



Inver Grove Heights City Council
Monday, November 24, 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, November 24, 2025, will be provided to the Council at or before the November 24, 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.

NOTICE OF REMOTE ATTENDANCE: Councilmember Mary T'Kach is expected to attend this meeting remotely, via interactive technology. The public may monitor the meeting electronically from a remote location via www.townsquare.tv/webstreaming.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Presentations**
5. **Consent Agenda**

All items on the consent agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.

- A. Approval of Minutes of the July 7, 2025, City Council Work Session
- B. Approval of Minutes of the November 3, 2025, City Council Work Session
- C. Approval of Disbursements
- D. Personnel Actions
- E. 2026 Pay Plan for Seasonal, Temporary, On-Call and Non-Regular Status Employees
- F. 2026 Classification and Compensation Plan for Regular Status Non-Union Employees
- G. Authorization to Purchase Sleepy Hollow Park Playground Replacement
- H. Authorization to Purchase Lobby Furniture for the Veterans Memorial Community Center
- I. Approval of Storm Water Facilities Maintenance Agreement for 2750 70th St E
- J. Resolution Accepting Donations

6. **Public Hearing**

- A. 2026 Liquor License Renewals
- B. 2026 Tobacco Sales License Renewals
- C. Application for New Tobacco Sales License
- D. Liquor License Compliance Check Violations
- E. Tobacco & Nicotine Products License Compliance Check Violation

7. Regular Business

- A. Approval of Amendment to the Bishop Heighs Planned Unit Development and Major Site Plan Review
- B. Purchase Agreement with Ace in the Hole Real Estate Limited Partnership
- C. Overview of 2026 Budget & Levy Status
- D. 1st Reading of an Ordinance Establishing the 2026 City Fee Schedule and 1st Reading of Ordinance Removing Fees from City Code Title 10 Chapter 3
- E. 1st Reading of Ordinance Amending Utility Connection Fees
- F. 2nd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission

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. Closed Session

- A. Closed Session to Discuss Labor Relations Matters

11. Adjourn

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

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, JULY 7 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, July 7, 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: Finance Director (Acting Administrator) Hove, Public Works Director Connolly, City Engineer Merchlewicz, City Planner Shay, 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. 70th Street (TH 3 to Cahill Avenue) Preliminary Design (City Project Nos. 2023-13 & 2023-14)

Dakota County Project Manager Morneau, County Engineer Erin Laberee and Assistant County Engineer Jake Chapek provided an update on the County Road 26 Improvement Project, which spans from TH 3 to Cahill Avenue and is identified as projects CP 26-60 and CP 26-68. The project covers the area between Allen Way and Highway 52 as well as Highway 52 to Cahill Avenue.

For CP 26-60, the project will reconstruct the roadway to accommodate future traffic volumes, replace the existing pavement and base, add storm sewer and utility extensions, and include a multiuse trail. The plan also addresses driveway and roadway access point management and modifies the current hilly profile to improve safety.

For CP 26-68, the project will reduce the roadway from 5 lanes to 3, add a multi-use trail along the north side, replace the signal at Blaine Avenue, and rehabilitate pavement last fully replaced in 1992.

Proposed improvements include reconstructing the corridor from Allen Way to Highway 52 with one through lane in each direction, the addition of curb and gutter installation with shoulders, a multi-use trail on both sides of the road, and right and left turn lanes at City street intersections. Two retaining walls will be built along this segment. The section from Highway 52 to Cahill Avenue will feature one thru lane in each direction with turn lanes, a median matching existing conditions, and a replacement signal at Blaine Avenue. A multi-use trail will be added on the north side.

Access management strategies are designed to limit turning movements at driveways and closely spaced intersections to maintain roadway functionality and improve safety. These measures will preserve mobility, reduce delays, and minimize crashes in accordance with Dakota County

Transportation Plan policies requiring full access intersections to be at least 1/4 mile apart and limited access intersections at least 1/8 mile apart.

Specific intersection modifications include a roundabout at Angus Avenue and another at Babcock Trail, 3/4 access at Allen Way and Athena Way, and right-in, right-out movements at Arlene Avenue and the Holiday gas station. Left turns into Emanuel Lutheran Church. Additional coordination with the Minnesota Department of Transportation (MnDOT) will occur regarding access management changes near Banner Lane and the Highway 52 interchange.

The roundabout at Babcock Trail is intended to improve traffic operations over the current all-way stop and provide safer pedestrian crossings for trails on both sides of CSAH 26. It will also serve as a turnaround point for westbound traffic affected by access restrictions from the nearby golf course.

The roundabout at Angus Avenue is designed to accommodate future traffic conditions with full development, provide safe and efficient pedestrian crossings for trails on both sides of CSAH 26, and provide safe U-turn movements resulting from access restrictions at adjacent intersections.

Several alternatives were evaluated. Vertical profile modifications include a continuous 6% grade from Allen Way to beyond Arlene Avenue. This change improves sight distance issues at Arlene and Angus Avenues, accommodates the proposed Angus Avenue roundabout, smooths out the existing rolling hills, and supports constructability of all driveway and street connections

Public engagement has been ongoing throughout the process. The first open house, held on October 8, 2024, introduced the projects, presented purpose and need, shared traffic data and analysis, discussed roadway improvements, and alternatives being considered, and gathered community feedback on intersection access options. The project team also met with residents of Arlene Avenue and Athena Way in January 2025. A second open house on April 1, 2025, presented updated recommendations for both projects. Recommendations for CP 26-68 included a north-side trail, no additional raised medians, and a replacement signal at Blaine Avenue. Recommendations for CP 26-60 included a roundabout at Babcock Trail, 3/4 access at Allen Way, and multiple intersection alternatives at Angus and Arlene Avenues.

At the 30% preliminary design stage, the total estimated project cost is \$20.6 million. Of this amount, construction costs are projected at \$18.4 million, design at \$1.2 million, and construction administration at \$1 million. The County's estimated share is \$16.1 million, with the City responsible for \$4.5 million. Most project components fall under the County's 85%/15% cost-share policy for reconstruction and modernization projects. The estimates do not include right-of-way acquisition. The team is close to determining the necessary easements, after which the appraisal process will begin. He explained that the evaluation may take a few different directions, with the goal of beginning work this fall and gaining a clearer understanding of project needs and progress in the coming months.

He outlined the next steps, which include pursuing a Joint Powers Agreement (JPA) with the City through construction, advancing the design to final stages by late 2026 with additional opportunities for public involvement, securing right-of-way by late 2026, and advertising for bids in early 2027. He noted that the team has begun evaluating construction sequencing on the west side of the project, where utility relocations may be necessary in 2027, followed by reconstruction in 2028. The timing for other project elements remains flexible and will be further discussed with the City and the public. He emphasized the importance of maintaining flexibility to accommodate contractor approaches to project delivery.

Ongoing coordination with MnDOT will continue for the Highway 52 roundabout component.

Council members discussed concerns that resident feedback was not fully reflected in the roadway design and questioned whether the project was oversized for current needs. Several council members opposed constructing trails on both sides of the roadway due to property impacts in the rural residential area, arguing that a single trail would be sufficient. County staff explained that dual trails are a standard practice to improve access, safety, and long-term regional connectivity, noting that trails exist west of TH 3 and are planned east of Highway 52. Staff stated that both recreational and commuter uses were considered, and future development would increase trail demand. City staff noted that trails near existing development are already used and that constructing them during roadway reconstruction is more cost-effective than retrofitting them later.

Council members expressed concern that access restrictions, including proposed right-in/right-out movements at Old 70th Street, may be unnecessary given current low traffic volumes. County staff explained that access management policies are based on safety guidelines and intended to reduce conflict points. Council members also questioned the configuration of the intersection at Cahill and 70th Street, and staff confirmed that separate turn lanes will be included. The safety and function of roundabouts were discussed extensively, with council members seeking data demonstrating their benefits. County staff stated that roundabouts reduce conflict points and simplify crossings, and that a safety analysis conducted by MnDOT can be shared.

Council members asked about pedestrian and bicycle connections across TH 3 and throughout the corridor. County staff confirmed that MnDOT is beginning a corridor study that will evaluate future trail needs. City engineering staff outlined how existing trails near The Canvas will connect to new north-south segments and extend east across Highway 52, including accommodations for safe crossings at roundabouts. Concerns were raised about areas lacking designated crossings if trails are built on only one side, particularly for residents accessing the golf course. Staff noted that no mid-block crossings are planned for safety reasons.

County staff stated that the current speed limit of 45 mph on 70th Street will remain, and the design will accommodate speeds up to 50 mph. The section north of 70th Street on Babcock will remain a City facility but part of the County system. Discussion on trail maintenance clarified that the City is responsible for snow removal, while the County handles major maintenance activities. Council members expressed concern about sidewalk-plowing expectations and limited equipment availability.

Council members raised concerns about property acquisition associated with trail construction and roadway widening. County and City staff described efforts to limit impacts, engage residents through outreach meetings, and coordinate with property owners. Staff discussed future land-use guidance in the area, noting multiple parcels designated for mixed-use or medium- to high-density residential development. The potential redevelopment of parcels along Allen Way and Angus Avenue, supported by existing utility stubs, was described as a key factor in planning for future traffic patterns and trail connectivity.

Staff provided clarification on access changes for nearby properties, including the church, which will receive a relocated entrance allowing both left and right turns, while its existing entrance will close. Council members asked about access for development on the northwest corner parcel, and staff confirmed there would be no direct access to 70th Street due to proximity to turn lanes and the roundabout. Access would instead occur from Athena Way, the roundabout, and Old 70th Street. Concerns were raised about increased roundabout traffic following church services, though staff noted traffic peaks would not conflict with peak roadway volumes.

Council members asked about retaining wall heights and aesthetics. County staff stated that walls are expected to range from approximately 6 to 10 feet, depending on final grading, and will be maintained by the County. Suggestions were made to explore murals or artistic treatments in the future. Staff also confirmed that efforts would be made to preserve existing trees, which fall within County right-of-way.

Council members questioned the availability of RRFB-style flashing pedestrian signs. City and County staff explained that RRFBs can be evaluated during final design depending on traffic speeds, proximity to other signals, and the nearby pedestrian tunnel. Additional design considerations—including asphalt trail surfaces, painted edge stripes, and use of full-depth reclamation—were noted.

Council members expressed differing views on the overall scale of the project. Some supported the dual-trail layout due to expected development and safety considerations, while others opposed it, citing minimal current usage and property impacts. Staff clarified that the project follows a County-led process and that the next step is authorization of final design and preparation of a JPA defining costs. Staff confirmed that Council has provided the direction needed to proceed.

B. 80th Street (TH 3 to Babcock Trail) Preliminary Design

Public Works Director Connolly outlined the history, context, and next steps related to the 80th Street realignment project between TH 3 and Babcock Trail. The discussion included a review of previous planning efforts, the City and Dakota County Capital Improvement Program (CIP) history and City approval process, and consideration of whether to proceed with preliminary design as currently planned or discuss alternative options.

The history of the 80th Street realignment dates back to at least 2007, when records show draft alignments were first created. The project was included in Dakota County's 2008-2012 Transportation CIP and was initially planned for construction in 2011. It was also incorporated into the City's 2030 and 2040 comprehensive plans. The realignment appears to have been tied to the TH 3/Amana Trail roundabout design and the Argenta Hills development. In fact, the Amana Trail and TH 3 roundabout were designed specifically for future 80th Street realignment to the east. Both the City and County have invested past money for this project to proceed in the future (\$1.4 million for roundabout/intersection construction).

The 80th Street realignment project has been included in every subsequent Dakota County CIP from 2009 through 2025. Between 2009 and 2017, the project was postponed and revised to focus solely on right-of-way acquisition. Beginning in 2017, the scope was adjusted to perform a preliminary study aimed at refining the alignment and identifying costs. From 2017 through 2022, the project continued to be postponed regularly into the 4th/5th year of the County's CIP. The lack of development pressure and/or funding likely generated postponement and revision from the City, rather than by the County.

The City 5-Year CIP efforts were revived in 2022 with a clear desire to lock in known project needs, particularly in coordination with Dakota County and other government agencies such as MnDOT. This renewed focus was essential for long-term planning and budget forecasting. The 80th Street realignment was scheduled for preliminary design in 2025 within both the County and City CIPs from 2022 through 2025. During this period, multiple development inquiries and the advancement of adjacent projects, including the Scenic Hills development, aligned well with the City's broader project initiatives. As a result, the City agreed to lead the preliminary design effort due to its direct connection to ongoing development needs, encompassing both street and utility improvements.

Since 2022, renewed developer and property owner interest has emerged, particularly from adjacent landowners and developers and several landlocked properties without roadway or utility access. The City's Planning and Economic Development staff identified a mix of low- and medium-density residential uses north of the alignment, closest to Inver Wood Golf Course, and Community Commercial land uses to the south near Highway 55. Establishing the roadway profile and alignment is essential to determine right-of-way and easement needs for roads and utilities, address grading and topography issues (retaining walls vs. grading), and guide future development.

City Planner Shay explained that residential development is planned north of the 80th Street realignment, consisting of Low to Moderate Density Residential (LMDR) and Low Density Residential (LDR). South of the alignment, the land is designated for Community Commercial use. He noted that the comprehensive plan identifies this corridor for realignment to better connect with Amana Trail and support future growth in the area. Because the realignment is a major and costly infrastructure project, it would typically occur in conjunction with development rather than as a standalone City project. He emphasized that such a roadway serves a broader area than typical local streets, so its cost must be distributed across a larger number of parcels, both residential and commercial, to make it financially feasible. As a result, the project would likely advance only if the entire undeveloped area were developed at the same time, allowing the expense to be shared among more homes and businesses.

The 2025-2029 Dakota County and City CIPs reflect a coordinated effort to maintain consistency between both agencies. The Dakota County Transportation CIP is reviewed annually, beginning each spring with a draft CIP that includes a City support letter and recommended changes (April 2024), followed in the fall by a revised draft incorporating County and City updates (November 4, 2024), and concluding at year-end with final adoption by the County Board. The City Council supported this process through Resolution 2024-253, adopted on November 12, 2024. The goal of these efforts is to ensure conformance between the City and County CIPs. City Public Works and Engineering staff reviewed the 2025-2029 Dakota County CIP and incorporated known updates into the City's CIP, formalized through City Council Resolution 2024-254 on November 12, 2024. City staff are also currently incorporating the 2026-2030 Dakota County CIP projects into the City's 2026-2030 CIP.

Budget impacts are addressed as staff plan for County projects through two primary methods: coordination with the City's annual CIP updates and inclusion in the City's annual budget approval process for capital projects. This includes Pavement Management and Partnership Projects, as well as the identification of funding from Capital Utility Funds (Stormwater, Sewer, and Water) and State Aid Funds. The City must approve cost sharing for any County project through a JPA. Projects that do not involve City cost sharing or have no impact on City infrastructure do not require a JPA.

The estimated 2025 cost for the preliminary study of 80th Street from TH 3 to Babcock Trail is \$202,500, based on a 45% City and 55% County split. The City serves as the lead agency for this project. The 80th Street realignment is not included in future CIPs currently. The preliminary study is intended to determine cost impacts and inform both the City and County on how to plan for future improvements. The study may result in a determination that future development will need to drive and/or fund portions of the project. Overall, the intent is to create clarity, transparency, and flexibility for future project scheduling and budgeting.

If the study proceeds, it will recognize and continue past planning and CIP efforts while affording continued transparency and evaluation of the viability of the roadway realignment, clearly tied to development needs and impacts. Both roadway and utility components would be evaluated,

providing cost estimates and identifying potential next steps to determine the schedule and funding for future roadway design and construction. Advancing the study would also allow continued and future engagement with property owners and developers, establishing clear expectations regarding roadway location and access points for streets and utilities. In addition, the City and County could utilize their authority of eminent domain to acquire needed right-of-way.

If the study does not proceed, development in the area will be constrained because it is deemed premature under City Code 11-1-8 (Premature Subdivision Prohibited) due to the lack of adequate streets. In this case, the City may require or request that developers land assemble to obtain all properties necessary to encompass all potentially impacted parcels for a roadway alignment. There are 6 likely impacted parcels, with a 7th owned by Dakota County; at least 3 of these are homesteaded and have not been part of any past development proposals. While development could still occur, the City and County would likely face higher right-of-way acquisition costs in the future if a roadway were installed post-development, and the feasibility of constructing the roadway at that point may not be feasible. Additionally, Dakota County has expressed a desire to reappropriate funds if the study does not proceed in 2025.

Director Connolly requested feedback from the Council regarding whether to proceed with the 80th Street realignment study as previously proposed and approved in the City's 2025-2029 CIP, or to take a different approach (and if so, determine what approach that might be, and next steps thereto).

A council member noted recent conversations with developers and nearby residents and expressed support for proceeding with the study. They emphasized strong interest in securing retail near the Target area and highlighted that developer engagement could help advance this effort. Council members agreed the study is a necessary cost of doing business and expressed support for moving forward.

A council member asked whether not realigning 80th Street would limit future development potential or constrain density. The City Planner stated that commercial development envisioned to mirror the area across from Target depends on adequate access, and failure to realign the roadway would likely restrict commercial viability. Existing low- and medium-density residential areas would remain largely unaffected, but commercial areas would continue to rely on staggered access if the alignment is not improved.

A council member requested clarification regarding the extent of the commercial area. The City Planner explained that the current commercial zone includes four parcels, with the storage property comprising only one. The intent is to consolidate these commercial parcels on the south side of the future alignment along with a single-family home and several larger surrounding parcels.

Questions were raised regarding how development agreements account for roadway costs and how expenses may affect park dedication or other requirements. Staff explained that under the City's 429 process, developers typically fund standard roadways and utilities, with cost sharing dependent on land assembly and project scale. Larger unified developments can absorb costs more effectively, while fragmented parcels may require phased construction. Staff noted that developers may fund roadway design and construction upfront, with the City and County later reimbursing their share. The process becomes more complex when properties are under multiple ownerships, as only the City can use eminent domain to secure right-of-way.

A council member asked whether the study would evaluate environmental impacts, particularly wetlands, grading, and cut-and-fill needs. Staff confirmed that the study will include a desktop

review of environmental features, including wetlands, with further analysis; such as, stormwater requirements and potential mitigation will be addressed at later stages. Wetland filling would be considered only if cost-effective and subject to required mitigation. Tree preservation will be assessed at a high level using available data, as public projects are exempt from preservation ordinance requirements.

Concerns were raised about identifying potential constraints early, so developers are aware of cost implications, including impacts associated with topography, trees, or regulated environmental areas. Staff emphasized that preliminary studies aim to identify cost-effective, least-impact alternatives, establishing roadway alignment, access points, and grading needs so developers can plan accordingly.

A council member sought clarification on whether the roadway is a City or County responsibility. Staff explained that while the roadway is designated as a County route, the study is City-led due to County resource limitations and active developer interest in the area. The study's focus is the area between TH 3 and Scenic Hills, where immediate development pressure exists.

Staff indicated that the study is included in the CIP and budgeted for this year. The cost is expected to fall near the \$50,000-\$100,000 range once the scope is finalized. The study will examine grading needs and evaluate how adjacent City-owned parcels might be prepared to support development and reduce overall excavation costs.

A council member revisited long-standing comprehensive plan assumptions about retail in the area and questioned whether steep terrain may limit feasibility. Staff stated that the study will help determine which development concepts are realistic and noted that access, grading costs, land ownership, and developer participation will all influence outcomes. Staff emphasized the importance of realistic expectations and transparent communication about constraints.

A council member noted renewed developer interest and recent discussions with staff about a developer working to assemble parcels and has experience in major retail projects. Council members discussed whether the City should consider early right-of-way acquisition but agreed that completing the study first is the appropriate step. Staff stated that the study was always intended to occur prior to any acquisition and that a recent opportunity simply prompted additional discussion.

C. Central Maintenance Facility - Architectural Design Committee

Director Connolly stated that staff are seeking two Council members to serve on an Architectural Design Committee for the new Central Maintenance Facility. The committee will work with design engineers, Wold Architects, and City staff to provide input on high-level architectural and design elements, including building appearance, color schemes, sustainability features, and how the facility fits within the existing campus alongside the VMCC and City Hall. He noted that while staff could provide direction, Council involvement is important to ensure the design aligns with their expectations. The committee will also consider any public-facing features and ensure the building reflects Council priorities. Meetings are expected to occur four to five times over the next eight months, typically around the bi-weekly development meetings. The first meeting is scheduled for July 28 at 1 p.m., and he encouraged having the same two Council members participate throughout to maintain consistency.

A council member expressed interest in serving on the committee, citing recent experience with a multi-million-dollar environmental services facility project and emphasizing the importance of ensuring the final design provides a functional workspace for both staff and the community. Another

council member noted that the work aligns with their professional background and expressed willingness to participate also.

Staff stated that no formal Council action was required and confirmed that they would coordinate with the council members, send invitations for the first committee meeting, and proceed accordingly.

A council member asked for confirmation regarding engagement with the City of Rosemount. Staff reported that they had toured the facility with Rosemount representatives, discussed design and construction experiences, and plan to conduct a follow-up tour with Rosemount staff to review operational insights from the first eight months.

5. ADJOURN:

Motion to Adjourn at 8:16 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 WORK SESSION
MONDAY, NOVEMBER 3 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, November 3, 2025, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

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

Staff In Attendance: City Administrator Wilson, Finance Director Hove, Public Works Director Connolly, Chief Chiodo, Parks and Recreation Director Lares, Parks and Rec Superintendent Dorshak, Facilities Maintenance Superintendent Fitzloff, Community Center Superintendent Muscha, Utility Billing & Accounts Receivable Supervisor Mohr and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve agenda by Scales, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

4. DISCUSSION ITEMS:

A. Proposed 2026 Opioid Fund Budget

The Police Chief reviewed the proposed 2026 Opioid Fund Budget, noting that the City’s allocation of \$821,494 comes from national opioid settlements, with \$262,773 received as of March 2025. Additional settlements were signed in 2025, though no funds have yet been received. Fund expenditures must align with strategies outlined in settlement documents, and prior Council direction has focused spending on youth education and prevention.

The 2025-2026 School Resource Officer (SRO) contract with ISD 199 added a second SRO to provide L.E.A.D. (Law Enforcement Against Drugs & Violence) education in schools. Prevention efforts include in-school L.E.A.D. instruction for 5th and 7th graders, community drug education outreach, and support for the embedded Social Worker and Crisis Response Officer responding to substance use and mental health incidents involving students. The program partners with educators, families, and community leaders to foster violence and substance use prevention and is based on evidence-based curricula with proven outcomes.

The proposed 2026 budget allocates \$16,506 for in-school L.E.A.D. instruction, \$3,809 for curriculum and supplies, and \$8,500 for summer outreach and support, totaling \$28,815. Council members expressed support for the youth prevention program and inquired about initiatives addressing violence reduction and conflict resolution. Chief noted the program is piloting with 5th and 7th graders, with potential expansion to younger grades, and emphasized that summer outreach will be available to all community families, including those outside the school district, as comparable programs do not currently exist in neighboring districts.

B. Veterans Memorial Community Center - Proposed 2026 Budget Update

Parks and Recreation Director Lares reviewed the proposed 2026 Community Center budget, addressing questions raised during the August work session. Staff noted that the VMCC had a strong financial year in 2024, resulting in a smaller-than-normal transfer from the Host Community Fund (HCF), which prompted questions about why the 2026 budget did not mirror the 2024 actuals, and about proposed additions to part-time staffing levels and hours. In response, the budget was revised with a thorough review of rates and estimated revenues, resulting in increases where feasible, while expenditures were reduced in several line items to control costs and improve efficiency.

Revenue adjustments increased projected 2026 operating revenues from \$3,841,356 to \$3,955,856, representing a \$537,421 increase over 2025. Key contributors included a \$55,500 increase in admissions through a \$2 per person non-resident rate, \$15,000 in private swim lesson revenues, \$40,000 in summer ice rental revenues with a \$5 per hour rate increase, a \$4,000 annual streaming payment, and new stakeholder interest in ice facility usage. Council recognized staff efforts in negotiating agreements and exploring revenue opportunities beyond user fees, noting that such initiatives may continue into 2026 and 2027.

Expenditure revisions yielded meaningful savings, including \$20,000 in repair and maintenance accounts, \$10,000 in software conversion costs, scaled-back part-time staff hours for Kids Rock and Aquatics, and adjustments to the Communications Specialist position from 25 to 32 hours per week. Budget updates also reflected accurate Minnesota Paid Family & Medical Leave and health/medical premiums for 2026. Staffing adjustments since 2024, including filling key vacancies, internal promotions, position reclassifications, and adding two part-time benefited positions, resulted in approximately eight positions now reflected in the 2025 and 2026 budgets that were not in 2024.

Cost recovery trends showed continued improvement. In 2023, expenditures totaled \$3,908,130 with revenues of \$3,196,020, covering 81.8% of costs via program revenue and requiring a \$712,110 HCF transfer. In 2024, 91.2% of costs were covered, reducing the HCF transfer to \$348,114. For 2025, projected cost recovery was 79% with a \$907,675 HCF transfer. The August 2026 proposal projected 82.9% cost recovery with a \$794,454 transfer, which improved in the updated 2026 budget to 85.5% cost recovery with a \$670,689 HCF transfer, reflecting higher revenues and controlled expenditures.

There was no further questions or comments from council members.

C. Stormwater Utility Rate Study Update

Public Works Director Connolly presented an overview of the Stormwater Utility Rate Study, developed to evaluate the structure, purpose, and sustainability of the City's Stormwater Utility. The study addressed the utility's purpose, current challenges, rate study scope and schedule, existing rate structure, Citizen Focus Group efforts, rate reset processes with example property fees, rate projection scenarios, and outreach and implementation considerations. Key questions for Council consideration included support for the proposed rate structure, implementation timing, pace of achieving utility self-sufficiency, and public outreach recommendations.

Jacob Strombeck from Advanced Engineering and Environmental Services, LLC (AE2S) explained that the Stormwater Utility, as an Enterprise Fund, is designed to be self-sufficient through user fees rather than tax revenues, with fees dedicated to operations and maintenance. The rate structure distributes costs based on each parcel's contribution to runoff. The utility is authorized under Minnesota Statute 444.075, and the City established its Stormwater Utility in 2007, with a rate report

in 2008 and implementation in 2012. Challenges since 2012 include deviations from the original rate recommendations, the introduction of a rural billing class with inconsistent parameters, and reliance on non-utility sources such as the HCF, Pavement Management Fund, and special assessments for 40-50% of total funding. Rate adjustments have been inconsistent, with increases in some years and no change in others, resulting in a persistent revenue deficit that covers only 55-68% of projected expenses through 2029.

Staff reviewed existing 2025 rates across classifications, noting disparities between rural, urban, and Northwest Area (NWA) properties and highlighting complexities in billing and account categorization. Historical inconsistencies, such as special rates applied to certain properties like St. Patrick's Church, were acknowledged, with the proposed rate reset intended to establish uniformity. The rate study included reviewing impervious and pervious surfaces, with 17% of the total area impervious. Comparisons with peer communities indicated that proposed rates fall within the midrange regionally.

Several common rate structure approaches were analyzed, including Flat Rate, Gross Area Factored by Runoff Coefficient, Impervious Surface Area, Gross and Impervious Surface Area, Class Intensity of Development, and Equivalent Hydraulic Areas. The focus group reviewed three options and ultimately recommended the Gross and Impervious Area method for its equity and ability to fairly distribute costs, with additional considerations for residential parcels over one acre. Under the proposed structure, residential properties under one acre would pay a flat rate of \$75, with an additional \$0.50 per 1,000 square feet for parcels exceeding one acre. Non-residential properties would pay \$11.96 per 1,000 square feet of impervious area plus \$0.50 per 1,000 square feet of gross area, with a minimum annual bill of \$75.

Staff explained how the rate reset would impact sample properties, with some residential parcels seeing modest increases, NWA residential parcels experiencing decreases, and certain commercial or institutional properties seeing larger adjustments due to prior inconsistent rates. Council members discussed the treatment of multi-family buildings, impervious surface reductions, and the inclusion of natural features and utility easements in calculations. Staff confirmed that reducing impervious areas through standard zoning or permitting processes would lower rates, with data updates performed approximately every two years.

The study also included rate projection scenarios for funding \$19.6 million in unprogrammed capital projects and phasing out HCF support, with scenarios varying by duration (10, 20, or 30 years) and HCF transfer end date (2026 or 2030). Director Connolly recommended a balanced 20-year approach to prioritize critical projects and maintain flexibility while noting that 10-year aggressive funding may be unrealistic and 30-year delays could increase long-term costs. Council members inquired about insurance coverage for catastrophic events, grant opportunities, and ongoing HCF adequacy; staff indicated that insurance coverage is uncertain, grants are not guaranteed, and the HCF appears sufficient through 2030, but long-term self-sufficiency remains a policy goal.

Public outreach recommendations focused on three key messaging themes: Community Benefit, Transparency and Trust, and Future-Focused Planning. Proposed outreach methods include bill inserts, the City website, a dedicated webpage with FAQs and reports, newsletter articles, social media posts, and targeted communications. Implementation considerations include a mid-year 2026 rate reset, adoption of necessary ordinances and policies, internal process updates, and potential transition from annual to quarterly billing for stormwater-only accounts. Mid-year implementation allows clear messaging of structural changes separate from inflationary adjustments. Staff

emphasized the importance of maintaining momentum, formalizing procedures for appeals, and adopting a full rate reset rather than continuing legacy reductions.

Council members generally supported a mid-year implementation, noting that some rural properties may see higher increases, but overall costs remain low. Members also discussed equity, potential effects on lower-income residents, and future consideration of senior or income-based accommodations. Staff indicated that refined modeling could be returned for Council review and that a final presentation is expected in January, including a proposed timeline for implementation, coordination with consultants, and any required code amendments or resolutions. The remaining policy decision concerns the pace of achieving Stormwater Utility self-sufficiency and consensus on the timing of backlog capital projects, alongside confirmation of support for the proposed rate structure, implementation approach, and public outreach strategy.

D. CLOSED SESSION: City Administrator Annual Performance Evaluation

Motion to move into Closed Session pursuant to Minnesota Statute Section 13D-05, Subdivision 3, to conduct the City Administrator's Annual Performance Evaluation by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Motion to reconvene into Open Session by Scales, second by T'Kach.

Ayes: 5

Nays: 0 Motion carried.

5. ADJOURN:

Motion to Adjourn at 9:59 p.m. by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: November 24, 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 November 5 – 18, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of November 5 – 18, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$696,152.08
Special Revenue	113,840.62
Debt Service	-
Capital Projects	235,599.36
Enterprise	835,126.85
Internal Service	145,480.74
Escrows	1,890.13
Total - All Funds	2,028,089.78

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 11.24.2025
2. Disbursements Listing (11.5.2025 - 11.18.2025)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
NOVEMBER 5, 2025 - NOVEMBER 18, 2025.**

WHEREAS, a detailed listing of disbursements for the period of November 5, 2025 - November 18, 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	\$696,152.08
Special Revenue	113,840.62
Debt Service	-
Capital Projects	235,599.36
Enterprise	835,126.85
Internal Service	145,480.74
Escrows	1,890.13
Total - All Funds	2,028,089.78

Approved by the City of Inver Grove Heights, Minnesota this 24th day of November 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Payment Dates 11/5/2025 - 11/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
3M	9435822831	10/02/2025	ElectroCut film for signs	101.3200.000.5125	563.85
CITY OF SAINT PAUL	IN63753	10/11/2025	asphalt for patching	101.3200.000.5125	1,575.20
FISCHER MINING, LLC	181679	11/13/2025	Sand for winter maintenance	101.3200.000.5125	386.87
GRAINGER	9674726295	11/13/2025	Absorbent (50lb) for fire trucks	101.2200.000.5125	631.20
ESS BROTHERS & SONS INC	FF9525	10/14/2025	manhole casting	101.3200.000.5125	492.00
INNOVATIVE OFFICE SOLUTIO...	IN4956490	11/13/2025	Planner for Terry B.	101.4300.459.5105	17.92
OCCUPATIONAL HEALTH CEN...	104286010	10/16/2025	Pre-employment physical & TB..	101.1120.000.5310	988.00
MACH 1 TAPING & PAINTING, ...	4247	11/13/2025	Dorm Lockers - Fire Station 1	101.2200.000.5160	1,360.00
EHLERS AND ASSOCIATES, INC.	103477	10/17/2025	Connection Fee Study 10.2025	101.5000.000.5310	8,260.00
FISCHER MINING, LLC	181737	11/13/2025	Sand for winter maintenance	101.3200.000.5125	125.75
FISCHER MINING, LLC	181738	11/13/2025	Sand for winter maintenance ...	101.3200.000.5125	430.17
INNOVATIVE OFFICE SOLUTIO...	IN4958929	11/13/2025	Laminator	101.4300.459.5105	72.08
STERICYCLE INC	8012304865	10/18/2025	Shred-it services 10/02/25	101.2000.000.5310	109.36
CENTURY LINK	10/19/2025	10/19/2025	phone line for alarm system	101.2200.000.5320	55.89
HOLMES DESIGN, INC.	5637	10/19/2025	Design Services 8.2025	101.1300.000.5310	2,095.00
HOLMES DESIGN, INC.	5638	10/19/2025	Design Services - P&R 8.2025	101.4300.459.5310	1,120.00
HOLMES DESIGN, INC.	5639	10/19/2025	Design Services 9.2025	101.1300.000.5310	2,551.25
HOLMES DESIGN, INC.	5640	10/19/2025	Design Services - P&R 9.2025	101.4300.459.5310	1,120.00
HOLMES DESIGN, INC.	5641	10/19/2025	Insights layout fall 2025	101.1300.000.5310	2,200.00
CINTAS CORPORATION	4247055145	10/20/2025	Street Uniforms Laundry	101.3200.000.5175	106.26
CINTAS CORPORATION	4247055145	10/20/2025	Park Uniforms Laundry	101.4200.000.5175	31.02
SOUTH METRO SWAT	10/21/2025	10/21/2025	SWAT Annual Training Ft McC...	101.2000.000.5340	1,152.82
SOCCER SHOTS	10/21/2025	11/13/2025	Soccer jerseys	101.4300.454.5190	120.00
SOCCER SHOTS	10/21/2025	11/13/2025	Soccer classes 9.2025 - 10.2025	101.4300.454.5310	2,625.00
ULINE	199523033	10/21/2025	Sign Storage Rack	101.3200.000.5160	706.27
GRAINGER	9682864708	10/21/2025	light bulbs and water filer	101.4200.000.5190	343.00
FIRST IMPRESSION GROUP	173258	11/13/2025	Insights mailing fall 2025 (x16,...	101.1300.000.5325	260.00
FIRST IMPRESSION GROUP	173258	11/13/2025	Insights printing fall 2025 (x16...	101.1300.000.5333	10,770.00
FIRST IMPRESSION GROUP	174134	10/22/2025	State of the city invites	101.1300.000.5333	170.00
FIRST IMPRESSION GROUP	174163	10/22/2025	Updated business cards - Long...	101.4300.459.5105	55.00
XCEL ENERGY	950032098	11/13/2025	Replace Knocked Down Light -...	101.3400.000.5405	2,139.88
AMERICAN ENGINEERING TES...	INV-291255	10/24/2025	Soil Borings Study - Monopole...	101.3100.000.5310	600.00
ST. PAUL PIONEER PRESS	10/27/2025	11/13/2025	2026 aerator publication	101.4200.000.5330	342.00
MOTIV EXCAVATING & SITE ...	2025-04-002	11/13/2025	Manhole Repairs	101.3200.000.5415	6,385.00
PINE BEND PAVING, INC.	252384	10/27/2025	Asphalt for patching	101.3200.000.5125	8,927.75
CINTAS CORPORATION	4247792588	10/27/2025	Street Uniforms Laundry	101.3200.000.5175	113.50
CINTAS CORPORATION	4247792588	10/27/2025	Park Uniforms Laundry	101.4200.000.5175	35.02
HEIMAN FIRE EQUIPMENT	0948103-IN	11/13/2025	Hose nozzles	101.2200.000.5160	294.43
FIRST IMPRESSION GROUP	173871	10/28/2025	State of the city invites & enve...	101.1300.000.5333	210.00
TOTAL CONSTRUCTION & EQU...	44186	10/28/2025	Street Light Repairs - 52 S & 1...	101.3400.000.5405	148.33
THE APPAREL LAB, LLC.	249199	10/30/2025	Shirts & Sweatshirts - Rose	101.2000.000.5175	291.00
TOTAL CONSTRUCTION & EQU...	44199	10/30/2025	Replaced Heater - Heritage Pa...	101.4200.000.5400	1,672.39
TOTAL CONSTRUCTION & EQU...	44200	10/30/2025	Fix Fixtures - South Valley Park	101.4200.000.5400	1,749.32
KIDTRESTRING	INV-0002	11/13/2025	Contracted services for presc...	101.4300.454.5310	240.00
EMERGENCY TECHNICAL DEC...	'00000851	11/13/2025	turnout gear patching & restit...	101.2200.000.5175	224.50
METROPOLITAN COUNCIL	10/31/2025	10/31/2025	Monthly SAC Payment 10.2025	101.0000.000.4300	-5,566.40
KENISON, TERRI	10/31/2025	11/13/2025	Fire station's cleanings 10.2025	101.2200.000.5310	1,600.00
G BOLTZ BOLTON	10/31/2025	10/31/2025	Inflatable for Ghostly Gatheri...	101.4300.453.5430	200.00
ST. PAUL PIONEER PRESS	1025572521	11/13/2025	Ord 1516 Addressing Council	101.1140.000.5330	51.15
ST. PAUL PIONEER PRESS	1025572521	11/13/2025	NoPH: Officer change - OWT	101.1140.000.5330	23.10
CULLIGAN	157984591006X103125	11/13/2025	Bottled water - fire station 1	101.2200.000.5190	81.78
CULLIGAN	157984591188X103125	11/13/2025	bottled water - fire station 3	101.2200.000.5190	112.65
CULLIGAN	157985524824X103125	11/13/2025	RV water equipment	101.4200.000.5430	11.30

Expense Approval Report

Payment Dates: 11/5/2025 - 11/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CULLIGAN	157986034674X103125	11/13/2025	bottled water - fire station 2	101.2200.000.5190	132.74
SAFETY SIGNS	25004400	11/13/2025	Road Signs for Manhole Resto...	101.3200.000.5190	1,218.90
ASPEN MILLS	364086	10/31/2025	Boots - Koeppen	101.2000.000.5175	135.00
VERIFIED HOLDINGS, LLC	368941	10/31/2025	Pre-employment background ...	101.1120.000.5310	717.75
BKV GROUP, INC.	66965	11/13/2025	Fire station's location study	101.2200.000.5310	1,425.42
LEICA GEOSYSTEMS INC	904090654	11/13/2025	Leica GPS Maintenance	101.3100.000.5405	862.00
GRAINGER	9694691776	11/13/2025	Hex nuts	101.3200.000.5125	2.43
GRAINGER	9694691784	11/13/2025	Washers for Road Signs	101.3200.000.5125	21.64
GRAINGER	9694691792	11/13/2025	Flatrods for road signs	101.3200.000.5125	137.20
GRAINGER	9694691800	11/13/2025	Drill Bit	101.3200.000.5125	27.68
INFINITE HEALTH COLLABORA...	IHEAINV01967	11/13/2025	Health Quotient Lab Services -...	101.2000.000.5312	4,700.00
GEOTAB USA, INC.	IN458180	10/31/2025	ProPlus Plan 10.2025	101.2000.000.5395	283.43
SAFE-FAST, INC.	INV316115	11/13/2025	Marking Paint	101.3200.000.5125	132.00
SAFE-FAST, INC.	INV316115	11/13/2025	Drivers Gloves	101.3200.000.5175	43.87
ROBERT JAMES BEALKE	10/5/2025	11/06/2025	DJ for Ghostly Gathering event	101.4300.453.5310	450.00
BURNSVILLE ATHLETIC CLUB	10/5/2025	11/06/2025	South Metro SB-Intermediate ...	101.4300.454.5190	124.47
BURNSVILLE ATHLETIC CLUB	10/5/2025	11/06/2025	2025 SB Lg. umpire fees	101.4300.454.5310	444.00
BENJAMIN GERALD BIGELOW	1256	11/06/2025	Photo booth for Ghostly Gath...	101.4300.453.5310	425.00
LOCAL GOVERNMENT INFOR...	152659	11/06/2025	S/A Software Quarterly Web ...	101.1800.000.5395	794.00
LOCAL GOVERNMENT INFOR...	152659	11/06/2025	S/A Software Quarterly Fee	101.1800.000.5395	4,593.00
LOCAL GOVERNMENT INFOR...	152659	11/06/2025	Mobiles, Field Ops, Records &...	101.2000.000.5395	8,981.00
LOCAL GOVERNMENT INFOR...	152659	11/06/2025	logis computer system	101.2200.000.5395	848.00
FIRST IMPRESSION GROUP	171891	11/06/2025	Parks and Rec Envelopes	101.4300.459.5105	635.00
FIRST IMPRESSION GROUP	173587	11/06/2025	Journals for commissioners' a...	101.1000.000.5190	349.31
KIRI ANN FAUL	2541	11/06/2025	Pre-employments evals - Tho...	101.2000.000.5310	1,330.00
PETERSON COMPANIES	61397	11/06/2025	Irrigation system blowouts - Ri...	101.4200.000.5310	1,460.00
PETERSON COMPANIES	61398	11/06/2025	Irrigation system blowouts - S...	101.4200.000.5310	570.00
HOLIDAY COMPANIES	80901112500	11/06/2025	Squad car washes 10.2025	101.2000.000.5410	215.00
NEEDLES, TIMOTHY S.	EQ791	11/06/2025	Single user license - 1yr	101.1300.000.5395	4,000.00
SHORT ELLIOTT HENDRICKSON..	497746	11/13/2025	2025 Bridge Inspections	101.3100.000.5310	1,306.48
MADDEN GALANTER HANSEN,...	11/11/2025	11/13/2025	Labor Relation Services Thru 1...	101.1120.000.5305	1,597.50
INT'L ASSOC OF FIRE CHIEFS, I...	'000293437	11/13/2025	Membership Dues - Bergum	101.2200.000.5335	265.00
INT'L ASSOC OF FIRE CHIEFS, I...	'000300562	11/13/2025	Membership Dues - Oswald	101.2200.000.5335	260.00
TYLER TECHNOLOGIES, INC	025-534647	11/13/2025	A/R Module-Progress Billing 1...	101.1800.000.5310	870.00
EYEMED	167061024	11/13/2025	11.2025 Premium	101.0000.000.2018	309.82
EYEMED	167061024	11/13/2025	10.2025 Retro Premium	101.0000.000.2018	-4.65
M & J SERVICES, LLC	3132	11/13/2025	Contracted Street Sweeping 1...	101.3200.000.5310	2,255.00
VALLEY IMAGES PHOTOGRAP...	3133	11/13/2025	New Employee Photo - Norm...	101.2000.000.5310	50.00
HANCE UTILITY SERVICES INC	40371	11/13/2025	Private utility locates - 6765 D...	101.4200.000.5310	219.00
GOPHER LAWN AND SNOW S...	4185	11/13/2025	Cemetery mowing 10.22.2025	101.4200.000.5310	135.00
CINTAS CORPORATION	4248551105	11/13/2025	Street Uniforms Laundry	101.3200.000.5175	172.70
CINTAS CORPORATION	4248551105	11/13/2025	Park Uniforms Laundry	101.4200.000.5175	31.02
BCA BUREAU OF CRIMINAL A...	43437	11/13/2025	ICAC & Nisswa Conference - S...	101.2000.000.5340	300.00
BCA BUREAU OF CRIMINAL A...	43446	11/13/2025	ICAC & Nisswa Conference - A...	101.2000.000.5340	300.00
BOUND TREE MEDICAL LLC	85984662	11/13/2025	AED pads	101.2200.000.5125	613.13
DAKOTA 911	AR-0000001180	11/13/2025	Dakota 911 Fees 11.2025	101.2000.000.5313	70,852.50
DAKOTA 911	AR-0000001180	11/13/2025	Dakota 911 Capital Fees 11.20...	101.2000.000.5313	1,845.50
DAKOTA 911	AR-0000001180	11/13/2025	Dakota 911 Capital Fees 11.20...	101.2200.000.5313	1,845.50
DAKOTA 911	AR-0000001180	11/13/2025	Dakota 911 Fees 11.2025	101.2200.000.5313	7,872.50
INNOVATIVE OFFICE SOLUTIO...	CIN131179	11/13/2025	Chairs (2)	101.4200.000.5160	603.54
JASON THOMAS CARDINAL	IGH25-3	11/13/2025	New Employee Background C...	101.2000.000.5310	2,470.00
LOCAL GOVERNMENT INFOR...	152842	11/13/2025	New User Token -Norman	101.2000.000.5395	45.00
LOCAL GOVERNMENT INFOR...	152875	11/13/2025	Network Services through 10...	101.2000.000.5310	185.00
PERA	CM0006362	11/14/2025	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	-4.63
PERA	CM0006362	11/14/2025	PERA COORDINATED PLAN	101.0000.000.2225	-60.16
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,087.51
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 -AGE 50+	101.0000.000.2038	1,600.29
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 -AGE <49 %	101.0000.000.2038	10,603.66
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 -AGE <49	101.0000.000.2038	5,586.38
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,726.21

Expense Approval Report

Payment Dates: 11/5/2025 - 11/18/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	457 - ROTH AGE <50	101.0000.000.2038	1,611.00
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	ROTH-AGE <49 %	101.0000.000.2039	211.71
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	738.46
ICMA RETIREMENT TRUST - 4...	INV0229227	11/14/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,070.88
AFSCME COUNCIL 5	INV0229228	11/14/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	45.96
AFSCME COUNCIL 5	INV0229228	11/14/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	827.28
MN DEPARTMENT OF HUMAN...	INV0229229	11/14/2025	CASE #000115468905	101.0000.000.2220	69.22
MN DEPARTMENT OF HUMAN...	INV0229229	11/14/2025	CASE #001563363401	101.0000.000.2220	445.31
MN DEPARTMENT OF HUMAN...	INV0229229	11/14/2025	CASE #001570640001	101.0000.000.2220	136.59
TEXAS STATE DISBURSEMENT...	INV0229230	11/14/2025	CASE #0012022247	101.0000.000.2220	230.77
WI SCTF (WI SUPPORT COLLEC...	INV0229231	11/14/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
MEDSURETY ACH ONLY	INV0229232	11/14/2025	HSA ELECTION-SINGLE	101.0000.000.2031	7,022.32
MEDSURETY ACH ONLY	INV0229232	11/14/2025	HSA ELECTION-FAMILY	101.0000.000.2031	3,990.34
IGH PROFESSIONAL FIREFIGHT...	INV0229233	11/14/2025	UNION DUES (IAFF)	101.0000.000.2041	581.55
INVER GROVE HEIGHTS POLICE..	INV0229234	11/14/2025	IGH POLICE ASSOCIATION CO...	101.0000.000.2041	423.00
MN STATE RETIREMENT SYST...	INV0229235	11/14/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,267.30
MN STATE RETIREMENT SYST...	INV0229235	11/14/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	1,068.00
MN STATE RETIREMENT SYST...	INV0229235	11/14/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	803.94
ING DIRECT	INV0229236	11/14/2025	MSRS-HCSP	101.0000.000.2035	32,745.56
PERA	INV0229237	11/14/2025	EMPLOYER SHARE (PERA DEFI...	101.0000.000.2225	15.77
PERA	INV0229237	11/14/2025	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	55,843.57
PERA	INV0229237	11/14/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	37,229.05
PERA	INV0229237	11/14/2025	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	4,466.08
PERA	INV0229237	11/14/2025	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0229237	11/14/2025	PERA COORDINATED PLAN	101.0000.000.2225	58,058.46
EFTPS	INV0229238	11/14/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	57,966.80
EFTPS	INV0229238	11/14/2025	MEDICARE WITHHOLDING	101.0000.000.2211	28,003.29
EFTPS	INV0229238	11/14/2025	FEDERAL WITHHOLDING	101.0000.000.2213	136,037.84
MN DEPT OF REVENUE (PAYR...	INV0229239	11/14/2025	STATE WITHHOLDING	101.0000.000.2215	50,394.95
Fund 101 - GENERAL FUND Total:					696,152.08

Fund: 201 - C.V.B. FUND

MILLER, LILLYANNA	10/14/2025	11/13/2025	Ink for Printer	201.5600.000.5105	66.49
MILLER, LILLYANNA	10/14/2025	11/13/2025	Binder & Notepads	201.5600.000.5105	4.05
MILLER, LILLYANNA	10/14/2025	11/13/2025	Colleague lunch at B52 10.21....	201.5600.000.5340	37.56
MILLER, LILLYANNA	10/14/2025	11/13/2025	Chamber lunch at Tonos 10.15...	201.5600.000.5340	14.06
MILLER, LILLYANNA	10/14/2025	11/13/2025	Canva Yearly subscription	201.5600.000.5395	119.99
KEY ENTERPRISES, LLC	M2025ci-16528	11/13/2025	MSP Mag. Digital Ads 11&12....	201.5600.000.5330	3,450.00
IGH HOCKEY ASSOC	3730	11/13/2025	Ad: 1 Dasher Board East Rink	201.5600.000.5330	500.00
RIVER HEIGHTS CHAMBER OF ...	1039	11/13/2025	Personnel Expense & Retirem...	201.5600.000.5310	6,312.34
RIVER HEIGHTS CHAMBER OF ...	1039	11/13/2025	Health Insurance Reimburse...	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF ...	1039	11/13/2025	Monthly Service Agreement F...	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF ...	1039	11/13/2025	Cell Phone Reimbursement 10...	201.5600.000.5320	75.00
RIVER HEIGHTS CHAMBER OF ...	1038	11/13/2025	Monthly Office Rent 11.2025	201.5600.000.5430	600.00
Fund 201 - C.V.B. FUND Total:					11,729.49

