



Inver Grove Heights City Council
Monday, February 23, 2026 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, February 23, 2026, will be provided to the Council at or before the February 23, 2026 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: One or more Council members are 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**

A. Fire Department - Officer Badging Ceremony

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 January 12, 2026 City Council Work Session Minutes

B. Personnel Actions

C. Approval of Disbursements

D. Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2026 Pavement Management Initiative Projects

E. Resolution Approving 2025 Budget Carryovers

F. Award Contract and Adopt Budget Resolution for Reconditioning of Well No. 4 (City Project No. 2026-02)

G. Resolutions to Amend Final Project Budgets and Close City Project Nos. 2024-09D and 2024-09F

H. Resolutions to Re-Open Project Accounts and Amend Final Project Budgets and Close City Project Nos. 2022-09I & 2022-09J

I. Approve an Ordinance to amend City's Zoning and Subdivision Process.

J. Exempt Gambling Permit for Ducks Unlimited

6. Public Hearing

- A. Approval of New Officer for Liquor License Holder Open Window Theatre
- B. Application for New Tobacco Sales License

7. Regular Business

- A. IGH Fire Relief Association Request for Pension Benefit Increase
- B. City Administrator Recruitment Profile and process update
- C. Second Reading of an Ordinance Amending City Code Title 8, Chapters 2 and 4 Related to Water and Sewer Service Connections
- D. Resolution Approving 2026 Legislative Priorities and Positions
- E. Comprehensive Plan Amendment to change land use from O, Office to MU, Mixed Use for property north of Argenta Boulevard and 65th Street Intersection.

8. Public Comment

Public comment provides an opportunity for the public to address the Council on items that are not on the agenda. Comments will be limited to three (3) minutes per person.

9. Mayor and Council Comments

10. Adjourn

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

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, JANUARY 12, 2026 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, January 12, 2026, 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: Interim City Administrator Hiniker, Finance Director Hove, Public Works Director Connolly, Chief Chiodo, Parks and Recreation Director Lares, Community Development Director Ziemer, City Attorney Nason, Utility Superintendent Kramer, Sergeant Winget, Investigator Malcom, Officer DeRosier, Officer Steinberg, and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve agenda by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

4. DISCUSSION ITEMS:

A. Update from Police Department on Drone Program and Strategic Response Group

Officer Malcom explained that the Police Drone Fleet currently includes several aircraft designed to meet different operational needs, with each platform serving a specific purpose. The DJI M30T functions as the primary outdoor search drone, the DJI NEO is a mini drone used for interior flights, and the DJI Mini is used for training. The program is also supported by two Patrol SUV’s that are outfitted to store drones and continuously charge batteries, helping ensure the fleet always remains ready for deployment.

Drone use from October 1, 2024, through December 31, 2025, includes 335 flights and 67 live missions. Of these, 36 missions assisted other agencies in Dakota County, and 31 missions were conducted inside of IGH. In total, 37 missions were positively impacted by UAS response. The UAS response refers to deploying drones to support patrol and emergency operations by improving situational awareness, increasing search efficiency, and reducing risk to officers, such as using thermal imaging to rule out missing victims or inspecting rooftops during burglar alarms when it would be unsafe for officers to climb and clear elevated areas.

The UAS program has had several major successes, including helping locate a missing nonverbal juvenile more than a mile from home, supporting the capture of fleeing felony suspects who surrendered after hearing a drone, and providing visible aerial surveillance at a high-risk funeral to deter potential violence and improve investigative readiness.

Looking ahead, the next phase of the program includes discussion of the DJI Ban. The Federal Government established a requirement for a federal audit of DJI to be completed by December 23, 2025, but this audit did not occur, resulting in limited sales of new DJI products until the audit is completed. Moving forward, the current fleet remains in good condition and is expected to be usable for years to come, barring a crash. The department is also evaluating the cost of replacing the existing DJI fleet with NDAA (National Defense

Authorization Act) compliant UASs and notes that federal grants are available for American manufactured drones.

Examples of drone use include training flights, patrol use, and other requests, highlighting the versatility of the UAS program in supporting department operations.

Examples of drone use include training flights, patrol support, and other requests, demonstrating the flexibility and value of the UAS program. The 13-member drone team now conducts quarterly six-hour training sessions to strengthen skills and maintain readiness, including rapid training on new equipment. The department will also begin integrating drone building and field searches into January in service use of force training, expanding department wide use of UAS to improve officer safety.

