwater Capital Fund (Fund 531)

2026 Budget Overview

Stormwater Capital Fund	2025 Estimate *	2026 Proposed Budget
Revenues		
Develop Fees, Interest, Other	$ 309,521	$ 350,000
Transfer In-Depreciation	245,000	255,000
Transfer In-Additional Operating	143,000	157,300
Transfer In-Host Community Fund	1,500,000	500,000
Expenditures		
Stormwater Capital Projects	(270,000)	(960,000)
Transfers Out-Street Projects	(1,423,025)	(1,657,708)
Increase (decrease) in Capital Fund Balance	$ 504,496	($1,355,408)

** 2025 activity has been entered for comparison purposes*

Stormwater Capital Fund - Expenditures

Expenditures	2025 Original Budget	2026 Proposed Budget
Minor Drainage Improvements	$ 85,000	$ 85,000
Raingarden Inlet Rehabilitation	0	20,000
MS4 Program Implementation Efforts	0	20,000
Dickman Trail – Outfall Culvert Replacement	75,000	0
Pond JP-1 Outlet Skimmer	50,000	0
64th Street Outfall Replacement	0	620,000*
Marcott Woods Park-Ravine Restoration	0	150,000
Sewer/Storm Televising	60,000	65,000
TRANSFERS OUT – Street Projects	1,367,025	1,657,708
	$ 1,637,025	$ 2,617,708

* Original 2026-2030 CIP had the 64th Street Outfall Replacement estimated at $750,000

Stormwater Capital Fund (Fund 531)
Fund Modeling

	2026	2027	2028	2029	2030
Beginning Balance	$ 5,491,582	$ 4,136,174	$ 4,563,209	$ 4,483,335	$ 3,931,918
Revenues	350,000	1,674,085	336,896	334,500	317,958
Transfer In-Depreciation	255,000	255,000	260,000	260,000	265,000
Transfer In-Add'l Operating	157,300	173,030	190,333	209,366	230,303
Transfer In-Host Community Fund	500,000	500,000	500,000	500,000	500,000
Capital Projects	(960,000)	(1,690,000)	(395,000)	(200,000)	(245,000)
Capital Projects-PMP	(1,657,708)	(485,080)	(972,104)	(1,655,283)	(326,726)
Ending Cash Balance	**$ 4,136,174**	**$ 4,563,209**	**$ 4,483,335**	**$ 3,931,918**	**$ 4,673,452**

~ Reduction of Host Community Fund transfer from $1 million to $500,000 for 2026.
$1 million in 2023, $1.1 million in 2024, $1.5 million in 2025.

~ 2027 Revenues assume $1.35 million in state grants to pay for Gisch Pond Rehabilitation (estimated project cost = $1.5 million)

Stormwater Capital Fund

Questions?

Agenda Item 4.E.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Central Maintenance Facility

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Kris Wilson, City Administrator, 651.450.2511
Brian Connolly, Public Works Director, 651.450.2571
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to receive a presentation from City staff regarding the possible next steps and financing options for a new Central Maintenance Facility, and then receive a presentation on the schematic design layout from the City's architectural design consultant (Wold Architects & Engineers) and construction management consultant (Kraus-Anderson), and then provide direction to staff.

BACKGROUND

At its July 28, 2025 meeting, the Council adopted a Bond CIP as the first step in the statutorily-defined process to issue general obligation bonds to fund a new Central Maintenance Facility. Under state law, this action is subject to a reverse referendum if a petition containing the signatures of registered voters equal to 5% of the votes cast in the last general election is received within 30-days. The City did receive such a petition. The Council is therefore asked to discuss and provide direction to staff regarding its desired next steps. Generally speaking, the Council has the option to put the question on the ballot in 2026 in order to proceed with financing via general obligation bonds, revise the Bond CIP and start the process over again, seek alternative methods of funding the project, or postpone the project to some point in the future. However, there are variations within each of these options that may also be considered.

Staff can and will provide an overview of options and possible next steps at the October 6 work session. However, in order to evaluate options in detail and make a recommendation, staff seeks direction from the Council as to its desired outcomes. Does the Council still see a need, as outlined and recommended in the Space Needs Study and Facility Site Plan accepted by Council at its April 14, 2025 meeting? Does the Council still want to build the facility as proposed or does the Council want to explore a reduced scope for the project? If a reduced scope is desired, what are the priorities or parameters for a redefined project? Does the Council want to explore ways to bring additional cash resources to the project or alternative financing parameters to reduce the impact to taxpayers? If the Council wishes to proceed in some manner, what next steps should staff pursue and on what timeline?

Following the above discussion, representatives from Wold Architects & Engineers and Kraus-Anderson will provide an update on the design efforts to date, with presentation of schematic designs and layouts for the proposed Central Maintenance Facility. On June 9 of this year, the Council authorized contracts with both Wold and Kraus-Anderson to proceed with design of a new building. This was prior to adoption of the Bond CIP and subsequent receipt of the reverse referendum petition.

The architectural contract included five phases: Schematic Design, Design Development, Construction Documents, Procurement/Bidding, and Construction. At this time, the Schematic Design phase has been completed. The update Wold and Kraus-Anderson will present is one of three contractually-defined touch-points with the full City Council, to review key design components and receive feedback. The focus of this update will be to review the proposed site plan and building layout, provide renderings of some of the exterior building architectural components, and provide an updated cost estimate for the project. Based on the outcome of the discussion regarding next steps, the Council may also wish to discuss and provide direction as to whether it wishes to have Wold and Kraus-Anderson proceed to the next phase at this time.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None

Agenda Item 4.F.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Nominations for Bridge Builder Commemorative Coin Award

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to review and discuss three finalists from the nominations for the City's Bridge Builder Commemorative Coin Award and select an individual or individuals to receive the award.

BACKGROUND

In 2023, the City Council established the Bridge Builder Commemorative Coin Award to recognize residents or staff for:

1. Acts of bravery, quick-thinking and/or selflessness in the aid of others.
2. Long-term service to the community through formal position or role, or through informal or “under-the-radar” contributions.
3. A remarkable accomplishment or representation of IGH on the local, state, national or international stage.
4. Leading by example or being a positive role model for young people within the community.

The first Bridge Builder awards were presented as part of the 2024 State of the City event. Since that time, the previous nominees have remained in the pool for consideration and eight additional nominations have been received.

As directed by the Council when it adopted the process for awarding the Bridge Builder coins, the Department Heads and City Administrator have met to review the nominees and identify three finalists for 2025. Information on the finalists has been forwarded to all Councilmembers for review.

Assuming the Council finds one or more of the three finalists to be a strong candidate(s) for this new award, City staff will proceed to notify the winner(s) and make plans to publicly recognize the award recipients as part of the upcoming State of the City event scheduled for Monday, November 17.

FISCAL IMPACT

RECOMMENDATION

Staff recommends that the Council select one or more individuals to receive the Bridge Builder Commemorative Coin Award, from among the finalists forwarded by staff.

ATTACHMENTS

None

Agenda Item 4.G.

Request for Council Action

SUBJECT: **CLOSED SESSION: City Administrator Annual Performance Evaluation**

MEETING DATE: October 6, 2025
ITEM TYPE: Discussion Items
CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to go into a closed session, pursuant to Minnesota Statute Chapter 13D.05, subd. 3(a), to conduct a performance evaluation of the City Administrator.

BACKGROUND

The City Administrator's contract provides that the Council shall perform an annual performance evaluation of the City Administrator. The Council is asked to move into closed session to complete this annual performance evaluation.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None