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

COMCAST	8772105910127188X101225	10/12/2025	Comcast Services 10.21 - 11.20	205.4410.470.5335	328.68
SQUEAKY CLEANERS & PAINT...	1988	10/13/2025	Cleaning service 10.2025	205.4410.470.5310	447.50
SQUEAKY CLEANERS & PAINT...	1988	10/13/2025	Cleaning service 10.2025	205.4420.000.5310	2,013.75
SQUEAKY CLEANERS & PAINT...	1988	10/13/2025	Cleaning service 10.2025	205.4430.000.5310	2,013.75
AMERICAN RED CROSS	22988794	10/15/2025	Red Cross First Aid/CPR Traini...	205.4420.000.5310	280.00
COMMERCIAL INFRASTRUCTU...	I10911	10/15/2025	Install new data drops at VMCC	205.4440.000.5160	2,093.42
INNOVATIVE OFFICE SOLUTIO...	IN4956490	11/13/2025	Calendar, Pens, Ruler & Tape ...	205.4410.470.5105	87.32
INNOVATIVE OFFICE SOLUTIO...	IN4957672	11/13/2025	Pencil Sharpener for Childcare	205.4410.471.5190	34.97
INNOVATIVE OFFICE SOLUTIO...	IN4958929	11/13/2025	Markers and Glue Sticks for Ch..	205.4410.471.5190	70.94
HOLMES DESIGN, INC.	5638	10/19/2025	Design Services - P&R 8.2025	205.4410.472.5310	1,680.00
HOLMES DESIGN, INC.	5640	10/19/2025	Design Services - P&R 9.2025	205.4410.472.5310	1,680.00
TWIN SOURCE SUPPLY	00519420	10/21/2025	Spray Bottles, Cleaning Wipes,...	205.4420.000.5125	289.16
TWIN SOURCE SUPPLY	00519420	10/21/2025	Spray Bottles, Cleaning Wipes,...	205.4430.000.5125	192.78
TWIN SOURCE SUPPLY	00519420	10/21/2025	Spray Bottles, Cleaning Wipes,...	205.4440.000.5125	361.46

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TWIN SOURCE SUPPLY	00519420	10/21/2025	Spray Bottles, Cleaning Wipes,...	205.4450.481.5125	120.48
MEDICINE LAKE TOURS	10/22/2025	11/13/2025	TIS trip 10.30.2025	205.4450.480.5343	1,666.00
MN DEPT OF LABOR & INDUS...	ALR0181886X	11/13/2025	City hall elevator operating lic...	205.4420.000.5335	87.00
MN DEPT OF LABOR & INDUS...	ALR0181886X	11/13/2025	City hall elevator operating lic...	205.4430.000.5335	58.00
TWIN SOURCE SUPPLY	00519531	10/27/2025	Laundry soap	205.4440.000.5125	104.94
MEDICINE LAKE TOURS	10/27/2025	11/13/2025	TIS trip 11.6.2025	205.4450.480.5343	1,392.00
LVC COMPANIES, INC.	182006	10/28/2025	West rink fire alarm repair ser...	205.4440.000.5400	328.41
LVC COMPANIES, INC.	182006	10/28/2025	West rink fire alarm repair ser...	205.4450.481.5400	109.47
BECKER ARENA PRODUCTS, IN...	617715	10/28/2025	East Rink Gate Threshold Repa...	205.4440.000.5400	2,800.00
STZR HOLDINGS LLC	0091222-IN	10/29/2025	Zamboni Blade Sharpening	205.4440.000.5405	40.00
GRAINGER	9691798590	11/13/2025	Shop towel & power bit	205.4420.000.5150	48.58
MILLS, ROBYN J.	10663	10/30/2025	Line Dancing Instructor	205.4450.480.5310	630.00
DANIEL BAUER - TRUE MECH...	2432	10/30/2025	Grove Side AHU7 Cooling Issu...	205.4420.000.5400	120.00
DANIEL BAUER - TRUE MECH...	2432	10/30/2025	Grove Side AHU7 Cooling Issu...	205.4430.000.5400	80.00
OXYGEN SERVICE COMPANY, ...	'0003633592	11/13/2025	CO2 Tank Rental for the Pool	205.4420.000.5125	184.63
CULLIGAN	157011438908X103125	10/31/2025	Solar Salt - VMCC	205.4420.000.5125	334.43
CULLIGAN	157011438908X103125	10/31/2025	Solar Salt - VMCC	205.4430.000.5125	222.95
CULLIGAN	157011438908X103125	10/31/2025	Solar Salt - VMCC	205.4440.000.5125	179.16
CULLIGAN	157011438908X103125	10/31/2025	Solar Salt - VMCC	205.4450.481.5125	59.71
CINTAS CORPORATION	9344808857	11/13/2025	AED Agreement - VMCC	205.4410.470.5310	537.68
TWIN SOURCE SUPPLY	00519022	11/06/2025	Spray Bottles, Paper Towels, ...	205.4420.000.5125	458.44
TWIN SOURCE SUPPLY	00519022	11/06/2025	Spray Bottles, Paper Towels, ...	205.4430.000.5125	305.63
TWIN SOURCE SUPPLY	00519022	11/06/2025	Spray Bottles, Paper Towels, ...	205.4440.000.5125	573.05
TWIN SOURCE SUPPLY	00519022	11/06/2025	Spray Bottles, Paper Towels, ...	205.4450.481.5125	191.01
NORDICCON	10/1/2025	11/06/2025	Gym Rental Damage Deposit ...	205.4450.481.4380	500.00
FIRST IMPRESSION GROUP	171891	11/06/2025	Parks and Rec Envelopes	205.4410.470.5105	635.00
BRIDGET RUSSELL	18-2025	11/06/2025	Water Safety Instructor Cours...	205.4420.000.5310	300.00
SOLDIERS 6	6/12/2025	11/06/2025	Gym Rental Damage Deposit ...	205.4450.481.4380	500.00
JAMES, ROSALYN	8/26/2025	11/06/2025	Room Rental Cancellation Ref...	205.4450.481.4380	452.62
CINTAS CORPORATION	9340256914	11/06/2025	AED Agreement - VMCC 9.2025	205.4410.470.5310	537.68
SWANK MOTION PICTURE INC	RG4090611	11/06/2025	Movie License for Dive-in Mov...	205.4420.000.5430	540.00
OXYGEN SERVICE COMPANY, ...	'0008886593	11/13/2025	CO2 Rental - pool	205.4420.000.5125	266.64
OXYGEN SERVICE COMPANY, ...	'0008886593	11/13/2025	CO2 Rental - pool	205.4430.000.5125	177.76
TWIN SOURCE SUPPLY	'00519636	11/13/2025	Cleaning Supplies	205.4420.000.5125	459.55
TWIN SOURCE SUPPLY	'00519636	11/13/2025	Cleaning Supplies	205.4430.000.5125	306.37
TWIN SOURCE SUPPLY	'00519636	11/13/2025	Cleaning Supplies	205.4440.000.5125	574.44
TWIN SOURCE SUPPLY	'00519636	11/13/2025	Cleaning Supplies	205.4450.481.5125	191.48
NIHCA	108142	11/13/2025	Annual Membership for NIHCA...	205.4410.471.5335	449.00
APEC	126355	11/13/2025	HVAC filters - grove	205.4420.000.5125	94.01
APEC	126355	11/13/2025	HVAC filters - grove	205.4430.000.5125	62.67
DANIEL BAUER - TRUE MECH...	2441	11/13/2025	Boiler preventative maintena...	205.4420.000.5310	243.00
DANIEL BAUER - TRUE MECH...	2441	11/13/2025	Boiler preventative maintena...	205.4430.000.5310	162.00
DANIEL BAUER - TRUE MECH...	2444	11/13/2025	AHU 5 Repairs - Grove	205.4420.000.5400	120.00
DANIEL BAUER - TRUE MECH...	2444	11/13/2025	AHU 5 Repairs - Grove	205.4430.000.5400	80.00
GILBERT MECHANICAL CONTR...	267802	11/13/2025	Semi- Annual Compass PM	205.4420.000.5310	965.70
GILBERT MECHANICAL CONTR...	267802	11/13/2025	Semi- Annual Compass PM	205.4430.000.5310	643.80
GILBERT MECHANICAL CONTR...	267802	11/13/2025	Semi- Annual Compass PM	205.4440.000.5310	1,207.13
GILBERT MECHANICAL CONTR...	267802	11/13/2025	Semi- Annual Compass PM	205.4450.481.5310	402.37
PUSH PEDAL PULL	412131	11/13/2025	Equipment Preventative Main...	205.4430.000.5310	1,079.00
TOTAL MECHANICAL SERVICES...	PM6075	11/13/2025	Areal compressor preventati...	205.4440.000.5310	1,995.31
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					35,150.83

Fund: 206 - COMMUNITY CENTER-CAPITAL FUND

JOHNSON FITNESS & WELLNE...	22-046046	11/06/2025	Fitness center Flooring	206.4410.470.5605	59,989.30
Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:					59,989.30

Fund: 290 - EDA-OPERATING FUND

FIRST IMPRESSION GROUP	174180	11/13/2025	Trade Show Booth Kit	290.5800.000.5160	6,971.00
Fund 290 - EDA-OPERATING FUND Total:					6,971.00

Fund: 401 - PARK CAPITAL IMPROVEMENT FUND

GERTENS	113568/6	11/13/2025	Plants for SV proj.- Weber reta...	401.4210.000.5610	1,448.00
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TRI-STATE BOBCAT INC.	E38130	11/13/2025	Hydro mulcher SV - Weber ret...	401.4210.000.5610	805.00
Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:					2,253.00
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
PETERSON COMPANIES	10/24/2025	10/24/2025	HVP Phase V pay app 5	402.4210.000.5610	29,090.45
WSB & ASSOCIATES, INC.	R-023629-000-24	10/24/2025	HVP Phase V construction svcs...	402.4210.000.5310	763.00
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					29,853.45
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
MN DEPT OF TRANSPORTATI...	P00020610	10/15/2025	MnDOT Project Services	440.3210.000.5310	1,067.89
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					1,067.89
Fund: 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS					
MN DEPT OF TRANSPORTATI...	00000895331	10/16/2025	Coop Agmt costs for Barbara ...	441.3220.000.5610	202,329.02
Fund 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS Total:					202,329.02
Fund: 443 - TREE REPLACEMENT FUND					
FIRST IMPRESSION GROUP	173940	10/28/2025	Goats at Harmon Park Yard Si...	443.4210.000.5190	96.00
Fund 443 - TREE REPLACEMENT FUND Total:					96.00
Fund: 510 - WATER-OPERATING FUND					
LOCAL GOVERNMENT INFOR...	152792	10/13/2025	Locate Tickets	510.7100.000.5310	2,374.00
ULINE	199434384	11/13/2025	Trash Bags to Cover Fire Hydr...	510.7100.000.5125	229.21
HAWKINS, INC.	7239548	10/22/2025	Chemicals for water plant	510.7100.000.5135	1,986.50
CINTAS CORPORATION	4247952273	10/28/2025	Rugs at WTP	510.7100.000.5430	301.71
DANIEL BAUER - TRUE MECH...	2431	10/30/2025	Maintenance call to diagnose ...	510.7100.000.5400	275.00
GOPHER STATE ONE-CALL	5100494	11/13/2025	Locate Tickets 10.2025	510.7100.000.5310	828.90
LONE OAK COMPANIES	98096	10/31/2025	10.2025 UB Billing (50%)	510.7100.000.5310	400.96
CORE & MAIN LP	Y079348	11/13/2025	Watermain Repair Parts	510.7100.000.5150	8,758.79
AUTOMATIC SYSTEMS GROUP,...	044168	11/13/2025	WTP Tank A Troubleshooting ...	510.7100.000.5310	525.00
CITY OF BLOOMINGTON	25694	11/13/2025	Bacteria Samples 10.2025	510.7100.000.5310	560.00
INNOVATIVE OFFICE Solutio...	CIN131180	11/13/2025	Chairs (2)	510.7100.000.5160	603.54
Fund 510 - WATER-OPERATING FUND Total:					16,843.61
Fund: 511 - WATER-CAPITAL FUND					
STANTEC CONSULTING SERVI...	2473935	10/28/2025	Water Treatment Plant Rehab...	511.7110.000.5310	4,744.75
Fund 511 - WATER-CAPITAL FUND Total:					4,744.75
Fund: 520 - SEWER-OPERATING FUND					
QUALITY FLOW SYSTEMS, INC.	49922	10/22/2025	Lift Station Repairs	520.7200.000.5420	848.80
SMOOT ENTERPRISES ADVAN...	31773	11/13/2025	Embroidery Work - Chris Onk...	520.7200.000.5175	58.00
W W GOETSCH ASSOCIATES, I...	115559	11/13/2025	Lift Station Pump Repair	520.7200.000.5405	8,860.00
LONE OAK COMPANIES	98096	10/31/2025	10.2025 UB Billing (50%)	520.7200.000.5310	400.96
METROPOLITAN COUNCIL	'0001196399	11/13/2025	MCES Sewer Charges 12.2025	520.7200.000.5373	202,840.87
Fund 520 - SEWER-OPERATING FUND Total:					213,008.63
Fund: 521 - SEWER-CAPITAL FUND					
METROPOLITAN COUNCIL	10/31/2025	10/31/2025	Monthly SAC Payment 10.2025	521.0000.000.2207	556,640.00
Fund 521 - SEWER-CAPITAL FUND Total:					556,640.00
Fund: 531 - STORMWATER-CAPITAL FUND					
BARR ENGINEERING COMPANY	23191572.00-6	10/29/2025	Water resource management ...	531.7310.000.5310	20,002.50
Fund 531 - STORMWATER-CAPITAL FUND Total:					20,002.50
Fund: 550 - GOLF COURSE-OPERATING FUND					
PERFORMANCE FOOD GROUP ...	425128	10/17/2025	Hot dogs for resale	550.7600.000.5197	113.32
THE ALLIANCE, INC.	2025077-00-0-1	11/13/2025	Building plans	550.7700.000.5310	4,667.70
ARAMARK REFRESHMENT SER...	606075358	10/22/2025	coffee for resale	550.7600.000.5197	285.15
UNIFIRST CORPORATION	1410180129	11/13/2025	GC towel and mat rentals	550.7600.000.5430	68.79
DENNY'S 5TH AVENUE BAKERY	57361	10/28/2025	breads for resale	550.7600.000.5197	89.82
iHEARTMEDIA ENTERTAINME...	8823219868	11/13/2025	radio spots for anniversary m...	550.7600.000.5330	2,600.00
ARAMARK REFRESHMENT SER...	1740731_1	10/29/2025	Water filters	550.7600.000.5197	168.24
FIRST IMPRESSION GROUP	174745P	10/29/2025	Post cards for anniversary m...	550.7600.000.5333	3,938.16
DENNY'S 5TH AVENUE BAKERY	57433	10/30/2025	breads for resale	550.7600.000.5197	75.67
FIRST IMPRESSION GROUP	174745	11/13/2025	Annv memb post card & maili...	550.7600.000.5330	2,360.00
CUTTER & BUCK	0098879561	11/06/2025	staff uniforms - polo shirts	550.7600.000.5175	136.34
COVERALL NORTH AMERICA I...	1000366256	11/06/2025	clubhouse cleaning 11.2025	550.7600.000.5310	1,459.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DRAFT TECHNOLOGIES	10012502	11/06/2025	beer line cleaning	550.7600.000.5405	85.00
SHAMROCK GROUP	101-00849	11/06/2025	ice delivery	550.7600.000.5197	67.06
BREAKTHRU BEVERAGE MINN...	123568616	11/06/2025	beer for resale	550.7600.000.5199	457.95
UNIFIRST CORPORATION	1410167841	11/06/2025	GC mats & towels laundry	550.7600.000.5430	47.16
DENNY'S 5TH AVENUE BAKERY	57640	11/06/2025	breads for resale	550.7600.000.5197	84.33
TITLEIST	921397639	11/06/2025	stocking caps for resale	550.7600.000.5195	189.37
CINTAS CORPORATION	9340255343	11/06/2025	AED Agreement - GC 9.2025	550.7600.000.5310	216.25
UNIFIRST CORPORATION	1410183213	11/13/2025	GC uniform and towel laundry	550.7700.000.5175	42.59
UNIFIRST CORPORATION	1410181777	11/13/2025	GC uniforms laundry	550.7700.000.5175	42.59
LVC COMPANIES, INC.	182676	11/13/2025	alarm monitoring services	550.7600.000.5310	640.00
THE ALLIANCE, INC.	2025077-00-0-2	11/13/2025	Shop plans	550.7700.000.5310	6,052.18
Fund 550 - GOLF COURSE-OPERATING FUND Total:					23,887.36

Fund: 602 - RISK MANAGEMENT

LEAGUE OF MN CITIES INS TR...	25292	11/13/2025	W/C Deductible #517835	602.8200.000.5474	592.33
LEAGUE OF MN CITIES INS TR...	25369	11/13/2025	W/C Deductible #523534	602.8200.000.5474	38.00
LEAGUE OF MN CITIES INS TR...	25369	11/13/2025	W/C Deductible #523028	602.8200.000.5474	3,704.09
Fund 602 - RISK MANAGEMENT Total:					4,334.42

Fund: 603 - CENTRAL EQUIPMENT

SQUEAKY CLEANERS & PAINT...	1988	10/13/2025	Cleaning service 10.2025	603.8300.000.5310	995.00
METRO JANITORIAL SUPPLY I...	11016134	11/13/2025	Degreaser (55/Gal)	603.8300.000.5125	4,259.93
CINTAS CORPORATION	4247055145	10/20/2025	Mechanics Uniforms Laundry	603.8300.000.5175	50.55
CINTAS CORPORATION	4247055145	10/20/2025	Shop Rentals	603.8300.000.5430	70.63
MAUER CHEVROLET	6118435	10/22/2025	Fix fire squad idling issues	603.8300.000.5410	576.81
NORTH AMERICAN TRAILER S...	030004254367	11/13/2025	Loader (#L1) batteries	603.8300.000.5150	503.12
CINTAS CORPORATION	4247792588	10/27/2025	Mechanics Uniforms Laundry	603.8300.000.5175	96.51
CINTAS CORPORATION	4247792588	10/27/2025	Shop Rentals	603.8300.000.5430	70.63
CUSTOM HOSE TECH	128295	11/13/2025	Parts to repair rental tractor	603.8300.000.5150	1,676.37
CFA SOFTWARE INC	15637	11/13/2025	CFA report build	603.8300.000.5310	995.00
CINTAS CORPORATION	4247952294	10/28/2025	Shop rug rentals	603.8300.000.5430	534.02
CUMMINS INC.	E4-251045509	11/13/2025	Fire truck (#E17) engine repairs	603.8300.000.5410	1,345.72
HOSE / CONVEYORS INC	00116181	10/29/2025	Fire truck water hose	603.8300.000.5150	66.88
LITTLE FALLS MACHINE INC	374506	10/29/2025	Dump truck wing lift cylinder	603.8300.000.5150	1,157.07
FACTORY MOTOR PARTS COM...	74-369214	11/13/2025	Stock filters	603.8300.000.5150	73.95
POMP'S TIRE SERVICE, INC.	980140946	11/13/2025	Rear Tires - F550 (#402)	603.8300.000.5410	1,703.10
POMP'S TIRE SERVICE, INC.	980141080	10/30/2025	F150 tires	603.8300.000.5150	606.08
TRI-STATE BOBCAT INC.	P48017	10/30/2025	UTV Tires	603.8300.000.5150	1,133.44
INVER GROVE FORD	5362413	11/13/2025	F550 (#300) brake parts	603.8300.000.5150	597.98
THE REINALT- THOMAS CORP...	6297198	11/13/2025	Tires for squad car (#2202)	603.8300.000.5150	195.00
CINTAS CORPORATION	9344804027	11/13/2025	AED Agreement - PW	603.8300.000.5310	130.50
POMP'S TIRE SERVICE, INC.	980140945	11/13/2025	Replace fire truck (#T34) front ..	603.8300.000.5410	2,184.80
HEPPNER'S AUTO BODY	503708	11/06/2025	Squad car (#2529) accident re...	603.8300.000.5410	14,980.20
HOSE / CONVEYORS INC	'00116289	11/13/2025	Sweeper fill hose	603.8300.000.5150	284.63
METRO JANITORIAL SUPPLY I...	11016133	11/13/2025	Anti-Rust Convertor	603.8300.000.5150	99.29
MANSFIELD OIL COMPANY	27138105	11/13/2025	Unleaded Fuel	603.8300.000.5130	6,834.46
LITTLE FALLS MACHINE INC	374546	11/13/2025	Volvo loader wing cylinder	603.8300.000.5150	2,588.46
CINTAS CORPORATION	4248551105	11/13/2025	Mechanic Uniforms Laundry	603.8300.000.5175	51.00
CINTAS CORPORATION	4248551105	11/13/2025	Shop Rentals	603.8300.000.5430	83.31
INVER GROVE FORD	5360568	11/13/2025	Fire truck (#E21) brake parts	603.8300.000.5150	275.97
INVER GROVE FORD	5362442	11/13/2025	F550 (#300) Brake Parts	603.8300.000.5150	561.32
INNOVATIVE OFFICE Solutio...	CIN31178	11/13/2025	Chairs (4) - Mechanics	603.8300.000.5160	1,294.76
INNOVATIVE OFFICE Solutio...	CIN31178	11/13/2025	Chairs (2) - Streets	603.8300.000.5160	588.54
Fund 603 - CENTRAL EQUIPMENT Total:					46,665.03

Fund: 605 - CITY FACILITIES

SQUEAKY CLEANERS & PAINT...	1988	10/13/2025	Cleaning service 10.2025	605.8500.000.5310	2,791.83
COMMERCIAL INFRASTRUCTU...	I10909	10/15/2025	CH Elevator Phone Cabling Ins...	605.8500.000.5400	472.50
MN LOCKS	101138512	11/13/2025	Facilities locks	605.8500.000.5125	6.50
GRAINGER	9688772707	10/27/2025	Plumbing parts for PD	605.8500.000.5150	38.01
GRAINGER	9690643862	10/28/2025	HVAC v-belts	605.8500.000.5125	78.06
LVC COMPANIES, INC.	182285	10/30/2025	PW cold storage sprinkler repa..	605.8500.000.5400	1,348.74

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION	20446456	10/30/2025	CH Rugs Laundry	605.8500.000.5430	188.15
TOTAL CONSTRUCTION & EQU...	44201	10/30/2025	Auto light sensor - City Hall A...	605.8500.000.5400	1,862.19
CULLIGAN	157985030228X103125	10/31/2025	Solar salt - CH	605.8500.000.5125	163.50
CINTAS CORPORATION	9344812357	11/13/2025	AED Agreement - Rich Valley	605.8500.000.5310	134.42
CINTAS CORPORATION	9344848795	11/13/2025	AED Agreement - City Hall	605.8500.000.5310	270.00
APEC	126272	11/06/2025	HVAC filters	605.8500.000.5125	343.39
APEC	126354	11/13/2025	HVAC Filters - Fire Station 2	605.8500.000.5125	399.79
GIP III ZEPHYR ACQUISITION P...	INVRGRV-12511	11/13/2025	Solar garden fees 9.2025	605.8500.000.5357	27,989.67
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22511	11/13/2025	Solar garden fee 9.2025	605.8500.000.5357	8,240.05
MN DEPT OF LABOR & INDUS...	ABR0363957X	11/13/2025	Annual boiler license - Fire stat...	605.8500.000.5335	50.00
MN DEPT OF LABOR & INDUS...	ALR0182707X	11/13/2025	Annual elevator permit - fire s...	605.8500.000.5335	145.00
Fund 605 - CITY FACILITIES Total:					44,521.80

Fund: 606 - TECHNOLOGY FUND

LOCAL GOVERNMENT INFOR...	152763	10/13/2025	New Tokens - Thommes, Bon...	606.8600.000.5395	75.00
LOCAL GOVERNMENT INFOR...	152792	10/13/2025	Gopher State Aug. 2025 Locat...	606.8600.000.5310	41.85
LOCAL GOVERNMENT INFOR...	152792	10/13/2025	Adobe Pro Subscription 7.25-...	606.8600.000.5395	97.08
CONSOLIDATED COMMUNICA...	10/15/2025	10/15/2025	Monthly Phone Bill 10.2025	606.8600.000.5320	1,086.96
COMMERCIAL INFRASTRUCTU...	I10910	10/15/2025	Labor to Replace Cameras - Ci...	606.8600.000.5405	200.00
ZAYO GROUP, LLC	21924655	10/23/2025	Multi-site Phones 10.2025	606.8600.000.5320	1,150.92
VERIZON WIRELESS	6126780992	10/23/2025	Monthly Cell Phones 10.2025	606.8600.000.5320	215.06
INNOVATIVE OFFICE SOLUTIO...	IN4963566	10/23/2025	Printer Paper for Copiers	606.8600.000.5105	183.96
AT&T MOBILITY	287298707874X11032025	10/25/2025	FD Cell Phones 10.2025	606.8600.000.5320	1,048.01
AT&T MOBILITY	287298708193X11032025	10/25/2025	PD Cell Phones 10.2025	606.8600.000.5320	3,388.27
AT&T MOBILITY	287299110577X11032025	10/25/2025	CH Cell Phones 10.2025	606.8600.000.5320	4,023.64
US INTERNET	5477538	10/26/2025	Email Filtering System 11.2025	606.8600.000.5395	230.00
SPOK, INC.	J0317493W	10/31/2025	Monthly Translation Svcs 10.2...	606.8600.000.5395	5.70
INSIGHT PUBLIC SECTOR	1101318214	11/06/2025	Office 365 Monthly License 09...	606.8600.000.5395	2,397.50
LOCAL GOVERNMENT INFOR...	152617	11/06/2025	Gopher State One Locates 7.2...	606.8600.000.5310	31.05
LOCAL GOVERNMENT INFOR...	152617	11/06/2025	MP Nexlevel Inv. 1003723	606.8600.000.5395	2,228.52
LOCAL GOVERNMENT INFOR...	152659	11/06/2025	Fiber Optic and Internet Quar...	606.8600.000.5395	8,393.00
LOCAL GOVERNMENT INFOR...	152724	11/06/2025	PD Network Services Thru 9.30..	606.8600.000.5310	578.67
ZAYO GROUP, LLC	21691939B	11/06/2025	Multi-Site Phones 7.2025	606.8600.000.5320	1,039.07
AT&T MOBILITY	287298707874X10032025	11/06/2025	FD Cell Phones 9.2025	606.8600.000.5320	1,070.18
AT&T MOBILITY	287298708193X10032025	11/06/2025	PD Cell Phones 9.2025	606.8600.000.5320	3,362.46
AT&T MOBILITY	287299110577X10032025	11/06/2025	CH Cell Phones 09.2025	606.8600.000.5320	3,925.28
MARCO TECHNOLOGIES, LLC	40302789	11/06/2025	Printers & Copiers Contract 10...	606.8600.000.5430	6,940.95
MARCO TECHNOLOGIES, LLC	40302790	11/06/2025	Printers & Copiers Contract 6...	606.8600.000.5430	5,285.09
VERIZON WIRELESS	6124293965	11/06/2025	Monthly Cell Phone 9.2025	606.8600.000.5320	215.06
N HARRIS COMPUTER CORPO...	MUNMN0002740	11/06/2025	10 Bluebeam subscription ren...	606.8600.000.5395	1,900.00
QUADIENT LEASING USA, INC.	Q2029221	11/06/2025	Postage Lease 07.26.2025 - 10...	606.8600.000.5430	846.21
Fund 606 - TECHNOLOGY FUND Total:					49,959.49

Fund: 702 - ESCROW FUND

ST. PAUL PIONEER PRESS	1025572521	11/13/2025	NoPH: MF Midwest 25-26PU...	702.5100.265.2050	29.70
DAKOTA COUNTY ATTORNEY	11/6/2025	11/06/2025	DWI Forfeiture (30%) Case #2...	702.2000.005.2050	1,860.43
Fund 702 - ESCROW FUND Total:					1,890.13

Grand Total: 2,028,089.78



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: November 24, 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 11.24.25 (hires-terms)



Request for Council Action

SUBJECT: **2026 Pay Plan for Seasonal, Temporary, On-Call and Non-Regular Status Employees**

MEETING DATE: November 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

The Council is asked to approve the attached 2026 pay plan for seasonal, temporary, on-call and other non-regular status employees.

BACKGROUND

The City employs approximately 200 to 300 seasonal, temporary, on-call and non-regular status employees each year. These employees work throughout the City, at the community center, golf course, fire department, and as interns, maintenance helpers, and elections staff. Due to the irregular schedules and/or a limited number of work days or hours, they are excluded from union representation under State Statute MN 179A.03 Sub 14. As non-regular status employees, they are also not part of the City's regular classification/compensation plan. However, in order to provide consistency between and within departments, a pay plan is maintained specific to the positions held by this group of employees.

The pay rates for these positions are reviewed annually to ensure compliance with minimum wage laws. Input is also solicited from departments regarding budgetary impacts, market pay/competitiveness, and staffing challenges. A final review is then conducted by Human Resources to ensure equity across departments before the proposed plan is brought forward to Council.

This year, the departments made adjustments to the placement of only a few positions, and recommended keeping the pay structure intact. Giving consideration to both budgetary impacts and the wage increases being provided to full-time, regular employees, this 2026 pay plan is recommended at a 3% increase over 2025.

FISCAL IMPACT

The wage amounts in the attached plan reflect a 3% increase for 2026. Sufficient funding for these wage amounts is included in the proposed 2026 budget.

RECOMMENDATION

Staff recommends approval of the attached 2026 Pay Plan for Seasonal, Temporary, On-Call and Non-Regular Status Employees.

ATTACHMENTS

1. 2026 Seasonal Pay Plan



2026 Seasonal, Temporary, On-Call and Non-Regular Status Employees Pay Plan

Position	Dept./Division	Step									
		1	2	3	4	5	6	7	8	9	10
Tier 1		\$ 12.58	\$ 13.39	\$ 14.22	\$ 15.04	\$ 15.86	\$ 16.68	\$ 17.49	\$ 18.32	\$ 19.14	\$ 19.96
Assistant Youth Camp Counselor	VMCC - Kids ROCK										
Birthday Party Host	VMCC - Guest Service										
Outside Services	Golf Course										
Pool Attendant	VMCC - Aquatics										
Ranger/Starter	Golf Course										
Recreation Assistant	Recreation										
Skating Rink Attendant (outdoor)	Recreation										
Special Events Attendant	Recreation										
Tier 2		\$ 13.67	\$ 14.49	\$ 15.31	\$ 16.13	\$ 16.95	\$ 17.77	\$ 18.59	\$ 19.41	\$ 20.23	\$ 21.05
Child Care Worker	VMCC- Guest Services										
Facility Park Supervisor	Parks										
Fitness Attendant	VMCC - Fitness										
Golf Course Concessionaire	Golf Course										
Gym/Facility Attendant	VMCC- Guest Services										
Non-Certified Swim Instructor	VMCC - Aquatics										
Open Skate Guard (indoor)	VMCC- Guest Services										
Recreation Instructor I	Recreation										
Ticket Seller/Taker	VMCC- Guest Services										
Tier 3		\$ 15.04	\$ 16.13	\$ 17.23	\$ 18.32	\$ 19.41	\$ 20.50	\$ 21.60	\$ 22.70	\$ 23.79	\$ 24.88
Certified Swim Instructor (WSI)	VMCC - Aquatics										
Golf Maintenance Helper	Golf Course										
Guest Service Worker	VMCC - Guest Service										
Lead Youth Camp Counselor	VMCC - Kids ROCK										
Lifeguard	VMCC - Aquatics										
Mechanic Helper	PW - Streets										
On-Call Clerk	Finance										
Operations Assistant I - VMCC	VMCC - Operations										
Operations Assistant II - VMCC	VMCC - Operations										
Park Maintenance Helper	Parks										
Recording Secretary	Administration										
Recreation Instructor II	Recreation										
Recreation Leader	Recreation										
Street Maintenance Helper	PW - Streets										
Utility Maintenance Helper	PW - Utilities										
Tier 4		\$16.13	\$17.23	\$18.32	\$19.41	\$20.50	\$21.60	\$22.70	\$23.79	\$24.88	\$25.97
Aquatics Manager	VMCC - Aquatics										
Intern (Undergraduate)	Various										
Program Assistant	Various										
Recreation Official	Recreation										
Tier 5		\$ 22.70	\$ 24.05	\$ 25.42	\$ 26.78	\$ 28.15	\$ 29.51	\$ 30.88	\$ 32.25	\$ 33.62	\$ 34.97
Fitness Instructor - Group Fitness	VMCC - Fitness										
Instructor Trainer	VMCC - Aquatics										
Manager on Duty	VMCC - Guest Service										
Rec Instructor - Specialty	Recreation										
Tier 6		\$ 26.78	\$ 28.42	\$ 30.06	\$ 31.70	\$ 33.35	\$ 34.97	\$ 36.62	\$ 38.26	\$ 39.90	\$ 41.53
Fitness Instructor - PT	VMCC - Fitness										
Fitness Instructor - Specialty	VMCC - Fitness										
*Fitness Instructor - Group PT	VMCC - Fitness										
* \$4.00 addl per hour per additional client											

Non-Tiered		
Election Judge	Admin	\$14.00
Head Election Judge	Admin	\$16.00
Absentee Voting Specialist	Admin	\$18.50
Election Specialist	Admin	\$25.00
Paid On-call Firefighter	Fire	\$16.40 \$18.05
Fire Academy Instructor	Fire	\$18.05 \$20.50

Supervisor has the discretion to start a new employee in Steps based on previous experience, job market, and department needs, and move Steps based on performance (performance evaluation forms are not required to be completed for Seasonal/Temporary employees).

Modifications to this plan may be made during the year to ensure market viability, etc., as approved by the City Administrator and implemented by H.R.

Steps for future pay plans may receive a COLA increase based on market demands as a part of the annual budget process and changes in the minimum wage.



Request for Council Action

SUBJECT: **2026 Classification and Compensation Plan for Regular Status Non-Union Employees**

MEETING DATE: November 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to approve the attached 2026 Classification and Compensation Plan for Regular Status Non-Union Employees.

BACKGROUND

The City maintains a classification and compensation plan to meet the requirements of the Minnesota Pay Equity Act (Mn Statute 471.991-.999), which is intended to establish gender equity through comparable pay for comparable work. It provides a method by which to rate positions based on their level of duties and responsibilities, and groups them into pay grades with other similarly rated positions. Using this plan, the City strives to maintain both internal equity and a favorable position to the external market from which to recruit and retain individuals whose knowledge, skills and abilities are valued by the City.

The City's current plan was originally adopted by the Council in 2018, after completion of a comprehensive market study and job evaluation process. While this is the City's current compensation plan, it's important to note that it's been eight years since the last full classification/compensation study. For this reason, the City has agreed with its unions to initiate a full compensation/classification study in 2026, with an estimated implementation in 2027.

The City Council approves changes to the pay structure (e.g., salary ranges) annually or on an interim basis as needed. To ensure ongoing compliance, City staff are charged with implementing pay practices that are consistent with the plan, and submitting the required triennial Minnesota Pay Equity report to the State.

The City has nine collective bargaining groups (unions). These groups include AFSCME Local 1065 (Clerical/Technical), IAFF Local 5251 (FT Fire), IUOE Local 49 (Utilities), IUOE Local 70 (Maintenance), LELS Local 84 (Police Officers), LELS Local 189 (Police Sergeants), LELS 540 (Police Lieutenants and Commanders), LELS Local 600 (Non-Licensed Supervisor PD), and LELS Local 604 (Fire Command).

The City had previously negotiated two-year contracts with AFSCME, IAFF, IUOE-70, and IUOE-49 that run through December 31, 2026. For calendar year 2026, the City has agreed to a 3.5% increase to the wage scales for positions in those unions. Negotiations with two newly established bargaining units (LELS - Local 600 and Local 604) have yet to be initiated. Negotiations with the three remaining unions whose contracts expire on December 31, 2025, are currently underway. Once

negotiations are completed and the contracts settled, they will be brought to the Council for approval.

This Council action specifically seeks approval of the attached 2026 pay structure and corresponding wage adjustments for the non-union group, consisting of unrepresented Department Heads, Managers, Supervisors, and certain professional, confidential, and golf course employees. The listed salary ranges incorporate a 3.5% increase over the 2025 pay plan, which is consistent with the previously settled contracts and the City's proposed 2026 budget. If approved, non-union employees will receive an increase effective January 1, 2026 corresponding to the new pay ranges, and any subsequent step increases will also occur within the newly established ranges.

Also attached is a Job Ratings chart that indicates the salary grade assignment for each classification within the City, both union and non-union. As the pay for union positions is negotiated, however, the chart is representative of the only the grade determination for those positions - and not necessarily the wage or salary range. Two classifications that have been added to the list and are included in the 2026 budget are Deputy Police Chief and Civil Engineer. This chart may be modified and brought forward for Council approval throughout the year, as positions are created or reclassified. Therefore, it is only reflective of the job ratings and grades as of the date noted on the chart.

FISCAL IMPACT

The funds to cover the wage increases and other terms are included in the preliminary General Fund budget for 2026, which anticipated a 3.5% cost of living increase plus annual step increases.

RECOMMENDATION

Staff recommends adoption of the attached 2026 Classification and Compensation Plan for Regular Status Non-Union Employees.

ATTACHMENTS

1. 2026 Proposed Non-Union Salary Ranges (11.24.25)
2. Job Ratings as of 11.24.25 (redlined)

CITY OF INVER GROVE HEIGHTS
Proposed 2026 Salary Ranges [Non-Union]

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
32	\$90.00									\$114.33
31	\$85.00									\$108.01
30	\$80.39	\$82.71	\$85.05	\$87.39	\$89.72	\$92.04	\$94.39	\$96.70	\$99.05	\$102.15
29	\$76.14	\$78.35	\$80.55	\$82.76	\$84.97	\$87.18	\$89.39	\$91.60	\$93.81	\$96.74
28	\$72.15	\$74.26	\$76.35	\$78.44	\$80.54	\$82.63	\$84.72	\$86.81	\$88.91	\$91.69
27	\$68.53	\$70.51	\$72.49	\$74.47	\$76.48	\$78.45	\$80.47	\$82.45	\$84.42	\$87.07
26	\$65.14	\$67.02	\$68.92	\$70.80	\$72.72	\$74.59	\$76.48	\$78.37	\$80.24	\$82.76
25	\$61.97	\$63.77	\$65.56	\$67.37	\$69.17	\$70.97	\$72.77	\$74.57	\$76.37	\$78.75
24	\$59.08	\$60.81	\$62.51	\$64.22	\$65.94	\$67.66	\$69.38	\$71.08	\$72.80	\$75.08
23	\$56.37	\$58.03	\$59.66	\$61.28	\$62.92	\$64.56	\$66.19	\$67.82	\$69.46	\$71.63
22	\$53.89	\$55.46	\$57.00	\$58.57	\$60.13	\$61.71	\$63.27	\$64.83	\$66.39	\$68.45
21	\$51.59	\$53.09	\$54.57	\$56.07	\$57.58	\$59.06	\$60.56	\$62.08	\$63.56	\$65.55
20	\$49.46	\$50.88	\$52.32	\$53.76	\$55.20	\$56.65	\$58.08	\$59.53	\$60.95	\$62.84
19	\$47.49	\$48.84	\$50.23	\$51.61	\$52.99	\$54.37	\$55.75	\$57.13	\$58.50	\$60.33
18	\$44.71	\$46.03	\$47.31	\$48.61	\$49.90	\$51.19	\$52.50	\$53.79	\$55.09	\$56.39
17	\$42.41	\$43.65	\$44.88	\$46.11	\$47.33	\$48.58	\$49.79	\$51.03	\$52.26	\$53.50
16	\$40.30	\$41.46	\$42.62	\$43.81	\$44.98	\$46.16	\$47.31	\$48.48	\$49.65	\$50.83
15	\$38.35	\$39.45	\$40.56	\$41.68	\$42.79	\$43.91	\$45.01	\$46.13	\$47.24	\$48.34
14	\$36.54	\$37.60	\$38.66	\$39.72	\$40.77	\$41.82	\$42.89	\$43.95	\$45.00	\$46.07
13	\$34.86	\$35.87	\$36.90	\$37.92	\$38.92	\$39.92	\$40.93	\$41.97	\$42.96	\$43.98
12	\$33.29	\$34.26	\$35.22	\$36.17	\$37.15	\$38.11	\$39.08	\$40.04	\$41.00	\$41.99
11	\$31.86	\$32.78	\$33.70	\$34.65	\$35.55	\$36.48	\$37.39	\$38.34	\$39.24	\$40.18
10	\$30.53	\$31.42	\$32.30	\$33.18	\$34.06	\$34.94	\$35.85	\$36.72	\$37.62	\$38.50
9	\$29.28	\$30.15	\$31.00	\$31.85	\$32.69	\$33.53	\$34.39	\$35.23	\$36.10	\$36.94
8	\$28.15	\$28.97	\$29.79	\$30.62	\$31.43	\$32.25	\$33.05	\$33.88	\$34.70	\$35.51
7	\$27.10	\$27.88	\$28.68	\$29.45	\$30.24	\$31.04	\$31.81	\$32.60	\$33.40	\$34.18
6	\$26.12	\$26.88	\$27.64	\$28.39	\$29.17	\$29.91	\$30.67	\$31.44	\$32.18	\$32.95
5	\$25.21	\$25.95	\$26.67	\$27.41	\$28.13	\$28.88	\$29.60	\$30.34	\$31.07	\$31.80
4	\$24.35	\$25.04	\$25.76	\$26.47	\$27.16	\$27.88	\$28.58	\$29.31	\$29.99	\$30.71
3	\$23.59	\$24.27	\$24.96	\$25.66	\$26.32	\$27.01	\$27.70	\$28.39	\$29.06	\$29.75
2	\$22.88	\$23.54	\$24.20	\$24.87	\$25.53	\$26.20	\$26.87	\$27.51	\$28.18	\$28.86

Appendix A

Job Ratings - Salary Grade & Exempt Status (as of 11.14.25)

Classification Title:	Grade	Exempt
City Administrator	31	E
Chief of Police	28	E
Director of Public Works	27	E
Director of Parks & Recreation	27	E
Fire Chief	27	E
Director of Community Development	27	E
Director of Finance	27	E
Deputy Police Chief	26	E
Deputy Fire Chief	24	E
Police Commander	24	E
Human Resources Manager	24	E
City Engineer	24	E
Technology Manager	23	E
Police Lieutenant	22	E
Assistant Finance Director	22	E
Assistant Chief/Fire Marshal	22	E
Assistant Chief/Fire Ops & Standards	22	E
Chief Building Official	22	E
Planning Manager	22	E
Assistant City Engineer (P.E.)	21	E
Facilities Maintenance Superintendent	21	E
Parks Superintendent	21	E
Communications Manager	21	E
Recreation Superintendent	21	E
Shift Captain – Fire	21	NE
Street Maintenance Superintendent	21	E
Utilities Superintendent	21	E
City Clerk	20	E
Civil Engineer	20	E
Community Center Manager	20	E
Golf Course Clubhouse Superintendent	20	E
Sergeant (Police)	20	NE
Utility Billing & Accounts Receivable Supervisor	20	E
Golf Course Superintendent	19	E
Senior Planner	19	NE
Shift Lieutenant - Fire	19	NE
Aquatic Program Supervisor	18	E
Fire Operations Supervisor	18	E
Fitness Program Supervisor	18	E
Senior Accountant	18	NE
Systems Administrator	18	E
Firefighter/Fire Inspector	17	NE
GIS Specialist	17	NE
Graduate Civil Engineer	17	E
Police Officer	17	NE
Senior Engineering Technician	17	NE
Senior Combination Inspector (Bldg.)	17	NE
Accountant/Wage and Benefits Coord.	16	NE
Environmental Specialist	16	NE
Combination Inspector (Bldg.)	16	NE
Firefighter	16	NE

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

Request for Council Action

SUBJECT: **Authorization to Purchase Sleepy Hollow Park
Playground Replacement**

MEETING DATE: November 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to authorize the purchase of playground replacements for Sleepy Hollow Park, including the expansion of play containers.

BACKGROUND

Earlier this fall, Parks & Recreation staff began preparations for a playground replacement project at Sleepy Hollow Park. This project is included in the City's recently adopted 2026 Capital Improvement Plan (CIP) and is funded through the Parks Capital Replacement Fund. The approved budget for replacing the play structure is \$150,000. Design concepts were developed through extensive community and staff engagement.

Community engagement included a public survey distributed via the City's social media accounts and website, as well as open houses held onsite at the park. Feedback identified several priority elements for the new playground, including the addition of swings (which do not currently exist at this site), separate play areas for ages 2–5 and 5–15, and shade structures over the equipment. To accommodate swings, the community's top priority, the playground container will be expanded.

At the November work session, the Parks & Recreation Advisory Commission (PRAC) reviewed the final designs. Following discussion, PRAC unanimously recommended (9–0) that the City Council approve the proposed playground replacements, including the expanded playground container and shade structures, as shown in the attached concept designs. Staff recommends purchasing the Sleepy Hollow Park playground through Flagship Recreation, using equipment manufactured by Landscape Structures Inc. (LSI), a vendor on the state contract.

Timeline

If approved, installation timing will depend on spring weather conditions. As a neighborhood park with minimal scheduling conflicts, and with equipment ordered in 2025, Sleepy Hollow Park is anticipated to be installed in the spring.

FISCAL IMPACT

The approved 2026 Parks Capital Improvement Plan (CIP) allocates \$150,000 for the Sleepy Hollow Park playground replacement project. Based on the vendor's quote—procured through the state's Cooperative Purchasing Venture (CPV) program, which allows municipalities to work directly with pre-approved vendors whose products and services have been competitively bid—the total project cost is \$163,767.79, if ordered before the end of 2025. Price increases of 3 - 5% are anticipated if

the equipment is not ordered until 2026.

The recommendation from PRAC includes adding shade structures and expanding the playground container, which increases the project cost by \$13,767.79 above the budgeted amount of \$150,000. However, the Parks Capital Improvement Fund maintains a healthy balance and can absorb the additional cost without affecting short- or long-term planning for park improvements over the next five years.

RECOMMENDATION

Staff recommends that the Council authorize the purchase of the Sleepy Hollow Park playground replacements from Flagship Recreation, at a total cost of \$163,767.79 from the Park Capital Improvement Fund.

ATTACHMENTS

1. Sleepy Hollow Park Playground Replacement Quote















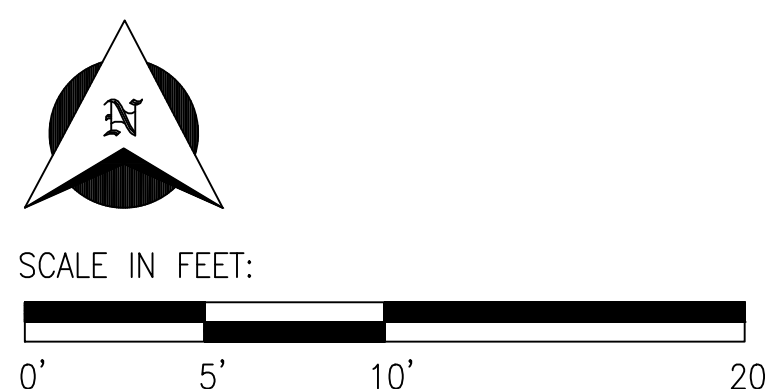
ls landscape
structures

Sleepy Hollow Park - Opt 3 w/ 2 Shades

IGH_SleepyHollow 100925 Opt3-2Shades • 11.14.2025

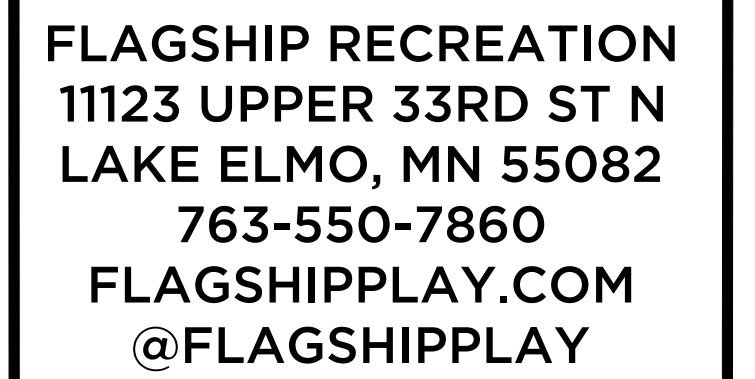


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****SITE PREPARATION REQUIREMENTS:**

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION



3645 84th St E
Inver Grove Heights, MN 55076

DESIGNED BY:
JLZT
11/14/25

SHEET

LS101

TOTAL ELEVATED PLAY COMPONENTS	10		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	9	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED	4

TOTAL ELEVATED PLAY COMPONENTS	12		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	<u>REQUIRED</u>	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	9	<u>REQUIRED</u>	6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	5	<u>REQUIRED</u>	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	3	<u>REQUIRED</u>	3

Date 11/17/2025
Expires 11/27/2025
Quote: City of Inver Grove Heights
Contact: Adam Lares
Phone: (651) 450-2587
Email: alares@ighmn.gov



Ship To:	Please Make PO's & Contracts Out To:
Sleepy Hollow Park - Opt 3 w/ 2 Shades	Landscape Structures, Inc.
8404 Casey Ct	601 7th St. S
Inver Grove Heights, MN 55076	Delano, MN 55328
Bill To:	Please Remit Payment To:
City of Inver Grove Heights	Landscape Structures, Inc.
8055 Barbara Ave	SDS 12-0395 PO Box 86
Inver Grove Heights, MN 55077	Minneapolis, MN 55486-0395

[illegible]

Quotes from Landscape Structures, Inc. are subject to current Landscape Structures, Inc. policies as well as [Terms & Conditions, Inclusions & Exclusions](#) outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope *(This Section For Quotes Including Installation)*

Inclusions:

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print)	Adam Lares
Signature:	Date:
Purchase Amount: \$122,186.44	



[illegible]

Page 1 of 2

Terms & Conditions

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- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
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- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print)	
Signature:	Date:
Purchase Amount: \$41,581.35	



EQUIPMENT COLOR SIGN OFF
Sleepy Hollow Park - Opt 3 w/ 2 Shades



Please sign below if you approve of the colors represented in the photo above.