One exemption discussed in 2024 allows drone use at the request of government entities for purposes unrelated to law enforcement. The department has used this exemption to capture State of the City footage and film the Rock Island Swing Bridge light show in coordination with IT and Parks and Recreation. Future requests, such as GIS or survey support for Public Works, may also be considered through a formal written request. Chief Chiodo receives and reviews all requests.

The mayor praised the State of the City as highly successful and expressed appreciation for the quality of the presentation and the efforts of staff, noting the positive impression created by hosting it during the autumn season.

A councilmember asked about the origin of the safety concerns.

Officer Malcom stated that the concerns stem from DJI being a China-based company and the possibility that drone data could be accessed by the Chinese government. He noted that the investigation will evaluate the drones' security and any potential data sharing risks.

Officer DeRosier introduced the Strategic Response Group (SRG), alongside Officer Steinberg, operates within the Criminal Investigations Division and focuses on proactive, specialized operations designed to improve quality of life throughout Inver Grove Heights by addressing drug enforcement, sex trafficking, criminal apprehension, compliance checks, management of the Predatory Offender Program, and emerging crime trends or critical incidents. The five core missions include criminal apprehension, drug enforcement, sex trafficking, Predatory Offender Registration (POR), and compliance checks.

The SRG is supervised by CID Sergeant Winget and currently consists of two full time officers, with plans to expand to three in 2026. The unit operates from shared office space to encourage collaboration and is equipped with unmarked vehicles, assigned rifles, rifle rated armor and ballistic helmets, covert specialized investigative devices, and incredible minds that support creative and strategic problem solving. The SRG functions as a non-conventional investigative unit, often working in plain clothes with unconventional appearances, utilizing tailored investigative training and tactics tailored to fit the mission at hand, non-conforming investigative vehicles, and innovative approaches to complex cases. The unit also maintains partnerships with multiple agencies and specialized units across the state.

The SRG's strengths include operational planning, flexibility to meet agency needs, fugitive apprehension, narcotics overdose investigations, and addressing cases that do not fit traditional patrol or investigative models. As of 2025, there are only 11 outstanding IGH originating fugitive cases, all from 2025, with none remaining from

2023 or 2024. The unit has conducted eight overdose investigations in 2025, with four cases referred, two charged, and two pending review, while also pursuing related spin off drug cases. The SRG frequently manages complex or sensitive matters such as gang related funerals, prolonged trespassing or mental health incidents, problem properties, and repeat problem locations.

The department also supports community-based efforts through the Community Engagement Officer (CEO) program, which pairs officers with a Dakota County social worker specializing in stabilization. Officer Steinberg currently serves as the SRG's CEO and works closely with Embedded Social Worker Sam St. Marie from Dakota County Social Services to address community needs and support individuals in crisis.

Criminal apprehension efforts focus on executing probable cause pick-ups and holds, locating individuals with active warrants tied to Inver Grove Heights cases, and using a range of investigative tactics including cell phone location pings, surveillance, outreach to friends and family, social media monitoring, and covert online techniques such as cat fishing. While these cases may appear high action, much of the work involves detailed computer-based research and extended surveillance operations.

A councilmember inquired about the definition of catfishing.

Officer DeRosier explained that catfishing involves using a false online identity to communicate with a suspect.

Drug overdose investigations have become a significant focus for the SRG. In 2025, all suspected fatal overdoses were investigated as third degree murder cases, with an emphasis on front loaded, comprehensive investigative work to support successful criminal prosecutions. These cases are particularly difficult because the primary witness is deceased and other sources of information are often limited. Investigators carefully analyze evidence from the scene of death, conduct forensic reviews of phones, interview family members and friends, and examine surveillance video from homes, workplaces, and other relevant locations. While this has been a long and complex process, the unit has seen meaningful success in advancing its mission.

A 2025 case study involving a fatal juvenile overdose illustrates the depth of SRG investigations. Police responded to the overdose death of a juvenile IGH resident, with CID/SRG conducting an in-depth investigation that included executing a search warrant on the residence and seizing a small amount of suspected controlled substances and a smartphone. Through continued investigation, officers identified a likely source of supply for the decedent (T1), located a second possible suspect through workplace video footage, seized that suspect's phone, conducted a forensic examination and interview, and ultimately eliminated the secondary suspect through extensive investigation.

Investigators then focused on the primary suspect (T1), obtained an electronic tracking warrant, identified the suspect's residence, conducted surveillance, executed a search warrant, and seized a cell phone, a loaded shotgun, a small amount of suspected controlled substances, and a statement, leading to a request for 3rd Degree Murder charges.