Colors
See Color Summary Sheet

Customer Signature:_____

Date:_____

Smart Play (2-5 years) (2)

PHASE-1 Direct Bury Aluminum

* Palette Overridden *

!! Palette NOT Selected !!



ProShield® Finish

Posts/Arches:  Tan *

Play Components:  Peacock *

Polyethylene

Slides/Tunnels/Gliders/E-Pods®:  Limon *

Permalene®

Primary Permalene:  Recycled Acorn w/Black *

Secondary Permalene:  Recycled Limon w/Black *

Tertiary Permalene:  Recycled Limon w/Black *

QTY NUMBER DESCRIPTION

Freestanding Play

Signs

QTY	NUMBER	DESCRIPTION
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury

Posts/Arches:  Tan=044

Smart Play®

Ages 2-5 Yrs

1	197057C	Motion DB w/Play Table
---	---------	------------------------

Posts/Arches:  Tan=044

Play Components:  Peacock=419

Slides/Tunnels/Gliders/E-Pods®:  Limon=317

Primary Permalene:  Recycled Acorn w/Black=818

Secondary Permalene:  Recycled Limon w/Black=817

Tertiary Permalene:  Recycled Limon w/Black=817

PlayBooster (5-12 years)

PHASE-1 Direct Bury Mixed Material

* Palette Overridden *

!! Palette NOT Selected !!



ProShield® Finish

Posts/Arches:  Tan *

Clamps/Ball Connectors:  Peacock *

Play Components:  Peacock *

Polyethylene

Slide Hoods/O-Zone®:  Limon *

Slides/Tunnels/Gliders/E-Pods®:  Limon *

Permalene®

Primary Permalene:  Recycled Acorn w/Black *

Secondary Permalene:  Recycled Limon w/Black *

PlayStudio® Color Summary

Created By: jthunberg

Date: 11/14/2025 12:28:57 PM



Sleepy Hollow Park - Opt 3 w/ 2 Shades
Inver Grove Heights, MN
Flagship Recreation
Emily Maloney IGH_SleepyHollow 100925
Opt3-2Shades

Tertiary Permalene: **Recycled Acorn w/Black ***

TenderTuff

Barriers/Ladders/Benches: **Tan ***
Chains: **Tan ***
Decks/Step Ladders: **Brown ***

Cables

Cables: **Tan ***

Swings

Posts: **Tan ***
Beams: **Peacock ***
Clamps: **Peacock ***
Molded Bucket Seats: **Limon ***
Seat Harness: **Acorn ***

Vibe® / SteelX®

Primary Panels: **Limon ***

Shade

Upper Sails: **Tan FR ***

QTY NUMBER DESCRIPTION

Freestanding Play

Signs

1 182503C **Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury**

Posts/Arches: Tan=044

Swings

2 174018A **Belt Seat ProGuard Chains for 8' Beam Height**

1 176038A **Full Bucket Seat ProGuard Chains for 8' Beam Height**

1 177351A **Molded Bucket Seat w/Harness ProGuard Chains for 8' Beam Height**

Molded Bucket Seats: Limon=317

Seat Harness: Acorn=318

1 177332A **Single Post Swing Frame 8' Height DB Only**

Posts: Tan=044

Beams: Peacock=419

Clamps: Peacock=419

1 177333A **Single Post Swing Frame Additional Bay 8' Height DB Only**

Posts: Tan=044

Beams: Peacock=419

Clamps: Peacock=419

**PlayBooster®****Climbers Other****1 302748A VINE CLIMBER DB**Play Components:  Peacock=419Slides/Tunnels/Gliders/E-Pods®:  Limon=317Decks/Step Ladders:  Brown=002Cables:  Tan=044**Climbers W/Permalene Handholds****1 345316B Chimney Climber 72" Dk DB**Clamps/Ball Connectors:  Peacock=419Play Components:  Peacock=419Primary Permalene:  Recycled Acorn w/Black=818Cables:  Tan=044**1 345311D Cliff Climber 72"Dk DB**Clamps/Ball Connectors:  Peacock=419Play Components:  Peacock=419Primary Permalene:  Recycled Acorn w/Black=818Secondary Permalene:  Recycled Limon w/Black=817Tertiary Permalene:  Recycled Acorn w/Black=818Decks/Step Ladders:  Brown=002**1 158678A Climbing Wall Alum DB**Posts/Arches:  Tan=044Clamps/Ball Connectors:  Peacock=419Play Components:  Peacock=419Chains:  Tan=044**1 152907C Deck Link w/Barriers 3 Steps**Clamps/Ball Connectors:  Peacock=419Barriers/Ladders/Benches:  Tan=044Decks/Step Ladders:  Brown=002Primary Panels:  Limon=317**1 152908C Deck Link w/Handrails 3 Steps**Clamps/Ball Connectors:  Peacock=419Primary Permalene:  Recycled Acorn w/Black=818Barriers/Ladders/Benches:  Tan=044Decks/Step Ladders:  Brown=002**1 345329A Shockwave Climber w/Permalene Handholds 96"DK/DB**Clamps/Ball Connectors:  Peacock=419Play Components:  Peacock=419Primary Permalene:  Recycled Acorn w/Black=818



1	345305B	Vertical Ladder 40"Dk DB	
		Posts/Arches:	Tan=044
		Clamps/Ball Connectors:	Peacock=419
		Primary Permalene:	Recycled Acorn w/Black=818
		Barriers/Ladders/Benches:	Tan=044
Custom			
1	CP000286	DTR Hex Net (Under 48i Deck or Higher)	
		Clamps/Ball Connectors:	Peacock=419
		Cables:	Tan=044
Decks			
1	152911B	Curved Transfer Module Left 40"Dk DB	
		Posts/Arches:	Tan=044
		Clamps/Ball Connectors:	Peacock=419
		Primary Permalene:	Recycled Acorn w/Black=818
		Barriers/Ladders/Benches:	Tan=044
		Decks/Step Ladders:	Brown=002
1	178710A	Hexagon Tenderdeck	
		Clamps/Ball Connectors:	Peacock=419
		Decks/Step Ladders:	Brown=002
1	111229A	Square Deck Extension	
		Clamps/Ball Connectors:	Peacock=419
		Decks/Step Ladders:	Brown=002
1	111228A	Square Tenderdeck	
		Clamps/Ball Connectors:	Peacock=419
		Decks/Step Ladders:	Brown=002
2	111231A	Triangular Tenderdeck	
		Clamps/Ball Connectors:	Peacock=419
		Decks/Step Ladders:	Brown=002
Enclosures			
1	218172A	PB Digifuse® Barrier w/Medallions - Above Deck	
		DigiFuse® Image Set:	Animal Tracks - 000000042
		Clamps/Ball Connectors:	Peacock=419
1	345293A	Match 4 Panel Above Deck	
		Clamps/Ball Connectors:	Peacock=419
		Primary Permalene:	Recycled Acorn w/Black=818
		Secondary Permalene:	Recycled Limon w/Black=817
Motion & More Fun			
1	120818A	Playstructure Seat	
		Clamps/Ball Connectors:	Peacock=419
		Decks/Step Ladders:	Brown=002

**Overhead Events**

1 142890A **2"90* Horizontal Ladder DB Connected**

Clamps/Ball Connectors:  Peacock=419

Play Components:  Peacock=419

Posts

7 111404E **116"Alum Post DB**

Posts/Arches:  Tan=044

3 111404D **124"Alum Post DB**

Posts/Arches:  Tan=044

3 111404A **148"Alum Post DB**

Posts/Arches:  Tan=044

2 111404K **156"Alum Post DB**

Posts/Arches:  Tan=044

2 111404Z **182"Steel Post DB (44" Bury)**

Posts/Arches:  Tan=044

2 154883F **301"Steel Post For CoolToppers Single Post Roof DB 96"Dk**

Posts/Arches:  Tan=044

1 111404H **92"Alum Post DB**

Posts/Arches:  Tan=044

Roofs

2 154884A **CoolToppers Single Post DB Only ¹**

Posts/Arches:  Tan=044

Upper Sails:  Tan FR=496

Slides

1 271761B **PlayBooster® Alpine® Slide 96"DK/DB**

Posts/Arches:  Tan=044

Clamps/Ball Connectors:  Peacock=419

Slide Hoods/O-Zone®:  Limon=317

Slides/Tunnels/Gliders/E-Pods®:  Limon=317

1 130390A **Double Swoosh™ Slide 72"Dk DB ¹**

Posts/Arches:  Tan=044

Clamps/Ball Connectors:  Peacock=419

Slides/Tunnels/Gliders/E-Pods®:  Limon=317

1 123337A **Single Slide 40"Dk DB**

Posts/Arches:  Tan=044

Clamps/Ball Connectors:  Peacock=419

Slide Hoods/O-Zone®:  Limon=317

Slides/Tunnels/Gliders/E-Pods®:  Limon=317



1 222708A **WhooshWinder™ Slide 72" Deck/Direct Bury**

Posts/Arches:  Tan=044

Clamps/Ball Connectors:  Peacock=419

Slides/Tunnels/Gliders/E-Pods®:  Limon=317

Decks/Step Ladders:  Brown=002

Primary Panels:  Limon=317

- Estimated labor-hours do not include hours for custom product installation and/or site or subsurface preparation.
- The quoted price is protected for thirty (30) days if a Complete Order is placed within that time period. A product order is a Complete Order if entered in the applicable LSI software portal and includes final product, colors, artwork and specifications identified, which is fully ready for LSI manufacturing within normal lead times.
- ¹Any Quote or products that have a total weight above 5,000 lbs shall require a freight quote. Freight tables cannot be used. Custom freight quotes are valid for thirty (30) days and are subject to changes set by the carrier. Unless stated otherwise or in any separate custom freight quote related to this Quote, all prices are FOB Origin (Delano, Minnesota or Dallas, TX).
- Manufacturing time for this project will be 6 weeks from the time of LSI's order acceptance.
- [View additional quote terms here.](#)



Request for Council Action

SUBJECT: **Authorization to Purchase Lobby Furniture for the Veterans Memorial Community Center**

MEETING DATE: November 24, 2025

ITEM TYPE: Consent Agenda

CONTACT: Aaron Fitzloff, Facilities Maintenance Superintendent, (651) 450-2469
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into contracts with Innovative Office Solutions, in the amount of \$33,746.86, to purchase lobby furniture for the Veterans Memorial Community Center.

BACKGROUND

The City Council approved a 2024 budget carryover into 2025 that included \$20,000 for the purchase of new tables and chairs for the Veteran Memorial Community Center (VMCC) lobby. In addition, the Council recently approved the 2026–2030 Community Center Capital Improvement Plan (CIP), which includes an additional \$20,000 for common-area updates. Together, these allocations provide \$40,000 for improvements to the Community Center’s common spaces.

Over the past several months, staff have worked with Innovative Office Solutions to develop a new layout and furniture options for the lobby area on the fitness and aquatics side of the facility, where the majority of members and guests enter. The current lobby furniture is more than 15 years old, no longer meets the needs of users, and is showing significant wear and deterioration.

As shown in the attached renderings, the proposed updates include a more modern layout with additional color, tables, gathering areas, and informal workspaces for guests. The goal is to create a comfortable, vibrant, and welcoming environment for members and visitors. These improvements are long overdue and are anticipated to be well received.

FISCAL IMPACT

The total cost for the furniture and layout improvements is \$33,746.86, with a 50% deposit (\$16,873.43) required at the time the order is placed. Combined funding from the approved 2024 budget carryover (\$20,000) and the 2026 CIP allocation (\$20,000) provides sufficient resources to proceed. The order would be placed in 2025 with delivery in 2026, and some CIP funds will likely need to be carried over from 2025 to 2026.

The vendor participates in the state’s Cooperative Purchasing Venture program, allowing municipalities to purchase directly from pre-approved vendors whose products and services have been competitively bid.

RECOMMENDATION

Staff recommends that the Council authorize the purchase of the proposed lobby furniture for the Veteran's Memorial Community Center.

ATTACHMENTS

1. Quote Lobby Furniture - Innovative
2. VMCC Lobby Furniture Concepts



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Marie Conway
651-486-1251
mconway@innovativeos.com

CITY OF INVER GROVE HEIGHTS - VMCC WELCOME AREA

DATE 11/13/2025
CUSTOMER NAME CITY OF INVER GROVE HEIGHTS
CUSTOMER NUMBER S28777
CUSTOMER PO
ORDER NAME VMCC - Welcome Area
ORDER NUMBER 235606
PROJECT NUMBER
TERMS NET30

BILL TO
CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVE
INVER GROVE HEIGHTS, MN 55077-3410

ATTN: RYAN ALBRIGHT AP CONTACT
Phone: 651.450.2515
Email: ralbright@ighmn.gov

SHIP TO
COMMUNITY CENTER
CITY OF INVER GROVE HGTS, 8055 BARBARA AVE
INVER GROVE HEIGHTS, MN 55077

ATTN: AARON FITZLOFF
Phone: 651-450-2469
Email: afitzloff@ighmn.gov

GROUP	DESCRIPTION	QUANTITY	EXTENDED AMOUNT
Bar Height Table and Chairs		1.0	5,489.04

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	XPPCAQ221HQ120--A--Mica-60 Power Qube - Plug-In, Quad - 2 Power/2 USB/1 Data - High USB Capacity, Square Cut-Out, 120" Country of Installation:A:Canada / U.S.A Case and Front Finish:-Mica:Mica Colors Mica Colors:60:Platinum (Satin)	2.00 Each	226.59	453.18
2	HFSS74L--\$(3)-.SX-01-.PR8 Flock Stool 4-Leg \$(3):Grade 3 Uph .SX:Moxie 01:Cobalt .PR8:Silver Texture	6.00 Each	547.20	3,283.20
3	XTHSX2009042WNS1---F-7U-6-9G--SrcLam-8R--Source-8R Hub Table - Sngl-Side, 20"dx90"wx42"h, Wall Access, No Footrest, One Square C/O (1-9/16") Worksurface Finish (1-9/16"): -F:Foundation Laminate Foundation Laminate (1-9/16"):7U:Northern Ash Edge Trim Style:6:Straight Trim (3mm) Edge Trim Finish (1-9/16"):9G:Northern Ash Gable Finish (1-1/2"): -SrcLam:Source Laminate Source Laminate (1-1/2"):8R:Northern Ash Modesty Panel Finish:-Source:Source Laminate Source Laminate:8R:Northern Ash	2.00 Each	876.33	1,752.66

GROUP		DESCRIPTION	QUANTITY	EXTENDED AMOUNT	
Benches			1.0	4,502.25	
LINE	DESCRIPTION		QUANTITY	UNIT PRICE	EXTENDED AMOUNT
4	HASB2--\$(3)-.SX-01-.PM-P8V		3.00	1,500.75	



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Marie Conway
651-486-1251
mconway@innovativeos.com

CITY OF INVER GROVE HEIGHTS - VMCC WELCOME AREA

DATE 11/13/2025
CUSTOMER NAME CITY OF INVER GROVE HEIGHTS
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CUSTOMER PO
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ORDER NUMBER 235606
PROJECT NUMBER
TERMS NET30

Astir Two Seat Bench
\$(3):Grade 3 Uph
.SX:Moxie
01:Cobalt
.PM:Post Metal
P8V:Textured Titanium

Each 4,502.25

GROUP	DESCRIPTION	QUANTITY	EXTENDED AMOUNT
Lounge		1.0	12,247.42

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
5	ATCDLM24--S--A-7U-8-9G--M--Mica-60 Circular Lounge Table, Metal Post, 24"dia. Surface Finish:S:Solid Top Solid Finish:-A:Foundation Laminate Foundation Laminate:7U:Northern Ash Edge Trim Style:8:Flat Trim Edge Trim Colors:9G:Northern Ash Base Finish:-M:Metal Foundation or Mica or Accent Paint:-Mica:Mica Mica Colors:60:Platinum (Satin)	2.00 Each	424.01	848.02
6	HML1SDF--N-\$(4)-.OXFD-01-\$(4)-.OXFD-12-.TR-.PR8 Grove Single Seat Lounge Dual Fabric .N:Armless \$(4):Grade 4 Uph .OXFD:Oxford with Supreen 01:Armor \$(4):Grade 4 Uph .OXFD:Oxford with Supreen 12:Gingerbread .TR:Tapered Round Leg .PR8:Silver Texture	6.00 Each	1,077.30	6,463.80
7	HML1SDF--A-\$(4)-.OXFD-01-\$(4)-.OXFD-13-.TR-.PR8 Grove Single Seat Lounge Dual Fabric .A:Straight \$(4):Grade 4 Uph .OXFD:Oxford with Supreen 01:Armor \$(4):Grade 4 Uph .OXFD:Oxford with Supreen 13:Laurel .TR:Tapered Round Leg	4.00 Each	1,233.90	4,935.60



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Marie Conway
651-486-1251
mconway@innovativeos.com

CITY OF INVER GROVE HEIGHTS - VMCC WELCOME AREA

DATE 11/13/2025
CUSTOMER NAME CITY OF INVER GROVE HEIGHTS
CUSTOMER NUMBER S28777
CUSTOMER PO
ORDER NAME VMCC - Welcome Area
ORDER NUMBER 235606
PROJECT NUMBER
TERMS NET30

.PR8:Silver Texture

GROUP	DESCRIPTION	QUANTITY	EXTENDED AMOUNT
Table and Chairs		1.0	6,346.04

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
10	HMG2--.N-.E-.LA-\$(3)-.SX-02-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 .N:No Arm .E:Standard Nylon Glide .LA:Lava \$(3):Grade 3 Uph .SX:Moxie 02:Bayou .PR8:Silver Texture	4.00 Each	454.50	1,818.00
11	HMG2--.F-.E-.LA-\$(3)-.SX-02-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 .F:Fixed Arm .E:Standard Nylon Glide .LA:Lava \$(3):Grade 3 Uph .SX:Moxie 02:Bayou .PR8:Silver Texture	4.00 Each	485.10	1,940.40
12	ATCTBS29M42--S--A-7U-8-9G--M--Mica-60 Square Cafe Table, Straight Corner, 29"h, Metal Post, 42"w S:Solid Top -A:Foundation Laminate 7U:Northern Ash 8:Flat Trim 9G:Northern Ash -M:Metal -Mica:Mica 60:Platinum (Satin)	4.00 Each	646.91	2,587.64

GROUP	DESCRIPTION	QUANTITY	EXTENDED AMOUNT
Table and Chairs by Daycare		1.0	1,617.11

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
8	HMG2--.F-.E-.LA-\$(3)-.SX-02-.PR8 Motivate 4-Leg Stack Chair-Uph Seat-Set/2 .F:Fixed Arm	2.00 Each	485.10	970.20



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Marie Conway
651-486-1251
mconway@innovativeos.com

CITY OF INVER GROVE
HEIGHTS - VMCC
WELCOME AREA

DATE 11/13/2025
CUSTOMER NAME CITY OF INVER GROVE HEIGHTS
CUSTOMER NUMBER S28777
CUSTOMER PO
ORDER NAME VMCC - Welcome Area
ORDER NUMBER 235606
PROJECT NUMBER
TERMS NET30

.E:Standard Nylon Glide
.LA:Lava
\$(3):Grade 3 Uph
.SX:Moxie
02:Bayou
.PR8:Silver Texture

9	ATCTBS29M42--S--A-7U-8-9G--M--Mica-60 Square Cafe Table, Straight Corner, 29"h, Metal Post, 42"w S:Solid Top -A:Foundation Laminate 7U:Northern Ash 8:Flat Trim 9G:Northern Ash -M:Metal -Mica:Mica 60:Platinum (Satin)	1.00 Each	646.91	646.91
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GROUP	DESCRIPTION	QUANTITY	EXTENDED AMOUNT	
xServices and Fees		1.0	3,545.00	
LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
13	FURNDESIGN Furniture Design Services	1.00 Each	1,545.00	1,545.00
14	FURNINSTALL Furniture Installation	1.00 Each	2,000.00	2,000.00
	Remit to address for deposits: Innovative office Solutions LLC Lockbox #131434 PO Box 1414 Minneapolis, MN 55480-1414	SUBTOTAL		\$33,746.86
		TOTAL		\$33,746.86
		REQUIRED DEPOSIT 50.00%		\$16,873.43
	Proposal Valid For 14 Days			

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Marie Conway
651-486-1251
mconway@innovativeos.com

CITY OF INVER GROVE HEIGHTS - VMCC WELCOME AREA

DATE	11/13/2025
CUSTOMER NAME	CITY OF INVER GROVE HEIGHTS
CUSTOMER NUMBER	S28777
CUSTOMER PO	
ORDER NAME	VMCC - Welcome Area
ORDER NUMBER	235606
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$10,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the signed proposal on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE FEES

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation.



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INNOVATIVEOS.COM

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Marie Conway
651-486-1251
mconway@innovativeos.com

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After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location. After the 30 days we will continue to store your product add any additional storage fees on a monthly basis to your order prior to the final invoice.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items. We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours of delivery to ensure that appropriate claims can be filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place. We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.



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ECONOMIC/POLITICAL FORCE MAJEURE

In the event of a major political or economic upheaval arising from events beyond the reasonable control of the Company or its Suppliers-such as government-mandated tariff actions, import restrictions, regulatory measures, or other legislative actions that restrict or adversely affect the Company's ability to sell contracted products at the previously agreed upon price-the Company reserves the right to adjust its prices. Notice of any such price adjustment will be provided at least 72 hours prior to the effective date. For the purposes of this clause, a "major political or economic upheaval" is defined as any event or series of events that results in an increase in acquisition costs of 5.5% or more. In such cases, the Company shall furnish supporting documentation identifying the specific cost impacts that necessitate the adjustment.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

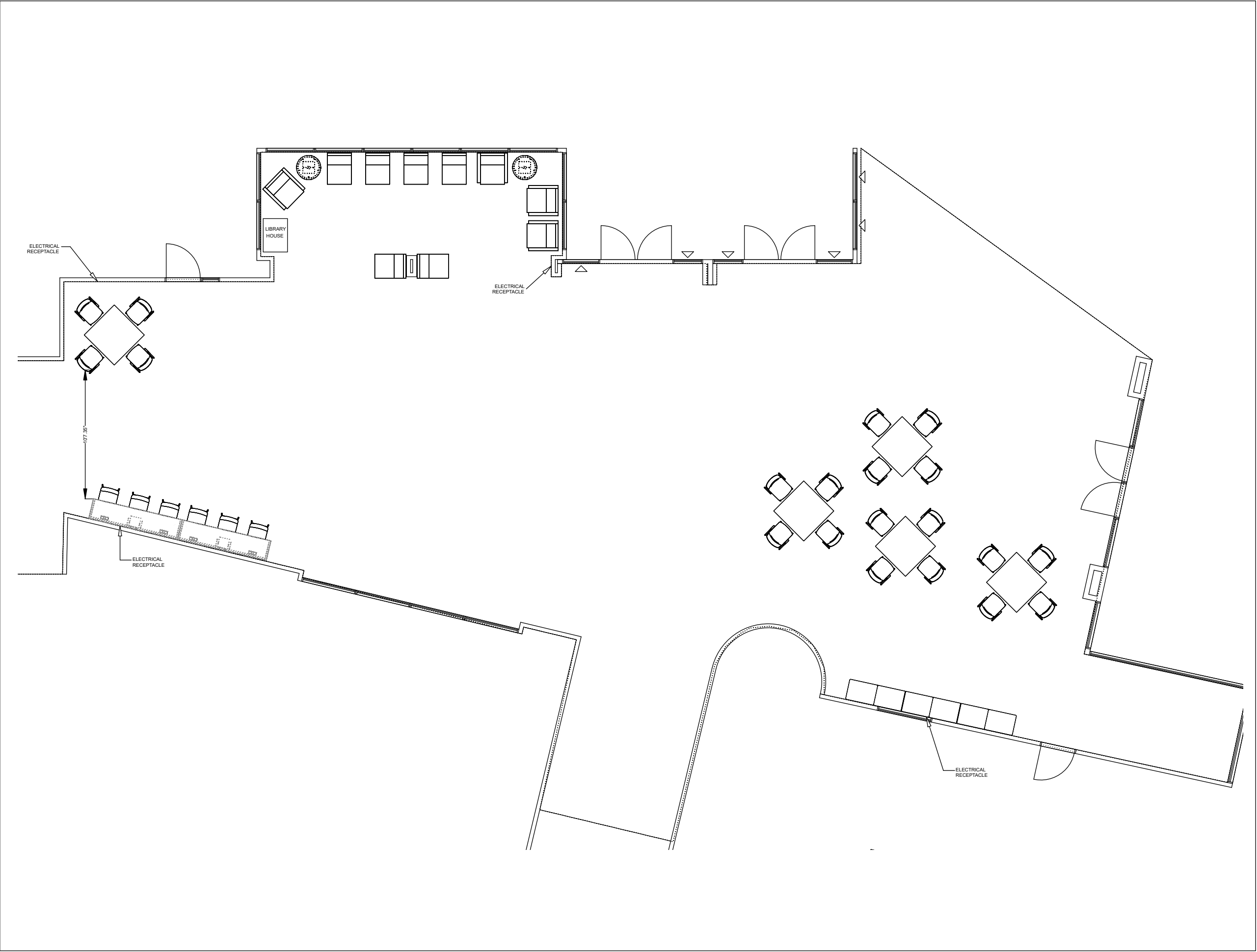
We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "Relationships Matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together, and we look forward to serving you!

YOUR SIGNATURE BELOW, ACKNOWLEDGES THAT YOU HAVE REVIEWED THE PROPOSAL AND ACCEPT THE TERMS AND CONDITIONS

Signature: _____ Name: _____ Title: _____ Date: _____



HEADQUARTERED IN BURNSVILLE, MN
TOLL FREE (866) 574-5389

CLIENT		
CITY OF INVER GROVE HEIGHTS VETERANS MEMORIAL COMMUNITY CENTER		
ADDRESS		
8055 BARBARA AVE INVER GROVE HEIGHTS, MN 55077		
PROJECT NAME		
VMCC WELCOME AREA		
PROJECT #		
235606		
REP: MC		
DATE:	10/23/2025	SCALE:
DRN BY:	EP	CKD BY:
REVISIONS		
ACCEPTED BY: _____ DATE: _____		
SHEET TITLE		
OVERALL PLAN		
SHEET NUMBER		
1/2		



LOUNGE
4 X ARMED LOUNGE CHAIRS
CHAIR SURROUND - OXFORD, ARMOUR
CHAIR SEAT/BACK - OXFORD, LAUREL

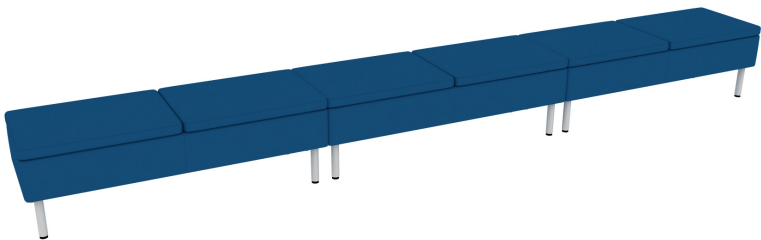
6 X ARMLESS LOUNGE CHAIRS
CHAIR SURROUND - OXFORD, ARMOUS
CHAIR SEAT/BACK - OXFORD, GINGERBREAD

2 X 24"D X 19"H LOUNGE TABLES

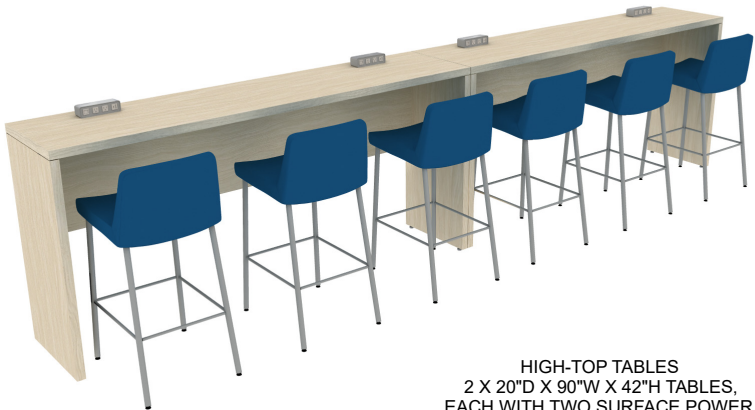


TABLE/CHAIRS BY DAYCARE
42" SQUARE TABLE, SEATED HEIGHT

4 X ARMED GUEST CHAIR
LAVA SHELL, MOXIE - BAYOU SEAT PAD



BENCHES
3 X TWO-SEAT, BACKLESS
BENCHES
FABRIC: MOXIE - COBALT



HIGH-TOP TABLES
2 X 20"D X 90"W X 42"H TABLES,
EACH WITH TWO SURFACE POWER
MODULES

6 X BAR-HEIGHT STOOL WITH MOXIE -
COBALT FABRIC



TABLES AND CHAIRS
42" SQUARE TABLE, SEATED HEIGHT

2 X ARMLESS GUEST CHAIR
LAVA SHELL WITH MOXIE - BAYOU SEAT PAD

2 X ARMED GUEST CHAIR
LAVA SHELL WITH MOXIE - BAYOU SEAT PAD



HEADQUARTERED IN BURNSVILLE, MN
TOLL FREE (866) 574-5389

CLIENT

CITY OF INVER GROVE HEIGHTS
VETERANS MEMORIAL COMMUNITY CENTER

ADDRESS

8055 BARBARA AVE
INVER GROVE HEIGHTS, MN 55077

PROJECT NAME

VMCC
WELCOME AREA

PROJECT #

235606

REP: MC

DATE: 10/23/2025 SCALE:

DRN BY: EP CKD BY:

REVISIONS

ACCEPTED BY: _____ DATE: _____

SHEET TITLE

FURNITURE RENDERINGS

SHEET NUMBER

2/2



Request for Council Action

SUBJECT: **Approval of Storm Water Facilities Maintenance Agreement for 2750 70th St E**

MEETING DATE: November 24, 2025

ITEM TYPE: Consent Agenda

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

ACTION REQUESTED

The Council is asked to approve the attached Storm Water Facilities Maintenance Agreement for the property located at 2750 70th St E.

BACKGROUND

The owner of 2750 70th St E is proposing an addition to the home on the property and is affected by City Code Title 9, Chapter 5, Section 9-5-5, which requires lots of record which do not have recorded contracts or agreements with the City to provide information to ensure the improvements meet current City standards for grading, erosion control and storm water management.

The owner, Dana Rogers, has provided the plans required. A rain garden will be constructed on the lot and the attached Storm Water Facilities Maintenance Agreement spells out the conditions to be met. An engineering escrow of \$1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the Stormwater Facilities Maintenance Agreement for 2750 70th St E.

ATTACHMENTS

1. 2750 70th St E SWFMA

STORM WATER FACILITIES MAINTENANCE AGREEMENT
FOR LOT 2, BLOCK 1, DHAENE ADDITION INVER GROVE HEIGHTS,
DAKOTA COUNTY, MINNESOTA

THIS STORM WATER FACILITIES MAINTENANCE AGREEMENT ("Agreement") is made, entered into and effective this 24th day of November, 2025, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as "City") and Dana Rogers, a single person (hereafter referred to as "Landowner" and "Responsible Owner"). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1

DEFINITIONS

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

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

1.3 **Landowner.** "Landowner" means Dana Rogers, a single person, and her successors and assigns.

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

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

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

At the time of execution of this Agreement, Dana Rogers is the Responsible Owner.

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

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

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

1.8 Stormwater Facility Plan. "Stormwater Facility Plan" means that certain plan sheet titled Site & Grading Plan prepared by Lake and Land Surveying, Inc. dated September 24, 2025 and approved by the City Engineer on October 30, 2025 which is attached hereto as Exhibit D.

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

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

ARTICLE 2 **RECITALS**

Recital No. 1. Landowner owns the Subject Property.

Recital No. 2. The City is willing to approve the construction of the proposed addition as shown on the Stormwater Facility Plan if Landowner executes this Storm Water Facilities Maintenance Agreement and complies with all other applicable requirements for issuance of the building permit.

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

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

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

ARTICLE 3

RESPONSIBILITY FOR MAINTENANCE

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

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

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

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

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

d. The Standard of Maintenance shall comply with the City approved Operations & Maintenance Plan hereafter referenced; and

e. The Standard of Maintenance shall comply with the 2023 Watershed Management Plan for the Lower Mississippi River Watershed Management Organization (LMRWMO) dated February 8, 2023; and

f. The Standard of Maintenance shall include but not be limited to each of the following:

i.) The Responsible Owner shall monitor the Storm Water Facilities and shall as soon as possible correct any malfunction or deficiency in the operation of such structure so as to ensure that the structure operates in conformance with the design parameters.

ii.) The Responsible Owner must comply with Section IV of the NWA Stormwater Manual which outlines the requirements for the operations and maintenance of Long-Term Best Management Practices (BMP's) for storm water facilities. The City and Landowner have prepared Operations & Maintenance Plan to show how the Responsible Owner shall operate and maintain Long-Term Best Management Practices for the Storm Water Facilities being constructed on the Subject Property. The Operations & Maintenance Plans are attached hereto as **Exhibit B**. The Responsible Owner and the successors and assigns thereof shall be responsible for following the Operations & Maintenance Plan as approved by the City. The Operations & Maintenance Plan shall be on file with the City's Director of Public Works.

iii.) The Operations & Maintenance Plan shall contain the following information:

a. Detailed inspection requirements;

b. Inspection and maintenance schedules;

c. Contact information for the Responsible Owner;

d. As built plans of the Storm Water Facilities;

e. The requirement for an annual report to the City to demonstrate that post construction maintenance is being accomplished per the Operations & Maintenance Plan;

f. The GPS coordinates for the Storm Water Facilities shall be provided to the City after construction is completed. Storm Water Facilities smaller than 200 square feet can be located with one GPS coordinate. Storm Water Facilities larger than 200 square feet shall have outlet coordinates and the corners of the Storm Water Facilities located by GPS. The GPS readings shall be provided to the City before the Storm Water Facilities are covered.

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

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

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

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

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

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

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

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

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

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

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

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

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

a.) failure by the Responsible Owner to observe or perform any covenant, conditions, obligation or agreement on their part to be observed or performed under this Agreement;

b.) failure by the Responsible Owner to pay contractors, subcontractors, laborers, or materialmen;

c.) failure by the Responsible Owner to pay for any materials that may be used by the

- d.) construction of the Storm Water Facilities.

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

ARTICLE 4 **ESCROW DEPOSIT**

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

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

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

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

ARTICLE 5 **CITY'S COVENANTS**

5.1 Approval of Development Plans. The City agrees that if Landowner executes this Stormwater Facilities Maintenance Agreement and if the other conditions precedent to issuance of a building permit for the proposed addition to the house located on the Subject Property are met, the City will issue the building permit for the proposed house addition on the Subject Property.

ARTICLE 6 **MISCELLANEOUS**

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

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

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

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

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

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

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

If to City:	City of Inver Grove Heights Attention: City Administrator 8150 Barbara Avenue Inver Grove Heights, MN 55077
If to Landowner/Responsible Owner:	Dana Rogers 2750 70 th Street East Inver Grove Heights, MN 55076

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

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

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

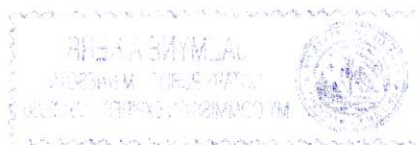
CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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



STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

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

Notary Public

**RESPONSIBLE OWNER AND
LANDOWNER:**

By:


Dana Rogers

STATE OF MINNESOTA

)

) ss.

COUNTY OF

)

On this 7th day of November, 2025, before me a Notary Public within and for said County, personally appeared Dana Rogers, to me personally known, who being by me duly sworn, did say that she is the Responsible Owner and Landowner named in the foregoing document.




Notary Public

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

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

EXHIBIT B **OPERATIONS & MAINTENANCE PLAN**

OPERATIONS & MAINTENANCE PLAN

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

TABLE 1.1 – MAINTENANCE ACTIVITIES

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

LEGAL DESCRIPTION OF SUBJECT PROPERTY

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

Lot 2, Block 1, DHAENE ADDITION, Dakota County.

EXHIBIT C **ANNUAL INSPECTION FORM**

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

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



Request for Council Action

SUBJECT: **Resolution Accepting Donations**

MEETING DATE: November 24, 2025
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting two donations to the Fire Department.

BACKGROUND

The Fire Department recently received two donations. The first was for \$500 from Tractor Supply Foundation, presented by our local store. The second was for \$3,000 from a resident who wishes to remain anonymous. Neither was designated for a specific purpose by the donor. It is recommended that the denotation be deposited into the Fire Donation account within the General Fund and set aside for future purchase of accessories for the Utility Terrain Vehicle.

FISCAL IMPACT

These donations generously provide additional resources for the Fire Department.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Accepting Donations to the Fire Dept (Nov 2025)

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING ACCEPTANCE OF DONATIONS

WHEREAS, the City of Inver Grove Heights is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, Tractor Supply Foundation would like to donate \$500 to the City for use by the Fire Department; and

WHEREAS, an anonymous donor would like to donate \$3,000 to the City for use by the Fire Department; and

WHEREAS, such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City is appreciative of both the donations and finds that it is appropriate to accept the donations.

NOW, THEREFORE, be it resolved that the City Council of the City of Inver Grove Heights does hereby accept the donation of funds in the amount \$500 and \$3,000 to be deposited into the Fire Donation account within the General Fund and set aside for future purchase of accessories for the Utility Terrain Vehicle.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 24^h day of November 2025.

INVER GROVE HEIGHTS

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: 2026 Liquor License Renewals

MEETING DATE: November 24, 2025

ITEM TYPE: Public Hearing

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider approval of 2026 Liquor License Renewals.

BACKGROUND

There are currently a total of 32 active liquor licenses issued by the City, all with an expiration date of December 31, 2025. The 29 licenses listed below are being brought forward for a public hearing and Council consideration at this time:

	Establishment	Type of License
1.	451 Beer	Off-Sale
2.	A & M Liquor	Off-Sale
3.	AMC Theatres Inver Grove Heights 16	On-Sale and Sunday
4.	Applebee's Neighborhood Grill & Bar	On-Sale and Sunday
5.	Arbor Pointe Golf Club	3.2 On-Sale and Sunday
6.	Arbor Pointe Liquors	Off-Sale
7.	B-52 Burgers and Brew	On-Sale and Sunday
8.	Cameron's Warehouse Liquors	Off-Sale
9.	Celts Pub	On-Sale and Sunday
10.	Cub Foods	3.2 Off-Sale
11.	Cub Wine & Spirits #1584	Off-Sale
12.	Drkula 32 Bowl	On-Sale and Sunday
13.	Gold Palace Liquor	Off-Sale
14.	Inver Grove Brewing Company	On-Sale, Sunday and Brew Pub Off-Sale
15.	Inver Wood Golf Course	On-Sale and Sunday

16.	IWA Sushi	On-Sale and Sunday
17.	Jersey Bar & Grill	On-Sale and Sunday
18.	King of Diamonds	On-Sale
19.	Mallards Restaurant	On-Sale and Sunday
20.	Mississippi Pub	On-Sale and Sunday, plus Temporary Expansion
21.	Nowhere Entertainment	On-Sale and Sunday
22.	Open Window Theatre	Wine with Strong Beer
23.	Outback Steakhouse	On-Sale and Sunday
24.	Overboard Bar & Grill	On-Sale and Sunday
25.	Perplebunny's Axe House	On-Sale
26.	Pizza Pub	On-Sale and Sunday, plus Temporary Expansion
27.	Speedway #4411	3.2 Off-Sale
28.	Speedway #4548	3.2 Off-Sale
29.	Trail Liquor	Off-Sale

All license applications submitted by the above-listed businesses have been reviewed by staff and found to be complete and eligible for renewal. The remaining three possible renewals will be brought forward at the December 8, 2025, Council meeting if they are deemed complete by that time.

As noted above, there are two establishments (Mississippi Pub and Pizza Pub) that have also applied for permission to temporarily expand their premises at various times during 2026 for special events. If Council approves these for 2026, specific approval of actual events would need to be obtained from the Police Department prior to the event, under the terms of the recently adopted City Code provisions.

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends holding a public hearing and then approving the 2026 Liquor License renewals listed above. Staff also recommends authorization of the Temporary Premises Expansion for 2026 for Mississippi Pub and Pizza Pub.

ATTACHMENTS

None



Request for Council Action

SUBJECT: 2026 Tobacco Sales License Renewals

MEETING DATE: November 24, 2025
ITEM TYPE: Public Hearing
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to conduct a public hearing and then consider approval of renewal applications for tobacco sales licenses for the 2026 calendar year.

BACKGROUND

A total of 33 Inver Grove Heights retailers hold active tobacco retail licenses issued by the City of Inver Grove Heights, each with an expiration date of December 31, 2025. The following 20 of the 33 licensed tobacco establishments have returned completed applications, paid appropriate fees and been fully reviewed and are therefore being brought forward for a public hearing and Council consideration at this time:

Doing Business As	Premise Address
Arbor Pointe Holiday #3537	9087 Broderick Blvd
Arbor Pointe Liquors	9084 Buchanan Trl
Casey's General Store	9981 Diffley Ct
Cub Foods	7850 Cahill Ave
Cub Wine & Spirits	7804 Cahill Ave
IGH Smokes Plus	9090 Buchanan Trl
Inver Grove Tobacco #2	7806 Cahil Ave
Inver Grove Tobacco & Vape	6570 Cahill Ave
Perfect Ash	9080 Buchanan Trl
Pilot Travel Center	11650 Courthouse Blvd
Rick's Tobacco	1372 Mendota Rd E
Snak Atak #51	9717 S Robert Trl
Speedway #4411	7501 Concord Blvd
Speedway #4548	5728 Bishop Ave

Speedway #4792	3240 57 th St E
The Corner Store	3015 80 th St E
Trail Liquors	9740 S Robert Trl
Vapour & Dispensary	5747 Blaine Ave
Walgreens #04882	5825 Cahill Ave
Walgreens #06943	4560 S Robert Trl

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends holding a public hearing and then approving the 20 tobacco retail license renewals listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Application for New Tobacco Sales License**

MEETING DATE: November 24, 2025
ITEM TYPE: Public Hearing
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to conduct a public hearing and consider approval of an application for a new tobacco sales license.

BACKGROUND

The City has received an application from the following new business seeking a tobacco sales license:

Doing Business As:	Business Address:
South Metro Fuel Stop	7030 Cahill Ave

The license application submitted by the above-listed business has been reviewed by staff and found to be complete and qualified.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends holding a public hearing and then approving the tobacco sales license listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Liquor License Compliance Check Violations

MEETING DATE: November 24, 2025

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider adopting the attached Resolutions, which impose civil penalties on three separate liquor license holders who were found to have violated the terms of their licenses during a recent compliance check conducted by the Police Department.

BACKGROUND

On October 16, 2025, the Inver Grove Heights Police Department conducted alcohol compliance checks of all liquor license holders within the city. As a result of these compliance checks, the following existing liquor license holders were found to have sold, furnished, or delivered an intoxicating liquor to a person under the age of twenty-one, in violation of Minnesota State Statute and Inver Grove Heights City Ordinance 4-1-14(D): Sales To Certain Persons Prohibited.

Additionally, one of the license holders failed to provide proof that their employee, who sold, furnished, or delivered an intoxicating liquor to a person under the age of twenty-one, had completed the required server training. This is also a violation of Inver Grove Heights City Ordinance 4-1-14(J)(8): Violation of License. That same license holder submitted an altered or falsified certificate of server training completion, in violation of Inver Grove Heights City Ordinance 4-1-19(A)(5): Failure to comply with the conditions of the license.

The liquor license holders that were found to have a compliance check failure are:

1. GasX, LLC (DBA) 451 Beer
6530 Cahill Ave
Inver Grove Heights, MN 55076
2. American Multi-Cinema, Inc. (DBA) AMC Theaters
5567 Bishop Avenue
Inver Grove Heights, MN 55076
3. Trail West Inc. (DBA) Trail Liquor
9740 S Robert Trail
Inver Grove Heights, MN 55076

The liquor license holders were served with written notice regarding the violation(s) along with the incident report. The notice also advised that the Council would consider the imposition of civil penalties (a monetary civil penalty and a license suspension), at its meeting on November 24, 2025.

The Inver Grove Heights City Ordinance states the following regarding liquor license violations:

4-1-19: Civil Penalties and Sanctions

The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination of whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council. Each violation of subsection A. will be considered a separate violation subject to the penalties below.

- 1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.*
- 2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one-day license suspension. The Police Chief or his/her designee will recommend three (3) potential calendar dates for the suspension to the council, who will select the suspension date.*
- 3. Third violation within the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates for the suspension to the council who will select three (3) days for the suspension.*
- 4. More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days and/or license revocation. If it is determined that the license will be suspended and not revoked, the Police Chief or his/her designee will recommend calendar dates for the suspension to the council, which shall select the specific dates for the suspension.*

For violations where the minimum penalty includes a license suspension, the Council must hold a hearing and allow the license holder the opportunity to present information regarding the alleged violation before taking action to impose a license suspension.

For the following liquor license holder, the Council is asked to consider the resolution finding a violation of the licensee's liquor license and impose the minimum presumptive civil penalty for the liquor license violation.

1. GasX, LLC (DBA) 451 Beer
6530 Cahill Ave
Inver Grove Heights, MN 55076

According to City records, within the last five (5) years, this is the first liquor license ordinance violation for Gas X, LLC (DBA) 451 Beer.

For the following liquor license holders, the Council is asked to consider each resolution finding a violation of each licensee's liquor license separately and to provide an opportunity for each license holder to be heard before the Council takes formal action to impose civil penalties for the violations.

2. American Multi-Cinema, Inc. (DBA) AMC Theaters
5567 Bishop Avenue
Inver Grove Heights, MN 55076

According to City records, within the last five (5) years, this is the second liquor license ordinance violation for American Multi-Cinema, Inc. (DBA) AMC Theaters. Their previous violation occurred on July 28, 2023, in which the Council imposed a civil penalty of \$750.00 by resolution (23-236) on September 25, 2023.

Staff recommends that the Council impose the minimum presumptive civil penalties of a one thousand dollars (\$1,000.00) civil penalty and a one-day license suspension for this **second liquor license ordinance violation**. There is a need for a public hearing.

3. Trail West Inc. (DBA) Trail Liquor
9740 S Robert Trail
Inver Grove Heights, MN 55076

In addition to the second liquor license ordinance violation, Trail West Inc. (DBA) Trail Liquor, had a separate third liquor license ordinance violation during the compliance check. The license holder did not have proof that their employee who sold, furnished, or delivered an intoxicating liquor to a person under the age of twenty-one, had completed the required server training, which is a violation of Inver Grove Heights City Ordinance (4-1-14: Conditions of License).

In addition to the third liquor license ordinance violation, Trail West Inc. (DBA) Trail Liquor, had a separate fourth liquor license ordinance violation. The license holder submitted an altered certificate of documentation for their employee who sold, furnished, or delivered an intoxicating liquor to a person under the age of twenty-one.

According to City records, within the last five (5) years, this is the second, third, and fourth liquor license ordinance violations for Trail West Inc. (DBA) Trail Liquor. Their previous violation occurred on August 31, 2022, in which the Council imposed a civil penalty of \$750.00 by resolution (22-257) on November 14, 2022.

Staff recommends that the Council impose the minimum presumptive civil penalties of a two-thousand-dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days for these **second, third, and fourth liquor license ordinance violations**. There is a need for a public hearing.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends that the Council hold hearings as required and consider adopting the attached Resolutions, which impose civil penalties for separate liquor license ordinance violations on identified liquor license holders.

1. GasX, LLC (DBA) 451 Beer
6530 Cahill Ave
Inver Grove Heights, MN 55076

- A seven hundred fifty dollar (\$750.00) civil penalty.

2. American Multi-Cinema, Inc. (DBA) AMC Theaters
5567 Bishop Avenue
Inver Grove Heights, MN 55076

- A one thousand dollars (\$1,000.00) civil penalty and;
- A one-day license suspension occurring on one of the following dates:
 - 11/30/2025
 - 12/15/2025
 - 12/22/2025

3. Trail West Inc. (DBA) Trail Liquor
9740 S Robert Trail
Inver Grove Heights, MN 55076

- A two thousand dollars (\$2,000.00) civil penalty and;
- A license suspension of more than three days occurring on one of the following dates:
 - 11/30/2025
 - 12/03/2025
 - 12/11/2025
 - 12/15/2025
 - 12/22/2025

ATTACHMENTS

1. Resolution - 1st Violation - GasX LLC (DBA) 451 Beer
2. GasX (DBA) 451 Beer Supporting Information
3. Resolution - 2nd Violation - American Multi-Cinema, Inc. (DBA) AMC Theaters
4. AMC Supporting Information
5. Resolution - 4th Violation - Trail West Inc. (DBA) Trail Liquor
6. Trail Liquor Supporting Information

RESOLUTION NO. 25-

**INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION IMPOSING SANCTIONS UPON
ON-SALE LIQUOR LICENSE HOLDER**

GasX LLC (DBA) 451 Beer

WHEREAS Minn. Stat. Sec. 340A.415 and Inver Grove Heights City Code Section 4-1-19 authorizes the City Council to impose sanctions upon the holder of a liquor license who has failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages or the operation of a licensed establishment, upon a hearing duly noticed and the opportunity for the license holder to be heard.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

FINDINGS

- 1.1 GasX (DBA) 451 Beer (the “License Holder”) holds an on-sale liquor license (the “License”) for the premises located at 6530 Cahill Ave, Inver Grove Heights, MN (the “Licensed Premises”).
- 1.2 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 16, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, in violation of Minn. Stat. § 340A.503, subd. 2(1) and City Code Section 4-1-19(A)(5).
- 1.3 Notice of a hearing regarding the alleged liquor license violation, including consideration of the imposition of sanctions for a liquor license violation, was duly given to the License Holder of the License for the premises at 6530 Cahill Ave, Inver Grove Heights, Minnesota on or around November 19, 2025.
- 1.4 Consideration of the alleged liquor license violation was held on Monday, November 24, 2025, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, Minnesota.
- 1.5 At the hearing, all persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented at the hearing, including all of the materials related to the liquor license violations included in the Council Packet for the November 24, 2025, City Council meeting, the City Council concludes that the License Holder of the on-sale liquor license for the Licensed Premises located at 6530 Cahill Ave, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes §§ 340A.503, subd. 2(1), 340A.501, and 340A.415, and City Code Sections 4-1-19, in that an employee of the License Holder sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 on October 16, 2025, in violation of Minnesota Statutes § 340A.503 and City Code Section 4-1-19.
- 2.2 Such violations constitute violations of the License Holder's on-sale liquor license.
- 2.3 Such violations are the License Holder's first license violation within the past five (5) years.

SANCTION

- 3.1 The following civil penalties are imposed for the violation:
 - 3.1.1 A civil penalty of seven hundred fifty dollars (\$750.00) is imposed. If this penalty is not paid by December 25, 2025, the On-Sale liquor license for GasX LLC (DBA) 451 Beer will be suspended without notice to the licensee until the civil penalty is settled.
 - 3.1.2 A one-day license suspension is to occur on the following date:

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of November 2025.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

November 19, 2025

Gasx, LLC (DBA) 451 Beer
6530 Cahill Ave
Inver Grove Heights, MN 55076

Dear 451 Beer:

On October 16th, 2025, the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed the alcohol sales compliance check**. Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of age. Details about this compliance check failure are found in the attached police incident report.

This is a violation of City of Inver Grove Heights Code Section 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished, or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

According to our records, this is **your first violation** within the last five (5) years.

City of Inver Grove Heights Code Section 4-1-19: Civil Penalties and Sanctions; Subsection B establishes that the minimum penalty for the first violation of a liquor license within the last five (5) years is a civil penalty of \$750.00.

The Police Department will be submitting information about this violation to the City Council along with a recommendation for the imposition of the mandatory minimum penalty for a first violation consisting of civil penalty of \$750.00.

The City Council will consider this matter at its November 24, 2025, City Council meeting at 6:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, Minnesota. You are not required to attend this meeting but may attend if you so choose.

If you have any questions regarding our alcohol compliance program please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

Sergeant Dane Winget



INCIDENT
Inver Grove Heights -
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003017
Title: Sale of alcohol to a person under 21
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Offenses/Citation:	340A.503.2(1) (90G)	Address:	6530 Cahill Avenue Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	
Start Date:	2025-10-16 16:39	Parties Involved:	
End Date:	2025-10-16 17:00	Vue, Ger	Suspect
Reported Date:	2025-10-16 16:39	Yang, Xe	Mentioned Owner
		Gasx LLC	

CASE INFORMATION

Photos:	Statements:	Body Cam:
Yes	Yes	Yes

Surveillance Video:
No

NIBRS Reportable: No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph Steinberg	Inver Grove Heights	3643	Investigator

SYNOPSIS OF EVENTS

On 10/16/2025 around 1639 hours, an alcohol compliance check was performed on the 6500 block of Cahill Ave. A report was created.

NARRATIVE

On 10/16/2025 around 1639 hours, the Inver Grove Heights PD conducted an alcohol compliance check at 451 Beer.

The underage subject being utilized to attempt to make alcohol purchases by the IGH PD will be identified as Buyer 1, who at the time of the check was 20 years of age. Buyer 1 had been fully briefed on procedures and was provided two twenty dollar bills of pre-recorded buy funds. It should be noted Buyer 1 was presenting her own Identification card which was not modified or expired and reflected the vertical orientation associated with those under 21 and stated on the ID under her photograph in red letting "Under 21 until..." Buyer 1 was instructed to not wear any disguise or alter her appearance to appear older which she complied with.



INCIDENT

Inver Grove Heights -
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003017

Title: Sale of alcohol to a person under 21

Case Disposition: Adult Arrest

During the compliance check, Buyer 1 entered the business. I entered the business in plain clothes in order to observe the transaction. I positioned myself about 10 feet away where I could see the transaction. I activated my body worn camera. I observed the clerk, Ger Vue DOB/1994-01-01 ring up the item. The clerk never requested an identification. No identification was ever produced by Buyer 1. Buyer 1 later confirmed that her identification was not requested. Buyer 1 paid with one of the provided \$20.00 bills and received \$8.90 in change. Buyer 1 took the product and exited the store. Buyer 1 met me and turned over the Cupcake Vineyards Chardonnay and the change. I took custody of these items.

I reentered the store, produced my badge and identified myself to Vue.

I photographed the point of sale screen, and the Cupcake Vineyards Chardonnay later uploading it to evidence.com.

I returned the change provided to Vue, and received the original \$20.00 bill from Vue. I also turned over the Cupcake Vineyards Chardonnay to Vue. I asked Vue for a statement, he was advised he was not under arrest and would not be arrested. Vue advised he did sell to the buyer with out checking her identification. Vue admitted it was his fault for not checking the identification.

The business owner Xe Yang DOB/1994-11-20 provided Vue's training records by email. A copy was saved to the case file.

I request this case be forwarded to the attorney's office for formal complaint.

No further.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Vue	First: Ger	Middle:	Date of Birth: [REDACTED]		
Sex: [REDACTED]	Race: [REDACTED]	Height: [REDACTED]	Weight: [REDACTED]	Hair:	
Eyes: [REDACTED]	Is Juvenile?: No	Ethnicity:	Build:	Complexion:	
Residence: [REDACTED]					
Cell Phone: [REDACTED]		Description:			

OFFENSES/ORDINANCES

CASE #: 25003017

INCIDENT REPORT



INCIDENT

Inver Grove Heights -
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003017

Title: Sale of alcohol to a person under 21

Case Disposition: Adult Arrest

Type: Statute

Offense: 340A.503.2(1) (90G)

Level: Gross Misdemeanor

UOC:

Enh. Factor:

Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

PERSON 2

Role(s): Mentioned, Owner

Last: Yang

First: Xe

Middle:

Date of Birth:

Sex:

Race:

Height:

Weight:

Hair:

Eyes:

Is Juvenile?: No

Residence:

Cell Phone:

Description:

Email:

Description:

BUSINESS 1

Role(s): Other

Business Name: Gasx LLC

Description: DBA: 541 Beer

Business Type: COMMERCIAL

Location: 6530 Cahill Avenue; Inver Grove Heights, MN 55076; Dakota US

Cell Phone: (651)387-2386

Description:

CASE #: 25003017

INCIDENT REPORT

City of Inver Grove Heights

vs.

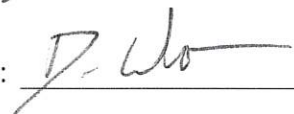
AFFIDAVIT OF SERVICE

GasX LLC (DBA) 451 Beer

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 19th day of November, 2025, served the Notice of Hearing: Liquor License Violation and Attachments, on GasX LLC (DBA) 451 Beer by leaving a copy of the Notice and Attachments with Bar VUE, the person in charge thereof, at 6530 Cahill Ave Inver Grove Heights, MN 55076, the licensed premises.

Time: 1427

Signature: 

Subscribed and sworn to before

me this 19th day of November 2025.

Notary

RESOLUTION NO. 25-

INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

RESOLUTION IMPOSING SANCTIONS UPON ON-SALE LIQUOR LICENSE HOLDER

American Multi-Cinema, Inc. (DBA) AMC Theaters

WHEREAS Minn. Stat. Sec. 340A.415 and Inver Grove Heights City Code Section 4-1-19 authorizes the City Council to impose sanctions upon the holder of a liquor license who has failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages or the operation of a licensed establishment, upon a hearing duly noticed and the opportunity for the license holder to be heard.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

FINDINGS

- 1.1 American Multi-Cinema, Inc. (DBA) AMC Theaters (the "License Holder") holds an on-sale liquor license (the "License") for the premises located at 5567 Bishop Ave, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 16, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, in violation of Minn. Stat. § 340A.503, subd. 2(1) and City Code Section 4-1-19(A)(5).
- 1.3 Notice of a hearing regarding the alleged liquor license violation, including consideration of the imposition of sanctions for a liquor license violation, was duly given to the License Holder of the License for the premises at 5567 Bishop Ave, Inver Grove Heights, Minnesota on November 7, 2025 by leaving a copy of the Notice of Hearing and Attachments addressed to American Multi-Cinema, Inc. (DBA) AMC Theaters, at the licensed premises with the person in charge thereof.
- 1.4 A hearing regarding the alleged liquor license violations was held on Monday, November 24, 2025, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, Minnesota.
- 1.5 At the hearing, all persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented at the hearing, including all of the materials related to the liquor license violations included in the Council Packet for the November 24, 2025, City Council meeting, the City Council concludes that the License Holder of the on-sale liquor license for the Licensed Premises located at 5567 Bishop Ave, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes §§ 340A.503, subd. 2(1), 340A.501, and 340A.415, and City Code Sections 4-1-19, in that an employee of the License Holder sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 on October 16, 2025, in violation of Minnesota Statutes § 340A.503 and City Code Section 4-1-19.
- 2.2 Such violations constitute violations of the License Holder's on-sale liquor license.
- 2.3 Such violations are the License Holder's second license violations within the past five (5) years.

SANCTION

- 3.1 The following civil penalties are imposed for the violation:
 - 3.1.1 A civil penalty of one thousand dollars (\$1,000.00) is imposed. If this penalty is not paid by December 25, 2025, the On-Sale liquor license for American Multi-Cinema, Inc. (DBA) AMC Theaters will be suspended without notice to the licensee until the civil penalty is settled.
 - 3.1.2 A one-day license suspension is to occur on the following date:

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of November 2025.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

November 7, 2025

American Multi-Cinema, Inc. (DBA) AMC Theaters
5567 Bishop Avenue
Inver Grove Heights, MN 55076

Dear American Multi-Cinema, Inc. (DBA) AMC Theaters,

On October 16th, 2025, the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed the alcohol sales compliance check**. A violation of your liquor license was found during this compliance check as follows:

Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of age. This is a violation of City of Inver Grove Heights Code Section 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished, or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about this liquor license violation.

Additionally, according to our records, you have had **one previous violation** within the last five (5) years, case number 23002518. Attached to this letter is a copy of the resolution finding a violation of your liquor license and imposing a civil penalty for that violation.

The City of Inver Grove Heights Code Section 4-1-19: Civil Penalties and Sanctions; Subsection B establishes the following minimum penalty for the violations of a liquor license within the last five (5) years

- First violation: Seven hundred fifty-dollar (\$750.00) civil penalty.
- Second violation: One-Thousand-dollar (\$1000.00) civil penalty and a one (1) day license suspension.
- Third violation within the last five (5) years: Two-thousand-dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates for the suspension to the council who will select three (3) days for the suspension.
- More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days and/or license revocation. If it is determined that the license will be suspended and not revoked, the Police Chief or his/her designee will recommend calendar dates for the suspension to the council which shall select the specific dates for the suspension.

The Police Department will be submitting information about this liquor license violation to the City Council along with a recommendation that the Council impose a civil penalty of \$1000.00 and a one (1) day license suspension to occur on one of the following dates:

- 11/30/2025
- 12/15/2025
- 12/22/2025

The City Council will **hold a hearing regarding this license violation** during its **meeting on November 24, 2025, at 6:00 p.m.** in the City Council Chambers, located at 8150 Barbara Avenue, Inver Grove Heights, Minnesota. You have the right to attend the hearing, where you or your legal representative will have the opportunity to present any information you would like to the City Council related to the **October 16th, 2025**, liquor license violation.

If you have any questions regarding our alcohol compliance program, please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

Dane Winget, Sergeant



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002992

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

INCIDENT INFORMATION

Offenses/Citation: 340A.503.2(1) (90G)

Address: 5567 Bishop Avenue
Inver Grove Heights, MN
55076; Minnesota US

Incident Type: Other

Start Date: 2025-10-13 17:07

End Date: 2025-10-13 18:00

Reported Date: 2025-10-13 17:07

Location Description:

Parties Involved:

Ramirez-bustamante, Victor Armando

Suspect

2007-09-07 Confidential

CASE INFORMATION

Statements:

Yes

Surveillance Video:

No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph DeRosier	Inver Grove Heights	3631	Investigator

SYNOPSIS OF EVENTS

On 10/13/2025 at 1707 hours, Officers responded to the 5500 block of Bishop Avenue for a alcohol compliance check. Through further investigation, Officers determined that Victor Ramirez-Bustamante, age 23 of St. Paul sold alcohol to a minor. Victor was charged via formal complaint.

NARRATIVE

On 2025-10-13 at 17:07 hours, I responded to AMC located at 5567 Bishop Avenue for an alcohol compliance check.

It should be noted that Buyer 3 (B3) was briefed and was dressed in normal attire as they normally would for the conditions outside. B3 did not use any disguises to make them appear older than they actually are. B3 did not engage in extra conversation and did not attempt to persuade the seller to sell/serve them alcohol. I provided B3 with 40.00 dollars of US currency of city buy funds for all transactions.

For each attempted buy B3 presented their valid MN identification card which was oriented vertically and clearly was marked in red with 'UNDER 21'.



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002992

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

Upon arrival at the AMC theater, B3 and I walked to the food concessions/bar area. After entry to the lobby, I sat at the bar with B3 to be able to observe and hear the transaction. I observed B3 request to purchase a "blue moon" which is an alcoholic beverage.

B1 spoke to the bartender who was later fully identified as Victor Armando Ramirez-Bustamante DOB/2002-01-13. Victor did not ask B3 for her ID, then accepted payment and provided her with the drink. It was at this time I activated my BWC, showed my badge and identified myself as law enforcement.

The buyer left the theater at this time. I asked for Victor to contact his store manager. I was then approached by the manager who was unidentified. I requested for Victor to provide a formal statement regarding the incident, and he agreed to do so.

During the statement, Victor advised that he sold a Blue to an underage female without requesting for her ID. I later uploaded the statement into evidence.com. I later recieved formal training records for Victor where were scanned and uploaded to the electronic case file.

I received a full refund for the purchased alcohol. It should also be also noted that B3 was debriefed after the incident. B3 advised that she was not asked for her ID during the incident and completed the transaction. B3 did not consume or possess any alcohol outside of the designated transaction.

Please forward this incident to the attorney's office for the formal charging of Victor Armando Ramirez-Bustamante DOB/2002-01-13 for the listed charges.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Ramirez- bustamante	First: Victor	Middle: Armando	Date of Birth:	
Sex:	Race:	Height:	Weight:	Hair:
Eyes:	Is Juvenile?: No	Ethnicity:	Build:	Complexion:
Residence:				
Residence Type:	Residence/Home			
Cell Phone:	Description:			

CASE #: 25002992

INCIDENT REPORT



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002992

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

OFFENSES/ORDINANCES

Type: Statute

Offense: 340A.503.2(1) (90G)

Level: Gross Misdemeanor

UOC:

Enh. Factor:

Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

PERSON 2

Role(s): Confidential

Last: [REDACTED] First: [REDACTED] Middle: [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED] [REDACTED] Hair:

Eyes: [REDACTED] Is Juvenile?: [REDACTED]

Residence: [REDACTED]

NIBRS OFFENSE TYPE(s):

Liquor Law Violations

Location Type: Bar/Nightclub

CASE #: 25002992

INCIDENT REPORT

City of Inver Grove Heights

vs.

AFFIDAVIT OF SERVICE

American Multi-Cinema, Inc. (DBA) AMC Theaters

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 7th day of November, 2025, served the Notice of Hearing: Liquor License Violation and Attachments, on American Multi-Cinema, Inc. (DBA) AMC Theaters, by leaving a copy of the Notice and Attachments with Robert Kinney the person in charge thereof, at 5567 Bishop Avenue Inver Grove Heights, MN 55076, the licensed premises.

Time: 1425 hours

Signature: [Signature]

Subscribed and sworn to before
me this _____ day of November 2025.

Notary

RESOLUTION NO. 25-

**INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION IMPOSING SANCTIONS UPON
ON-SALE LIQUOR LICENSE HOLDER**

Trail West Inc. (DBA) Trail Liquor

WHEREAS Minn. Stat. Sec. 340A.415 and Inver Grove Heights City Code Section 4-1-19 authorizes the City Council to impose sanctions upon the holder of a liquor license who has failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages or the operation of a licensed establishment, upon a hearing duly noticed and the opportunity for the license holder to be heard.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

FINDINGS

- 1.1 Trail West Inc. (DBA) Trail Liquor (the "License Holder") holds an on-sale liquor license (the "License") for the premises located at 9740 S. Robert Trail, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 16, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, in violation of Minn. Stat. § 340A.503, subd. 2(1) and City Code Section 4-1-19(A)(5).
- 1.3 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 16, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises who sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21 had not completed alcohol server training, and the License Holder did not provide proof of completion of alcohol server training for all employees in violation of City Code Section 4-1-14J(7) and (8) and 4-1-19(A)(5) and (6).
- 1.4 The Inver Grove Heights Police Department conducted a follow-up to the alcohol compliance check on October 16, 2025, at the Licensed Premises. For the employee working at the Licensed Premises who sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, the License Holder provided an altered or falsified certificate of server training completion, in violation of City Code Section 4-1-14(A)(5).
- 1.5 Notice of a hearing regarding the alleged liquor license violation, including consideration of the imposition of sanctions for a liquor license violation, was duly given to the License Holder of the License for the premises at 9740

S. Robert Trail, Inver Grove Heights, Minnesota on November 7, 2025 by leaving a copy of the Notice of Hearing and Attachments addressed to Trail West Inc. (DBA) Trail Liquor, at the licensed premises with the person in charge thereof.

- 1.6 A hearing regarding the alleged liquor license violations was held on Monday, November 24, 2025, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, Minnesota.
- 1.7 At the hearing, all persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented at the hearing, including all of the materials related to the liquor license violations included in the Council Packet for the November 24, 2025, City Council meeting, the City Council concludes that the License Holder of the on-sale liquor license for the Licensed Premises located at 9740 S. Robert Trail, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes §§ 340A.503, subd. 2(1), 340A.501, and 340A.415, and City Code Sections 4-1-14(J)(7) and (8) and 4-1-19, in that an employee of the License Holder sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 on October 16, 2025, in violation of Minnesota Statutes § 340A.503 and City Code Section 4-1-19, and that the employee of the License Holder who sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 had not completed alcohol server training, and the License Holder did not provide proof of completion of alcohol server training for all employees in violation City Code Sections 4-1-19 and 4-1-14(J)(7) and (8) and 4-1-19(A)(5) and (6) and for the employee working at the Licensed Premises who sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21 the License Holder provided an altered or falsified certificate of server training completion, in violation of City Code Section 4-1-14(A)(5).
- 2.2 Such violations constitute violations of the License Holder's on-sale liquor license.
- 2.3 Such violations are the License Holder's second, third, and fourth license violations within the past five (5) years.

SANCTION

3.1 The following civil penalties are imposed for the violation:

3.1.1 A civil penalty of two thousand dollars (\$2,000.00) is imposed. If this penalty is not paid by December 25, 2025, the On-Sale liquor license for Trail West Inc. (DBA) Trail Liquor will be suspended without notice to the licensee until the civil penalty is settled.

3.1.2 A more than three-day license suspension is to occur on the following dates:

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of November 2025.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

November 7, 2025

Trail West Inc. (DBA) Trail Liquor
9740 S Robert Trail
Inver Grove Heights, MN 55076

Dear Trail West Inc:

On October 16th, 2025, the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed the alcohol sales compliance check**. Three violations of your liquor license were found as a result of this compliance check:

The first violation was your employee sold and/or furnished an alcoholic beverage to a person under 21 years of age. This is a violation of City of Inver Grove Heights Code Section 4-1-14-D: Conditions of License:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished, or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

The second violation was that the employee who sold the alcoholic beverage to a person under 21 years of age was working and selling alcoholic beverages and had not completed an alcohol server training program. This is a violation of City of Inver Grove Heights Code Section 4-1-14-J-8: Conditions of License:

Violation Of License: No liquor licensee shall allow the sale or service of any alcoholic beverage by a person who has not complied with the alcohol server training requirements of this section. Any such sale or service shall constitute a violation of the licensee's liquor license.

persons to whom sale is prohibited by state law.

The third violation was that the employee who sold the alcoholic beverage to a person under 21 years of age was working and selling alcoholic beverages, submitted an altered or falsified certificate of server training completion. This is a violation of City of Inver Grove Heights Code Section 4-1-19-A-5: Failure to comply with conditions of the license:

Failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about these liquor license violations.

Additionally, according to our records, you have had **one previous violation** within the last five (5) years, case number 22002904. Attached to this letter is a copy of the resolution finding a violation of your liquor license and imposing a civil penalty for that violation.

The City of Inver Grove Heights Code Section 4-1-19: Civil Penalties and Sanctions; Subsection B establishes the following minimum penalty for the violations of a liquor license within the last five (5) years

- First violation: Seven hundred fifty-dollar (\$750.00) civil penalty.
- Second violation: One-Thousand-dollar (\$1000.00) civil penalty and a one (1) day license suspension.
- Third violation within the last five (5) years: Two-thousand-dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates for the suspension to the council who will select three (3) days for the suspension.
- More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days and/or license revocation. If it is determined that the license will be suspended and not revoked, the Police Chief or his/her designee will recommend calendar dates for the suspension to the council which shall select the specific dates for the suspension.

The Police Department will be submitting information about these three violations to the City Council along with a recommendation that the Council impose a civil penalty of \$2000.00 and a license suspension of more than three (3) days to occur on three of the following dates:

- 11/30/2025
- 12/03/2025
- 12/11/2025
- 12/15/2025
- 12/22/2025

The City Council will **hold a hearing regarding these license violations** during its **meeting on November 24, 2025, at 6:00 p.m.** in the City Council Chambers, located at 8150 Barbara Avenue, Inver Grove Heights, Minnesota. You have the right to attend the hearing, where you or your legal representative will have the opportunity to present any information you would like to the City Council related to the **October 16th, 2025**, liquor license violations.

If you have any questions regarding our alcohol compliance program, please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

Dane Winget, Sergeant



INCIDENT

Inver Grove Heights - Patrol
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003016

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

INCIDENT INFORMATION

Offenses/Citation: 340A.503.2(1) (90G)

Address: 9740 Robert Trail S
Inver Grove Heights, MN
55077; Minnesota US

Incident Type: Other

Start Date: 2025-10-16 16:02

End Date: 2025-10-16 16:20

Reported Date: 2025-10-16 16:02

Location Description:

Parties Involved:

Vogt, James Anthony [REDACTED] Suspect

[REDACTED]

Confidential

CASE INFORMATION

Photos: Yes
Body Cam: Yes

Surveillance Video: No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph DeRosier	Inver Grove Heights	3631	Investigator

SYNOPSIS OF EVENTS

On 10/16/2025 at 1620 hours, Officers responded to the 9700 block of Robert Trail for a alcohol compliance check. Through further investigation, Officers determined that James Vogt, age 57 of Eagan sold alcohol to a minor. James was charged via formal complaint.

NARRATIVE

On 2025-10-16 at 16:02, I responded to Trail Liquors located at 9740 Robert Trail S for an alcohol compliance check.

It should be noted that Buyer 1 (B1) was briefed and was dressed in normal attire as they normally would for the conditions outside. B1 did not use any disguises to make them appear older than they actually are. B1 did not engage in extra conversation and did not attempt to persuade the seller to sell/serve them alcohol. I provided B1 with 40.00 dollars of US currency of city buy funds for all transactions.

For each attempted buy B1 presented their valid MN identification card which was oriented vertically and clearly was marked in red with 'UNDER 21'.



INCIDENT

Inver Grove Heights - Patrol
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003016

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

Upon arrival at Trail Liquors, B3 and I walked inside of the establishment. I observed B3 attempt to purchase a bottle of wine which is an alcoholic beverage.

B1 spoke to the Cashier who was later fully identified as James Anthony Vogt DOB/1968-03-01 . James did not ask B3 for her ID, then accepted payment and sold her the bottle. It was at this time I activated my BWC, showed my badge and identified myself as law enforcement.

The buyer left the store at this time. I requested for James to provide a formal statement regarding the incident, and he declined to do so. It should be noted that James was agitated during the incident and used profanity numerous times.

On 10/21/2025, I contacted James by phone requesting his training records. James was provided with my email and was told he needed to provide the records within 72 hours.

It should be noted that I received a full refund for the purchased alcohol. It should also be also noted that B1 was debriefed after the incident. B1 advised that she was not asked for her ID during the incident and completed the transaction. B1 did not consume or possess any alcohol outside of the designated transaction.

On 10/29/2025, I received a copy of a training certificate for "James Vogt", which indicated that the training was completed on 10/16/2025 at "11:00". I noted that the certificate had an area which listed, "am / pm", but neither were circled on the certificate. I noted that the certificate was issued by the Minnesota Licensed Beverage Association, with a provided contact number of 651-772-0910. I called the number to verify the certificate and spoke with the MLBA associate director who was only identified as "Mike Doherty". Per our conversation, Mike advised that the certificate of completion was done on 11/29/2025 at 23:09 hours, which would have been after the violation had occurred.

I requested for Mike to send a emailed copy of the confirmation of James' completion. I received a copy via email and attached it to the case file. It should be noted that the format for the certificate obtained from "Mike" appeared to be different than the one obtained from James. The certification obtained from Mike listed a time of completion of 05:09 hours (UTC) on 10/17/2025. If you convert this to central time, that would be 23:09 hours on 10/16/2025.

On 10/30/2025, I made contact with James Vogt via a recorded line at the police department. I asked Vogt about his certification and advised that I noted the certificate did not notate whether it was 11:00 am or 11:00 pm. James advised that he completed the certification at 11:00 am (indicating it was prior to the violation). I advised Vogt that I knew he was lying and that I received a copy of his certificate from MLBA and determined it was issued at 23:06 hours on 10/16/2025. I later concluded the call with James. A copy of the recording was placed in the case file.

CASE #: 25003016

INCIDENT REPORT



INCIDENT

Inver Grove Heights - Patrol
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003016

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

Based on the above information, I have verified that James DID NOT have a valid certification prior to the sales incident on 10/16/2025.

Please forward this incident to the attorney's office for the formal charging of James Anthony Vogt
DOB [REDACTED] for the listed charges.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Vogt	First: James	Middle: Anthony	Date of Birth: [REDACTED]	
Sex: Male	Race: White	Height: 510 -510	Weight: 180 -180 lbs	Hair: Gray or partially Gray
Eyes: Blue	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Fair

Residence: [REDACTED]

Residence Type: Residence/Home

Work Phone: (651)454-8288 Description: [REDACTED]

OFFENSES/ORDINANCES

Type: Statute Offense: 340A.503.2(1) (90G)
Level: Gross Misdemeanor UOC: Enh. Factor:
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

PERSON 2

Role(s): Confidential

Last: [REDACTED]	First: [REDACTED]	Middle: [REDACTED]	Date of Birth: [REDACTED] (20)	
Sex: [REDACTED]	Race:	Height: [REDACTED]	Weight: [REDACTED]	Hair:
Eyes: [REDACTED]	Is Juvenile?: No			

Residence: [REDACTED]

Residence: ; MN

Cell Phone: [REDACTED] Description:

CASE #: 25003016
INCIDENT REPORT



INCIDENT

Inver Grove Heights - Patrol
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25003016

Title: Furnish Alcohol to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

NIBRS OFFENSE TYPE(s):

Liquor Law Violations

Location Type: Bar/Nightclub

CASE #: 25003016

INCIDENT REPORT

City of Inver Grove Heights

vs.

AFFIDAVIT OF SERVICE

Trail West Inc. (DBA) Trail Liquor

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 7th day of November, 2025, served the Liquor License Violation and Attachments, on Trail Liquor, by leaving a copy of the Notice and Attachments with James Vogt, the person in charge thereof, at 9740 S Robert Trail, Inver Grove Heights, MN 55076, the licensed premises.

Signature: _____



Subscribed and sworn to before

me this 7th day of November 2025.

Notary



Request for Council Action

SUBJECT: Tobacco & Nicotine Products License Compliance Check Violation

MEETING DATE: November 24, 2025
ITEM TYPE: Public Hearing
CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider adoption of the attached Resolution, imposing administrative penalties for two separate violations of the license holder's tobacco and nicotine products license found during a recent compliance check conducted by the Police Department.

BACKGROUND

On October 13, 2025, the Inver Grove Heights Police Department conducted tobacco and nicotine products compliance checks of all tobacco and nicotine products license holders within the city. One license holder had two separate violations stemming from the compliance check. The first violation occurred when the license holder's employee sold and/or furnished a tobacco and/or nicotine product to a person under the age of twenty-one (21) years, in violation of Minnesota State Statute and Inver Grove Heights City Ordinance 4-12-6(A): Prohibited Sales: To Any Person Under 21 Years of Age. The second violation occurred when the license holder failed to provide proof that their employee who sold and/or furnished a tobacco and/or nicotine product had completed the required training program regarding the sale of licensed products to underage purchasers. This is a violation of Inver Grove Heights City Ordinance 4-12-4: License Requirements.

The tobacco and nicotine products license holder that was found to have a compliance check failure is:

Rick's Tobacco LLC
1372 Mendota Road E
Inver Grove Heights, MN 55076

The license holder was served with written notice regarding the violation(s) along with the incident report. The notice also advised that the Council would consider the imposition of civil penalties (a monetary civil penalty and a license suspension), at its meeting on November 24, 2025.

4-12-10: ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level

and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:

- 1. First violation shall result in an administrative penalty of \$300 to the license holder payable to the City. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.*
- 2. Second violation within thirty-six (36) months of a previous violation shall result in a minimum administrative penalty of \$600 to the license holder payable to the City and a license suspension of at least one (1) day. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.*
- 3. Third violation within thirty-six (36) months of a previous violation or for sales during a license suspension, shall result in a minimum administrative penalty of \$1,000 to the license holder payable to the City and a license suspension of a least seven (7) days.*

Each violation of the terms of a license or provisions of this Chapter will be considered a separate violation subject to the penalties above.

For violations where the minimum penalty includes a license suspension, the Council must hold a hearing and allow the license holder the opportunity to present information regarding the alleged violation before taking action to impose a license suspension. According to City records, within the last thirty-six (36) months, these are the **first and second violations** for the license holder Rick's Tobacco LLC.

FISCAL IMPACT

RECOMMENDATION

Staff recommends that the Council hold a hearing as required and then consider adopting the attached Resolution, which imposes administrative penalties for two separate violations of the tobacco and nicotine products license ordinance on the identified tobacco and nicotine products license holder Rick's Tobacco LLC.

- A six-hundred-dollar (\$600.00) administrative penalty and;
- A suspension of at least one (1) day to occur on one of the following dates:
 - 11/30/2025
 - 12/15/2025
 - 12/22/2025

ATTACHMENTS

1. Resolution - 2nd Violation - Ricks Tobacco
2. Ricks Tobacco Supporting Information

RESOLUTION NO. 25-

**INVER GROVE HEIGHTS DAKOTA
COUNTY, MINNESOTA**

**RESOLUTION IMPOSING SANCTIONS UPON
TOBACCO AND NICOTINE PRODUCTS
LICENSE HOLDER**

Rick's Tobacco LLC

WHEREAS Minn. Stat. Sec. 461.12 and Inver Grove Heights City Code Section 4-12-10 authorizes the city council to impose administrative penalties upon the holder of a tobacco and nicotine products license who has failed to comply with an applicable statute, rule, or ordinance relating to tobacco and/or nicotine products or the operation of a licensed establishment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

FINDINGS

- 1.1 Rick's Tobacco LLC (the "License Holder") holds a tobacco and nicotine products license (the "License") for the premises located at 1372 Mendota Road E, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on October 13, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered a tobacco and/or nicotine product to an individual under the age of 21, in violation of Minn. Stat. § 461.12, subd. 2 and City Code Section 4-12-6(A).
- 1.3 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on October 13, 2025, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises who sold, furnished, or a tobacco and/or nicotine product to an individual under the age of 21 had not completed sales training, in violation of City Code Section 4-12-4(L) and 4-12-10(A).
- 1.4 Notice of the alleged tobacco and nicotine products license violation, including consideration of the imposition of administrative penalties for a tobacco and nicotine products license violation, was duly given to the License Holder of the License for the premises at 1372 Mendota Road E, Inver Grove Heights, Minnesota on November 7, 2025, pursuant to Minnesota Statutes, by leaving a copy of the Notice of Hearing and Attachments addressed to Rick's Tobacco at the licensed premises with the person in charge thereof.
- 1.5 The Council considered the alleged tobacco and nicotine products license violation on Monday, November 24, 2025, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights, Minnesota.
- 1.6 All persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented to the Council, including all of the materials related to the tobacco and nicotine products license violation included in the Council Packet for the November 24, 2025, City Council meeting, the City Council concludes that the License Holder of the tobacco and nicotine products license for the Licensed Premises located at 1372 Mendota Road E, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-6(A) in that an employee of the License Holder sold a tobacco and/or nicotine product at the Licensed Premises to a person under the age of 21 on October 13, 2025, in violation of Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-10, and that the employee of the License Holder who sold who sold, furnished, or a tobacco and/or nicotine product to an individual under the age of 21 had not completed sales training, in violation of City Code Section 4-12-4(L) and 4-12-10(A).
- 2.2 Such violation constitutes a violation of the License Holder's tobacco and nicotine products license.
- 2.3 Such a violation is the License Holder's first and second license violations within the thirty-six (36) months.

SANCTION

- 3.1 The following administrative penalty is imposed for the violation:
 - 3.1.1 A six-hundred-dollar (\$600.00) administrative penalty is imposed. If this penalty is not paid on or before December 31, 2205, the tobacco and nicotine products license for Rick's Tobacco LLC shall be suspended without notice to the licensee until the civil penalty is paid.
 - 3.1.2 A one-day license suspension is to occur on:

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of November 2025.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

November 7, 2025

Rick's Tobacco LLC
1372 Mendota Road E
Inver Grove Heights, MN 55076

Dear Rick's Tobacco LLC:

On October 13th, 2025, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your business.

Your business failed the Tobacco/Nicotine compliance check. Your employee sold and/or furnished a licensed product to a person under 21 years of age. In addition, a **second violation** of the license was noted. Proof of a person's completion of the required educational or training program must be presented to a police officer upon request, no later than three (3) days after the request.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about the tobacco and nicotine license violations.

As such this was a violation of the City of Inver Grove Heights Code Section 4-12-6:

PROHIBITED SALES: It shall be unlawful for any person licensed under this chapter to sell, offer for sale, give away, furnish, or otherwise deliver licensed products as follows:

- A. To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. It shall be an affirmative defense to the violation of this section for a person to have relied in good faith on proof of age by verification of age as described in Minn. Stat. Sec. 340A.506, subd. 6.

And a violation of 4-12-4:

LICENSE REQUIREMENTS: All licenses shall be issued subject to the following requirements:

L. Any employee of a licensed retail establishment or other person who sells licensed products at the licensed establishment shall complete an educational or training program regarding the sale of licensed products to underage purchasers before they may be allowed to sell licensed products at the licensed establishment. The educational or training program must include information regarding the following:

1. Information regarding the laws pertaining to the sale of licensed products.
2. The rules for identification checks.
3. Responsibilities of establishments selling licensed products.
4. Verification of age, forms of identification, and forms of false or misleading age identification.

According to the City of Inver Grove Heights Code Section 4-12-5:

This violation is your business's first and second violation within the past thirty-six (36) months.

Administrative penalties for this violation are outlined in the City of Inver Grove Heights Code Section 4-12-10:

ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:

1. A second violation shall result in a minimum administrative penalty of \$600 and a license suspension of at least one (1) day.

Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.

The Police Department will be submitting information about this tobacco and nicotine product license violation to the City Council, along with a recommendation that the Council impose an administrative penalty of \$600.00 and a one (1) day license suspension to occur on one of the following dates:

- 11/30/2025
- 12/15/2025
- 12/22/2025

The City Council will **hold a hearing regarding this license violation** during its **November 24th, 2025, meeting at 6:00 p.m.** in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, Minnesota. You have the right to attend the hearing, where you or your legal representative will have the opportunity to present any information you would like to the City Council related to the **October 13th, 2025**, liquor license violation.

If you have any questions regarding our alcohol compliance program, please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

Dane Winget, Sergeant



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002990

Title: Furnish Nicotine to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

INCIDENT INFORMATION

Offenses/Citation: 609.685.1a(a) (citation#
190925901319) (90Z)

Address: 1372 Mendota Road E
Inver Grove Heights, MN
55077; Minnesota US

Location Description:

Incident Type: Other

Parties Involved:

Start Date: 2025-10-13 16:12

Ahmad, Ashfaq [REDACTED] Suspect | Cited

End Date: 2025-10-13 17:00

[REDACTED] Confidential

Reported Date: 2025-10-13 16:12

CASE INFORMATION

Photos: Yes Body Cam: Yes

Surveillance Video: No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph DeRosier	Inver Grove Heights	3631	Investigator

SYNOPSIS OF EVENTS

On 10/13/2025 at 1612 hours, Officers responded to the 1300 block of Mendota Road for a Nicotine/tobacco compliance check. Through further investigation, Officers determined that Ahmad, Ashfaq, age 43 of Plymouth sold a nicotine product to a minor. Ashfaq was charged via citation.

NARRATIVE

On 2025-10-13, Officers responded to "Rick's Tobacco" at 1372 Mendota Road E for a tobacco license compliance check.

It should be noted that Buyer 3 was briefed and was dressed in normal attire as they would for the conditions outside. B3 did not use any disguises to make them appear older than they actually are. B3 did not engage in extra conversation and did not attempt to persuade the seller to sell/serve them tobacco/nicotine.

For each attempted buy, B3 presented their valid MN identification card which was oriented vertically and clearly was marked in red with "UNDER 21".

Upon arrival, B3 and I entered the retail business so I could observe and hear the transaction.



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002990

Title: Furnish Nicotine to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

B3 requested to purchase a contain of "Green Zyn" which is labeled to contain 3 mg of nicotine per serving. It should be noted that an individual is required to be over 21 years of age in the state of Minnesota to purchase this item.

Ashfaq Ahmad [REDACTED] then grabbed the item from the wall behind the counter and sold to the item to B3. The purchase was conducted using department buy funds (via cash).

I then identified myself as law enforcement and explained the incident. Ashfaq had indicated that he was the manager for the store. I requested a copy of his training records and he was unable to provide them. I then advised they would need to provide them within 72 hours.

I then requested for Ashfaq to provide a formal statement regarding the incident, and he agreed to do so. I then read Ashfaq the Miranda Advisory and he declined to speak with me.

It should be noted that the incident was captured via BWC. As of, 10/16/2025, I have not received Ashfaq's training records.

Ashfaq Ahmad [REDACTED] was charged via citation for the listed charges.

Nothing further.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect, Cited

Last: Ahmad	First: Ashfaq	Middle:	Date of Birth: [REDACTED] (43)	
Sex: Male	Race: Hawaiian/Pacific Islander	Height: 511 -511	Weight: 186 -186 lbs	Hair: Black
Eyes: Gray	Is Juvenile?: No	Ethnicity: Unknown	Build: Medium	Complexion: Medium Brown

Residence: [REDACTED]

Residence Type: Residence/Home

Cell Phone: [REDACTED] Description:

OFFENSES/ORDINANCES

Type: Statute

Offense: 609.685.1a(a) (90Z)

Level: Misdemeanor

UOC:

Enh. Factor:



INCIDENT

Inver Grove Heights - Investigations
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 25002990

Title: Furnish Nicotine to Underage Person

Case Disposition: Adult Arrest

Contains Confidential Person/Participant

Citation #: 190925901319

Description: Sale of Tobacco/Tobacco Related Device to Children-Under 21 years old;Petty;Subsequent offense Misd

PERSON 2

Role(s): Confidential

Last: [REDACTED] First: [REDACTED] Middle: [REDACTED] Date of Birth: [REDACTED] (18)

Sex: [REDACTED] Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] H [REDACTED]

Eyes: [REDACTED] Is [REDACTED] Ethnicity: [REDACTED] Build: [REDACTED] Complexion: [REDACTED]

Residence: [REDACTED]

Residence Type: [REDACTED]

NIBRS OFFENSE TYPE(s):

Other

Location Type: Specialty Store

CASE #: 25002990

INCIDENT REPORT

City of Inver Grove Heights

vs.

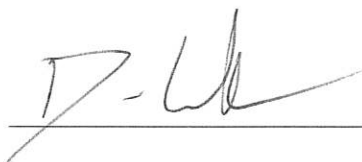
AFFIDAVIT OF SERVICE

Rick's Tobacco

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 7th day of November, 2025, served the Nicotine License Violation and Attachments, on Shark Tobacco, by leaving a copy of the Notice and Attachments with Ashfaq Ahmad, the person in charge thereof, at 5828 Blaine Avenue, Inver Grove Heights, MN, the licensed premises.

Signature: _____



Subscribed and sworn to before

me this 7th day of November 2025.

Notary



Request for Council Action

SUBJECT: **Approval of Amendment to the Bishop Heights Planned Unit Development and Major Site Plan Review**

MEETING DATE: November 24, 2025
ITEM TYPE: Regular Business
CONTACT: Benjamin Schneider, Senior Planner, 651.450.2554
 Kevin Shay, Planning Manager, 651.450.2569

ACTION REQUESTED

The Council is asked to adopt the following, as recommended by the Planning Commission.

- Ordinance approving an amendment to the Bishop Heights PUD to permit a fast food restaurant with drive-through on Lot 2, Block 1, Inver Grove Market;
- Resolution approving a Major Site Plan Review to construct a fast food restaurant with drive-through;
- Resolution approving Site Improvement Agreement;
- Resolution approving Summary Publication of the Ordinance approving and Amendment to the Bishop Heights PUD to permit a fast food restaurant with drive-through on Lot 2, Block 1, Inver Grove Market.

BACKGROUND

The applicant is proposing to construct a new Culvers restaurant with a drive-through at 5880 Blaine Avenue ("Subject Property"). The Subject Property is 1.06 acres, abutting the Inver Grove Market shopping center to the south. The lot is currently vacant and is guided RC, Regional Commercial.

The Subject Property is within the Bishop Heights Planned Unit Development ("PUD"). This PUD prescribes specific uses for each property within the PUD area. Currently, the proposed use identified for the Subject Property is a bank with a drive-through. The applicant is therefore requesting an amendment to the Bishop Heights PUD to allow for a fast food restaurant with a drive-through on the Subject Property. A Major Site Plan Review is also being requested, as required for any new commercial building.

Evaluation of Request

Bishop Heights PUD Amendment

The Bishop Heights PUD was initially approved in 1997 and has been amended several times since. The proposed use of a bank building has been tied to the Subject Property since 2005. Staff supports the PUD amendment request for the following reasons:

1. A fast food restaurant is still consistent with the RC, Regional Commercial future land use designation.
2. Market conditions have changed since 2005 when the proposed bank use was first assigned to the Subject Property.
3. Based on current trends, fast food establishments and banks have similar site layouts and building sizes, including drive-throughs.
4. Approving this request would advance the City's goal of adding more commercial uses to the community.

Major Site Plan Review

The Site Plan proposes the following elements:

- A 4,212 square foot Culver's building.
- A double drive-through
- The primary entrance is proposed to the south from Blackshire Path, a private road that serves the adjacent office condo property. There is an existing ingress/egress easement to allow for this shared access. The site would also tie into the Inver Grove Market Shopping Center to the north, allowing vehicle access between the two lots.
- Pedestrian access is proposed via a connection to the existing sidewalk along Blaine Avenue.
- An underground infiltration system is proposed to treat stormwater.

The project must conform to performance standards within the PUD. The Zoning Ordinance also applies standards that are not explicitly addressed in the PUD. Below is an evaluation of Site Plan against these standards.

- **Building Setbacks.** The PUD requires a 50-foot setback from the property line along Blaine Avenue. The proposed building is over 90 feet away from this lot line. This standard is met.
- **Parking Count.** City Code requires one parking stall for every two seats, based on design capacity. Based on the submitted plans, 41 parking stalls would be required. The site plan shows 53 parking spaces. This standard is met.
- **Parking Lot.** The parking lot meets the 20-foot setback from Blaine Avenue that is required in the PUD. The parking spaces and drive aisles also meet dimensional requirements in City Code. These standards are met.
- **Impervious Surface.** The PUD limits impervious surface on the Subject Property to 75% of the lot. The proposed impervious surface is 69% of the lot. This standard is met.
- **Landscaping.** City Code requires one (1) tree for every 50 feet of the site perimeter, totaling a requirement of 22 trees for this property. The applicant is proposing a balance of overstory trees, evergreen trees, ornamental trees, and shrubs to meet this requirement. Notably, up to 50 percent of the required trees can be substituted with shrubs at a ratio of six (6) shrubs per tree. In total, an equivalent of 27 trees are proposed, exceeding the requirements. These standards are met.
- **Screening.** The landscape plan also addresses screening requirements in City Code and the PUD. A combination of fencing, trees, and shrubs are planted around the site perimeter to sufficiently screen the building, parking lot, and drive-through. This standard is met.
- **Architecture.** The proposed building would prominently feature cultured stone that is typically seen with other Culvers buildings across the metro. This an acceptable material to satisfy City Code requirements. This standard is met.

- **Trash Enclosure.** The Bishop Heights PUD requires all trash enclosures to be attached to the principal building on site. The site plan shows a trash enclosure structure that is separate from the building, which does not conform to this requirement. The City may grant flexibility from performance standards as a part of the PUD process. Due to the spatial constraints of the site, it would not be practical to have an attached trash enclosure. There is also some precedent for allowing this flexibility in the area, as the adjacent Inver Grove Market site to the north also has a detached trash enclosure. To mitigate potential aesthetic concerns, the landscape plan shows several plantings surrounding the enclosure. Additionally, the building materials of the enclosure would match the principal building. Staff supports granting flexibility through the PUD approval process.

Planning Commission

At their November 5, 2025 meeting, the Planning Commission held the public hearing to consider this request. There were no comments received from the public at or prior to the meeting. The Planning Commission voted 9-0 to recommend approval of the PUD ordinance amendment and Major Site Plan review requests.

FISCAL IMPACT

N/A

RECOMMENDATION

City Staff and the Planning Commission recommend approval of the Applicant's requests, via adoption of the attached Ordinance and three Resolutions.