A spinoff investigation included reviewing T1's phone and identified the source of supply as an individual from Shakopee, also known as "Xans" (T2), who was linked to counterfeit Xanax pills, as confirmed by the decedent's parents who reported prior use by their child. Through family interviews, investigators determined that T1 was likely a witness in a separate overdose case in Eagan and that T2 was also the source of supply for that decedent, prompting the sharing of information with Eagan Police and the launch of a joint investigation. A

coordinated operation with Eagan and Shakopee Police led to raids on T2's residences, resulting in the seizure of drugs and an additional phone. Formal charges were subsequently requested by Eagan Police for 3rd Degree Murder in the Eagan case, and by Inver Grove Heights Police for 3rd Degree Drug Sales related to T2.

Investigators received an extensive statement from T2 regarding his fentanyl dealer and conducted a search warrant and forensic examination of T2's phone. This led to the identification of two additional targets, T3 and T4. A search warrant executed in Bloomington on T3 resulted in the seizure of evidence supporting 1st Degree Drug Sales, along with \$85,000 in cash and a vehicle valued at approximately \$20,000 for forfeiture.

Officers executed a search warrant in Bloomington on T4 and obtained evidence supporting 1st Degree Drug Sales. During the search, approximately 1,000 counterfeit Xanax pills were seized, along with a 1st Degree amount of methamphetamine and powder intended to produce additional counterfeit pills.

The SRG also addresses sex, human, and labor trafficking is difficult to fully understand in the City because it is a transient, often unwitnessed crime that frequently goes unnoticed by the community. Examples of human trafficking have been identified in several forms, including prostitution, illicit massage operations, labor trafficking, and exploitation tied to survival sex. Due to proximity to the metro area and the prevalence of low-cost hotels and housing, it is generally assumed that trafficking crimes are being committed in IGH. Current identification and enforcement efforts include automatic searches on law enforcement resource websites, partnerships with the BCA Human Trafficking Task Force, proactive rescue and trafficker sting operations, and consistent follow up on all tips.

Predatory Offender Registry Compliance is guided by Minnesota's Predatory Offender Registry, which was established on August 1, 1991, with the BCA's POR unit maintaining the State's central database of information on predatory offenders. For the City, this means maintaining an accurate list of all predatory offenders who reside in IGH, including those who do not register appropriately. Responsibilities also include conducting quarterly in person meetings at offenders' residences, investigating and enforcing noncompliance, and monitoring and updating changes to registrants' information.

The SRG also supports City licensure compliance by conducting checks to ensure licensed businesses responsibly sell and furnish age restricted products to individuals over 21 years of age. These checks apply to alcohol, tobacco, massage services, tattoo and body piercing establishments, THC related businesses, and short-term vacation rentals.

Confidential Informants (CIs) play a critical role in SRG investigations, often providing access to people and locations that officers cannot reach directly. One of the department's most effective CIs was arrested in connection with a stolen motor vehicle and a user amount of narcotics and expressed eagerness to work off potential charges. That same day, officers signed the individual up as a CI, reviewed the application, and used the informant to purchase a first-degree amount of narcotics. A subsequent search warrant executed at the residence resulted in the seizure of an additional first-degree amount of narcotics and the forfeiture of over \$3,000 in cash. In total, more than 80 grams, or approximately 800 servings, of methamphetamine were seized in a single case.

A councilmember asked how money, vehicles, and other seized property are handled.

Officer DeRosier stated that forfeiture paperwork is completed, compiled with supporting reports, and submitted to the appropriate jurisdiction, such as Hennepin County, for processing. He noted that a portion of forfeited funds may later be returned to participating agencies for use in public safety purposes.

Chief Chiodo stated that the department assesses whether seized vehicles are appropriate for forfeiture and, if retained, they may be repurposed for investigative or plainclothes use to reduce the need for additional City vehicle purchases. She also explained that forfeited cash is held in a designated account, with required portions distributed to the County and remaining funds used to support law enforcement operations and equipment needs not fully covered by the budget.

Officer Steinberg stated that approximately \$200,000 was seized over the past 3 years.

Chief Chiodo clarified that the approximately \$200,000 figure reflects the total amount seized, not the amount returned to the Police Department, and noted that Finance provides a monthly report tracking these funds.

The mayor expressed appreciation for the tenacity and perseverance required to see complex cases through to completion.

B. Automated Meter Infrastructure Project Review

Public Works Director Connolly provided an overview of the Advanced Meter Infrastructure and Water Meter Replacement (AMI) (City Project No. 2023-05), including the history and benefits of AMI and water meter replacement, cost estimates, contracting methods, City Code language, logistics and coordination, and the overall project schedule.