ATTACHMENTS

1. Ordinance Approving PUD Amendment
2. Resolution Approving Major Site Plan Review
3. Resolution Approving Summary Publication of Ordinance
4. Resolution Approving Site Improvement Agreement
5. Future Land Use Map
6. Zoning Map
7. Application Narrative
8. Civil Plans
9. Landscape Plans
10. Architectural Plans
11. (Draft) Planning Commission Meeting Minutes from November 5, 2025

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

Ordinance No. _____

**AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE
RELATED TO THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT
IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494**

**THE CITY OF INVER GROVE HEIGHTS ORDAINS THAT ORDINANCE NUMBER 1448 IS
HEREBY AMENDED TO READ AS FOLLOWS:**

**Section One. Amendment. Section V of Ordinance 1448 is hereby amended to
restate and add the following:**

SECTION V. Land Use Regulations. For the above referenced property contained
within the Commercial Planned Unit Development District No. 2011-01, the following
land use regulations shall apply:

B. USES

All development shall be restricted to the following uses:

Parcel No.	Legal Description*	Specific Use
1	Lot 1, Block 1, Bishop Heights	65,000 square foot, 16-screen theater
2	Lot 2/3, Block 1, Bishop Heights	7,400 square foot sit down restaurant
3	Lot 2/3, Block 1, Bishop Heights	36,371 square foot, 89 room motel
4	Lot 4, Block 1, Bishop Heights	25,292 square foot, 63 room motel
5	Lot 5 and part of Lot 4, Bishop Heights	6,163 square foot sit down restaurant
6	Lot 2, Block 2, Bishop Heights	6,500 square foot bank and office building
7	Lot 3, Block 2, Bishop Heights	4,271 square foot gas station convenience store
8	Lot 1, Block 1, Krech's Addition	15,120 square foot drug store
9	Tracts A-D, F and G	42,000 square foot lawn, garden, floral & nursery retail center (two buildings: 29,400 sf in one, 12,400 sf in other); 605,000 square feet of greenhouses and nursery buildings; 2,150 sf accessory structures (2 barns) for storage of materials and equipment; nursery fields and nursery field caretaker's residence; outside storage/display of nursery and landscaping stock and materials; nursery and

		landscaping services, 5.7 acres of growing fields and one house for use by employees**
10	Lot 1, Block 1, Bishop Heights 2 nd Addition	1,710 sf quick service oil change store
11	Lot 1, Block 1, Bishop Heights 3 rd Addition	6,832 sf auto service center store
12	Lots 1-31, Block 1, Blackberry Town Office Park	65,415 net sf town office space, 31 units
13	Lot 1, Block 1, Blackberry Town Office Park Second Addition	4,950 gross sf veterinary clinic
14	Lot 1, Block 1, Inver Grove Market	10,200 square feet of general retail, 3,809 square feet of recreation center, 5,680 square feet of sit-down restaurant, 1,516 square feet of fast-food restaurant (without a drive through window), and one (1) outdoor ATM kiosk. This lot must have no fewer than 112 parking spaces.
15	Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2	Rock and Block Yard for Gerten's Greenhouses
16	Lots 1-88, Brentwood Village	80 townhome units
17	Lot 1, Bk 2, Bishop Heights	7,200 sf sit down restaurant
18	Lots 1 & 2, Block 1, Outlot A Brentwood Village Apts.	219 apartment units
19	Outlot B, Bishop Heights	43,400 square foot medical/office building
20	Lot 2, Block 1, Inver Grove Market	5,200 square foot bank building 4,212 square foot fast food restaurant with drive through. This lot may have one (1) detached trash enclosure
21	Lot 3, Block 1, Bishop Heights 4 th Addition	9,100 square feet of general retail, restaurant with a drive-through, feline veterinary clinic, and sit-down restaurant
22***	Lot 1, Block 1, Bishop Heights 4 th Addition	15,400 square foot office/retail/ sit-down restaurant
23	Lot 1, Block 1, Scenic Heights Addition	16,000 square foot office condominium
24	Outlot A, Brentwood Hills Apartments	24 multiple family townhome units

25	Lot 2, Block 1, Inver Grove Professional Addition	13,318 square foot office building
26	Lot 2, Block 1, Bishop Heights 4 th Addition	2,370 square foot sit-down restaurant with pick up only drive through window

* More detailed legal descriptions available in Exhibit A

** Uses on Tracts A-D, F & G shall be governed not only by this ordinance, but also by the conditions found in Resolution No 98-210, Resolution 11-28 and Resolution 16-82.

***Parcel 22 shall be subject to the following conditions:

1. A Joint Parking Agreement affecting the restaurant in Lot 1, Block 1 Bishop Heights 4th Addition between Outlot B, Bishop Heights and Lot 3, Block 1, Bishop Heights 4th Addition. This document must be drafted by the City attorney's office, signed by the land owners, and recorded with the County.
2. If restaurant parking becomes a problem restaurant employees shall park off site at any of the locations listed in the Joint Parking Agreement.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 24th day of November, 2025.

CITY OF INVER GROVE HEIGHTS

By: _____
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 4,424 SQUARE
FOOT FAST FOOD RESTAURANT**

WHEREAS, W.F. Midwest Enterprise, LLC, ("Applicant") has requested Major Site Plan approval of a proposed 4,212 square foot fast food restaurant building located at 5880 Blaine Avenue (PID: 20-36530-01-020) ("Subject Property"), as legally described in Exhibit A; and,

WHEREAS, the Subject Property is zoned PUD, Planned Unit Development and guided RC, Regional Commercial in the 2040 Comprehensive Plan; 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 November 5, 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, there were no 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.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Major Site Plan Approval to allow 4,424 square foot fast food restaurant building is hereby approved subject to the following conditions:

1. No pylon sign may be installed on the Subject Property.

2. A final geotechnical report must be submitted to and approved by the City Engineer.
3. The Applicant 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 24th day of November, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

Lot 2, Block 1 Inver Grove Market, Dakota County, Minnesota

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE NO. _____, AN
ORDINANCE AMENDING TITLE 10 OF THE CITY CODE RELATED TO THE PLANNED UNIT
DEVELOPMENT DISTRICT IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494**

WHEREAS, on November 24, 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 the Planned Unit Development Zoning District in the Southeast Quadrant of Highways 52 and 494, amending Ordinance 1448; 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 _____ 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 24th day of November, 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 TITLE 10 OF THE CITY CODE RELATED TO THE PLANNED UNIT DEVELOPMENT DISTRICT IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494

On November 24, 2025, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance ____, an ordinance Amending Title 10 of the City Code Related to the Planned Unit Development Zoning District in the Southeast Quadrant of Highways 52 and 494, amending Ordinance No. 1448.

Ordinance No. ____ amends the existing Bishop Heights PUD to allow a fast food restaurant with drive-through on Lot 2, Block 1 Inver Grove Market.

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.

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

RESOLUTION NO. _____

**RESOLUTION APPROVING SITE IMPROVEMENT AGREEMENT FOR LOT 2, BLOCK 1,
INVER GROVE MARKET**

WHEREAS, W.F. Midwest Enterprise, LLC. ("Applicant") is proposing to construct a new 4,212 square foot fast food restaurant building ("Project") on Lot 2, Block 1, Inver Grove Market ("Subject Property"); and

WHEREAS, the City Council approved Resolution No. 2025-____ ("Approval"), a resolution approving a Major Site Plan for the Project; and

WHEREAS, a condition of the Approval is that the Applicant enter into a Site Improvement Agreement with the City.

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

1. The Site Improvement Agreement is hereby approved, subject to minor revisions as approved by the City Attorney
2. The Mayor and City Clerk are authorized to execute the Site Improvement Agreement

Adopted by the City Council of Inver Grove Heights on this 24th day of November, 2025.

Ayes:

Nays:

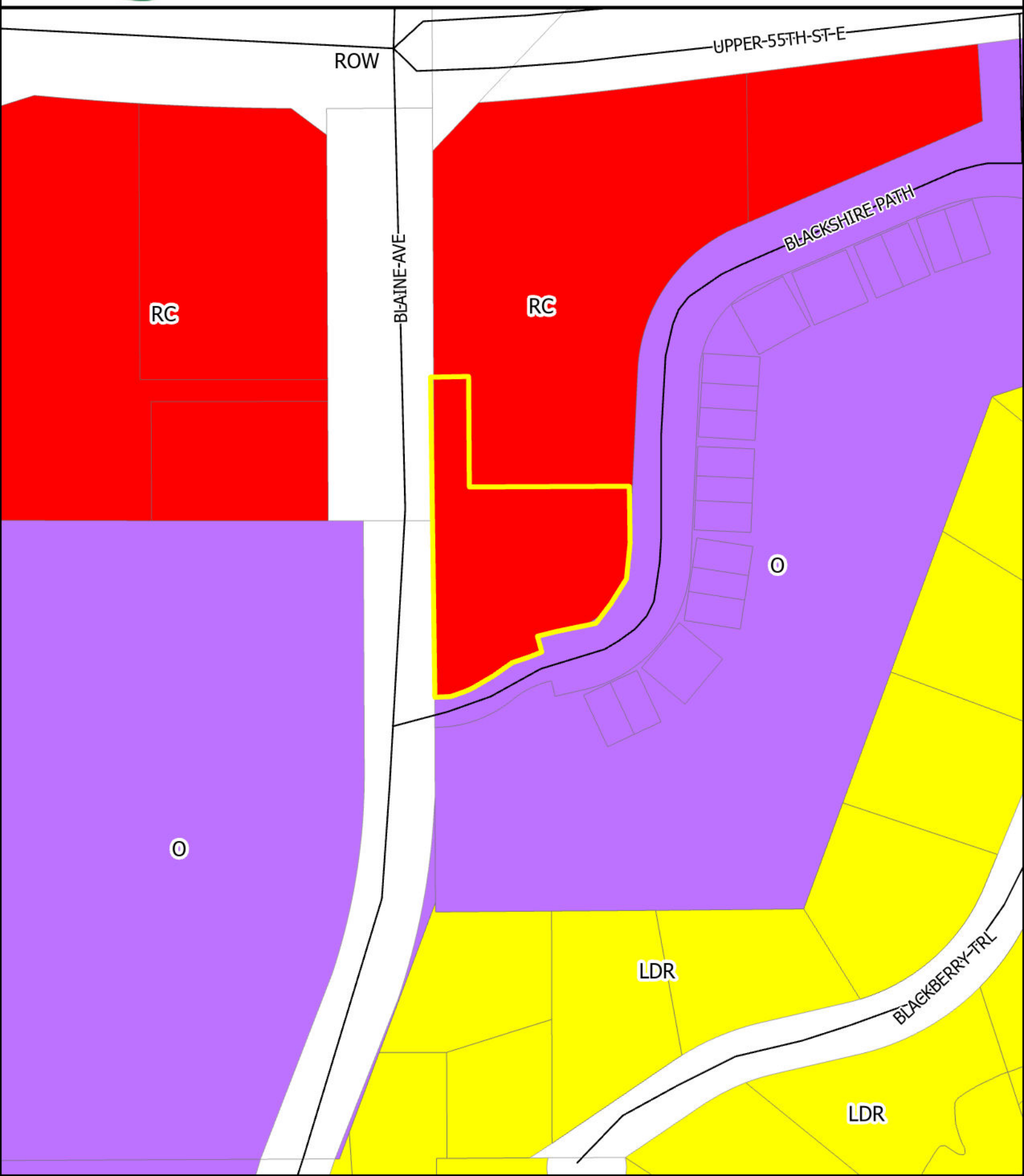
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

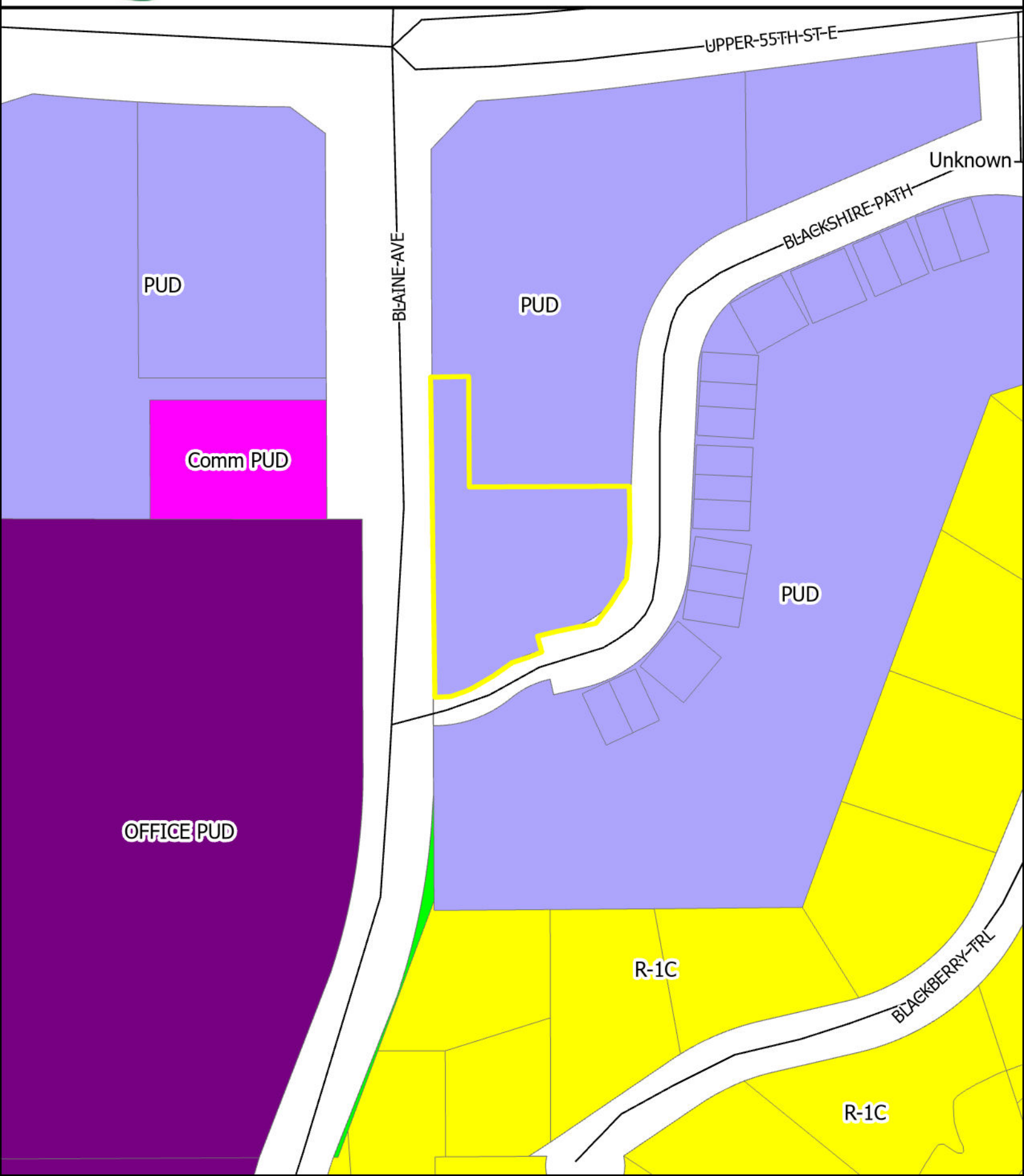


CDA Senior Housing Proposed Future Land Use Change





Culvers Existing Zoning



Project Narrative: Culver's at 5880 Blaine Ave, Inver Grove Heights

We are excited to submit this proposal for the development of a new Culver's restaurant on Southern vacant parcel of the Inver Grove Market site located at Upper 55th St E and Blaine Ave (5880 Blaine Ave). As a family-owned and operated business with more than 25 years of experience, we currently operate six successful Culver's locations across the Twin Cities metro area. With each restaurant, we've remained committed to delivering exceptional food, outstanding service, and strong community partnerships.

Our interest in Inver Grove Heights stems from the community's vibrant growth, family-friendly atmosphere, and well-planned developments. This specific site presents an ideal location to bring our signature ButterBurgers, Fresh Frozen Custard, and welcoming guest experience to a thriving area that values quality and connection.

At Culver's, we take pride in being more than just a restaurant — we strive to be an active and engaged part of every community we serve. Whether it's through youth sponsorships, school fundraisers, or community events, we look forward to creating meaningful local relationships and contributing to the vitality of Inver Grove Heights.

We believe this location will not only provide a convenient and delicious dining option for residents and visitors but will also create new local jobs and complement the mix of businesses already established in the area.

We appreciate your consideration and are eager for the opportunity to bring Culver's to Inver Grove Heights. Thank you for supporting projects that strengthen community and create lasting impact.

Sincerely, Maria Veach On behalf of the Laudenbach's and our Culver's Team

Now what's below.
Call before you dig.

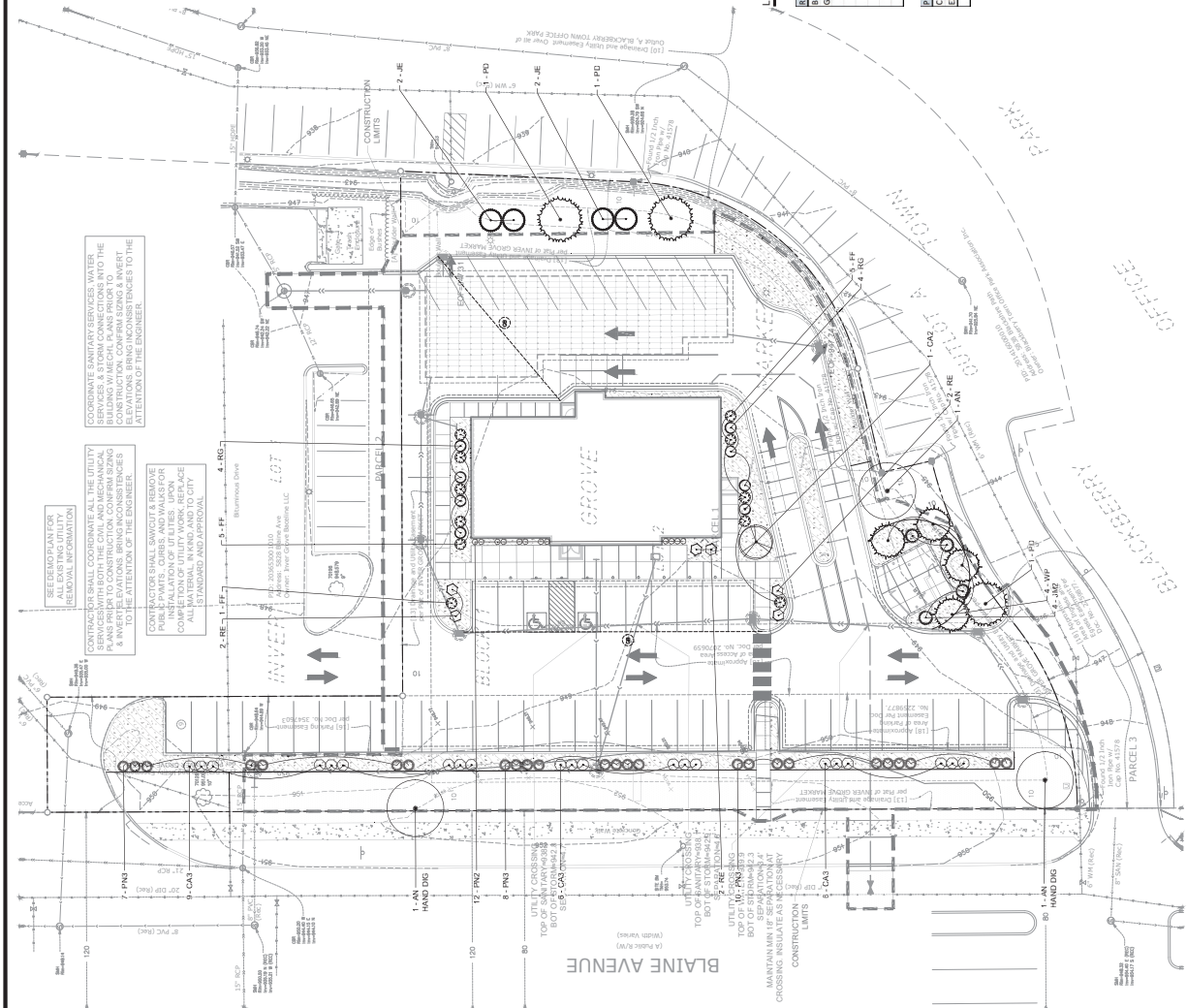


CITY OF INVER GROVE HEIGHTS UTILITY NOTES:
RESERVED FOR CITY SPECIFIC UTILITY NOTES.

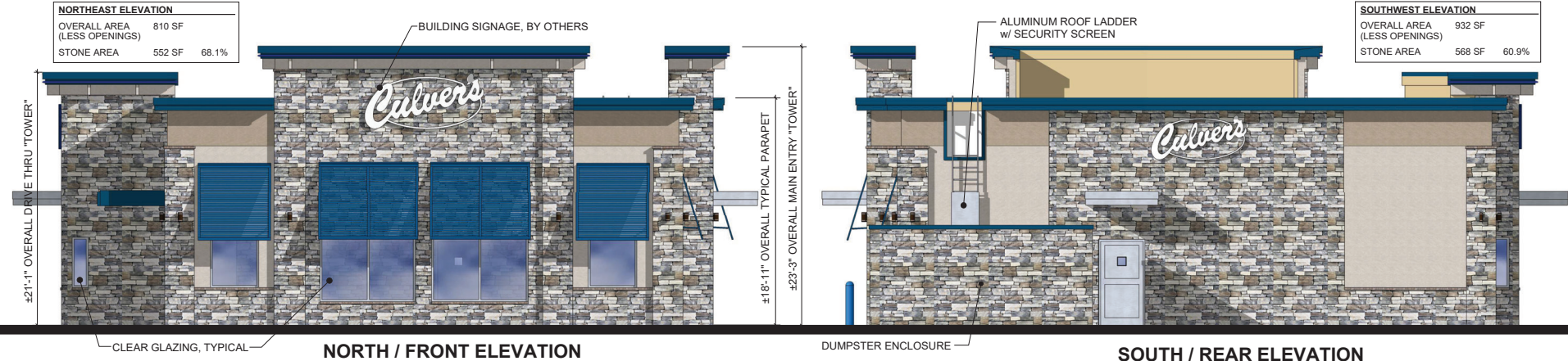
	CATCH BASIN
	MANHOLE
	GATE VALVE AND VALVE BOX
	PROPOSED FIRE HYDRANT
	DRAINAGE
	WATER MAIN
	SANITARY SEWER
	STORM SEWER
	FEES AND RIP RAP
	TRENCH DRAIN
	CONSTRUCTION LIMITS

C4.0

1" = 20'-0"



[illegible][illegible]





REAR LEFT VIEW (SOUTH CORNER)



REAR RIGHT VIEW (WEST CORNER)



FRONT RIGHT VIEW (NORTH CORNER)



FRONT LEFT VIEW (EAST CORNER)

BLUE LED STRIP LIGHTING
(NON-FLASHING)

CAN LIGHTING RECESSED
IN SOFFIT



LEFT PERSPECTIVE (EAST VIEW)

RIGHT PERSPECTIVE (WEST VIEW)



OWNER FURNISHED, CONTRACTOR INSTALLED	
ITEM	EQUIPMENT SCHEDULE
10	KETOPRO VULCAN PRESSURIZER
13	WASHER / DRYER
19	HAND BINK
22	PRE-PAID SPRAY ASSEMBLY
25	PRE-PAID SPRAY ASSEMBLY
26	DEBRIDDER
26	BOOSTER HEATER
30	EVE WASH STATION (CONTRACTOR TO PROVIDE MIXING VALVE PER FIRMING SCHEDULE)
44	WATER FILTER
116	HAND TOWEL DISPENSERS
117	TOWEL PAPER DISPENSERS
300	TRIM PACKAGE (SEE H2 I-1103)
	WOOD SERRATE EDGE, CENTER BASES (SEE FINIS PLG SHARPS CONTAINERS)
	ACD OPTIONAL - CONTRN WITH OWNER
	MOO HANGER
	ARTWORK (SEE SHEET A301.1)

LEFT SIDE

FRONT

SEE SITE PLAN FOR NORTH ORIENTATION

MAIN ENTRY

RIGHT SIDE

PLANNING COMMISSION MINUTES - CITY OF INVER GROVE HEIGHTS

Wednesday, November 5, 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

Commissioner(s) Present: Jonathan Weber (Chair)
Scott Clancy (*Vice-Chair*)
Lance Twedt (Secretary)
Aida Schaefer
Jason Teiken
Collin Gosell
Robert Heidenreich
Amy Hunting

Commissioner(s) Absent: Dennis Wippermann - *excused*

Staff Present: Jason Ziemer, Community Development Director
Kevin Shay, Planning Manager
Ben Schneider, Senior Planner
Stacy Bodsberg, Community Development Support Specialist

3. APPROVAL OF AGENDA

Motion by Hunting, Second by Heidenreich, to Approve the Agenda as Published.

Ayes: 8

Nays: 0 Motion Carried.

4. CONSENT AGENDA

A. Minutes of the October 7, 2025, Planning Commission Meeting.

Motion by Twedt, Second by Teiken, to Approve the Minutes as Submitted.

Ayes: 8

Nays: 0 Motion Carried.

5. PUBLIC HEARING

A. Request to Amend the Bishop Heights PUD to permit a fast-food restaurant with drive-through, and a Major Site Plan Review to construct a fast-food restaurant with drive-through located at 5880 Blaine Avenue.

Reading of Public Notice

Secretary Twedt read the Public Hearing Notice.

Presentation of Request

Senior Planner Schneider presented the staff report.

Opening of Public Hearing

Maria Veach, 1065 Willow View Drive, Orono, Applicant, stated that the staff report was read and understood.

Chair Weber closed the Public Hearing at 7:12 p.m.

Planning Commission Discussion

Commissioner Hunting stated that she visited the site and thinks it will be the perfect location for a restaurant.

Commissioner Schaefer stated that she thinks the restaurant fits well with the area and adds to the dining options.

Motion by Hunting, Second by Clancy, to Approve an Amendment to the Bishop Heights PUD to permit a fast-food restaurant with drive-through and Approve a Major Site Plan Review to construct a fast-food restaurant with drive-through subject to the condition listed in the staff report.

Ayes: 8

Nays: 0 Motion Carried.

This item is tentatively scheduled to go before the City Council on November 24, 2025.

7. REGULAR BUSINESS

Planning Manager Shay gave the Commissioners an update on past items.

8. ADJOURN

Motion to adjourn the meeting at 7:15 p.m.

Respectfully submitted by Will Clashe, Recording Secretary.



Request for Council Action

SUBJECT: **Purchase Agreement with Ace in the Hole Real Estate Limited Partnership**

MEETING DATE: November 24, 2025

ITEM TYPE: Regular Business

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The Council is asked to go into closed session pursuant to Minnesota Statutes, Section 13D.03, subd. 3(c)(3) to consider an offer to purchase real property owned by Ace in the Hole Real Estate Limited Partnership identified by PIDs: 20-006500-25-015 and 20-00600-05-010 ("Property"). Upon conclusion of the closed session, the City Council will reconvene the public meeting to consider approval of a purchase agreement for these parcels.

BACKGROUND

On November 3, 2025, the Inver Grove Heights Economic Development Authority ("EDA") considered and approved a Letter of Intent ("LOI") to acquire land currently owned by Ace in the Hole Real Estate Limited Partnership ("Owner"). Subsequently, it was determined that the City, and not the EDA, would be the best entity to move forward with the purchase of the property. The Council is asked to go into closed session to review and discuss the terms of an offer to purchase the property and then, upon return to open session, consider approval of a purchase agreement for the property.

The intent of purchasing the property is to facilitate economic development within the portion of the Northwest Area located immediately adjacent to Interstate 494 and Argenta Trail.-

FISCAL IMPACT

Dependent on final purchase price.

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: Overview of 2026 Budget & Levy Status

MEETING DATE: November 24, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to receive an overview of the status of the 2026 budget and tax levy and provide feedback and direction in preparation for the statutorily required public hearing on the subject scheduled for the Council's December 8 meeting.

BACKGROUND

In September, the Council adopted a preliminary 2026 tax levy and budgets, which included a 5.74% increase in the City's overall property tax levy. Since that time, the City has received updated amounts for police and fire pension aid and staff has continued to review and refine the budget numbers overall, as more actual year-to-date revenue and expense data from 2025 has become available. And lastly, the County has updated tax base and fiscal disparities numbers, which allow staff to refine the estimated impacts of the proposed levy on the tax rate and the bill for a median value home.

The preliminary budget adopted by the City Council did not include funding for any new full-time staff positions. However, at this time, the Council is asked to reconsider the request for additional staff resources for the City's Human Resources Division. The City currently has 189 full-time equivalent (FTE) employees, the vast majority of whom are full-time employees along with a few part-time, benefits-eligible employees. In addition to these employees, the City employs approximately 40 paid-on-call firefighters and anywhere from 180 to 260 part-time, temporary and seasonal employees, depending on the season of the year. When combined together, at our peak employment during July of each year, the City is very close to 500 individual employees.

The HR Division is responsible for coordinating recruitment and hiring, onboarding, employee benefits, compensation, leave administration, union contracts and labor relations, discipline and performance management, legal compliance, and worker's compensation, as well as some safety/OSHA matters and some employee training. Over the last five years, the City has grown in total employees, expanded from 4 to 9 unions, and grappled with new state laws and compliance requirements. We have reached the point where the existing staff level, which consists of one full-time HR Manager and one part-time HR Coordinator (working approximately 25 hours per week), can no longer realistically accomplish the HR work of the City.

To better meet the HR needs of the organization, the Council is asked to authorize the following HR staffing for 2026 – which includes a modest increase in hours for the incumbent HR Coordinator and the addition of a new full-time staff person part-way through the year, to align with available

resources.

Current HR Staffing	Requested HR Staffing
1.00 FTE - HR Manager	1.00 FTE – HR Manager
0.65 FTE – HR Coordinator (26 hrs. per week)	0.80 FTE – HR Coordinator (32 hrs. per week)
	1.00 FTE – Job Title TBD (partial year for 2026)
<i>1.65 FTE TOTAL</i>	<i>2.80 FTE TOTAL</i>

The total increase to the HR Division’s 2026 budget, to fund the requested level of staffing, would be \$107,570 - \$20,470 for the additional hours for the HR Coordinator and \$87,100 for a partial year of the new FTE. This can be accomplished within the adopted preliminary levy, as will be outlined in more detail during Monday's presentation.

Staff will provide a full presentation outlining this updated information and the options available to the Council at the November 24 meeting, and then take Council questions, comments and feedback for incorporation into the final budget documents.

In the meantime, a Dakota County analysis of the combined impact of the preliminary levies for the county, area cities, and school districts is attached for the Council's information.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Dakota County 2026 Proposed Property Tax Analysis

2026 Proposed Property Tax Analysis



November 7, 2025

**Dakota County Property
Taxation & Records**



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Click on an entry to be taken directly to the page

Introduction to the 2026 Proposed Property Tax Analysis



The Dakota County Property Taxation & Records Department is pleased to present the 2026 Proposed Property Tax Analysis Report. This report provides a range of statistics on proposed taxes and property values, highlighting the implications for Dakota County residents and businesses.

The mailing of the 2026 Proposed Property Tax Notices to taxpayers is scheduled for November 12, 2025. Residents will also have the option to access their proposed property tax notices online via the Dakota County Property Information search site.

Below are some key highlights from the report that outline the implications of the proposed tax:

1. **Residential Property Tax Impact:** On average, residential properties will experience a 3.83% increase in total property taxes, with a 9.10% increase in the county tax portion (a home with a median valued of \$384,800 will experience a 9.54% increase to the county tax portion). The average estimated market value (excluding new construction) increased 3.62%.
2. **Commercial and Industrial Property Tax Impact:** Commercial and industrial properties are projected to experience an 8.65% increase in total property taxes, with an 10.61% increase in the county tax portion. The median estimated market value (excluding new construction) on commercial/industrial increased 3.67%.
3. **School District Referendum:** The following school districts in Dakota County, ISD 192, ISD 194, ISD 196, and ISD 252, held referendum questions in the November 4, 2025, general election, and all passed. Property owners in these districts are notified of the possible increase on their proposed tax notice.
4. **Electronic Notice Initiative:** Dakota County's Electronic Notice Program continues to provide taxpayers with a convenient and environmentally friendly option to receive their property tax notices. This program reduces mailing costs and simplifies access to important tax information. Currently, 17.4% of Dakota County taxpayers are enrolled in the program.

Additional information regarding 2026 proposed taxes is accessible in the "Popular" section of the Dakota County Home Page, or by [following this link](#). Information on the 2026 Proposed Property Tax Notices is also being posted on social media.

Questions may be directed to Amy Koethe, Dakota County Property Taxation & Records Director.

Amy Koethe
Property Taxation & Records Director
amy.koethe@co.dakota.mn.us
651-438-4370



PROPOSED TAXES IN 2026

This report provides a summary of what taxpayers will see on their proposed tax notice

NUMBERS MAILED

167,575 Truth in Taxation Notices will be delivered to taxpayers on November 12, 2025

29,129 taxpayers opted to receive their notice via email

TOTAL PROPOSED LEVY

The total of all proposed levies for all taxing districts is \$1,002,387,895

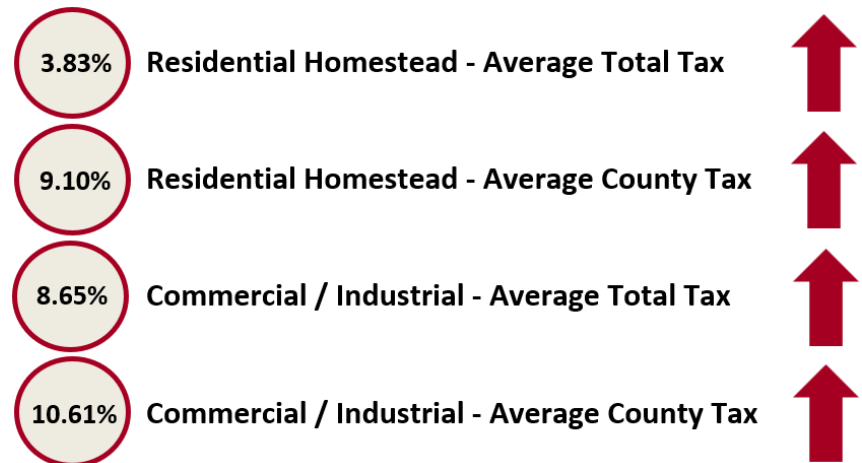
A 4.65% increase from 2025

COUNTY TAX PORTION

- For a median valued property, the estimated county tax is \$783 in comparison to the average metro county tax of \$1,210
- On average the county's share of property taxes is about 18% of a homeowner's total property tax bill

WHAT WILL TAXPAYERS SEE?

Change in Tax from 2025 to 2026

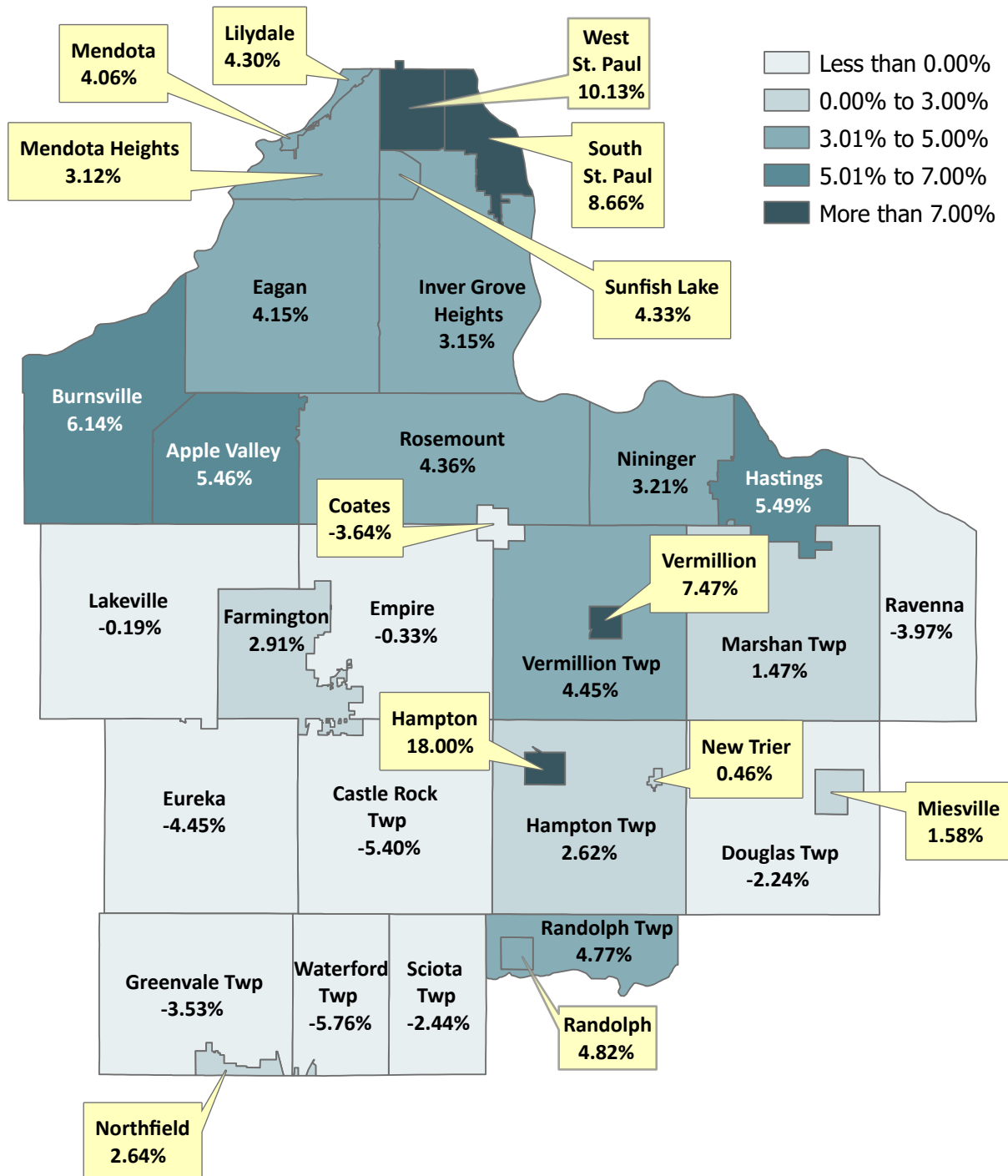


NOVEMBER ELECTION

The following taxing districts had a referendum question on the ballot:

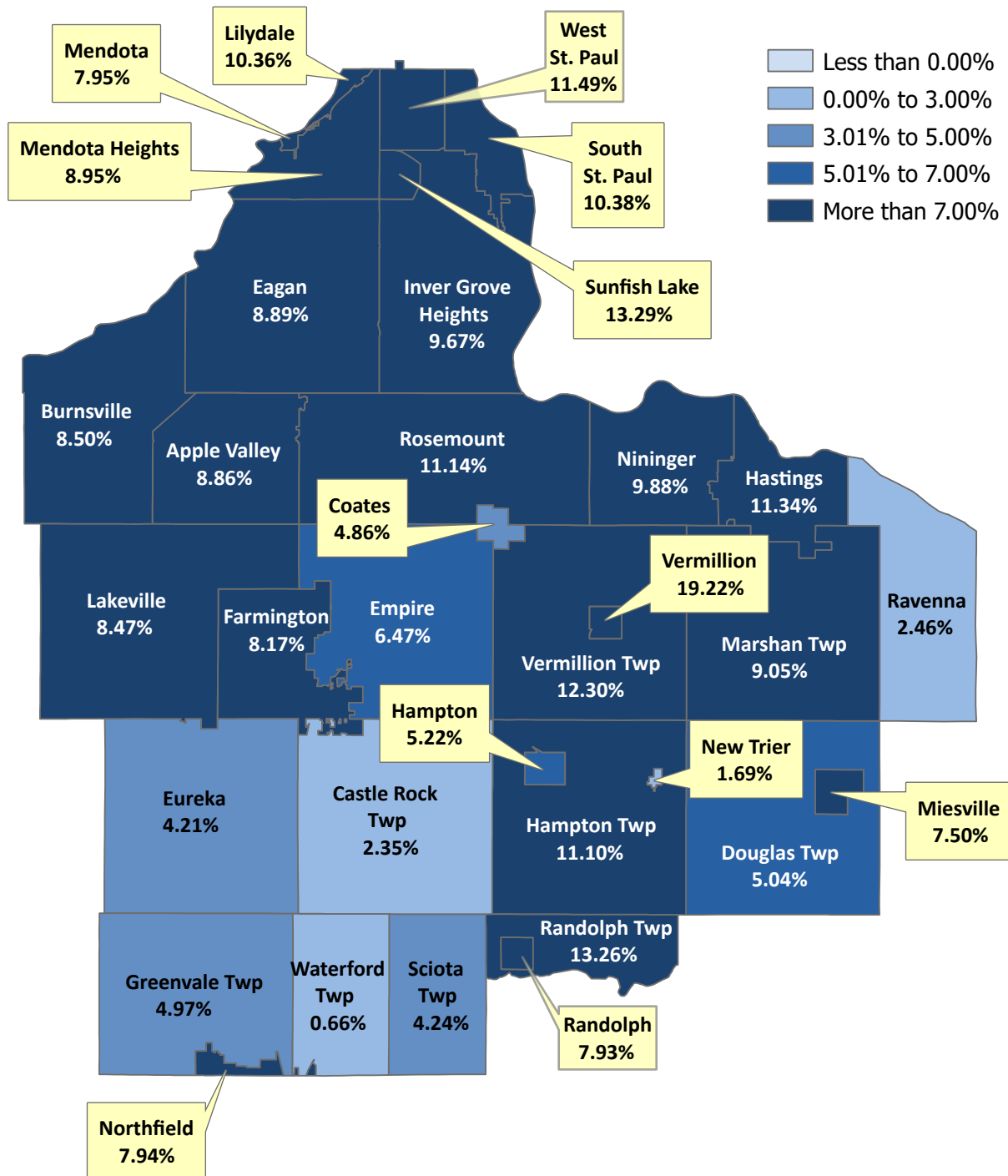
- School District 192 ✓ **passed**
- School District 194 ✓ **passed**
- School District 196 ✓ **passed**
- School District 252 ✓ **passed**

Percent Change in Average Total Tax for Residential Homestead Property (Final 2025 to Proposed 2026)



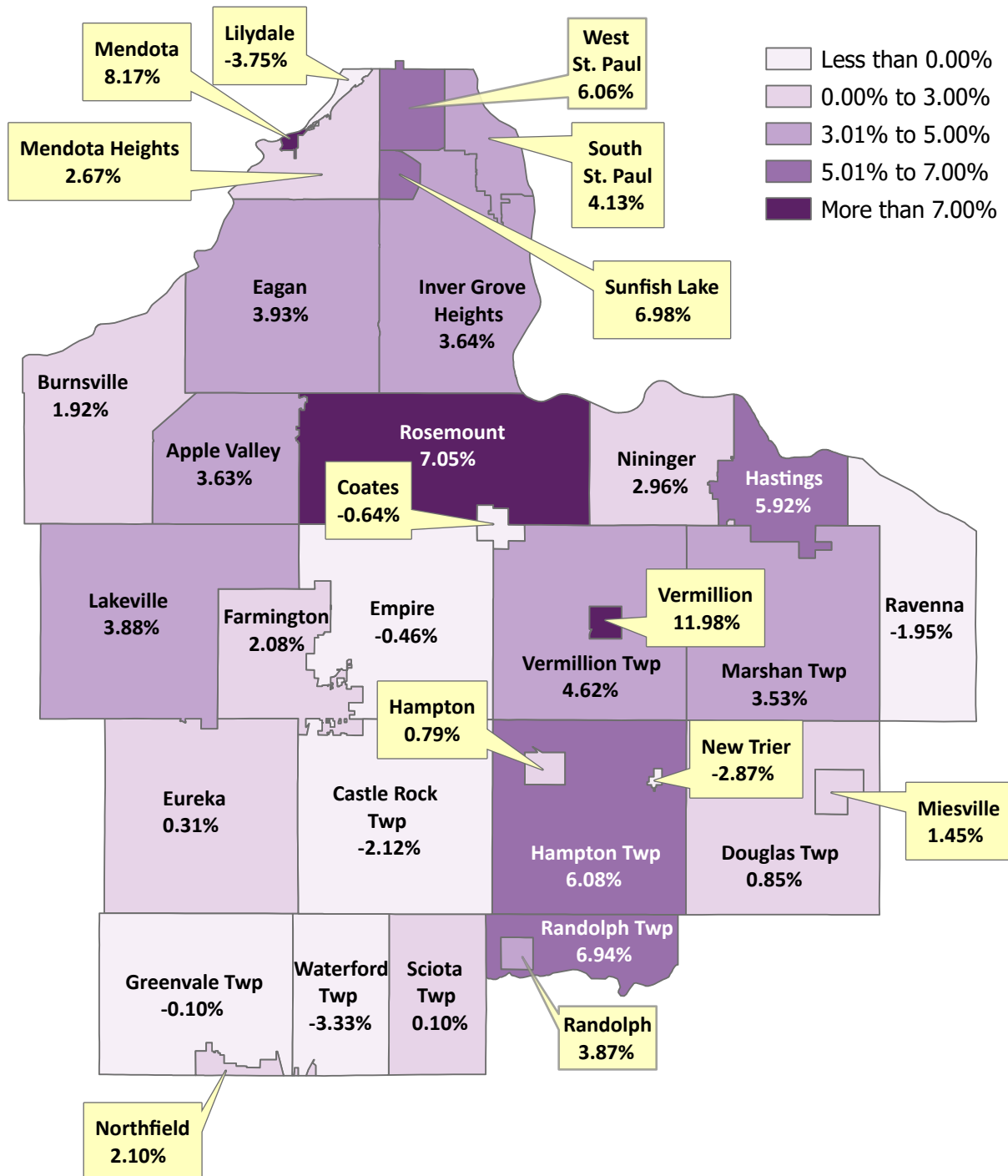
Note: Excludes parcels with new construction over \$15,000, multi-class properties, land only properties and any within a tax increment district.

Percent Change in Average County Tax for Residential Homestead Property (Final 2025 to Proposed 2026)



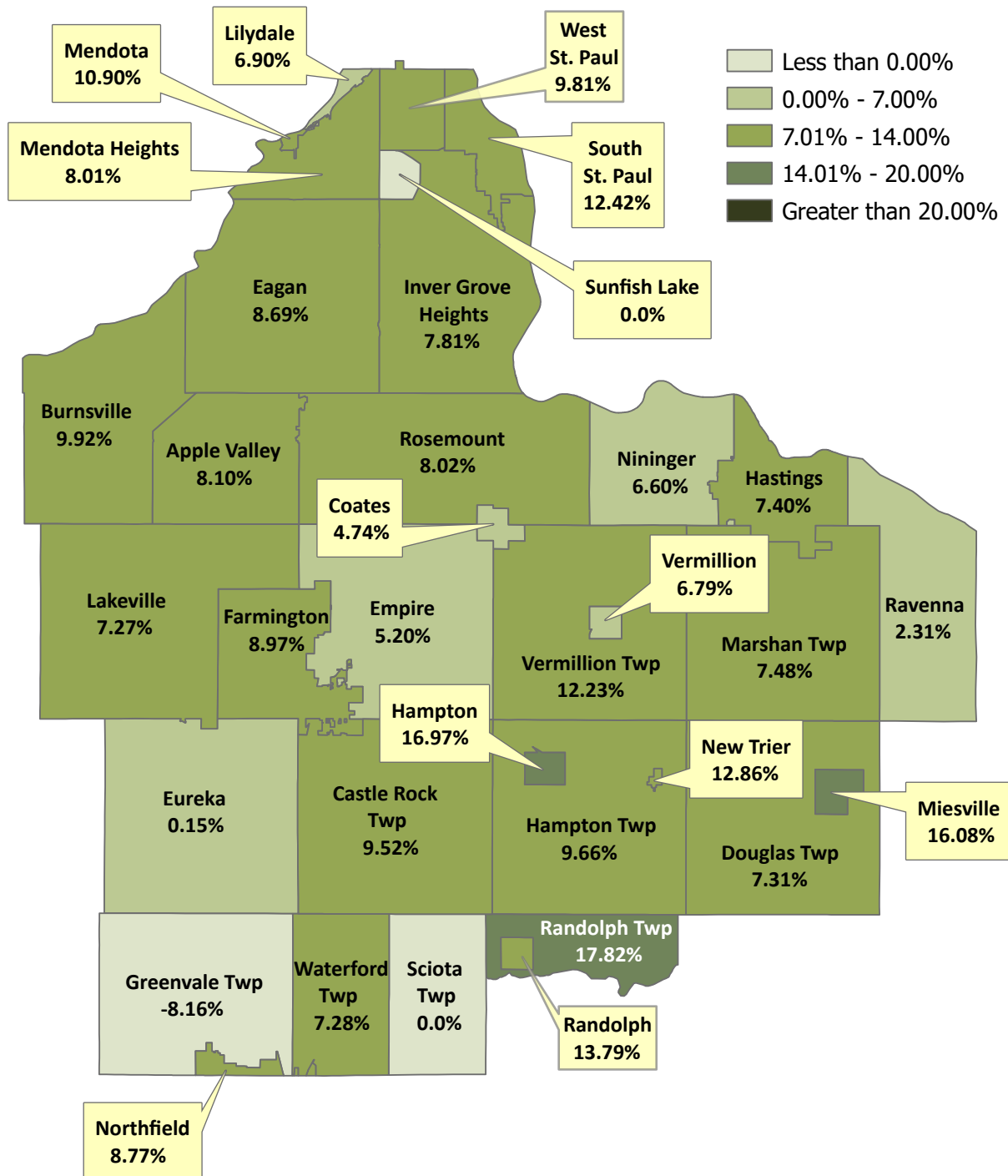
Note: Excludes parcels with new construction over \$15,000, multi-class properties, land only properties and any within a tax increment district.

Percent Change in Median Estimated Market Value for Residential Homestead Property (Final 2025 to Proposed 2026)



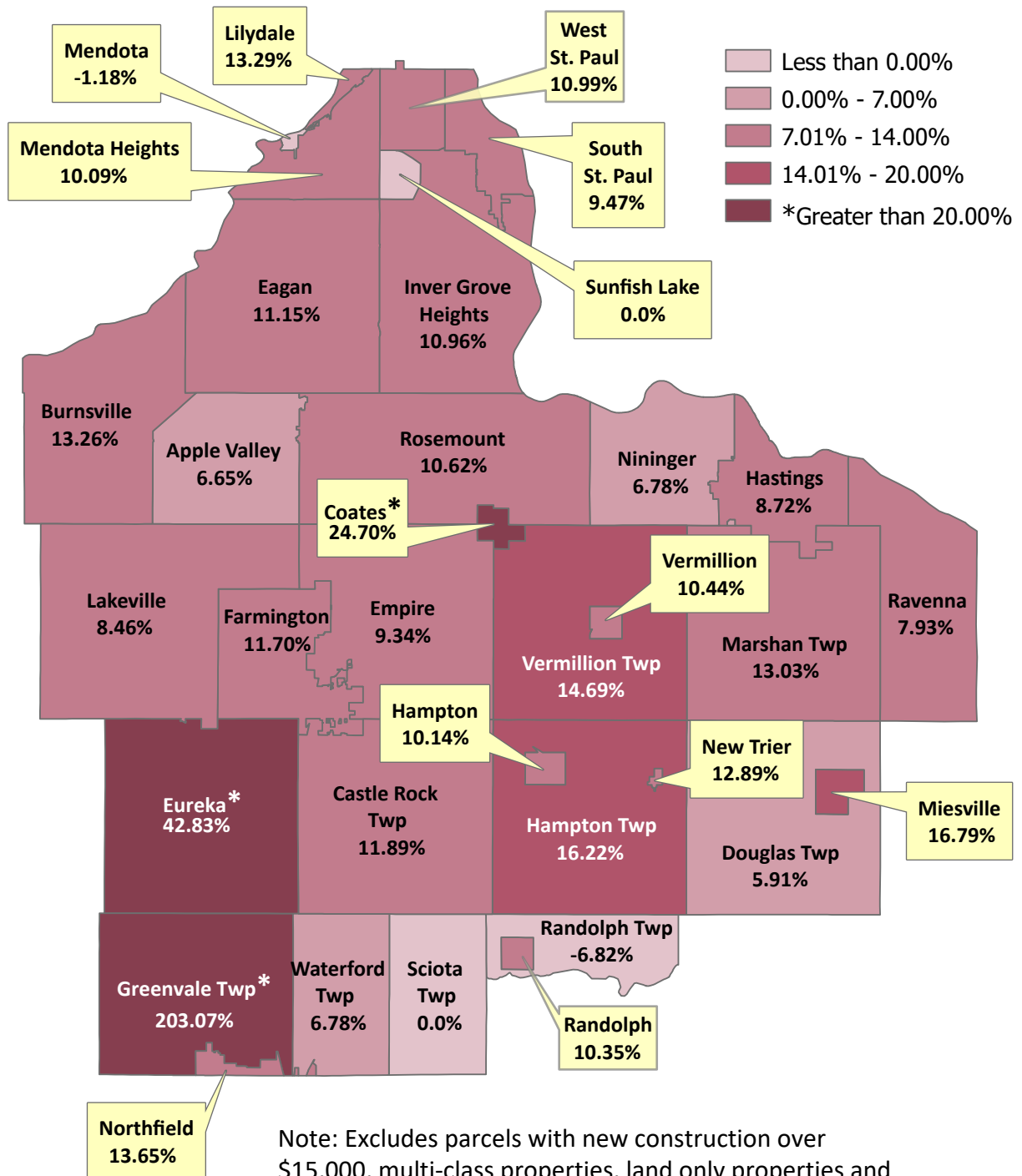
Note: Excludes parcels with new construction and land only properties.

Percent Change in Average Total Tax for Commercial/Industrial Property (Final 2025 to Proposed 2026)



Note: Excludes parcels with new construction over \$15,000, multi-class properties, land only properties and any within a tax increment district.

Percent Change in Average County Tax for Commercial/Industrial Property (Final 2025 to Proposed 2026)



Note: Excludes parcels with new construction over \$15,000, multi-class properties, land only properties and any within a tax increment district

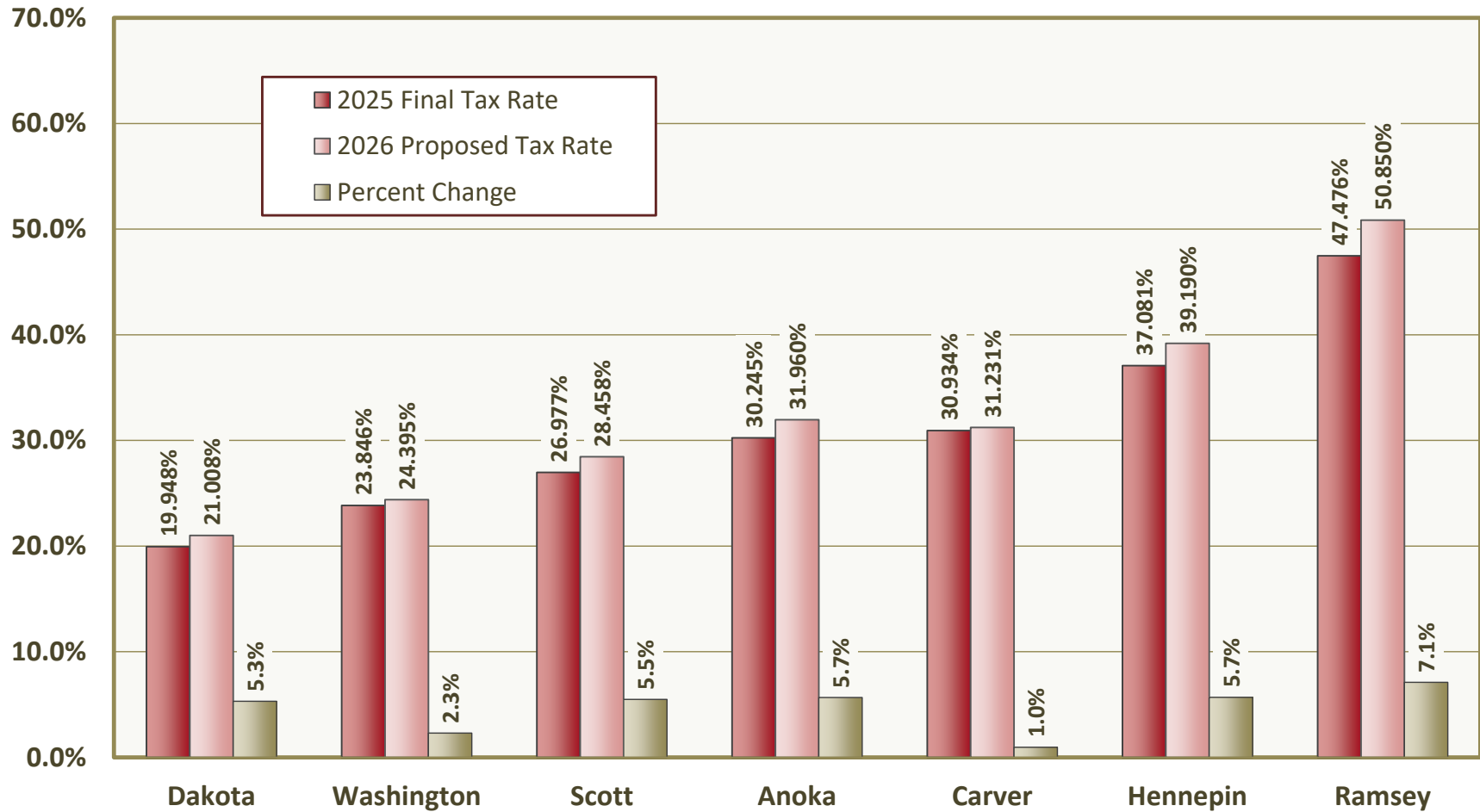
*The higher county tax portion in these communities is the result of Fiscal Disparity value shifts.

2025 - 2026 Dakota County Levy and Rate Comparison

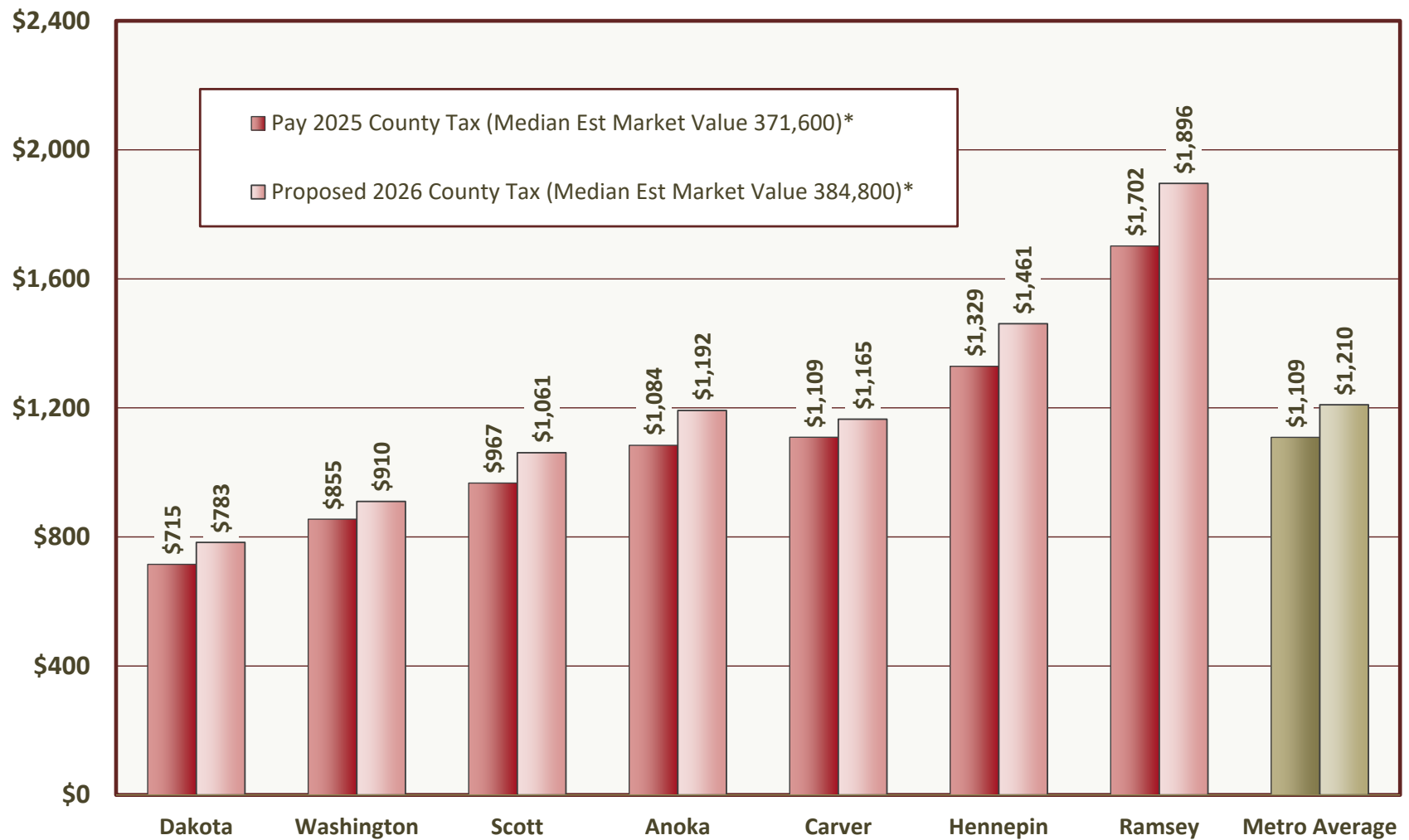
	2025 Final Levy	2026 Proposed Levy	2025-2026 Percent Change
Total Certified Tax Levy	\$167,648,832	\$184,246,066	9.90%
Fiscal Disparity Distribution	(15,798,464)	(17,052,452)	7.94%
Net Tax Capacity Levies	\$151,850,368	\$167,193,614	10.10%
Dakota County Tax Capacity	761,460,634	796,055,100	4.54%
Dakota County Based Tax Rate	19.948%	21.008%	5.31%
Median Value - County Tax Impact			
Estimated Market Value	371,600	384,800	3.55%
Homestead County Tax	\$715	\$783	9.54%
Non-Homestead County Tax	\$741	\$808	9.06%

* Based on the Median Value as of 10/9/25

Proposed Metro County Tax Rate Comparison



Metro County Property Tax Comparison Based on Dakota County Median Home Value



* Based on a Median Value as of 10/9/25

2025 Final Levy - 2026 Proposed Levy Comparison

Taxing Districts	2025 Final Tax Capacity Levy	2026 Proposed Tax Capacity Levy	2025 Final Market Referendum Levy	2026 Proposed Market Referendum Levy	2025 Total Final Levy	2026 Total Proposed Levy	Total Levy % Change
Dakota County	\$167,648,832	\$184,246,066	\$0	\$0	\$167,648,832	\$184,246,066	9.90%
Total County					\$167,648,832	\$184,246,066	9.90%
Apple Valley	\$38,366,190	\$43,485,040	\$1,157,810	\$1,180,960	\$39,524,000	\$44,666,000	13.01%
Burnsville	\$52,886,987	\$57,711,623	\$0	\$0	\$52,886,987	\$57,711,623	9.12%
Coates	\$46,787	\$46,768	\$0	\$0	\$46,787	\$46,768	-0.04%
Eagan	\$52,862,155	\$57,540,700	\$0	\$0	\$52,862,155	\$57,540,700	8.85%
Empire	\$1,600,079	\$1,760,793	\$0	\$0	\$1,600,079	\$1,760,793	10.04%
Farmington	\$17,248,901	\$19,488,577	\$0	\$0	\$17,248,901	\$19,488,577	12.98%
Hampton	\$326,509	\$472,729	\$0	\$0	\$326,509	\$472,729	44.78%
Hastings	\$20,049,930	\$21,729,930	\$0	\$0	\$20,049,930	\$21,729,930	8.38%
Inver Grove Heights	\$34,294,151	\$36,257,984	\$0	\$0	\$34,294,151	\$36,257,984	5.73%
Lakeville	\$48,850,050	\$52,286,475	\$0	\$0	\$48,850,050	\$52,286,475	7.03%
Lilydale	\$679,269	\$719,805	\$0	\$0	\$679,269	\$719,805	5.97%
Mendota	\$170,000	\$185,000	\$0	\$0	\$170,000	\$185,000	8.82%
Mendota Heights	\$13,593,381	\$14,264,753	\$0	\$0	\$13,593,381	\$14,264,753	4.94%
Miesville	\$82,670	\$87,135	\$0	\$0	\$82,670	\$87,135	5.40%
New Trier	\$62,000	\$65,000	\$0	\$0	\$62,000	\$65,000	4.84%
Northfield	\$16,931,822	\$18,740,598	\$0	\$0	\$16,931,822	\$18,740,598	10.68%
Randolph	\$195,750	\$225,075	\$0	\$0	\$195,750	\$225,075	14.98%
Rosemount	\$18,132,267	\$20,526,322	\$0	\$0	\$18,132,267	\$20,526,322	13.20%
South St. Paul	\$17,099,948	\$18,530,136	\$0	\$0	\$17,099,948	\$18,530,136	8.36%
Sunfish Lake	\$650,983	\$664,416	\$0	\$0	\$650,983	\$664,416	2.06%
Vermillion	\$197,000	\$197,175	\$0	\$0	\$197,000	\$197,175	0.09%
West St. Paul	\$22,325,681	\$24,434,535	\$0	\$0	\$22,325,681	\$24,434,535	9.45%
Total Cities					\$357,810,320	\$390,601,529	9.16%
Castle Rock Township	\$349,734	\$385,000	\$0	\$0	\$349,734	\$385,000	10.08%
Douglas Township	\$419,887	\$423,887	\$0	\$0	\$419,887	\$423,887	0.95%
Eureka Township	\$805,347	\$861,722	\$0	\$0	\$805,347	\$861,722	7.00%
Greenvale Township	\$431,000	\$427,000	\$0	\$0	\$431,000	\$427,000	-0.93%
Hampton Township	\$290,000	\$290,000	\$0	\$0	\$290,000	\$290,000	0.00%
Marshan Township	\$600,000	\$625,000	\$0	\$0	\$600,000	\$625,000	4.17%
Nininger Township	\$335,000	\$360,000	\$0	\$0	\$335,000	\$360,000	7.46%
Randolph Township	\$165,000	\$165,000	\$0	\$0	\$165,000	\$165,000	0.00%
Ravenna Township	\$598,605	\$597,380	\$0	\$0	\$598,605	\$597,380	-0.20%
Sciota Township	\$180,000	\$190,000	\$0	\$0	\$180,000	\$190,000	5.56%
Vermillion Township	\$561,000	\$604,000	\$0	\$0	\$561,000	\$604,000	7.66%
Waterford Township	\$273,791	\$285,199	\$0	\$0	\$273,791	\$285,199	4.17%
Total Townships					\$5,009,364	\$5,214,188	4.09%

2025 Final Levy - 2026 Proposed Levy Comparison

Taxing Districts	2025 Final Tax Capacity Levy	2026 Proposed Tax Capacity Levy	2025 Final Market Referendum Levy	2026 Proposed Market Referendum Levy	2025 Total Final Levy	2026 Total Proposed Levy	Total Levy % Change
School District 006	\$7,287,650	\$7,385,202	\$8,004,581	\$7,843,416	\$15,292,231	\$15,228,618	-0.42%
School District 191	\$25,770,345	\$28,382,603	\$23,044,912	\$24,051,228	\$48,815,257	\$52,433,831	7.41%
School District 192	\$23,112,803	\$22,808,858	\$9,682,683	\$9,461,324	\$32,795,486	\$32,270,182	-1.60%
School District 194	\$44,132,726	\$38,769,268	\$33,870,525	\$35,161,342	\$78,003,251	\$73,930,610	-5.22%
School District 195	\$1,127,456	\$1,079,674	\$716,319	\$690,071	\$1,843,775	\$1,769,745	-4.02%
School District 196	\$70,995,398	\$63,840,549	\$85,046,150	\$89,513,766	\$156,041,548	\$153,354,315	-1.72%
School District 197	\$21,334,373	\$21,592,010	\$18,477,065	\$17,904,386	\$39,811,438	\$39,496,396	-0.79%
School District 199	\$10,659,585	\$10,555,780	\$8,640,179	\$8,574,620	\$19,299,764	\$19,130,400	-0.88%
School District 200	\$9,936,807	\$9,902,645	\$11,052,106	\$10,686,435	\$20,988,913	\$20,589,080	-1.90%
School District 252	\$3,748,264	\$3,641,226	\$1,597,910	\$1,571,660	\$5,346,174	\$5,212,886	-2.49%
School District 659	\$15,256,791	\$15,304,832	\$12,483,532	\$12,163,946	\$27,740,323	\$27,468,778	-0.98%
Total School Districts					\$445,978,160	\$440,884,841	-1.14%
Burnsville EDA	\$1,500,000	\$700,000	\$0	\$0	\$1,500,000	\$700,000	-53.33%
Dakota County CDA	\$11,483,710	\$11,750,233	\$0	\$0	\$11,483,710	\$11,750,233	2.32%
Hastings HRA	\$537,640	\$548,904	\$0	\$0	\$537,640	\$548,904	2.10%
Metro Council	\$4,705,298	\$5,180,652	\$0	\$0	\$4,705,298	\$5,180,652	10.10%
Mosquito Control	\$2,698,077	\$2,914,754	\$0	\$0	\$2,698,077	\$2,914,754	8.03%
Northfield EDA	\$395,848	\$395,848	\$0	\$0	\$395,848	\$395,848	0.00%
Northfield HRA	\$403,926	\$403,926	\$0	\$0	\$403,926	\$403,926	0.00%
South Metro EMS	\$2,554,626	\$3,649,753	\$0	\$0	\$2,554,626	\$3,649,753	42.87%
South St. Paul EDA	\$433,778	\$442,568	\$0	\$0	\$433,778	\$442,568	2.03%
South St. Paul HRA	\$442,631	\$451,600	\$0	\$0	\$442,631	\$451,600	2.03%
Transit District	\$5,950,241	\$6,022,387	\$0	\$0	\$5,950,241	\$6,022,387	1.21%
Watershed District MWS-M	\$121,315	\$164,989	\$0	\$0	\$121,315	\$164,989	36.00%
Watershed District MWS-V	\$990,832	\$1,037,693	\$0	\$0	\$990,832	\$1,037,693	4.73%
Total Special Districts					\$32,217,922	\$33,663,307	4.49%
Grand Total					\$1,008,664,598	\$1,054,609,931	4.56%
Home County Total					\$957,846,505	\$1,002,387,895	4.65%

**2025 - 2026 Dakota County Residential Homestead
Median Market Value and Proposed Tax Comparison**

TAXING DISTRICTS		MEDIAN ESTIMATED MARKET VALUE COMPARISON*			MEDIAN PROPERTY TAX COMPARISON			
City/Township	School District	2025 Median Market Value	2026 Median Market Value	% Change in Median Market Value	2025 Final Tax	2026 Proposed Tax	Median Tax Change	% Change in Property Tax
Cities								
Apple Valley	191	358,100	371,100	3.63%	\$3,624.63	\$4,049.57	\$424.94	11.72%
	196	358,100	371,100	3.63%	\$4,089.60	\$4,340.69	\$251.09	6.14%
Burnsville	191	349,800	356,500	1.92%	\$3,650.32	\$3,920.88	\$270.56	7.41%
	194	349,800	356,500	1.92%	\$4,203.44	\$4,211.01	\$7.56	0.18%
	196	349,800	356,500	1.92%	\$4,104.22	\$4,200.95	\$96.73	2.36%
Coates	196	267,200	265,500	(0.64%)	\$2,173.87	\$2,085.26	(\$88.61)	(4.08%)
Eagan	191	389,500	404,800	3.93%	\$3,698.97	\$4,082.29	\$383.31	10.36%
	196	389,500	404,800	3.93%	\$4,205.77	\$4,398.88	\$193.11	4.59%
	197	389,500	404,800	3.93%	\$3,672.43	\$3,880.45	\$208.02	5.66%
Empire	192	430,900	428,900	(0.46%)	\$4,349.11	\$4,265.65	(\$83.46)	(1.92%)
	196	430,900	428,900	(0.46%)	\$4,257.91	\$4,241.39	(\$16.51)	(0.39%)
Farmington	192	357,500	364,950	2.08%	\$4,275.80	\$4,385.32	\$109.52	2.56%
Hampton City	195	317,800	320,300	0.79%	\$2,505.59	\$3,038.99	\$533.40	21.29%
	200	317,800	320,300	0.79%	\$2,814.00	\$3,348.89	\$534.88	19.01%
Hastings	200	312,600	331,100	5.92%	\$3,559.92	\$3,798.26	\$238.34	6.70%
Inver Grove Heights	196	349,100	361,800	3.64%	\$4,217.00	\$4,345.10	\$128.10	3.04%
	197	349,100	361,800	3.64%	\$3,740.72	\$3,882.12	\$141.40	3.78%
	199	349,100	361,800	3.64%	\$3,797.39	\$3,922.38	\$124.99	3.29%
Lakeville	192	449,700	467,150	3.88%	\$4,872.13	\$4,946.38	\$74.25	1.52%
	194	449,700	467,150	3.88%	\$4,910.79	\$4,934.32	\$23.53	0.48%
	196	449,700	467,150	3.88%	\$4,773.96	\$4,913.97	\$140.00	2.93%
Lilydale	197	413,700	398,200	(3.75%)	\$3,505.94	\$3,351.14	(\$154.80)	(4.42%)
Mendota City	197	360,900	390,400	8.17%	\$3,076.68	\$3,400.67	\$323.99	10.53%
Mendota Heights	197	538,800	553,200	2.67%	\$5,403.12	\$5,561.75	\$158.64	2.94%
Miesville	200	350,800	355,900	1.45%	\$2,935.88	\$2,973.84	\$37.96	1.29%
New Trier	200	242,250	235,300	(2.87%)	\$2,408.52	\$2,417.58	\$9.06	0.38%
Northfield	659	403,900	412,400	2.10%	\$6,191.95	\$6,428.92	\$236.97	3.83%
Randolph City	195	302,000	313,700	3.87%	\$2,233.74	\$2,388.01	\$154.27	6.91%
Rosemount	196	394,150	421,950	7.05%	\$4,236.28	\$4,519.58	\$283.30	6.69%
	199	394,150	421,950	7.05%	\$3,761.19	\$4,026.78	\$265.59	7.06%
	200	394,150	421,950	7.05%	\$3,668.29	\$3,934.09	\$265.79	7.25%
South St. Paul	6	273,900	285,200	4.13%	\$3,575.35	\$3,892.59	\$317.24	8.87%
	199	273,900	285,200	4.13%	\$3,243.07	\$3,517.22	\$274.15	8.45%
Sunfish Lake	197	1,087,450	1,163,350	6.98%	\$9,748.42	\$10,178.25	\$429.83	4.41%
Vermillion City	200	303,900	340,300	11.98%	\$2,578.87	\$2,790.86	\$212.00	8.22%
West St. Paul	197	293,900	311,700	6.06%	\$3,788.18	\$4,219.27	\$431.10	11.38%

**2025 - 2026 Dakota County Residential Homestead
Median Market Value and Proposed Tax Comparison**

TAXING DISTRICTS		MEDIAN ESTIMATED MARKET VALUE COMPARISON*			MEDIAN PROPERTY TAX COMPARISON			
City/Township	School District	2025 Median Market Value	2026 Median Market Value	% Change in Median Market Value	2025 Final Tax	2026 Proposed Tax	Median Tax Change	% Change in Property Tax
Townships								
Castle Rock Township	192	462,700	452,900	(2.12%)	\$3,863.33	\$3,659.84	(\$203.48)	(5.27%)
	195	462,700	452,900	(2.12%)	\$2,620.99	\$2,544.60	(\$76.39)	(2.91%)
	659	462,700	452,900	(2.12%)	\$4,391.39	\$4,219.72	(\$171.67)	(3.91%)
Douglas Township	195	456,600	460,500	0.85%	\$2,972.18	\$2,923.30	(\$48.88)	(1.64%)
	200	456,600	460,500	0.85%	\$3,420.77	\$3,375.03	(\$45.74)	(1.34%)
	252	456,600	460,500	0.85%	\$3,332.10	\$3,315.71	(\$16.40)	(0.49%)
Eureka Township	192	474,550	476,000	0.31%	\$4,455.96	\$4,338.35	(\$117.61)	(2.64%)
	194	474,550	476,000	0.31%	\$4,494.76	\$4,325.14	(\$169.62)	(3.77%)
	659	474,550	476,000	0.31%	\$4,996.94	\$4,925.99	(\$70.95)	(1.42%)
Greenvale Township	659	516,300	515,800	(0.10%)	\$5,409.00	\$5,224.37	(\$184.63)	(3.41%)
Hampton Township	192	491,950	521,850	6.08%	\$4,174.52	\$4,283.46	\$108.95	2.61%
	195	491,950	521,850	6.08%	\$2,846.45	\$2,971.67	\$125.22	4.40%
	200	491,950	521,850	6.08%	\$3,344.03	\$3,501.22	\$157.19	4.70%
Marshan Township	200	512,100	530,200	3.53%	\$3,855.11	\$3,944.03	\$88.92	2.31%
Nininger Township	200	472,400	486,400	2.96%	\$3,481.50	\$3,556.84	\$75.34	2.16%
Randolph Township	195	552,000	590,300	6.94%	\$3,083.05	\$3,255.94	\$172.89	5.61%
	252	552,000	590,300	6.94%	\$3,533.89	\$3,782.29	\$248.40	7.03%
Ravenna Township	200	467,200	458,100	(1.95%)	\$3,309.72	\$3,194.27	(\$115.45)	(3.49%)
Sciota Township	195	445,850	446,300	0.10%	\$2,741.47	\$2,712.44	(\$29.03)	(1.06%)
	659	445,850	446,300	0.10%	\$4,444.09	\$4,361.86	(\$82.23)	(1.85%)
Vermillion Township	192	460,250	481,500	4.62%	\$4,154.92	\$4,215.10	\$60.19	1.45%
	196	460,250	481,500	4.62%	\$4,052.84	\$4,179.49	\$126.65	3.12%
	200	460,250	481,500	4.62%	\$3,384.44	\$3,508.77	\$124.33	3.67%
Waterford Township	195	360,000	348,000	(3.33%)	\$2,337.68	\$2,236.67	(\$101.01)	(4.32%)
	659	360,000	348,000	(3.33%)	\$3,695.44	\$3,503.63	(\$191.81)	(5.19%)

* the Median Market Value shown are values prior to the MV homestead exclusion. The tax amounts reflect the homestead exclusion.

2026 Percent Change in Average Residential Homestead Tax by Market Value Range



Dakota County Truth-in-Taxation Meeting Schedule

Districts must schedule a public meeting
between November 25 and December 29
at 6:00 p.m. or later

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOVEMBER 24	NOVEMBER 25 Apple Valley - 7:00 p.m. Empire - 7:00 p.m.	NOVEMBER 26	NOVEMBER 27	NOVEMBER 28	NOVEMBER 29
DECEMBER 1 Farmington - 7:00 p.m. Hastings - 7:00 p.m. Lakeville - 6:00 p.m. South St. Paul - 7:00 p.m.	DECEMBER 2 Burnsville - 6:00 p.m. Dakota County - 6:00 p.m. Eagan - 6:30 p.m. Mendota Heights - 6:00 p.m. Northfield - 6:00 p.m. Rosemount - 7:00 p.m.	DECEMBER 3 Metro Council - 6:00 p.m.	DECEMBER 4	DECEMBER 5	DECEMBER 6
DECEMBER 8 Inver Grove Hts - 6:00 p.m. ISD 006 - 6:00 p.m. ISD 192 - 6:00 p.m. ISD 196 - 6:15 p.m. ISD 197 - 6:00 p.m. ISD 199 - 6:00 p.m. ISD 659 - 6:00 p.m. Lilydale - 6:00 p.m. West St. Paul - 6:30 p.m.	DECEMBER 9 Hampton City - 6:30 p.m. ISD 194 - 7:00 p.m. Sunfish Lake - 7:00 p.m.	DECEMBER 10	DECEMBER 11 ISD 191 - 6:30 p.m.	DECEMBER 12	DECEMBER 13
DECEMBER 15 ISD 195 - 7:00 p.m. ISD 252 - 6:00 p.m.	DECEMBER 16	DECEMBER 17 ISD 200 - 6:00 p.m. South Metro EMS - 6:00 p.m.	DECEMBER 18	DECEMBER 19	DECEMBER 20
DECEMBER 22	DECEMBER 23	DECEMBER 24	DECEMBER 25	DECEMBER 26	DECEMBER 27
DECEMBER 29 Final Levy Certification Deadline	DECEMBER 30	DECEMBER 31	JANUARY 1	JANUARY 2	JANUARY 3



Request for Council Action

SUBJECT: **1st Reading of an Ordinance Establishing the 2026 City Fee Schedule and 1st Reading of Ordinance Removing Fees from City Code Title 10 Chapter 3**

MEETING DATE: November 24, 2025
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the first reading of the attached Ordinance, establishing the 2026 City Fee Schedule, and the first reading of the attached Ordinance, removing planning fees and deposits from the text of City Code Title 10, Chapter 3, Section 8.

BACKGROUND

Historically, the City Council has been asked to act annually on three types or sets of city fees and charges for the upcoming year:

1. Utility Rates
2. Utility Connection Fees
3. All other fees and charges — including those for development, building permits, business licenses, the VMCC, Inver Wood Golf Course, etc.

The Utility Rates for 2026 were approved by the Council at its November 10, 2025 meeting. The proposed Utility Connection Fees for 2026 are elsewhere on the agenda for this evening's meeting and the third is the subject of this agenda item.

Staff recently restructured the fee schedule in an effort to make it more clear and concise for the residents and business owners of Inver Grove Heights. It is divided into sections, including: Administration, Public Safety, Parks & Recreation, Utilities, Streets & Engineering, Building & Development, and Zoning & Land Use.

The dollar amounts recommended for the individual fees in the proposed 2026 Fee Schedule are based on research and recommendations from staff in the City's various departments and divisions. Factors considered include the current fee amount, the estimated cost of delivering a service or issuing a license or permit, and information about what other metro area cities are charging for similar products and services. The fees highlighted in yellow on the second attachment are the fees that were either added to the schedule or reflect an increased/decreased fee amount in comparison to the 2025 fee schedule.

The second Ordinance presented as part of this agenda item is a housekeeping item to remove fee amounts from the text of Title 10, Chapter 3, Section 8 of City Code, which relates to planning and

zoning fees and deposits. As part of last year's update to the fee schedule most fee amounts were removed from the text of City Code and consolidated in the fee schedule, but it appears these planning and zoning fees were missed. This second Ordinance needs to be adopted in order to avoid having two different, and potentially conflicting, fee amounts.

FISCAL IMPACT

The revenue generated from the proposed 2026 City Fee Schedule is an important component of the City's operating budget for the General Fund, VMCC Operating Fund, and Golf Course Fund. The attached fee recommendations are intended to fairly cover the cost of providing various City services and to meet the projected revenue amounts contained in the City's preliminary 2026 budget.

RECOMMENDATION

Staff recommends approval of the first reading of the two attached Ordinances.

ATTACHMENTS

1. Ordinance Adopting 2026 Fee Schedule (Uncodified)
2. Proposed 2026 IGH Fee Schedule (Showing 2025 and Proposed 2026 Fee Amounts)
3. Ordinance Removing Planning Fees & Escrows from Title 10 Chapter 3 (1st Reading Nov 24 2025)



City of Inver Grove Heights 2026 Fee Schedule



8150 Barbara Ave. ▪ Inver Grove Heights, MN 55077-3412
Telephone: 651-450-2500 ▪ Fax: 651-450-2502

CITY OF INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

Ordinance _____

AN ORDINANCE ADOPTING THE 2026 FEE SCHEDULE

The City Council of Inver Grove Heights hereby ordains the follows:

Section One. Adoption. The following fees and charges are hereby

Table of Contents

The following pages show the proposed 2026 fee schedule by department
Items listed do not include Sales Tax. Sales Tax will become due for those items that are taxable
If an item is paid for by credit card or ACH payment, and additional convenience
fee will become due at the time of payment

<u>Category</u>	<u>License Type</u>	<u>Page</u>
ADMINISTRATION		
	General Fees for Services	1
	Mapping and GIS Fees	1
Animals		
	Goat Grazing Permit	1
	Urban Chicken-Keeping License	1
Business Licenses		
	Body Art and Tattoo Parlor	1
	Cannabis Registration - (Micro, mezzo, retailer, medical, medical combination, or lower-potency hemp edible retailer)	1
	Contractor	1
	Gambling Premises	1
	Hotel	1
	Kennel	2
	Large Assembly	2
	Liquor	2
	Pawnbroker	2
	Peddler	2
	Rental	2
	Solicitor Registration	2
	Therapeutic Massage Business	2
	Therapeutic Massage Therapist	3
	Tobacco	3
	Trash Hauling	3
	Vehicle Junkyard	3
Code Compliance - Nuisance Abatement		3
Elections		3

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Animal Control	4
False Alarm Response Fees	4

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Rich Valley Athletic Complex	5
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Pickleball Court Rental	5
Tennis Court Rental	6
Mountain Bike Course Rental	6
Community Garden Plot Rental	6
Recreational Brochure Advertisement	6

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Monthly Membership	6
Membership Adjustment	6
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Open Pickleball	7
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Pool Rental	8
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VMCC Arena Ice Time	8

INVER WOOD GOLF COURSE

Pull-Cart Rental	9
Golf Car Rental	9
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ADMINISTRATION Item Description	Code Section	License Period (if applicable)	Proposed 2026 Fees
GENERAL FEES FOR SERVICE			
Copies (11 x 17 or less)			Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies
Copies (Greater than 11 x 17)			\$5 per page
Returned check, ACH, credit, or debit card charge			\$30
Notary fee			\$5 per occurrence
Property assessment search			\$25
City code book - Online version free			\$200
GIS & MAPPING			
Letter (8.5" x 11")			\$5 + Shipping/Handling
Tabloid (11" x 17")			\$10 + Shipping/Handling
C-size (18" x 24")			\$15 + Shipping/Handling
D-size (24" x 36")			\$20 + Shipping/Handling
E-size (36" x 48")			\$25 + Shipping/Handling
Mailed in envelope (large maps folded):			
Letter or Tabloid			\$2 + Shipping/Handling
C (18" x 24") or D (24" x 36") size			\$3 + Shipping/Handling
E-size (36" x 48")			\$4 + Shipping/Handling
Mailed in Tube:			
Letter or Tabloid			\$3 + Shipping/Handling
C-size (18" x 24")			\$4 + Shipping/Handling
D-size (24" x 36")			\$5 + Shipping/Handling
E-size (36" x 48")			\$46 + Shipping/Handling
Other Methods:			
CD mailed			\$2 + Shipping/Handling
Custom map production using existing data			Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee
Custom map production with data development			Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee
Electronic data			Cost provided per request
Vector: shapefile or CAD			Varies
Raster: IMG, TF, SID			Varies
Graphic Files: JPG, PDF, TIF, AVI			Varies
GIS data or graphic files			Varies
Delivery on portable media (CD, Flashdrive)			\$10
Delivery by email			\$5
ANIMALS			
Goat grazing			
Permit	5-4-15	30-day permit	\$50 per permit
Urban chicken-keeping			
License	5-4-2	Every 2 years on Feb 28th	\$25
BUSINESS LICENSES			
Body Art and Tattoo Parlor			
Initial business license (includes 1 art technician)	4-9-1	May 1st	\$200
Initial business background investigation plus 1 art technician	4-9-1		\$500
Additional artist background investigation	1-10-2B		\$175
Renewal background investigation	1-10-2B		\$75
BUSINESS LICENSES			
Cannabis Registration - (Micro, mezzo, retailer, medical, medical combination, or lower-potency hemp edible retailer)			
Initial registration	4-4-7	January 1st	\$500 or half the amount of the applicable initial license fee under Minnesota Statutes, Section 342.11, whichever is less
Renewal registration	4-4-7	January 1st	\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11, whichever is less
Retail low potency hemp edible registration fee (initial or renewal)	4-4-7	January 1st	\$125
Temporary cannabis event permit	4-4-16	January 1st	\$150
Contractor			
License	4-6-2	1 year	\$100
Gambling Premises			
Permit	4-7-8		No charge
Initial business background investigation	4-7-8		\$250
Hotel			
License	4/16/2003	January 1st	\$150

ADMINISTRATION Item Description	Code Section	License Period (if applicable)	Proposed 2026 Fees
Kennel			
Commercial kennel	5-4-9	Every 2 years on Feb 28th	\$500
Non-commercial kennel	5-4-9	Every 2 years on Feb 28th	\$100
Large Assembly			
Initial application	4-14-1		\$30 + escrow
• Large Assemblies require use of Police services. See Police section of fee schedules for hourly rates.			
Liquor			
On-Sale (includes brew pub) - based on gross annual sales:			
\$0-\$250,000	4-1-10	January 1st	\$3,500
\$250,001 - \$500,000	4-1-10	January 1st	\$4,500
\$500,001 - \$1,000,000	4-1-10	January 1st	\$7,000
\$1,000,001 and above	4-1-10	January 1st	\$10,000
Sunday on-sale (brew pub)	4-1-10	January 1st	\$200
Sunday on-sale	4-1-10	January 1st	\$200
Temporary Expansion of Premise	4-1-10	Not to exceed 7 days	\$30
Wine on-sale (if strong beer add 3.2 Offsale)	4-1-10	January 1st	\$1,000
Special club on-sale	4-1-10	January 1st	\$225
Temporary on-sale	4-1-10	Not to exceed 4 days	\$30
Culinary class limited on-sale	4-1-10	January 1st	\$100
On-sale brew pub taproom with no intoxicating on-sale license	4-1-10	January 1st	\$500
Off-sale			
Off-sale	4-1-10	January 1st	\$380
Temporary off-sale wine	4-1-10	Not to exceed 3 days	\$25
Off-sale small brewer	4-1-10	January 1st	\$200
3.2 Liquor			
On-sale	4-1-10	January 1st	\$350
Off-sale	4-1-10	January 1st	\$100
Consumption and display permit			
One-day	4-1-10	1 day	\$30
Annual	4-1-10	April 1st	\$250
Liquor license background investigation			
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person
Pawnbroker			
License	4-2-5	May 1st	\$8,000
Reseller transaction fee	4-2-10		\$2
Pawnbroker background investigation			
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigations			\$75 per business & each partner
Peddler			
Permit	4-11-4	One Year From Date Issued	\$80
Background Investigation			\$100
Rental			
Single-family, condominium unit, townhome unit	4-13-3	Annual	\$65
Duplex, triplex, fourplex, apartment buildings	4-13-3	Annual	\$165 per building + \$25 per unit
Fine/Fees			\$100/\$200/\$300
Late fee		<60 days before expiration	50% of license cost
renewal filed < 60 days prior to expiration		<30 days before expiration	50% + 25% of license cost
Late fee		<30 days before expiration	50% + 25% of license cost
renewal filed < 30 days prior to expiration		2 years	\$25 per license
Background investigation	4-13-3		\$25 per license
Solicitor			
Registration	4-11-4 & 4-11-5	One Year From Date	No charge
Therapeutic massage business			
Business license (includes 1 therapist)	4-8A-3	May 1st	\$200
Initial business background investigation (Includes 1 therapist)	4-8A-4		\$500
Renewal business background investigation			\$75

ADMINISTRATION Description	Item Code Section	License Period (if applicable)	Proposed 2026 Fees
Therapeutic massage therapist			
Initial license (each additional therapist)			\$175
Renewal of license (each additional therapist)	4-8-1H	May 1st	\$55
Therapist background investigation	4-8-1H		\$75
Tobacco			
License (initial & renewal)	4-12-3	January 1st	\$300
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person
Trash Hauler			
Garbage collection	8-6-2	May 1st	\$200 or \$250 Dependent on offered services
Vehicle Junkyard			
License	4-5C-4	Annual	\$1,000
CODE COMPLIANCE - NUISANCE ABATEMENTS			
Mowing fee for nuisance properties	Per hour (up to 3 hours) 5-8-6, 5-9-4, 5-9-6, 7-1-2 9-5-13-16		\$100
Nuisance & tree abatement - contracted	5-8-6, 5-9-4, 5-9-6, 7-1-2 9-5-13-16		At Cost
Nuisance & tree abatement - staff rate	5-8-6, 5-9-4, 5-9-6, 7-1-2 9-5-13-16		\$100 per Hour
Nuisance & tree abatement - Administrative Charge	5-8-6, 5-9-4, 5-9-6, 7-1-2 9-5-13-16		\$50
Nuisance & tree abatement - assessment interest rate	5-8-6, 5-9-4, 5-9-6, 7-1-2 9-5-13-16		Market Rate + 2%
Excess code inspections (4 or more)	4-15-7	Continuous 12 month period.	\$250 per inspection
Excess nuisance enforcement (4 or more)	4-15-8		\$250 per inspection
ELECTIONS			
Filing for office (M.S.205.13 sub 3)			\$5

PUBLIC SAFETY POLICE			
Description	Item	Code Section	License Period (if applicable)
Proposed 2026 Fees			
General fees for services			
Records check for foster care or day care			\$20 per adult
Records check clearance letter (i.e. adoption, passport, etc.)			\$32
All other police reports, data, or accident reports (printed)			\$0.25 per page
• No charge to victim of domestic assault. Requests of 100 or more pages will be based on the actual cost of retrieving the data.			
Fingerprinting services			Resident - \$35 Non-Resident - \$45
M-F 8:30 a.m.-4:00 p.m. by appt only			
Police officer and squad car off-duty charge			\$97 per hour
Data for Commerical Requestors (crash, arrest, etc.)			\$5 per week
911 Transcription			\$47 per hour (\$30 Deposit)
Audio/video/photographs			
• Actual cost of staff time to search, retrieve, review, • Electronic delivery (email/secure link): Treated as a • Deposit authority: For large/complex requests (e.g., extensive video redaction), the Department may require a reasonable deposit toward anticipated			
Body worn camera	M.S. §13.03 subd.3(c)		\$10 per clip or video
Squad camera	M.S. §13.03 subd.3(c)		\$10 per clip or video
Other audio and/or video	M.S. §13.03 subd.3(c)		\$10 per clip or video
Photographs	M.S. §13.03 subd.3(c)		\$1 per photograph
Physical media charge (actual material cost CD -DVD)	M.S. §13.03 subd.3(c)		\$5 (CD) \$10 (DVD)
Excessive Consumption of City Services			
Excess police and/or nuisance calls	4-15-7		\$250 per inspection
Volunteer Surrender of Firearm by Civil Order			
Intake fee	MN Stat. 518B.01		\$50
Processing Fee (Intake and Release)	MN Stat. 518B.01		\$100
Storage of firearm	MN Stat. 518B.01		\$0.50 per day
Abandoned firearm	MN Stat. 518B.01		Revenue minus costs
• ERPO (624.7175): no storage fees to LE for • Proceeds of sale, less actual disposal fees, returned			
Animal Control			
Pound redemption fee			\$35
• Pet owner may be charged additional fees by the			
Dog found unvaccinated	5-4-3		Misdemeanor
Dangerous dog hearing		Per hearing	\$150
Dangerous dog yard sign (required)	5-4-6		\$8
Dangerous dog tag (required)	5-4-6	Per dog	\$2
Appeal fees for dangerous dog declarations	5-4-6		\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000
Dangerous dog registration		Annually; while dog resides in Inver Grove Heights	\$150
False Alarm Response Fees			
1st false alarm: Letter sent to home/business owner	5-3-4		Warning
2nd false alarm: Letter sent to home/business owner	5-3-4		Warning
3rd false alarm	5-3-4		\$100
4th false alarm	5-3-4		\$200
5th false alarm	5-3-4		\$300
PUBLIC SAFETY FIRE			
Description	Item	Code Section	License Period (if applicable)
Proposed 2026 Fees			
Fire permits			
Recreational fire	9-2-3		\$15 per fire
Permanent recreational fire ring	9-2-3		\$25
Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights-of-way	7-3-7-3 7-3-7-5B		\$0.50 per cubic yard \$100 minimum
Open burning permit as defined by Minnesota rules related to open burning	9-2-3		\$25
Fire code operational permits	9-2-1		\$25 per permit Up to four permits per occupant within a business premise
Ventilation system cleaning permit	9-2-1		\$75
• See fire code permits under Building section			

PARKS & RECREATION USAGE	PARKS	Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Park rental				
Park shelters *excluding Swing Bridge Park	5 hour block		\$75 + Damage deposit	\$95 + Damage deposit
Swing Bridge Park shelter	5 hour block		\$115 + Damage deposit	\$135 + Damage deposit
South Valley shelter	5 hour block		\$225+Damage deposit	\$250 + Damage deposit
Park shelter damage deposit	Per rental		\$100	\$100
Additional trash barrels/picnic tables	Per day		\$52	\$62
Add portable restroom to rental	Per day		\$85	\$95
Add portable restroom cleaning	Per unit		\$65	\$75
Add ADA portable restroom cleaning	Per unit		\$135	\$145
Neighborhood park	Per game/practice		\$45	\$55
Neighborhood park open green space	5 hour block		\$60	\$70
Outdoor ice rink				
Outdoor ice rink	Per hour		\$30	\$30
Outdoor ice rink w/ attendant	Per hour		\$40	\$40
Soccer/Football/Lacrosse fields				
Youth	Per game/practice		\$95	\$115
Adult	Per game/practice		\$110	\$130
Rich Valley Athletic Complex				
Baseball field				
Youth	Per game/practice		\$90/\$75	\$115/\$85
Adult	Per game/practice		\$105/\$90	\$125/\$105
Youth tryouts	Per hour		\$45	\$55
Softball field				
Youth	Per game/practice		\$70	\$90
Adult	Per game/practice		\$80	\$100
Soccer field				
Youth	Per game/practice		\$95	\$115
Adult	Per game/practice		\$110	\$130
1/2 Field	Per game/practice		\$65	\$75
Inver Grove Heights Youth Athletic Association				
User fee	Per player per season		\$25	\$32
Tournaments				
IGH Association	Per field/per day		\$130	\$130
Youth baseball	Per game		\$100	\$125
Adult baseball	Per game		\$110	\$130
Youth softball	Per game		\$75	\$95
Adult softball	Per game		\$95	\$115
Cancellation fee within 14 days	Per field		\$100	\$100
Cancellation fee within 5 days	Per game		100%	100%
Tournament/game vendor				
Single day	Per day		\$80	\$90
Weekend (two days)	Per weekend		\$130	\$145
Concessions stand				
Weekend	Per weekend		\$285	\$300
Day	Per day		\$115	\$140
Park Vendor				
Single day	Per day		\$80	\$90
Weekend	Saturday and Sunday		\$130	\$145
Additional maintenance (staff, supplies equipment, etc.)				
Enhanced maintenance (1 staff member)	Per hour		\$45	\$55
Enhanced maintenance (team of 2)	Per hour		\$80	\$100
Enhanced maintenance (team of 3)	Per hour		\$105	\$125
Add chalk lines	Per park		\$30	\$40
Disc golf				
Annual pass	Annual		\$35	\$45
Daily pass	Per day		\$6	\$6
Weekday tournament	Per day		\$250	\$275
Weekend tournament	Per weekend		\$550	\$575
Dog park pass				
1st Dog	Annual		\$25	\$35
Each additional dog	Annual		\$20	\$30
Lost pass replacement	Each time		\$6	\$6
Pickleball court rental				
Each court	Per hour (up to 3 hours)		\$8	\$10
All courts	Per 2 hours		\$125	\$135
All courts	Per 4 hours		\$250	\$270
All courts	Per 8 hours		\$500	\$520

PARKS USAGE (continued)	Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Tennis court rental			
Each court	Per hour	\$8	\$10
Mountain bike course rental			
Trail Rental	Per day	\$510	\$535
Community garden rental			
Garden plot	Per plot	\$36	\$36

RECREATION BROCHURE ADVERTISEMENT	Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Digital Advertisements (color or grayscale, and grayscale print advertisement)			
1/4 page	Per advertisement	\$350	\$350
1/2 page	Per advertisement	\$650	\$650

VETERAN'S MEMORIAL COMMUNITY CENTER	Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Membership enrollment			
Single - age 18-59	One-time	\$55	\$75
Senior - age 60+	One-time	\$55	\$75
Dual	One-time	\$55	\$75
Household - up to 6 people (2 adults + 4 dependants under age 26)	One-time	\$55	\$75
Student Membership - 13+	One-time	\$0	\$0
Annual membership			
Single - age 12-59	Annual	\$746	\$746
Senior - age 60+	Annual	\$594	\$594
Dual	Annual	\$963	\$963
Household - up to 6 people (2 adults + 4 dependants under age 26)	Annual	\$1,104	\$1,104
Student Membership - 13+	Annual	\$561	\$561
Monthly membership			
Single	Monthly	\$72	\$72
Dual	Monthly	\$58	\$58
Senior - age 60+	Monthly	\$95	\$95
Student membership - 13+	Monthly	\$55	\$55
Household - up to 6 people (2 adults + 4 dependants under age 26)	Monthly	\$108	\$108
Military single - active duty or veteran	Monthly	\$62	\$62
Military senior - active duty or veteran	Monthly	\$50	\$50
Military dual - active duty or veteran	Monthly	\$85	\$85
Military household - active duty or veteran	Monthly	\$96	\$96
Disabled veteran single	Monthly	\$35	\$35
Disabled veteran dual	Monthly	\$75	\$75
Disabled veteran household	Monthly	\$83	\$83
Student summer membership	3 Months	\$120	\$120
Student summer membership	4 Months	\$150	\$150
Membership adjustment			
Upgrade or downgrade	Per grade	\$15	\$15
On-Hold Fee	Monthly	\$15	\$15
Additional child	Monthly	\$15	\$15
Additional child	Annual	\$153	\$153
Caregiver added to household	Monthly	\$30	\$30
Caregiver added to household	Annual	\$325	\$325
Daily admission			
Youth - 11 & under	Daily	\$7	\$9
Senior - age 60+	Daily	\$7	\$9
Adult - age 12+	Daily	\$10	\$12
Group aquatics visit (group of 20-30)	Per person	-\$1.00 per person	-\$1.00 per person
Group aquatics visit (group of 31-50)	Per person	-\$1.50 per person	-\$1.50 per person
Group aquatics visit (group of 50+)	Per person	-\$2.00 per person	-\$2.00 per person
Daily admission add-ons			
Shower rental	Daily	\$6	\$6
Towel rental	Daily	\$5	\$5
Shower and towel rental with arena rental	Daily	\$3	\$3
Swim Diapers	Each	\$2	\$2
Locks	Each	\$5	\$5

VETERAN'S MEMORIAL COMMUNITY CENTER (continued)		Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Open gym				
Members	Daily	Free	Free	
Non-members - individual - youth & senior	Daily	\$7	\$9	
Non-members - individual - ages 12-59	Daily	\$10	\$12	
Open pickleball				
Members	Daily	Free	Free	
Non-members - individual - youth & senior	Daily	\$7	\$9	
Non-Members - individual - ages 12-59	Daily	\$10	\$12	
Open skate				
Open skate - members	Daily	Free	Free	
Open skate - ages 12+	Daily	\$7	\$9	
Stick and puck - members	Daily	Free	Free	
Stick and puck	Daily	\$7	\$9	
Open hockey - members	Daily	Free	Free	
Open hockey	Daily	\$7	\$9	
Skate rental	Daily	\$4	\$4	
Developmental Ice				
Per Session	1 Visit	\$11	\$11	
10-time pass	10 Visits	\$99	\$99	
30-time pass	30 Visits	\$297	\$297	
50-time pass	50 Visits	\$495	\$495	
10-time stick and puck	10 Visits	\$63	\$81	
10-time open skate	10 Visits	\$63	\$81	
Room rental				
Gymnasium - athletic	Per hour	\$75	\$85	
Gymnasium - special events and celebrations	Per hour	\$120	\$140	
Gymnasium - wedding package	Max of 10 hours per day	\$1350 101 to 300 people	\$1750 101 to 300 people	
Gym damage deposit - Large special event	Per rental	\$500 Up to 300 people	\$500 Up to 300 people	
Gym damage deposit - small special event	Per rental	\$100 Up to 100 people	\$100 Up to 300 people	
Community room 1	Per hour	\$70 Includes AV and	\$80 Includes AV and kitchen	
Community room 2	Per hour	\$70 Includes AV and	\$80 Includes AV and kitchen	
Community room 3	Per hour	\$60 Includes AV	\$70 Includes AV	
Community rooms 1 and 2 combined	Per hour	\$100 Includes AV and kitchen	\$100 Includes kitchen & AV	
National guard room A, B, C	Per hour	\$38	\$48	
Legion room	Per hour	\$25	\$35	
Additional facility staff set up/take down	Per hour per staff	\$30	\$40	
Room rental				
Poolside lobby room	Per hour	\$50	\$60	
Brightside room	Per hour	\$42	\$52	
Room damage deposit	Per rental	\$100	\$100	
After hours room rental (manager on duty)	Per hour	\$50	\$60	
Room Departure Late Fee	Per 15 minutes		\$25 per 15 minutes	
West rink - turf				
Prime rates (March - April)	Per hour	\$95	\$105	
Non-prime rates (May - October)	Per hour	\$75	\$85	
Child care				
Members	Per hour	Free	Free	
Non-members childcare drop-in rate	Per hour	\$6 per child	\$6 per child	
Employee childcare rate	Per hour	\$3 per child	\$3 per child	
Party room rental - includes entry to water park				
Daily - up to 20 people	Per use	\$285	\$300	
Daily - 21 to 30 people	Per use	\$380	\$405	
Additional Birthday Add On	Per person	\$7	\$9	

VETERAN'S MEMORIAL COMMUNITY CENTER (continued)		Frequency	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Pool rental				
Water park - private rental hours	Per hour	\$320 2 hours minimum	\$340 2 hours minimum	
One AQX manager	Per hour	Included in above fee	Included in above fee	
Two lifeguards per 50 guests	Per hour	Included in above fee	Included in above fee	
One pool attendant	Per hour	Included in above fee	Included in above fee	
One manager on duty	Per hour	Included in above fee	Included in above fee	
One additional lifeguard - 51-74 guests	Per hour per lifeguard	\$55	\$55	
Two additional lifeguards - 75-99 guests	Per hour per lifeguard	\$55	\$55	
Three additional lifeguards - 100-150 guests	Per hour per lifeguard	\$55	\$55	
Lap pool - up to 40 guests	Per hour	\$100	\$110	
Individual lane per person	Per hour	\$25	\$30	
Diving well	Per hour	\$100	\$10	
Swim event - lap and diving	Per hour	\$185	\$185	
Aquatic staff fee - required based on facility rental	Per hour Per lifeguard	\$55	\$65	
Tournament/Game Vendor				
Daily	Per day	\$75	\$85	
Weekend - two days	Per weekend	\$100	\$110	

- Alcohol is allowed in the **NG Gym** only but requires a City Police Officer. See Police section of fee schedule for hourly rates.

- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or family members.

PARKS & RECREATION VMCC ARENA ICE TIME

Proposed October 1, 2025 - March 12, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$240	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$175	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$240
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$175
Proposed March 13, 2026 - September 30, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm - 8:59 pm	\$180	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$165	
Saturday and Sunday	Prime 9:00 am - 7:59 pm		\$180
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$165
Proposed October 2, 2026 - March 12, 2027			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$250	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$185	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$250
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$185

- Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax

INVER WOOD GOLF COURSE		Frequency	Proposed 2026 Fees
Pull-cart rental			
Pull-cart rental	Per round		\$5
Golf car rental			
18 Holes	Per round		\$26
9 Holes	Per round		\$17
Executive	Per round		\$11
Twilight	Per round		\$20
Twilight - Executive	Per round		\$11
Driving range			
Large bucket	Per bucket		\$16
Medium bucket	Per bucket		\$13
Small bucket	Per bucket		\$10
Player's card			
Player's card - Resident	Per season		\$100
Player's card - Non-resident	Per season		\$120
Regular memberships			
Adult single - age 19 - 59	Annual		\$1,500
Adult couple - age 19 - 59 (Same household)	Annual		\$2,650
Senior single - age 60+	Annual		\$1,200
Junior - age 18 and under	Annual		\$600
• Regular Membership Includes Greens Fees only.			
Platinum memberships			
Adult single - age 19 - 59	Annual		\$2,875
Adult couple - age 19 - 59 (same household)	Annual		\$4,250
Additional dependent - age 18 and under	Annual		\$275
• Platinum membership includes greens fees, range			
Restricted memberships			
Adult single - age 19 - 59	Annual		\$1,025
Adult couple - age 19 - 59	Annual		\$1,725
Additional dependent - age 18 and under	Annual		\$225
• Restricted membership includes greens fees only. Good for play Monday - Thursday, holidays NOT included.			
DAILY GREEN FEES			
Monday through Thursday: 7am - 5pm and Fridays 7am - Noon			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$51
Senior - age 60+	Per round		\$36
Junior - age 18 and under	Per round		\$36
Player's card fee	Per round		\$44
9 Holes green fees			
Adult - age 19 - 59	Per round		\$28
Senior - age 60+	Per round		\$21
Junior - age 18 and under	Per round		\$21
Player's card fee	Per round		\$25
Executive Course			
Adult	Per round		\$22
Junior and senior	Per round		\$16
Player's card fee	Per round		\$18
Everyday: 5pm - Close/Twilight Play			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$38
Senior - age 60+	Per round		\$26
Junior - age 18 and under	Per round		\$26
9 Holes green fees			
Adult - age 19 - 59	Per round		\$28
Senior - age 60+	Per round		\$21
Junior - age 18 and under	Per round		\$21
Player's card fees			
Player's card	Per round		\$31
Friday: Noon - 5pm, Saturday and Sunday: 6am - Noon & Holidays			
18 Holes green fees			
All ages	Per round		\$60
Player's card fee	Per round		\$51
9 Holes green fees			
All ages	Per round		\$40
Player's card fee	Per round		\$28
Executive green fees			
All ages	Per round		\$26
Player's card fee	Per round		\$22

INVERWOOD GOLF COURSE (continued)		Frequency	Proposed 2026 Fees
Saturday and Sunday: Noon - 5pm			
18 Holes			
Adult - age 19 - 59	Per round		\$51
Senior - age 60+	Per round		\$36
Junior - age 18 and Under	Per round		\$36
9 Holes			
Adult - age 19 - 59	Per round		\$28
Senior - age 60+	Per round		\$21
Junior - age 18 and under	Per round		\$21
Player's card			
18 Hole greens fee	Per round		\$44
9 Hole greens fee	Per round		\$25
Executive greens	Per round		\$18

UTILITIES	Item	License Period	
Description	Code Section	(if applicable)	2026 Fees
Water meter fees - Actual cost of the meter + 20% surcharge. Sales tax not included (to be added at the time of sale)			
3/4" Mag/Iperl meter	3-4-2-2		\$222.00
1" Mag/Iperl meter	3-4-2-2		\$348.00
1 1/2" Turbine/Omni meter	3-4-2-2		\$1,368.00
1 1/2" Compound/Omni meter	3-4-2-2		\$1,992.00
2" Turbine/Omni meter	3-4-2-2		\$1,620.00
2" Compound/Omni meter	3-4-2-2		\$2,304.00
3" Turbine/Omni meter	3-4-2-2		\$2,016.00
3" Compound/Omni meter	3-4-2-2		\$2,904.00
4" Turbine/Omni meter	3-4-2-2		\$3,936.00
4" Compound/Omni meter	3-4-2-2		\$5,052.00
Other Specialty Meters	3-4-2-2		Actual Meter Cost + 20% Surcharge
Single port radio head	3-4-2-2		\$238.00
Dual port radio head	3-4-2-2		\$306.00
Hydrant meters			
Hydrant, meter, or valve damage deposit	8-2-13	Annual	\$2,500
Daily hydrant or meter rental	8-2-13		\$4 per day + cost of water used; \$150 minimum
Meter testing			
5/8" - 1" meter	8-2-9.F		\$152
1.5"- 2" meter	8-2-9.F		\$189
Compound meter	8-2-9.F		\$433
Service Charges			
Water shut-offs and turn-ons	8-2-11		\$75 per occurrence
Irrigation - on/off seasonal charge (same as Water shut-offs)	8-2-11		\$75 per occurrence
Delinquent utility certification - Administrative Fee			8%
Delinquent utility certification - interest			8%
Utility late fee		Monthly	3.33%

STREETS & ENGINEERING			
Item Description	Code Section	License Period (if applicable)	Proposed 2026 Fees
Right of way management			
Right-of-way excavation permit- in roadway	7-2-1		\$200
<i>Surety required to ensure that the street is properly restored.</i>	7-2-3		\$5,000 Bond
Right-of-way utility permit - spot or linear installation	7-3-7		\$200 per 1,000 feet of utility installation; minimum \$200
<i>Surety required to ensure that the right-of-way is properly restored</i>	7-3-7-2	Annual	\$10,000 Bond per contractor Can be applied to multiple permits
Right-of-way obstruction permit - shoulder, lane, or sidewalk/trail closure	7-3-7		\$200
Land alteration permit			
Shoreland impact zones: 10 to 499 cubic yards (steep slopes)	10-13B-10		With building permit: no fee If no other permit: \$250
Shoreland impact zones: 50 to 499 cubic yards	10-13B-10		With building permit: no fee If no other permit: \$250
0 to 499 cubic yards	9-4-1-2; 9-4-1-7; 10-13J-5		No fee, no permit required
500 up to 999 cubic yards	9-4-1-2; 9-4-1-7; 10-13J-5		\$400
1,000 up to 10,000 cubic yards	9-4-1-2; 9-4-1-7; 10-13J-5		\$900
10,000 up to 99,999 cubic yards	9-4-1-2; 9-4-1-7; 10-13J-5		\$5,000
100,000 cubic yards or more	9-4-1-2; 9-4-1-7; 10-13J-5		\$10,000
<i>All land alteration permits over 500 cubic yards require a cash escrow or letter of credit surety, based on the area disturbed, to guarantee final restoration</i>	9-4-1-6.E		\$5,000 per acre; \$10,000 Minimum
Renewal (extension) permit	9-4-1-9	Annual	\$100
Small wireless facility right of way permit			
Up to five (5) small wireless facilities	7-3-7-3		\$572
Additional small wireless facility	7-3-7-3		\$114
Small wireless facility annual rental	7-3-7-5 & Mn Statute 237.163	Annual	\$150 per wireless support structure
<i>Permit surety escrow fee paid by tenant prior to approval of row permit</i>	7-3-7-4		\$2,500
Small wireless facility electrical fee			
A. Per radio node less than or equal to 100 maximum watts	7-3-7-5	Annual	\$876
B. Per radio node over 100 maximum watts	7-3-7-5	Annual	\$2,184
C. Per radio node if the actual costs exceed the amount in item A. or B. above	7-3-7-5	Annual	Actual cost
D. As agreed to by tenant and the city	7-3-7-5	Annual	Actual cost

BUILDING & DEVELOPMENT FEES		Item	Proposed 2026 Fees
Description			
PERMIT VALUATION FEES		Minimum	Fee range
< \$500		\$55	\$1 to \$500, Minimum fee \$55;
\$501 - \$2,000		\$55	\$501 to \$2,000, \$55 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
\$2,001 - \$25,000		\$83.50	\$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 - \$50,000		\$464.15	\$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 - \$100,000		\$764.15	\$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
\$100,001 - \$500,000		\$1,186.65	\$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
\$500,001 - \$1,000,000		\$3,886.65	\$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
> \$1,000,001		\$6,636.65	\$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
INSPECTION FEES		Code Section	
Special request, re-inspections, stop work	3-4-1		\$130 minimum, \$65 each additional half hour
Investigation - working without permits			Fee equal to permit value
Outside of <u>normal business hours</u> (to be approved by director)	3-4-1		\$130 minimum, \$65 each additional half hour
Cancellation of inspection (requires 2-hour notice)			\$65 each half hour, no cancellation notice and no-shows will be "failed" and charged re-inspection fee
Expired permit reactivation		180 days without activity of permitted work	50% of permit fee
Excess code inspections - 4 or more	4-15-1		\$250
Permit refunds			80% of permit fee < 180 days, excluding plan review 0% > 180 days

BUILDING & DEVELOPMENT FEES			Proposed 2026 Fees
Item Description	Code Section		
BUILDING PERMITS			
Technology Fee			\$5.00 technology fee to be added to each permit issued
Plan review	3-4-1		65% of the building permit fee when determined by valuation
Plan review revision fee			\$65 per half hour, additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour)
Accessory structure, garage, pole building, or shed			Based on valuation + plan review + state surcharge
Residential alteration or remodel	3-4-1		Based on valuation + plan review + state surcharge
Commercial alteration or remodel	3-4-1		Based on valuation + plan review + state surcharge
Alteration or remodel (multi-family)	3-4-1		Based on valuation + plan review + state surcharge
Basement finish	3-4-1		Based on valuation + plan review + state surcharge
Change of occupancy			\$200 per two inspections, additional inspections \$65 per half hour
Certificate of Occupancy Conversion (single-family to licensed family)	3-4-1		\$400 per two inspections, additional inspections \$65 per half hour
Cell tower	3-4-1		Based on valuation + plan review + state surcharge
New Commercial building	3-4-1		Based on valuation + plan review + state surcharge
New Multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge
Moving of buildings	3-4-1		\$400 + escrow
New deck - including new footing & framing over 30" above grade, attached and 4+ risers	3-4-1		Based on valuation + plan review + state surcharge
Existing deck resurface - utilize existing footing & framing, over 30" above grade, attached and 4+ risers	3-4-1		\$250
Porch-3 season, 4 season, or screened	3-4-1		Based on valuation + plan review + state surcharge
Retaining wall less than 4 feet	3-4-1		Based on valuation + plan review + state surcharge
Retaining wall 4 feet or greater	3-4-1		Based on valuation + plan review + state surcharge
Roofing commercial	3-4-1		Based on valuation + plan review + state surcharge
Roofing multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge
Roofing single-family or duplex residential	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
SAC fee (sanitary sewer availability)	3-4-1		\$2,485
Siding commercial	3-4-1		Based on valuation + plan review + state surcharge
Siding multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge
Siding single-family or duplex residential	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
Solar array rooftop	3-4-1		Based on valuation + plan review + state surcharge
Solar array ground mount	3-4-1		Based on valuation + plan review + state surcharge
Window and/or door (egress or change in size)	3-4-1		Based on valuation + plan review + state surcharge
Window and/or door replacement (no change in size)	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295

BUILDING & DEVELOPMENT FEES			Proposed
Item Description	Code Section		2026 Fees
BUILDING PERMITS			
Demolition permit			
Demolition of Accessory structures or pools	3-4-1		\$133
Demolition of Commercial	3-4-1		\$350
Demolition of Single-family dwellings	3-4-1		\$175
Demolition of Manufactured home	3-4-1		\$133
Demolition of Septic	3-4-1		\$133
Fire code permit			
Automatic fire sprinkler system	3-4-1		Based on valuation + plan review + state surcharge
Fire alarm and detection systems and related equipment	3-4-1		Based on valuation + plan review + state surcharge
Automatic fire extinguishing systems	3-4-1		Based on valuation + plan review + state surcharge
Smoke control and exhaust systems	3-4-1		Based on valuation + plan review + state surcharge
Spraying or dipping tank, room or booth	3-4-1		Based on valuation + plan review + state surcharge
Other construction permits required by section 105.7 fire code	3-4-1		Based on valuation + plan review + state surcharge
Manufactured home permits			
New manufactured home installation	3-4-1		Based on valuation + plan review + state surcharge
Mechanical permit			
Air conditioner and/or furnace	3-4-1		\$105
Chimney	3-4-1		\$105
Ductwork and ventilation	3-4-1		\$105
Fireplace and gas appliances	3-4-1		\$105
Gas piping and air test	3-4-1		\$105
In-floor heating	3-4-1		\$105
Single-family new construction residential	3-4-1		\$159
Commercial and multi-family	3-4-1		\$105 Base fee + 1.5% of valuation + Plan Review + State Surcharge
Commercial and multi-family plan review	3-4-1		65% of 1.5% valuation
On-site septic systems permit (includes site review)			
Single-family - new or replacement of existing	3-4-1		\$485; If new add \$1.00 state surcharge
Commercial systems less than 4,999 gallons per day	3-4-1		\$770; If new add \$1.00 state surcharge
Commercial systems more than 5,000 gallons per day	3-4-1		\$1,545; If new add \$1.00 state surcharge
Tank replacement	3-4-1		\$268
Septic operator's permit	3-4-1	3 years	\$35
Plumbing permit			
Single-family residential	3-4-1		\$159
Commercial or multi-family	3-4-1		\$105 Base fee + 1.5% of valuation
Plumbing installation or replacement of single fixture	3-4-1		\$105 Base fee + \$4 per fixture
PVB - Residential Lawn Irrigation	3-4-1		\$80
RPZ - Commercial or multi-family lawn irrigation	3-4-1		\$80
Dishwasher	3-4-1		\$80
Sewer & water connection residential	3-4-1		\$148
Sewer & water connection commercial or multi-family	3-4-1		\$105 Base fee + 1.5% of valuation
Water heater replacement	3-4-1		\$80
Water softener replacement	3-4-1		\$80
Pool permit			
Above-ground swimming pools (includes fence)	3-4-1		\$150
In-ground swimming pools	3-4-1		\$12
Utility connection fees			
Utilities - water core connection	3-4-1		See ordinance for fee structure
Utilities - sewer core connection	3-4-1		See ordinance for fee structure
Utilities - sewer connection	3-4-1		See ordinance for fee structure
Utilities - water connection unit	3-4-1		See ordinance for fee structure
Utilities - water treatment plant	3-4-1		See ordinance for fee structure
Utilities - Eagan utility	3-4-1		See ordinance for fee structure
Utilities - B-line connection charge	3-4-1		See ordinance for fee structure

ZONING & LAND USE		Proposed 2026 Fees	
Item Description	Code Section		
Zoning permits			
Driveway - replacement, construction or expansion	10-15-20-I.		\$25
Fence - residential	3-4-1		\$50
Fence - commercial or multi-family plan review	3-4-1		65% of 2% valuation
Zoning & land use applications			
Administrative subdivision	10-3-8		\$200 Base Fee + \$25 GIS Fee per lot
Comprehensive plan amendment	10-3-8		\$500 Base Fee + \$50 GIS Fee per lot + \$2,500 Escrow*
Commercial and multi-family plan review	3-4-1		65% of 1.5% valuation
Concept plan review	10-3-8		\$150 Base Fee + \$1,500 Escrow*
Conditional use permit - multi-family & non-residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Conditional use permit - residential	10-3-8		\$250 Base Fee + \$52 Abstract Fee + \$500 Escrow*
Conditional use permit - amendment	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Determination of substantially similar use	10-3-8		\$200 Base Fee + \$200 Escrow*
Final plat - multi-family & non-residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$100 GIS Fee per acre + \$6,000 Escrow*
Final plat - residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$25 GIS Fee per lot + \$6,000 Escrow*
Interim use permit	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Major site plan review	10-3-8		\$500 Base Fee + \$6,000 Escrow*
Non-conforming use certificate	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Northwest area environmental studies (paid with final plat/PUD)	10-3-8		\$80 per gross acre
Northwest area sketch plan review	10-3-8		\$1,000 Escrow*
Planned Unit Development (PUD) - preliminary	10-3-8		\$1,000 + plat fees + \$52 Abstract Fee + \$6,000 Escrow*
Planned unit development (PUD) - final	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Planned unit development (PUD) - amendment	10-3-8		\$250 Base Fee + \$52 Abstract Fee + \$2,000 Escrow*
Preliminary plat	10-3-8		\$500 Base Fee + \$5 per lot + \$6,000 Escrow*
Rezoning	10-3-8		\$500 Base Fee + \$50 GIS Fee + \$1,000 Escrow*
Street dedication	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$1,000 Escrow*
Street/easement vacation	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$500 Escrow*
Variance - non-residential	10-3-8		\$200 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Variance - residential	10-3-8		\$200 Base Fee + \$52 Abstract Fee
Waiver of plat	10-3-8		\$300 Base Fee + \$52 Abstract Fee + \$25 GIS Fee
Wetland replacement plan	10-3-8		\$200 Base Fee + \$100 GIS Fee per acre + \$2,500 Escrow*
Wetland code amendment	10-3-8		\$500 base Fee + \$1,000 Escrow*
Zoning interpretation appeal	10-3-8		\$500 base Fee + \$1,000 Escrow*
*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of the project.			
Driveway permit			
Driveway - replacement, construction, or expansion	10-15-20.I		\$25
Fence permit			
Fence	3-4-1		\$50
Commercial or multi-family plan review	3-4-1		65% of 2% valuation
SIGNS			
Portable signs	10-15E-5		\$15
Temporary signs	10-15E-4		No Charge
Sign and billboard permit			
Monument/pylon signs	3-4-1		Based on valuation + plan review + state surcharge
Permanent business signs regardless of size	10-15E-7 & 8		\$50
Billboards up to 100 square feet in area	10-15E-6		\$200
Billboards over 100 sq ft	10-15E-6		\$300
ECONOMIC DEVELOPMENT			
Business subsidy application			\$5,000 + Escrow
Initial tax increment abatement analysis			\$2,500 Escrow

Ordinance _____

Section Two. Fee Schedule. This Ordinance, and any subsequent amendments, shall be considered the City's Fee Schedule, and references to the fee schedule in the City Code shall refer to this Ordinance.

Section Three. Special Ordinance. Pursuant to City Code Section 1-2-6, this Ordinance is deemed to be a special ordinance and shall not be integrated into the existing Inver Grove Heights City Code, although it may, but is not required to be, included in an appendix to the City Code.

Section Four. Effective Date. This Ordinance shall become effective on April 28, 2025, following its passage and publication as provided by law.
Passed in regular session of the City Council on the 28th day of April, 2025.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan
City Clerk

ADMINISTRATION		License Period	Proposed	
Item Description	Code Section	(if applicable)	2025 Fees	2026 Fees
GENERAL FEES FOR SERVICE				
			Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies	Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies
Copies (11 x 17 or less)				
Copies (Greater than 11 x 17)			\$5 per page	\$5 per page
Returned check, ACH, credit, or debit card charge			\$30	\$30
Notary fee			\$5 per occurrence	\$5 per occurrence
Property assessment search			\$25	\$25
City code book - Online version free			\$200	\$200
GIS & MAPPING				
Letter (8.5" x 11")			\$5 + Shipping/Handling	\$5 + Shipping/Handling
Tabloid (11" x 17")			\$10 + Shipping/Handling	\$10 + Shipping/Handling
C-size (18" x 24")			\$15 + Shipping/Handling	\$15 + Shipping/Handling
D-size (24" x 36")			\$20 + Shipping/Handling	\$20 + Shipping/Handling
E-size (36" x 48")			\$25 + Shipping/Handling	\$25 + Shipping/Handling
Mailed in envelope (large maps folded):				
Letter or Tabloid			\$2 + Shipping/Handling	\$2 + Shipping/Handling
C (18" x 24") or D (24" x 36") size			\$3 + Shipping/Handling	\$3 + Shipping/Handling
E-size (36" x 48")			\$4 + Shipping/Handling	\$4 + Shipping/Handling
Mailed in Tube:				
Letter or Tabloid			\$3 + Shipping/Handling	\$3 + Shipping/Handling
C-size (18" x 24")			\$4 + Shipping/Handling	\$4 + Shipping/Handling
D-size (24" x 36")			\$5 + Shipping/Handling	\$5 + Shipping/Handling
E-size (36" x 48")			\$46 + Shipping/Handling	\$46 + Shipping/Handling
Other Methods:				
CD mailed			\$2 + Shipping/Handling	\$2 + Shipping/Handling
Custom map production using existing data			Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee	Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee
Custom map production with data development			Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee	Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee
Electronic data			Cost provided per request	Cost provided per request
Vector: shapefile or CAD			Varies	Varies
Raster: IMG, TF, SID			Varies	Varies
Graphic Files: JPG, PDF, TIF, AVI			Varies	Varies
GIS data or graphic files			Varies	Varies
Delivery on portable media (CD, Flashdrive)			\$10	\$10
Delivery by email			\$5	\$5
ANIMALS				
Goat grazing				
Permit	5-4-15	30-day permit	\$50 per permit	\$50 per permit
Urban chicken-keeping				
License	5-4-2	Every 2 years on Feb 28th	\$25	\$25
BUSINESS LICENSES				
Body Art and Tattoo Parlor				
Initial business license (includes 1 art technician)	4-9-1	May 1st	\$200	\$200
Initial business background investigation plus 1 art technican	4-9-1		\$500	\$500
Additional artist background investigation	1-10-2B		\$175	\$175
Renewal background investigation	1-10-2B		\$75	\$75

ADMINISTRATION Item Description	Code Section	License Period (if applicable)	2025 Fees	Proposed 2026 Fees
BUSINESS LICENSES				
Cannabis Registration - (Micro, mezzo, retailer, medical, medical combination, or lower-potency hemp edible retailer)				
Initial registration	4-4-7	January 1st	\$500 or half the amount of the applicable initial license fee under Minnesota Statutes, Section 342.11, whichever is less	\$500 or half the amount of the applicable initial license fee under Minnesota Statutes, Section 342.11, whichever is less
Renewal registration	4-4-7	January 1st	\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11, whichever is less	\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11, whichever is less
Retail low potency hemp edible registration fee (initial or renewal)	4-4-7	January 1st	\$125	\$125
Temporary cannabis event permit	4-4-16	January 1st	\$150	\$150
Contractor				
License	4-6-2	1 year	\$100	\$100
Gambling Premises				
Permit	4-7-8		No charge	No charge
Initial business background investigation	4-7-8		\$250	\$250
Hotel				
License	4/16/2003	January 1st	\$150	\$150
Kennel				
Commercial kennel	5-4-9	Every 2 years on Feb 28th	\$500	\$500
Non-commercial kennel	5-4-9	Every 2 years on Feb 28th	\$100	\$100
Large Assembly				
Initial application	4-14-1		\$30 + escrow	\$30 + escrow
Large Assemblies require use of Police services. See Police section of fee schedules for hourly rates.				
Liquor				
On-Sale (includes brew pub) - based on gross annual sales:				
\$0-\$250,000	4-1-10	January 1st	\$3,500	\$3,500
\$250,001 - \$500,000	4-1-10	January 1st	\$4,500	\$4,500
\$500,001 - \$1,000,000	4-1-10	January 1st	\$7,000	\$7,000
\$1,000,001 and above	4-1-10	January 1st	\$10,000	\$10,000
Sunday on-sale (brew pub)	4-1-10	January 1st	\$200	\$200
Sunday on-sale	4-1-10	January 1st	\$200	\$200
Temporary Expansion of Premise	4-1-10	Not to exceed 7 days	\$30	\$30
Wine on-sale (if strong beer add 3.2 Offsale)	4-1-10	January 1st	\$650	\$1,000
Special club on-sale	4-1-10	January 1st	\$225	\$225
Temporary on-sale	4-1-10	Not to exceed 4 days	\$30	\$30
Culinary class limited on-sale	4-1-10	January 1st	\$100	\$100
On-sale brew pub taproom with no intoxicating on-sale license	4-1-10	January 1st	\$500	\$500
Off-sale				
Off-sale	4-1-10	January 1st	\$200	\$380
Temporary off-sale wine	4-1-10	Not to exceed 3 days	\$25	\$25
Off-sale small brewer	4-1-10	January 1st	\$200	\$200
3.2 Liquor				
On-sale	4-1-10	January 1st	\$350	\$350
Off-sale	4-1-10	January 1st	\$100	\$100
Consumption and display permit				
One-day	4-1-10	1 day	\$30	\$30
Annual	4-1-10	April 1st	\$250	\$250
Liquor license background investigation				
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person	\$250 per person

ADMINISTRATION Item Description	Code Section	License Period (if applicable)	2025 Fees	Proposed 2026 Fees
BUSINESS LICENSES				
Pawnbroker				
License	4-2-5	May 1st	\$8,000	\$8,000
Reseller transaction fee	4-2-10		\$2	\$2
Pawnbroker background investigation				
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigations			\$75 per business & each partner	\$75 per business & each partner
Peddler				
Permit	4-11-4	One Year From Date Issued	\$80	\$80
Background Investigation			\$100	\$100
Rental				
Single-family, condominium unit, townhome unit	4-13-3	2 years Annual	\$65	\$65
Duplex, triplex, fourplex, apartment buildings	4-13-3	2 years Annual	\$165 per building + \$25 per unit	\$165 per building + \$25 per unit
Fine/Fees			N/A	\$100/\$200/\$300
Late fee renewal filed < 60 days prior to expiration		<60 days before expiration		50% of license cost
Late fee renewal filed < 30 days prior to expiration		<30 days before expiration		50% + 25% of license cost
Background investigation	4-13-3	2 years	\$25 per license	\$25 per license
Solicitor				
Registration	4-11-4 & 4-11-5	One Year From Date Issued	No charge	No charge
Therapeutic massage business				
Business license (includes 1 therapist)	4-8A-3	May 1st	\$200	\$200
Initial business background investigation (Includes 1 therapist)	4-8A-4		\$500	\$500
Renewal business background investigation			\$75	\$75
Therapeutic massage therapist				
Initial license (each additional therapist)			\$175	\$175
Renewal of license (each additional therapist)	4-8-1H	May 1st	\$55	\$55
Therapist background investigation	4-8-1H		\$75	\$75
Tobacco				
License (initial & renewal)	4-12-3	January 1st	\$300	\$300
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person	\$250 per person
Trash Hauler				
Garbage collection	8-6-2	May 1st	\$200 or \$250 Dependent on offered services	\$200 or \$250 Dependent on offered services
Vehicle Junkyard				
License	4-5C-4	Annual	\$1,000	\$1,000

ADMINISTRATION		License Period	Proposed	
Item Description	Code Section	(if applicable)	2025 Fees	2026 Fees
CODE COMPLIANCE - NUISANCE ABATEMENTS				
Mowing fee for nuisance properties	Per hour (up to 3 hours)		\$100	\$100
Nuisance & tree abatement - contracted	5-8-6		At Cost	At Cost
	5-9-4			
	5-9-6			
	7-1-2			
Nuisance & tree abatement - staff rate	9-5-13-16		\$100 per Hour	\$100 per hour
	5-8-6			
	5-9-4			
	5-9-6			
Nuisance & tree abatement - Administrative Charge	7-1-2		\$50	\$50
	9-5-13-16			
	5-8-6			
	5-9-4			
Nuisance & tree abatement - assessment interest rate	5-9-6		Market Rate + 2%	Market Rate + 2%*
	7-1-2			
	9-5-13-16			
Excess code inspections (4 or more)	4-15-7	Continuous 12 month period.	\$250 per inspection	\$250 per inspection
Excess nuisance enforcement (4 or more)	4-15-8		\$250 per inspection	\$250 per inspection
ELECTIONS				
Filing for office (M.S.205.13 sub 3)			N/A	\$5

PUBLIC SAFETY				
POLICE				
Item Description	Code Section	License Period (if applicable)	2025 Fees	Proposed 2026 Fees
General fees for services				
Records check for foster care or day care			\$20 per adult	\$20 per adult
Records check clearance letter (i.e. adoption, passport, etc.)			\$32	\$32
All other police reports, data, or accident reports (printed)			\$0.25 per page	\$0.25 per page
• No charge to victim of domestic assault. Requests of 100 or more pages will be based on the actual cost of retrieving the data.				
Fingerprinting services				Resident - \$35
M-F 8:30 a.m.-4:00 p.m. by appt only				Non-Resident - \$45
Police officer and squad car off-duty charge			\$97 per hour	\$97 per hour
Data for Commerical Requestors (crash, arrest, etc.)				\$5 per week
911 Transcription				\$47 per hour (\$30 Deposit
Audio/video/photographs				
• Actual cost of staff time to search, retrieve, review, prepare, and electronically transmit data (Minn. Stat. §13.03 subd.3(c).				
• Electronic delivery (email/secure link): Treated as a copy; actual staff time is chargeable to prepare and electronically transmit (Minn. Stat. §13.03 subd.3(c)). No				
• Deposit authority: For large/complex requests (e.g., extensive video redaction), the Department may require a reasonable deposit toward anticipated actual				
Body worn camera	M.S. §13.03 subd.3(c)		\$25 per clip or video	\$10 per clip or video
Squad camera	M.S. §13.03 subd.3(c)		\$25 per clip or video	\$10 per clip or video
Other audio and/or video	M.S. §13.03 subd.3(c)		\$25 per CD or DVD	\$10 per clip or video
Photographs	M.S. §13.03 subd.3(c)			\$1 per photogrqaph
Physical media charge (actual material cost CD -DVD)	M.S. §13.03 subd.3(c)			\$5 (CD) \$10 (DVD)
Excessive Consumption of City Services				
Excess police and/or nuisance calls	4-15-7		\$250 per inspection	\$250 per inspection
Volunteer Surrender of Firearm by Civil Order				
Intake fee	MN Stat. 518B.01		\$50	\$50
Processing Fee (Intake and Release)	MN Stat. 518B.01		\$50	\$100
Storage of firearm	MN Stat. 518B.01		\$0.50 per day	\$0.50 per day
Abandoned firearm	MN Stat. 518B.01		Revenue minus costs	Revenue minus costs
• ERPO (624.7175): no storage fees to LE for temporary transfers.				
• Proceeds of sale, less actual disposal fees, returned to owner. If owner cannot be contacted remainder goes into the General Fund				
Animal Control				
Pound redemption fee			\$35	\$35
• Pet owner may be charged additional fees by the animal hospital that is contracted by the City of Inver Grove Heights prior to release to pet owner.				
Dog found unvaccinated	5-4-3		Misdemeanor	Misdemeanor
Dangerous dog hearing		Per hearing	\$150	\$150
Dangerous dog yard sign (required)	5-4-6		\$8	\$8
Dangerous dog tag (required)	5-4-6	Per dog	\$2	\$2
Appeal fees for dangerous dog declarations	5-4-6		\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000	\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000
Dangerous dog registration		Annually; while dog resides in Inver Grove Heights	\$150	\$150
False Alarm Response Fees				
1st false alarm: Letter sent to home/business owner	5-3-4		Warning	Warning
2nd false alarm: Letter sent to home/business owner	5-3-4		Warning	Warning
3rd false alarm	5-3-4		\$100	\$100
4th false alarm	5-3-4		\$200	\$200
5th false alarm	5-3-4		\$300	\$300

PUBLIC SAFETY				
FIRE				
Item Description	Code Section	License Period (if applicable)	2025 Fees	Proposed 2026 Fees
Fire permits				
Recreational fire	9-2-3		\$15 per fire	\$15 per fire
Permanent recreational fire ring	9-2-3		\$25	\$25
Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights-of-way	7-3-7-3 7-3-7-5B		\$0.50 per cubic yard \$100 minimum	\$0.50 per cubic yard \$100 minimum
Open burning permit as defined by Minnesota rules related to open burning	9-2-3		\$25	\$25
Fire code operational permits	9-2-1		\$25 per permit Up to four permits per occupant within a business premise	\$25 per permit Up to four permits per occupant within a business premise
Ventilation system cleaning permit	9/2/2003		\$75	\$75

- See fire code permits under Building section

PARKS & RECREATION

PARKS USAGE		Frequency	2025 Resident Fees	2025 Non Resident Fees	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Park rental						
Park shelters *excluding Swing Bridge Park	5 hour block	\$75 + Damage deposit	\$95 + Damage deposit	\$75 + Damage deposit	\$95 + Damage deposit	
Swing Bridge Park shelter	5 hour block	\$115 + Damage deposit	\$135 + Damage deposit	\$115 + Damage deposit	\$135 + Damage deposit	
South Valley shelter	5 hour block	\$175 + Damage deposit	\$200 + Damage deposit	\$225+Damage deposit	\$250 + Damage deposit	
Park shelter damage deposit	Per rental	\$75	\$75	\$100	\$100	
Additional trash barrels/picnic tables	Per day	\$52	\$62	\$52	\$62	
Add portable restroom to rental	Per day	\$85	\$95	\$85	\$95	
Add portable restroom cleaning	Per unit	\$65	\$75	\$65	\$75	
Add ADA portable restroom cleaning	Per unit	\$135	\$145	\$135	\$145	
Neighborhood park or school athletic field	Per game/practice	\$45	\$55	\$45	\$55	
Neighborhood park open green space	5 hour block	\$60	\$70	\$60	\$70	
Outdoor ice rink						
Outdoor ice rink	Per hour	\$30	\$30	\$30	\$30	
Outdoor ice rink w/ attendant	Per hour	\$40	\$40	\$40	\$40	
Soccer/Football/Lacrosse fields						
Youth	Per game/practice	\$95	\$115	\$95	\$115	
Adult	Per game/practice	\$110	\$130	\$110	\$130	
Rich Valley Athletic Complex						
Baseball field						
Youth	Per game/practice	\$90/\$75	\$115/\$85	\$90/\$75	\$115/\$85	
Adult	Per game/practice	\$105	\$125	\$105/\$90	\$125/\$105	
Youth tryouts	Per hour	\$45	\$55	\$45	\$55	
Softball field						
Youth	Per game/practice	\$70	\$90	\$70	\$90	
Adult	Per game/practice	\$80	\$100	\$80	\$100	
Soccer field						
Youth	Per game/practice	\$95	\$115	\$95	\$115	
Adult	Per game/practice	\$110	\$130	\$110	\$130	
1/2 Field	Per game/practice	\$65	\$75	\$65	\$75	
Inver Grove Heights Youth Athletic Association						
User fee	Per player/sport/season	\$20	\$27	\$25	\$32	
Tournaments						
IGH Association	Per field/per day	\$120	\$120	\$130	\$130	
Youth baseball	Per game	\$100	\$125	\$100	\$125	
Adult baseball	Per game	\$110	\$130	\$110	\$130	
Youth softball	Per game	\$75	\$95	\$75	\$95	
Adult softball	Per game	\$95	\$115	\$95	\$115	
Cancellation fee within 14 days	Per field	\$100	\$100	\$100	\$100	
Cancellation fee within 5 days	Per game	100%	100%	100%	100%	

PARKS USAGE (continued)		2025 Resident Fees	2025 Non Resident Fees	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Tournament/game vendor					
Single day	Per day	\$75	\$85	\$80	\$90
Weekend (two days)	Per weekend	\$115	\$125	\$130	\$145
Concessions stand					
Weekend	Per weekend	\$285	\$300	\$285	\$300
Day	Per day	\$115	\$140	\$115	\$140
Park Vendor					
Single day	Per day	\$75	\$85	\$80	\$90
Weekend	Saturday and Sunday	\$115	\$125	\$130	\$145
Additional maintenance (staff, supplies equipment, etc.)					
Enhanced maintenance (1 staff member)	Per hour	\$40	\$50	\$45	\$55
Enhanced maintenance (team of 2)	Per hour	\$75	\$95	\$80	\$100
Enhanced maintenance (team of 3)	Per hour	\$100	\$120	\$105	\$125
Add chalk lines	Per park	\$25	\$35	\$30	\$40
Disc golf					
Annual pass	Annual	\$35	\$45	\$35	\$45
Daily pass	Per day	\$6	\$6	\$6	\$6
Weekday tournament	Per day	\$225	\$250	\$250	\$275
Weekend tournament	Per weekend	\$520	\$545	\$550	\$575
Dog park pass					
1st Dog	Annual	\$22	\$33	\$25	\$35
Each additional dog	Annual	\$17	\$28	\$20	\$30
Lost pass replacement	Each time	\$6	\$6	\$6	\$6
Pickleball court rental					
Each court	Per hour (up to 3 hours)	\$8	\$10	\$8	\$10
All courts	Per 2 hours	\$125	\$135	\$125	\$135
All courts	Per 4 hours	\$250	\$270	\$250	\$270
All courts	Per 8 hours	\$500	\$520	\$500	\$520
Tennis court rental					
Each court	Per hour	\$8	\$10	\$8	\$10
Mountain bike course rental					
Tournament Trail Rental	Per day	\$510	\$535	\$510	\$535
Community garden rental					
Garden plot	Per plot	\$36	\$36	\$36	\$36

RECREATION BROCHURE ADVERTISEMENT		2025 Fees	Proposed 2026 Resident Fees	Proposed 2026 Non Resident Fees
Digital Advertisements (color or grayscale, and grayscale print advertisement)				
1/4 page	Per advertisement		\$325	\$350
1/2 page	Per advertisement		\$625	\$650

VETERAN'S MEMORIAL COMMUNITY CENTER		Frequency	2025 Fees	2025 Non-resident Fees	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Membership enrollment						
Single - age 18-59	One-time	\$55	\$75	\$55	\$75	
Senior - age 60+	One-time	\$55	\$75	\$55	\$75	
Dual	One-time	\$55	\$75	\$55	\$75	
Household - up to 6 people (2 adults + 4 dependants under age 26)	One-time	\$55	\$75	\$55	\$75	
Student Membership - 13+	One-time			\$0	\$0	
Annual membership						
Single - age 12-59	Annual	\$704	\$704	\$746	\$746	
Senior - age 60+	Annual	\$561	\$561	\$594	\$594	
Dual	Annual	\$918	\$918	\$963	\$963	
Household - up to 6 people (2 adults + 4 dependants under age 26)	Annual	\$1,051	\$1,051	\$1,104	\$1,104	
Student Membership - 13+	Annual			\$561	\$561	
Monthly membership						
Single	Monthly	\$69	\$69	\$72	\$72	
Dual	Monthly	\$90	\$90	\$58	\$58	
Senior - age 60+	Monthly	\$55	\$55	\$95	\$95	
Student membership - 13+	Monthly			\$55	\$55	
Household - up to 6 people (2 adults + 4 dependants under age 26)	Monthly	\$103	\$103	\$108	\$108	
Military single - active duty or veteran	Monthly	\$59	\$59	\$62	\$62	
Military senior - active duty or veteran	Monthly	\$48	\$48	\$50	\$50	
Military dual - active duty or veteran	Monthly	\$81	\$81	\$85	\$85	
Military household - active duty or veteran	Monthly	\$91	\$91	\$96	\$96	
Disabled veteran single	Monthly	\$34	\$34	\$35	\$35	
Disabled veteran dual	Monthly	\$71	\$71	\$75	\$75	
Disabled veteran household	Monthly	\$81	\$81	\$83	\$83	
Student summer membership	3 Months			\$120	\$120	
Student summer membership	4 Months			\$150	\$150	
Membership adjustment						
Upgrade or downgrade	Per grade	\$15	\$15	\$15	\$15	
On-Hold Fee	Monthly	\$15	\$15	\$15	\$15	
Additional child	Monthly	\$15	\$15	\$15	\$15	
Additional child	Annual	\$153	\$153	\$153	\$153	
Caregiver added to household	Monthly	\$30	\$30	\$30	\$30	
Caregiver added to household	Annual	\$325	\$325	\$325	\$325	
Daily admission						
Youth - 11 & under	Daily	\$7	\$7	\$7	\$9	
Senior - age 60+	Daily	\$7	\$7	\$7	\$9	
Adult - age 12+	Daily	\$10	\$10	\$10	\$12	
Group aquatics visit (group of 20-30)	Per person	-\$1.00 per person	-\$1.00 per person	-\$1.00 per person	-\$1.00 per person	
Group aquatics visit (group of 31-50)	Per person	-\$1.50 per person	-\$1.50 per person	-\$1.50 per person	-\$1.50 per person	
Group aquatics visit (group of 50+)	Per person	-\$2.00 per person	-\$2.00 per person	-\$2.00 per person	-\$2.00 per person	

VETERAN'S MEMORIAL COMMUNITY CENTER (continued)	Frequency	2025 Resident Fees	2025 Non-resident Fees	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Daily admission add-ons					
Shower rental	Daily	\$6	\$6	\$6	\$6
Towel rental	Daily	\$3	\$3	\$5	\$5
Shower and towel rental with arena rental	Daily	\$3	\$3	\$3	\$3
Swim Diapers	Each	N/A	N/A	\$2	\$2
Locks	Each	N/A	N/A	\$5	\$5
Open gym					
Members	Daily	Free	Free	Free	Free
Non-members - individual - youth & senior	Daily	\$7	\$7	\$7	\$9
Non-members - individual - ages 12-59	Daily	\$10	\$10	\$10	\$12
Open pickleball					
Members	Daily	Free	Free	Free	Free
Non-members - individual - youth & senior	Daily	\$7	\$7	\$7	\$9
Non-Members - individual - ages 12-59	Daily	\$10	\$10	\$10	\$12
Open skate					
Open skate - members	Daily	Free	Free	Free	Free
Open skate - ages 12+	Daily	\$7	\$7	\$7	\$9
Stick and puck - members	Daily	Free	Free	Free	Free
Stick and puck	Daily	\$7	\$7	\$7	\$9
Open hockey - members	Daily	Free	Free	Free	Free
Open hockey	Daily	\$7	\$7	\$7	\$9
Skate rental	Daily	\$3	\$3	\$4	\$4
Developmental Ice					
Developmental ice		\$11	\$11	\$11	\$11
10-time pass	10 Visits	\$99	\$99	\$99	\$99
30-time pass	30 Visits			\$297	\$297
50-time pass	50 Visits			\$495	\$495
10-time stick and puck	10 Visits	\$63	\$63	\$63	\$81
10-time open skate	10 Visits	\$63	\$63	\$63	\$81
Room rental					
Gymnasium - athletic	Per hour	\$75	\$85	\$75	\$85
Gymnasium - special events and celebrations	Per hour	\$100	\$120	\$120	\$140
Gymnasium - wedding package	Max of 10 hours per day	\$1100 101 to 300 people	\$1500 101 to 300 people	\$1350 101 to 300 people	\$1750 101 to 300 people
Gym damage deposit - Large special event	Per rental	\$500 Up to 300 people	\$500 Up to 300 people	\$500 Up to 300 people	\$500 Up to 300 people
Gym damage deposit - small special event	Per rental	\$100 Up to 100 people	\$100 Up to 300 people	\$100 Up to 100 people	\$100 Up to 300 people
Community room 1	Per hour	\$60 Includes AV and kitchen	\$70 Includes AV and kitchen	\$70 Includes AV and kitchen	\$80 Includes AV and kitchen
Community room 2	Per hour	\$70 Includes AV and kitchen	\$80 Includes AV and kitchen	\$70 Includes AV and kitchen	\$80 Includes AV and kitchen
Community room 3	Per hour	\$60 Includes AV	\$70 Includes AV	\$60 Includes AV	\$70 Includes AV
Community rooms 1 and 2 combined	Per hour	\$90 Includes AV and kitchen	\$100 Includes AV and kitchen	\$90 Includes AV and kitchen	\$100 Includes kitchen & AV
National guard room A, B, C	Per hour	\$38	\$48	\$38	\$48
Legion room	Per hour	\$25	\$35	\$25	\$35
Additional facility staff set up/take down	Per hour per staff			\$30	\$40

VETERAN'S MEMORIAL COMMUNITY CENTER (continued)		Frequency	2025 Resident Fees	2025 Non-resident Fees	Proposed 2026 Resident Fees	Proposed 2026 Non-resident Fees
Room rental						
Poolside lobby room	Per hour	\$50	\$60	\$50	\$60	
Brightside room	Per hour	\$42	\$52	\$42	\$52	
Room damage deposit	Per rental	\$100	\$100	\$100	\$100	
Room rental attendant						
After hours room rental (manager on duty)	Per hour	\$50	\$50	\$50	\$60	
Room Departure Late Fee	Per 15 minutes		\$25 per 15 minutes		\$25 per 15 minutes	
West rink - turf						
Prime rates (March - April)	Per hour	\$90	\$100	\$95	\$105	
Non-prime rates (May - October)	Per hour	\$70	\$80	\$75	\$85	
Child care						
Members	Per hour	Free	Free	Free	Free	
Non-members childcare drop-in rate	Per hour	\$6 per child	\$6 per child	\$6 per child	\$6 per child	
Employee childcare rate	Per hour	\$3 per child	\$3 per child	\$3 per child	\$3 per child	
Party room rental - includes entry to water park						
Daily - up to 20 people	Per use	\$275	\$275	\$285	\$300	
Daily - 21 to 30 people	Per use	\$360	\$360	\$380	\$405	
Additional Birthday Add On	Per person	\$7	\$7	\$7	\$9	
Pool rental						
Water park - outside private rental hours	Per hour	\$300	\$320 2 hours minimum	\$320 2 hours minimum	\$340 2 hours minimum	
One AQX manager	Per hour	Included in above fee	Included in above fee	Included in above fee	Included in above fee	
Two lifeguards per 50 guests	Per hour	Included in above fee	Included in above fee	Included in above fee	Included in above fee	
One pool attendant	Per hour	Included in above fee	Included in above fee	Included in above fee	Included in above fee	
One manager on duty	Per hour	Included in above fee	Included in above fee	Included in above fee	Included in above fee	
One additional lifeguard - 51-74 guests	Per hour per lifeguard	\$50	\$50	\$55	\$55	
Two additional lifeguards - 75-99 guests	Per hour per lifeguard	\$50	\$50	\$55	\$55	
Three additional lifeguards - 100-150 guests	Per hour per lifeguard	\$50	\$50	\$55	\$55	
Lap pool - up to 40 guests	Per hour	\$90 Up to 40 people	\$90 4 hours minimum	\$100	\$110	
Individual lane per person	Per hour	\$23	\$23	\$25	\$30	
Diving well	Per hour	\$95	\$95	\$100	\$10	
Swim event - lap and diving	Per hour	\$175	\$175	\$185	\$185	
Aquatic staff fee - required based on facility rental	Per hour Per lifeguard	\$27	\$27	\$55	\$65	
Tournament/Game Vendor						
Daily	Per day	\$50	\$50	\$75	\$85	
Weekend - two days	Per weekend	\$75	\$75	\$100	\$110	

- Alcohol is allowed in the **NG Gym** only but requires a City Police Officer. See Police section of fee schedule for hourly rates.
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or family members.

PARKS & RECREATION
VMCC ARENA ICE TIME

		October 1, 2024 - March 12, 2025		Proposed October 1, 2025 - March 12, 2026	
Days and Time of Day	Designation	Mon - Fri	Sat - Sun	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm – 9:59 pm	\$235		\$240	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$170		\$175	
Saturday and Sunday	Prime 7:00 am – 8:59 pm		\$235		\$240
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$170		\$175
March 13, 2025 - September 30, 2025				Proposed March 13, 2026 - September 30, 2026	
Days and Time of Day	Designation	Mon - Fri	Sat - Sun	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm – 8:59 pm	\$170		\$180	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$155		\$165	
Saturday and Sunday	Prime 9:00 am – 7:59 pm		\$170		\$180
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$155		\$165
October 1, 2025 - March 12, 2026				Proposed October 2, 2026 - March 12, 2027	
Days and Time of Day	Designation	Mon - Fri	Sat - Sun	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm – 9:59 pm	\$240		\$250	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$175		\$185	
Saturday and Sunday	Prime 7:00 am – 8:59 pm		\$240		\$250
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$175		\$185

- Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax

INVER WOOD GOLF COURSE		Frequency	2025 Fees	Proposed 2026 Fees
Pull-cart rental				
	Pull-cart rental	Per round	\$5	\$5
Golf car rental				
	18 Holes	Per round	\$25	\$26
	9 Holes	Per round	\$16	\$17
	Executive	Per round	\$10	\$11
	Twilight	Per round	\$19	\$20
	Twilight - Executive	Per round	\$10	\$11
Driving range				
	Large bucket	Per bucket	\$15	\$16
	Medium bucket	Per bucket	\$12	\$13
	Small bucket	Per bucket	\$9	\$10
Player's card				
	Player's card - Resident	Per season	\$100	\$100
	Player's card - Non-resident	Per season	\$120	\$120
Regular memberships				
	Adult single - age 19 - 59	Annual	\$1,500	\$1,500
	Adult couple - age 19 - 59 (Same household)	Annual	\$2,650	\$2,650
	Senior single - age 60+	Annual	\$1,200	\$1,200
	Junior - age 18 and under	Annual	\$600	\$600
Regular Membership Includes Greens Fees only. Play any day, any time, includes holidays.				
Platinum memberships				
	Adult single - age 19 - 59	Annual	\$2,875	\$2,875
	Adult couple - age 19 - 59 (same household)	Annual	\$4,250	\$4,250
	Additional dependent - age 18 and under	Annual	\$275	\$275
Platinum membership includes greens fees, range balls, golf car, play any day, any time, includes holidays.				
Restricted memberships				
	Adult single - age 19 - 59	Annual	\$1,025	\$1,025
	Adult couple - age 19 - 59	Annual	\$1,725	\$1,725
	Additional dependent - age 18 and under	Annual	\$225	\$225
Restricted membership includes greens fees only. Good for play Monday - Thursday, holidays NOT included.				

INVERWOOD GOLF COURSE (continued)		Frequency	2025 Fees	Proposed 2026 Fees
DAILY GREEN FEES				
Monday through Thursday: 7am - 5pm and Fridays 7am - Noon				
18 Holes green fees				
Adult - age 19 - 59	Per round		\$49	\$51
Senior - age 60+	Per round		\$35	\$36
Junior - age 18 and under	Per round		\$35	\$36
Player's card fee	Per round		\$42	\$44
9 Holes green fees				
Adult - age 19 - 59	Per round		\$27	\$28
Senior - age 60+	Per round		\$20	\$21
Junior - age 18 and under	Per round		\$20	\$21
Player's card fee	Per round		\$24	\$25
Executive Course				
Adult	Per round		\$21	\$22
Junior and senior	Per round		\$15	\$16
Player's card fee	Per round		\$17	\$18
Everyday: 5pm - Close/Twilight Play				
18 Holes green fees				
Adult - age 19 - 59	Per round		\$37	\$38
Senior - age 60+	Per round		\$25	\$26
Junior - age 18 and under	Per round		\$25	\$26
9 Holes green fees				
Adult - age 19 - 59	Per round		\$27	\$28
Senior - age 60+	Per round		\$20	\$21
Junior - age 18 and under	Per round		\$20	\$21
Player's card fees				
Player's card	Per round		\$30	\$31
Friday: Noon - 5pm, Saturday and Sunday: 6am - Noon & Holidays				
18 Holes green fees				
All ages	Per round		\$58	\$60
Player's card fee	Per round		\$49	\$51
9 Holes green fees				
All ages	Per round		\$38	\$40
Player's card fee	Per round		\$27	\$28
Executive green fees				
All ages	Per round		\$25	\$26
Player's card fee	Per round		\$21	\$22

INVERWOOD GOLF COURSE (continued)		Frequency	2025 Fees	Proposed 2026 Fees
Saturday and Sunday: Noon - 5pm				
18 Holes				
Adult - age 19 - 59	Per round	\$49	\$51	
Senior - age 60+	Per round	\$35	\$36	
Junior - age 18 and Under	Per round	\$35	\$36	
9 Holes				
Adult - age 19 - 59	Per round	\$27	\$28	
Senior - age 60+	Per round	\$20	\$21	
Junior - age 18 and under	Per round	\$20	\$21	
Player's card				
18 Hole greens fee	Per round	\$42	\$44	
9 Hole greens fee	Per round	\$24	\$25	
Executive greens	Per round	\$17	\$18	

UTILITIES		License Period		
Item Description	Code Section	(if applicable)	2025 Fees	2026 Fees
Water meter fees - Actual cost of the meter + 20% surcharge. Sales tax not included (to be added at the time of sale)				
3/4" Mag/Iperl meter	3-4-2-2		\$240.63	\$222.00
1" Mag/Iperl meter	3-4-2-2		\$371.25	\$348.00
1 1/2" Turbine/Omni meter	3-4-2-2		\$1,512.50	\$1,368.00
1 1/2" Compound/Omni meter	3-4-2-2		\$2,213.75	\$1,992.00
2" Turbine/Omni meter	3-4-2-2		\$1,794.38	\$1,620.00
2" Compound/Omni meter	3-4-2-2		\$2,557.50	\$2,304.00
3" Turbine/Omni meter	3-4-2-2		\$2,241.25	\$2,016.00
3" Compound/Omni meter	3-4-2-2		\$3,231.25	\$2,904.00
4" Turbine/Omni meter	3-4-2-2		\$4,358.75	\$3,936.00
4" Compound/Omni meter	3-4-2-2		\$5,623.75	\$5,052.00
Other Specialty Meters	3-4-2-2			Actual Meter Cost + 20% Surcharge
Single port radio head	3-4-2-2		\$258.50	\$238.00
Dual port radio head	3-4-2-2		\$299.75	\$306.00
Hydrant meters				
Hydrant, meter, or valve damage deposit	8-2-13	Annual	\$1,500	\$2,500
Daily hydrant or meter rental	8-2-13		\$4/Day + Cost of Water Used Minimum \$75	\$4 per day + cost of water used; \$150 minimum
Meter testing				
5/8" - 1" meter	8-2-9.F		\$146	\$152
1.5" - 2" meter	8-2-9.F		\$182	\$189
Compound meter	8-2-9.F		\$416	\$433
Service Charges				
Water shut-offs and turn-ons	8-2-11		\$50 per occurrence	\$75 per occurrence
Irrigation - on/off seasonal charge (same as Water shut-offs)	8-2-11		\$50 per occurrence	\$75 per occurrence
Delinquent utility certification - Administrative Fee			8%	8%
Delinquent utility certification - interest			8%	8%
Utility late fee		Monthly	3.33%	3.33%

STREETS & ENGINEERING				
Item Description	Code Section	License Period (if applicable)	2025 Fees	Proposed 2026 Fees
Right of way management				
Right-of-way excavation permit- in roadway	7-2-1		\$200	\$200
<i>Surety required to ensure that the street is properly restored.</i>	7-2-3		\$5,000 Bond	\$5,000 Bond
Right-of-way utility permit - spot or linear installation	7-3-7		\$200 per 1,000 feet of utility installation; minimum \$200	\$200 per 1,000 feet of utility installation; minimum \$200
<i>Surety required to ensure that the right-of-way is properly restored</i>	7-3-7-2	Annual	\$10,000 Bond per contractor Can be applied to multiple permits	\$10,000 Bond per contractor Can be applied to multiple permits
Right-of-way obstruction permit - shoulder, lane, or sidewalk/trail closure	7-3-7		\$200	\$200
Land alteration permit				
Shoreland impact zones: 10 to 499 cubic yards (steep slopes)	10-13B-10		With building permit: no fee If no other permit: \$250	With building permit: no fee If no other permit: \$250
Shoreland impact zones: 50 to 499 cubic yards	10-13B-10		With building permit: no fee If no other permit: \$250	With building permit: no fee If no other permit: \$250
0 to 499 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		No fee, no permit required	No fee, no permit required
500 up to 999 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$400	\$400
1,000 up to 10,000 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$900	\$900
10,000 up to 99,999 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$5,000	\$5,000
100,000 cubic yards or more	9-4-1-2 9-4-1-7 10-13J-5		\$10,000	\$10,000
<i>All land alteration permits over 500 cubic yards require a cash escrow or letter of credit surety, based on the area disturbed, to guarantee final restoration</i>	9-4-1-6.E		\$10,000 Minimum \$5,000 per acre	\$5,000 per acre; \$10,000 Minimum
Renewal (extension) permit	9-4-1-9	Annual	\$100	\$100
Small wireless facility right of way permit				
Up to five (5) small wireless facilities	7-3-7-3		\$550	\$572
Additional small wireless facility	7-3-7-3		\$110	\$114
Small wireless facility annual rental	Statute 237.163	Annual	\$150 per wireless support structure	\$150 per wireless support structure
<i>Permit surety escrow fee paid by tenant prior to approval of row permit</i>	7-3-7-4		\$2,500	\$2,500
Small wireless facility electrical fee				
A. Per radio node less than or equal to 100 maximum watts	7-3-7-5	Annual	\$876	\$876
B. Per radio node over 100 maximum watts	7-3-7-5	Annual	\$2,184	\$2,184
C. Per radio node if the actual costs exceed the amount in item A. or B. above	7-3-7-5	Annual	Actual cost	Actual cost
D. As agreed to by tenant and the city	7-3-7-5	Annual	Actual cost	Actual cost

BUILDING & DEVELOPMENT FEES			
Item Description		2025 Fees	Proposed 2026 Fees
PERMIT VALUATION FEES		Fee range	Fee range
< \$500		\$55	\$1 to \$500, Minimum fee \$55;
\$501 - \$2,000		\$55	\$501 to \$2,000, \$55 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
\$2,001 - \$25,000		\$83.50	\$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 - \$50,000		\$464.15	\$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 - \$100,000		\$764.15	\$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
\$100,001 - \$500,000		\$1,186.65	\$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
\$500,001 - \$1,000,000		\$3,886.65	\$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
> \$1,000,001		\$6,636.65	\$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
INSPECTION FEES		Code Section	
Special request, re-inspections, stop work	3-4-1		\$105
Investigation - working without permits			Fee equal to permit value
Outside of normal business hours (to be approved by director)	3-4-1		\$150 per hour
Cancellation of inspection (requires 2-hour notice)			50% of permit fee
Expired permit reactivation		180 days without activity of permitted work	50% of permit fee
Excess code inspections - 4 or more	4-15-1		\$250
Permit refunds			80% of permit fee < 180 days, excluding plan review 0% > 180 days

BUILDING & DEVELOPMENT FEES			2025 Fees		Proposed 2026 Fees
Item Description					
BUILDING PERMITS					
Technology Fee			\$5.00 technology fee to be added to each permit issued	\$5.00 technology fee to be added to each permit issued	
Plan review	3-4-1		65% of the building permit fee when determined by valuation	65% of the building permit fee when determined by valuation	
Plan review revision fee			additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), \$63.25 per hour.	\$65 per half hour, additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour)	
Accessory structure, garage, pole building, or shed			Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Residential alteration or remodel	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Commercial alteration or remodel	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Alteration or remodel (multi-family)	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Basement finish	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Change of occupancy				\$200 per two inspections, additional inspections \$65 per half hour	
Certificate of Occupancy Conversion (single-family to licensed family)	3-4-1		\$100	\$400 per two inspections, additional inspections \$65 per half hour	
Cell tower	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
New Commercial building	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
New Multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Moving of buildings	3-4-1		\$300	\$400 + escrow	
New deck - including new footing & framing over 30" above grade, attached and 4+ risers	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Existing deck resurface - utilize existing footing & framing, over 30" above grade, attached and 4+ risers				\$250	
Porch-3 season, 4 season, or screened	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Retaining wall less than 4 feet	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Retaining wall 4 feet or greater	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Roofing commercial	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Roofing multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Roofing single-family or duplex residential	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	
SAC fee (sanitary sewer availability)	3-4-1		\$2,485	\$2,485	
Siding commercial	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Siding multi-family - 3 or more units	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Siding single-family or duplex residential	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	
Solar array rooftop	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Solar array ground mount	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Window and/or door (egress or change in size)	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Window and/or door replacement (no change in size)	3-4-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295	

BUILDING & DEVELOPMENT FEES				
Item Description	Code Section		2025 Fees	Proposed 2026 Fees
BUILDING PERMITS				
Demolition permit				
Demolition of Accessory structures or pools	3-4-1		\$129	\$133
Demolition of Commercial	3-4-1		\$129	\$350
Demolition of Single-family dwellings	3-4-1		\$129	\$175
Demolition of Manufactured home	3-4-1		\$129	\$133
Demolition of Septic	3-4-1		\$129	\$133
Fire code permit				
Automatic fire sprinkler system	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Fire alarm and detection systems and related equipment	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Automatic fire extinguishing systems	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Smoke control and exhaust systems	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Spraying or dipping tank, room or booth	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Other construction permits required by	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Manufactured home permits				
New manufactured home installation	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Mechanical permit				
Air conditioner and/or furnace	3-4-1		\$102	\$105
Chimney	3-4-1		\$102	\$105
Ductwork and ventilation	3-4-1		\$102	\$105
Fireplace and gas appliances	3-4-1		\$102	\$105
Gas piping and air test	3-4-1		\$102	\$105
In-floor heating	3-4-1		\$102	\$105
Single-family new construction residential	3-4-1		\$154	\$159
Commercial and multi-family	3-4-1		\$99 Base Fee + 1.5% of valuation + plan review + State Surcharge	\$105 Base fee + 1.5% of valuation + Plan Review + State Surcharge
Commercial and multi-family plan review	3-4-1		65% of 1.5% valuation	65% of 1.5% valuation
On-site septic systems permit (includes site review)				
Single-family - new or replacement of existing	3-4-1		\$485 If new add \$1.00 state surcharge	\$485; If new add \$1.00 state surcharge
Commercial systems less than 4,999 gallons per day	3-4-1		\$770 If new add \$1.00 state surcharge	\$770; If new add \$1.00 state surcharge
Commercial systems more than 5,000 gallons per day	3-4-1		\$1545 If new add \$1.00 state surcharge	\$1,545; If new add \$1.00 state surcharge
Tank replacement	3-4-1		\$268	\$268
Septic operator's permit	3-4-1	3 years	\$35	\$35
Plumbing permit				
Single-family residential	3-4-1		\$154	\$159
Commercial or multi-family	3-4-1		\$99 Base fee + 1.5% of valuation	\$105 Base fee + 1.5% of valuation
Plumbing installation or replacement of single fixture	3-4-1		\$102	\$105 Base fee + \$4 per fixture
PVB - Residential Lawn Irrigation	3-4-1		\$102	\$80
RPZ - Commercial or multi-family lawn irrigation	3-4-1		\$102	\$80
Dishwasher	3-4-1			\$80
Sewer & water connection residential	3-4-1		\$144	\$148
Sewer & water connection commercial or multi-family	3-4-1		\$99 Base fee + 1.5% of valuation	\$105 Base fee + 1.5% of valuation
Water heater replacement	3-4-1		\$80	\$80
Water softener replacement	3-4-1		\$80	\$80

BUILDING & DEVELOPMENT FEES				Proposed
Item Description	Code Section		2025 Fees	2026 Fees
BUILDING PERMITS				
Pool permit				
Above-ground swimming pools (includes fence)	3-4-1		Based on valuation + plan review + state surcharge	\$150
In-ground swimming pools	3-4-1		Based on valuation + plan review + state surcharge	\$12
Utility connection fees				
Utilities - water core connection	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - sewer core connection	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - sewer connection	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - water connection unit	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - water treatment plant	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - Eagan utility	3-4-1		See ordinance for fee structure	See ordinance for fee structure
Utilities - B-line connection charge	3-4-1		See ordinance for fee structure	See ordinance for fee structure

ZONING & LAND USE			Proposed	
Item Description	Code Section		2025 Fees	2026 Fees
Zoning permits				
Driveway - replacement, construction or expansion	10-15-20-I.		\$25	\$25
Fence - residential	3-4-1		\$50	\$50
Fence - commercial or multi-family plan review	3-4-1		65% of 2% valuation	65% of 2% valuation
Zoning & land use applications				
Administrative subdivision	10-3-8		\$200 Base Fee + \$25 GIS Fee per lot	\$200 Base Fee + \$25 GIS Fee per lot
Comprehensive plan amendment	10-3-8		\$500 Base Fee + \$50 GIS Fee per lot + \$2,500 Escrow*	\$500 Base Fee + \$50 GIS Fee per lot + \$2,500 Escrow*
Commercial and multi-family plan review	3-4-1		65% of 1.5% valuation	65% of 1.5% valuation
Concept plan review	10-3-8		\$150 Base Fee + \$1,500 Escrow*	\$150 Base Fee + \$1,500 Escrow*
Conditional use permit - multi-family & non-residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Conditional use permit - residential	10-3-8		\$250 Base Fee + \$52 Abstract Fee + \$500 Escrow*	\$250 Base Fee + \$52 Abstract Fee + \$500 Escrow*
Conditional use permit - amendment	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*	\$150 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Determination of substantially similar use	10-3-8		\$200 Base Fee + \$200 Escrow*	\$200 Base Fee + \$200 Escrow*
Final plat - multi-family & non-residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$100 GIS Fee per acre + \$6,000 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$100 GIS Fee per acre + \$6,000 Escrow*
Final plat - residential	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$25 GIS Fee per lot + \$6,000 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$25 GIS Fee per lot + \$6,000 Escrow*
Interim use permit	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Major site plan review	10-3-8		\$500 Base Fee + \$6,000 Escrow*	\$500 Base Fee + \$6,000 Escrow*
Non-conforming use certificate	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Northwest area environmental studies (paid with final plat/PUD)	10-3-8		\$80 per gross acre	\$80 per gross acre
Northwest area sketch plan review	10-3-8		\$1,000 Escrow*	\$1,000 Escrow*
Planned Unit Development (PUD) - preliminary	10-3-8		\$1,000 + plat fees + \$52 Abstract Fee + \$6,000 Escrow*	\$1,000 + plat fees + \$52 Abstract Fee + \$6,000 Escrow*
Planned unit development (PUD) - final	10-3-8		\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*	\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Planned unit development (PUD) - amendment	10-3-8		\$250 Base Fee + \$52 Abstract Fee + \$2,000 Escrow*	\$250 Base Fee + \$52 Abstract Fee + \$2,000 Escrow*
Preliminary plat	10-3-8		\$500 Base Fee + \$5 per lot + \$6,000 Escrow*	\$500 Base Fee + \$5 per lot + \$6,000 Escrow*
Rezoning	10-3-8		\$500 Base Fee + \$50 GIS Fee + \$1,000 Escrow*	\$500 Base Fee + \$50 GIS Fee + \$1,000 Escrow*
Street dedication	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$1,000 Escrow*	\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$1,000 Escrow*
Street/easement vacation	10-3-8		\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$500 Escrow*	\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$500 Escrow*
Variance - non-residential	10-3-8		\$200 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*	\$200 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Variance - residential	10-3-8		\$200 Base Fee + \$52 Abstract Fee	\$200 Base Fee + \$52 Abstract Fee
Waiver of plat	10-3-8		\$300 Base Fee + \$52 Abstract Fee + \$25 GIS Fee	\$300 Base Fee + \$52 Abstract Fee + \$25 GIS Fee
Wetland replacement plan	10-3-8		\$200 Base Fee + \$100 GIS Fee per acre + \$2,500 Escrow*	\$200 Base Fee + \$100 GIS Fee per acre + \$2,500 Escrow*
Wetland code amendment	10-3-8		\$500 base Fee + \$1,000 Escrow*	\$500 base Fee + \$1,000 Escrow*
Zoning interpretation appeal	10-3-8		\$500 base Fee + \$1,000 Escrow*	\$500 base Fee + \$1,000 Escrow*
<i>*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of the project.</i>				
Driveway permit				
Driveway - replacement, construction, or expansion	10-15-20-I.		\$25	\$25
Fence permit				
Fence	3-4-1		\$50	\$50
Commercial or multi-family plan review	3-4-1		65% of 2% valuation	65% of 2% valuation

ZONING & LAND USE				Proposed	
Item Description	Code Section		2025 Fees	2026 Fees	
SIGNS					
Portable signs	10-15E-5		\$15	\$15	
Temporary signs	10-15E-4		No Charge	No Charge	
Sign and billboard permit					
Monument/pylon signs	3-4-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge	
Permanent business signs regardless of size	10-15E-7 & 8		\$50	\$50	
Billboards up to 100 square feet in area	10-15E-6		\$200	\$200	
Billboards over 100 sq ft	10-15E-6		\$300	\$300	
ECONOMIC DEVELOPMENT					
Business subsidy application			\$5,000 + Escrow	\$5,000 + Escrow	
Initial tax increment abatement analysis			\$2,500 Escrow	\$2,500 Escrow	

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE INVER GROVE HEIGHTS
CITY CODE CHAPTER 10, SECTION 3 RELATED TO FEES AND DEPOSITS**

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

Section One. Amendment. Title 10, Chapter 3, Section 8 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and deleted language is shown with ~~strikethrough~~:

10-3-8: FEES AND DEPOSIT:

A. Fees Required: Application fees required to be paid for a land use approval (such as a rezoning, variance, conditional use permit) must be paid at the time of application. Said fees ~~shall be as established in subsection B of this section~~ are found in the City Fee Schedule. In addition, the applicant shall reimburse the City for all attorney, planning and engineering costs and other professional consultant costs incurred by the City in reviewing and processing the application.

B. Fee Amounts and Escrow Deposit: The city may require that applicants deposit in escrow with the city, together with the application filing fees, the amounts listed in the City Fee Schedule ~~sums required by the city~~ toward prepayment of the attorney, planning and engineering and other professional consultant fees to be reimbursed by the applicant. All such fees, if not paid by the escrow, shall be paid by the applicant within sixty (60) days of final action on the matter by the city council. If such fees are less than the escrowed amount, such escrow will be returned to the applicant within sixty (60) days of the final action on the matter by the city council. The ~~following~~ escrow amounts shall be deposited, together with land use approval applications.

Request Type	Base Fee	Abstract Fee	GIS Fee	Escrow*
Administrative Subdivision	\$200		\$25/lot	
Comprehensive Plan Amendment	\$500		\$50	\$2,500
Concept Plan Review	\$150			\$1,500

Conditional Use Permit multi-family & non- residential	\$500	\$52		\$6,000
Conditional Use Permit= amendment	\$150	\$52		\$1,000
Conditional Use Permit; single-family residential	\$250	\$52		
Determination of Substantially Similar Use	\$200			\$200
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000
Final Plat - other (multi- family & non-residential)	\$500	\$52	\$100/acre	\$6,000
Interim Use Permit	\$500	\$52		\$1,250
Major Site Plan Review	\$500			\$6,000
Non-Conforming Use Certificate	\$500	\$52		\$1,250
Northwest Area Environmental Studies Fee (paid with Final Plat/PUD in NWA)	\$80/gross acre			
Northwest Area Sketch Plan Review				\$1,000
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000
Planned Unit Development - Amendment	\$250	\$52		\$2,000
Preliminary Plat	\$500 +			

\$5 per lot			\$6,000	
Rezoning	\$500		\$50	\$1,000
Street Dedication	\$150	\$52	\$50	\$1,000
Street/Easement Vacation	\$150	\$52	\$50	\$500
Variance (Residential)	\$200	\$52		
Variance (non-Residential)	\$200	\$52		\$1,000
Waiver of Plat	\$300	\$52	\$25	
Wetland Replacement Plan	\$200		\$100/acre	\$2,500
Zoning Code Amendment	\$500			\$1,000
Zoning Interpretation Appeal	\$500			\$1,000

Section Two. Effective Date. This ordinance shall be in full force and effect beginning January 1, 2026, following its passage and publication as provided by law.

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



Request for Council Action

SUBJECT: **1st Reading of Ordinance Amending Utility Connection Fees**

MEETING DATE: November 24, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the first reading of the attached Ordinance, amending utility connection fees, as established in City Code.

BACKGROUND

For many years, the City has struggled with the issue of utility connection fees. These fees are generally paid by developers and builders as a way of ensuring new development pays its fair share of the cost of building the utility systems out thus far and extending them to new development. In IGH, the existing fee structure is bifurcated into a set of fees for the Northwest Area (NWA) of the city and a set of fees for the rest of the city, with the primary fees being much, much higher in the NWA.

The need for a structure of higher fees in the NWA stems from a City decision more than 15 years ago to extend water and sewer service to much of the land in the NWA that lies north of Highway 55 and west of Highway 3, without assessing the property owners for any share of the costs. Additionally, due to the challenging topography in the NWA, installing water and sewer lines in this portion of the City came at higher than normal costs. To fund this, the City spent down substantial sums of money that had been saved up in the Water Fund for future repair and replacement of the water system, and took on debt within the Sewer Fund. This was done with the idea that the large connection fees would generate the revenue necessary to pay the City back for this investment. Unfortunately, the region was struck by the 2008 housing crisis and other economic challenges shortly after the utility extensions were constructed. Development slowed, and when it resumed, it was often at a lower density than originally planned for, resulting in lower revenues from connection fees.

As a result, the City has been forced to use various other revenue sources to cover the debt service payments for the sewer extension. The sewer debt was also refinanced at one point, extending out the timeline for repayment. Currently, the City has approximately 10 more years of repayment remaining before the sewer debt will be paid off. Additionally, the City has received substantial pushback from builders and developers because the utility connection fees in the NWA, which is the primary location where development is occurring in IGH, are so much higher than in surrounding cities with land available for development.

In order to address this situation, the Council authorized an examination of the City's utility connection fees with the following goals:

1. Develop a single structure of utility connection fees to be applied consistently across the entire city.
2. Set the connection fee amounts such that the cost of developing in Inver Grove Heights is not so much higher than in nearby communities undergoing development, accepting that the City has certain sunk costs in NWA utilities.
3. Make the new fee structure simpler and easier to understand and explain.

In response, staff have worked with the City's financial advisors at Ehlers to develop a structure and set of fee amounts intended to achieve these goals. The creation of a single fee structure will result in substantially lower costs for development within the NWA and slightly higher costs in the non-NWA. The projected revenue from the proposed fees would be notably less than what the current fees would generate, particularly for higher-density residential and commercial/industrial development. However, as the Council is aware, the City has struggled to get those types of development in recent years, without providing special fee reductions or waivers. And the City receives no revenue when the fees are set so high that developers opt to build in other communities instead of in IGH. The proposed new fee amounts are still projected to yield sufficient revenue to pay off the remaining sewer debt and set aside funds for future utility extension costs. Developing in IGH would in no way be a bargain under the new fee structure and amounts, but it would also not be as expensive as it currently is.

The following is a summary of the proposed structure and rates for 2026:

Water & Sewer Plat Connection Fees - the new fee would be equal to the 2025 fee in the non-NWA of the city, plus a 3% increase for 2026. The fee would be consistent across all acres of land, and not vary by zoning classification, as it does currently in the NWA fee structure. This consistent "an acre is an acre" approach aligns with many other developing cities in the metro-area.

Water & Sewer Building Permit Connection Fees - this fee is essentially the second part of the plat connection fee. The City collects some of the connection fee at the time of plat and the remainder at the time of building permit to spread the cost out over a bit of time, thereby making development financing more feasible.

The new building permit connection fees are proposed to be set at 30% of the NWA rates for 2025, plus a 3% increase for 2026. Staff and our consultants evaluated other amounts but are recommending 30% of the old NWA rate in order to help achieve the goal of bringing IGH fees more in line with what other developing cities charge. This is obviously a sizable decrease from the current NWA rates, but still results in a new city-wide rate that is higher than what developers were paying outside the NWA.

This fee appears in the fee table to be a flat amount - as it is a set dollar "per SAC unit," - but the result of multiplying it by the number of SAC units is that high-density development, which places a greater burden on the water and sewer system, will pay more, because those types of developments are assigned more SAC units. The assigning of a number of SAC units to a development is done by the Metropolitan Council, as part of their wastewater treatment system, and is therefore consistent across the metro-area. Generally, a single family home is one SAC unit, whereas an apartment project would be many more.

Water Treatment Plant Fee & Water & Sewer Core Connection Fees - these fees were already consistent city-wide and are therefore recommended to be kept as is, with just a 3% inflationary increase for 2026.

Stormwater Connection Fees - the City collects stormwater collection fees only at the time of plat, therefore there is some variation proposed to continue within these fees between different types and densities of development. However, they are being recommended for a city-wide rate that is equal to the existing non-NWA rates, with a 5% increase for 2026.

FISCAL IMPACT

Annual revenue projections are very difficult to make for connection fee revenue because it is entirely dependent on the amount of building and development that occurs in a given year, which is largely beyond the City's control and can vary widely. As a result, the City has used very conservative estimates of connection fee revenues in modeling out funding for its Capital Improvement Plan (CIP) and in projecting user rates for the water, sewer and stormwater utilities.

The proposed connection fee system is projected to generate enough revenue to sufficiently contribute to the total revenue for capital improvement and expansion of our utility systems. The question is when that revenue will come in.

Revenue projections for this project focused on the amount of fee revenue that would be collected from the portion of the NWA that lies north of Highway 55 and west of Highway 3, as that is where most active development is occurring, and where the City has already paid to extend water and sewer service. (The attached map highlights the parcels that were counted when estimated potential connection fee revenue.) At some point in the future, urban-style development needing water and sewer service will likely extend south of Highway 55 to the land in that area that falls within the Metropolitan Urban Service Area (MUSA). At that point, prior to investing in further utility expansion, the City should determine whether it intends to continue with the policy of not assessing property owners as the systems are expanded or whether it wishes to take a different course for that next phase of development. Based on that decision, further review and analysis of the City's connection fees should be undertaken to project funding for that phase of utility extensions.

RECOMMENDATION

Staff recommends adoption of the first reading of the attached Ordinance, establishing 2026 utility connection fees using a single, City-wide fee structure.

ATTACHMENTS

1. Ordinance establishing 2026 utility connection fees (1st Reading Nov 24 2025) UPDATED Nov 22

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

ORDINANCE NO. _____

**AN ORDINANCE REPEALING AND REPLACING INVER GROVE HEIGHTS CITY
CODE, TITLE 3, CHAPTER 4, SECTION (2) (2) RELATED TO WATER, SANITARY
SEWER, AND STORMWATER UTILITY SYSTEM CONNECTION FEES**

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

Section One. Amendment. Section 3-4-2-2 of the Inver Grove Heights City Code is hereby repealed and replaced in its entirety as follows:

3-4-2-2: WATER, SANITARY SEWER AND STORMWATER UTILITY SYSTEM
CONNECTION FEES:

A. Purpose And Intent: The purpose and intent of this section is to establish and impose just and equitable charges for connection to the municipal waterworks (water), sanitary sewer, and storm sewer utility systems, as authorized by Minnesota Statutes, Section 444.075, subd. 3 and Title 8 of this Code; in order to pay for the construction, reconstruction, repair, enlargement, improvement, obtainment, maintenance, operation and use of the utility systems and facilities, and the cost of obtaining and complying with permits required by law.

B. Definitions: For purposes of this section, the following terms shall have the following meanings:

NET DEVELOPABLE AREA/NET DEVELOPABLE ACRES: Means the number of acres within a property remaining after excluding those portions that are either: 1) encumbered by right-of-way for arterial roads as defined in the Inver Grove Heights Comprehensive Plan; or 2) lying below the ordinary high water level of public waters as identified in the Shoreland Overlay District; or 3) lying within the boundaries of wetlands delineated according to the Minnesota Wetland Conservation Act; or 4) bluffs in Shoreland Overlay Districts abutting public waters; or 5) land to be dedicated to the City of Inver Grove Heights for public park/recreation area purposes. Net developable area does not include outlots within a plat that are intended to be replatted at a later date into developable lots.

NORTHWEST AREA: Means that certain geographic area within the City of Inver Grove Heights defined, established and referred to as the Northwest Area Overlay District pursuant to the City's zoning regulations.

SAC UNIT: Means a unit as determined by the Metropolitan Council Environmental Services according to the Metropolitan Council Service Availability Charge Manual.

C. Connection Fees for Water Utility System. The following connection fees for the City's municipal water utility system are hereby imposed and required to be paid with respect to land that is within the Metropolitan Urban Service Area (MUSA). Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as listed in the table below. For properties that have not previously been platted or subdivided, fees required to be paid at time of plat must be paid when the property is subdivided, the property is platted, a building permit is obtained, or when connection is made to the municipal water utility system, whichever occurs first. New connections made by property not currently served by the municipal water utility system shall pay the connection fees when a connection is made, regardless of whether the property has been previously platted, subdivided, or issued a building permit. No connection shall be made to the municipal water utility system unless the required connection fees have been paid.

WATER UTILITY SYSTEM CONNECTION FEES	
FEE	AMOUNT
<i>Fees due at time of plat or connection to water utility system **</i>	
Water Plat Connection Fee*	\$6,831.00 per net developable acre
<i>Fees due at time of building permit or connection to water utility system ***</i>	
Water Building Permit Connection Fee	\$1,265.00 per SAC unit
Water Treatment Plant Fee	\$1,020.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,405.00
1 ½ inch	\$4,800.00
2 inch	\$7,679.00
3 inch	\$15,352.00
4 inch	\$23,984.00
6 inch	\$47,952.00
8 inch (or larger)	\$76,735.00

* This connection fee is not required if the property has been previously specially assessed on an area basis for a trunk water line.

** Payable when property is subdivided, the property is platted, a building permit is obtained, or when connection is made to the municipal water utility system, whichever occurs first. This fee shall also be paid when property that has been previously subdivided, platted, or issued a building permit connects to the municipal water utility system. In the Northwest Area, no fee is required if the property is being platted

as an agricultural planned unit development with no connection to the municipal water utility system.

*** Payable at time of issuance of building permit or when connection is made to the municipal water utility system, whichever occurs first.

D. Connection Fees for Sanitary Sewer Utility System. The following connection fees for the City's municipal sanitary sewer utility system are hereby imposed and required to be paid with respect to land that is within the Metropolitan Urban Service Area (MUSA). Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as listed in the table below. For properties that have not previously been platted or subdivided, fees required to be paid at time of plat must be paid when the property is subdivided, the property is platted, a building permit is obtained, or when connection is made to the municipal sanitary sewer utility system, whichever occurs first. New connections made by property not currently served by the municipal sanitary sewer utility system shall pay the connection fees when a connection is made, regardless of whether the property has been previously platted, subdivided, or issued a building permit. No connection shall be made to the municipal sanitary sewer utility system unless the required connection fees have been paid. Sanitary sewer plat connection fees for property within the Northwest Area are not required to be paid if the property is being platted as an agricultural planned unit development with no connection to the City's sewer system.

SANITARY SEWER UTILITY SYSTEM CONNECTION FEES	
FEE	AMOUNT
<i>Fees due at time of plat or connection to sanitary sewer utility system **</i>	
Sanitary Sewer Plat Connection Fee*	\$6,831.00 per net developable acre
<i>Fees due at time of building permit or connection to sanitary sewer utility system ***</i>	
Sanitary Sewer Building Permit Connection Unit Fee	\$2,259.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit
B-Line Special Connection Charge (applicable only to the B-Line area)****	\$1,663.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$793.00
1 ½ inch	\$1,581.00
2 inch	\$2,508.00
3 inch	\$5016.00
4 inch	\$7,849.00
6 inch	\$15,682.00
8 inch (or larger)	\$25,086.00

* *The connection fee is not required if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.*

** *Payable when property is subdivided, the property is platted, a building permit is obtained, or when connection is made to the municipal sanitary sewer utility system, whichever occurs first. This fee shall also be paid when property that has been previously subdivided, platted, or issued a building permit connects to the municipal sanitary sewer utility system.*

*** *Payable when a building permit is issued or when connection is made to the municipal sanitary sewer utility system, whichever occurs first.*

**** *The B-line special connection charge only applies to that area of the City served by the B-line sanitary system; for properties in the B-line area, the B-line special connection charge is payable in addition to the other fees set forth in Table 3-4-2-2(D)(1).*

E. Connection Fees for Stormwater Utility System. The following connection fees for the City's municipal stormwater utility system are hereby imposed and required to be paid with respect to all land within the city. The following fees must be paid when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first. The fees are not required to be paid for outlots if the property is being platted as an agricultural planned unit development in the Northwest Area.

SANITARY SEWER UTILITY SYSTEM CONNECTION FEES	
<i>Fees due at time of plat</i>	
Zoning District	Fee
R-1 and R-2	\$7,917.00 per net developable acre
R-3A, R-3B and R-3C	\$10,295.00 per net developable acre
All Other Zoning Districts (B, I and P)	\$18,212.00 per net developable acre
Mixed Use Zoning	Pro-rated

F. Outlots: With respect to calculating the fees payable at the time of platting, the acreage within the outlots that are intended to be replatted into buildable lots at a later date shall not be included within the calculations. When the acreage within the outlots are subsequently replatted into buildable lots, the fees for such acreage shall then be paid at the time of the replat. (Ord. 1359, 12-10-2018, eff. 1-1-2019; amd. Ord. 1376, 12-9-2019; Ord. 1392, 12-14-2020; Ord. 1420, 12-13-2021; Ord. 1440, 12-12-2022; Ord. 1467, 1-1-2024; Ord. 1487, - -2024)

Section Two. Effective Date. Following its passage and publication, this Ordinance shall be effective beginning January 1, 2026.

Passed in regular session of the City Council of the City of Inver Grove Heights on the ____ day of _____, 2025.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **2nd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission**

MEETING DATE: November 24, 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, which makes amendments to the City Code related to the Convention & Visitors Bureau and the Planning Commission's meeting schedule.

BACKGROUND

The attached Ordinance, amending Title 2, Chapter 2 of the City Code, is presented for Council consideration, with the goal of accomplishing two things:

- 1.) Remove references to the Convention and Visitors Bureau from the sections of the City Code that govern appointments to and meetings of the City's advisory commissions. This will lay the foundation for the proposed change to having the River Heights Chamber of Commerce formally operate the Convention and Visitors Bureau (CVB) under contract with the City, in place of the less formal partnership that currently exists. The proposed contract with the Chamber will be brought forward at a future Council meeting, but the related City Code amendments require three readings, so staff is trying to get a headstart on that process. Under the proposed contract, there would still be an advisory board overseeing the CVB, it would just exist via the contract provisions rather than City Code.
- 2.) Remove the requirement that the Planning Commission have two regular meetings a month and instead require just one regular meeting a month, the same as the City's other two advisory commissions (the Parks and Recreation Advisory Commission and the Environmental Advisory Commission). The Planning Commission has been holding one meeting per month during 2025, on a trial basis, and it has worked well, allowing for sufficient time and capacity to process the various land use applications that come before it in a timely manner. Additionally, this change would not prohibit the Planning Commission from returning to two meetings per month if needed, it simply removes the requirement to have two.

FISCAL IMPACT

None.

RECOMMENDATION

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

ATTACHMENTS

1. DRAFT Ord Amd Code - CVB & PC (2nd Reading Nov 24 2025)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 2, CHAPTER 2 REGARDING THE CONVENTION AND VISITORS BUREAU
AND THE PLANNING COMMISSION**

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

Section One. Amendment. Section 2-1-1 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following language shown with ~~strikethrough~~:

2-1-1: APPLICATION OF PROVISIONS:

Except as provided in this title, this chapter shall apply to all commissions, committees and task forces, including the planning commission, environmental advisory commission, and the parks and recreation advisory commission, ~~and the convention and visitors bureau.~~

Section Two. Amendment. Section 2-1-2 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following language shown with ~~strikethrough~~:

2-1-2: TIME FOR APPOINTMENT; TERMS; MEMBER OF MORE THAN ONE COMMISSION:

A. All advisory commission appointments authorized by ordinance or resolution shall be made by the council at the second regular city council meeting in May of each year or at such other time as determined by the council but no later than the expiration of the existing terms. The term of each appointment shall be established and stated at the time of the appointment. Each commissioner shall have staggered three (3) year terms, unless otherwise required by statute, this code or resolution.

B. Notwithstanding the provisions of this title, the council may by resolution establish special ad hoc committees or task forces consisting of any number of members appointed for periods at the council's discretion.

C. All commissions, committees and task forces shall act as advisory to the council. (Ord. 1090, 5-24-2004)

D. No commission member shall serve as a regular voting member on more than one commission at the same time. Commissions include the planning commission, environmental advisory commission, and the parks and recreation advisory commission, ~~and the convention and visitors bureau.~~ (Ord. 1330, 12-12-2016)

Section Three. Amendment. Section 2-1-3 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following language shown with ~~strikethrough~~:

2-1-3: RESIDENCY REQUIREMENTS:

~~Except for the convention and visitors bureau, e~~Each commission member shall be a resident of the city during the term of the member's appointment. ~~Except for the convention and visitors bureau, t~~The term of a commissioner shall terminate if the member moves from the city. (Ord. 1090, 5-24-2004)

Section Four. Amendment. Section 2-1-4 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following language shown with ~~strikethrough~~:

2-1-4: TIME FOR TAKING OFFICE; VACANCIES; EMPLOYMENT RESTRICTIONS:

New commission appointees shall assume office at the first meeting in June of each year. However, all appointees to commissions shall hold office until their successors are appointed and qualified. All vacancies shall be filled in the same manner as for an expired term, but the appointment shall be effective immediately when made and only for the unexpired term. ~~With the exception of the convention and visitors bureau, n~~No appointed commission, committee or task force member shall be an employee of the city, but an ex officio member may be so employed. (Ord. 1090, 5-24-2004)

Section Five. Amendment. Section 2-1-6 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following language shown with ~~strikethrough~~:

2-1-6: MEETINGS:

A. General Requirements: The planning, ~~commission should hold two (2) regular meetings a month, as needed, and such special meetings as determined by the commission. The parks and recreation, and environmental~~ advisory commissions ~~and the convention and visitors bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the commissions and bureau. They shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions and findings, which shall be a public record. (Ord. 1330, 12-12-2016)~~

Section Six. Effective Date. This ordinance shall be effective upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this____ day of _____, 2025.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Closed Session to Discuss Labor Relations Matters**

MEETING DATE: November 24, 2025

ITEM TYPE: Closed Session

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to enter into a closed session pursuant to Minnesota Statutes, Section 13D.03, subd. 1(b) to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25; with Law Enforcement Labor Services (LELS), Local 84, Local 189 and Local 540.

BACKGROUND

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None