Automatic Meter Reading (AMR) has been in place since the mid 2000's. Water meters currently use radio transmitters that allow for drive by meter reading through manual collection. Advanced Meter Infrastructure (AMI) has been discussed at the staff level dating to 2017 and has been included in the City's CIP for implementation since 2022. AMI provides real time remote monitoring of water meters through wireless antennas and allows identification of expired meter transmitters or batteries and meters in need of replacement. AMI was anticipated to be installed as soon as 2023 but was postponed due to other priorities. Installation is currently planned for 2026 through 2028, with the option to accelerate.

Most peer communities in and around Dakota County have already implemented AMI. Burnsville, Eagan, Hastings, Savage, and Rosemount use the same meter and AMI provider as the City, Core and Main. Lakeville, Northfield, Prior Lake, and South St. Paul also have AMI systems but use a different provider. St. Paul Regional Water, which serves West St. Paul and Mendota Heights, is currently undertaking a seven-year AMI and meter replacement project from 2025 through 2031.

The City has approximately 9,000 water meters, including 7,900 residential and 1,100 commercial meters. The City has never had a comprehensive water meter replacement program. Utility staff have historically focused on updating and replacing commercial meters, with approximately 40% replaced, updated, or right sized in the past 15 years. Residential water meters have only been replaced if damaged or not working, and approximately 1,600 residential meters, or 20%, have been replaced in the past 15 years. The typical water meter lifespan is 20 years. The average meter age in the City is 18 years. Approximately 4,500 meters, or 50%, are over 20 years old. About 6,000 meters, or 67%, need replacement to work with AMI, while approximately 3,000 meters, or 33%, are AMI compatible and require reprogramming only.

Benefits of AMI implementation include automated meter reading, eliminating manual reads. The City currently spends approximately \$100,000 per year on meter reading, including staff and contract costs. AMI enables automated system monitoring and data collection, alerts for leaks or unusual water use, and provides data to support system management and CIP and budget decision making. AMI allows for future conversion to monthly billing and can be used beyond water meters as a force multiplier, including ponds, sewer meters, and the SCADA system. The system also has future customer dashboard capabilities, giving residents tools to view and monitor water usage and support conservation.

Benefits of water meter replacement include more accurate water meter readings. Meters wear out over time and under-read water usage, and the City is currently losing an estimated \$400,000 to \$450,000 per year in revenue collection. Replacement will standardize meter and transmitter types, streamline repairs and replacements, and ensure compatibility with the AMI data system. Meter replacement will also support Lead Service Line Inventory (LSLI) requirements by allowing identification of all service lines when meters or radio transmitters are swapped, saving the City up to \$100,000 in labor costs otherwise needed for separate LSLI verification.

AMI costs include a \$200,000 base cost for antenna, hardware, and program setup, along with a \$35,000 annual system maintenance fee. Current annual costs for meter reading total approximately \$100,000, resulting in a net annual savings of \$65,000. Meter and transmitter replacement costs are estimated at \$4.8 million, including \$2.5 million for meters, \$1.3 million for radio transmitters, and \$1 million for labor and project management costs. CIP budget estimates include \$200,000 in 2025 for project setup and \$4.8 million for implementation (\$1.6 million spread across 2026, 2027, and 2028).

The combined return on investment for AMI and meter replacement includes approximately \$400,000 per year in revenue recuperation with new meters and \$65,000 per year in meter reading savings, resulting in total annual cost savings of \$465,000. With an estimated \$5,000,000 implementation cost, the projected ROI is approximately 10.7 years. Initial funding is proposed through the Water Capital Fund (Fund 511). The project costs can be spread over 3 years, as currently planned, at approximately \$1.6 million in 2026, 2027, and 2028. Alternatively, the City could advance the full amount into 2026 due to a healthy projected fund balance of approximately \$15 million at year-end 2025.

Under AMI and meter replacement costs, the City will still need to develop a long-term meter replacement program. With a 20-year meter life, approximately 1/20th of meters should be replaced each year, equating to roughly 450 to 500 meters annually at an estimated cost of \$170,000 to \$200,000 per year. Replacement needs are expected to be lower in the near term but will peak in 2045 through 2047 as the bulk of AMI meters reach the end of their service life. A ramp up is anticipated beginning in 2030 for currently AMI compatible meters that will start to age out. Ongoing replacement costs are expected to be budgeted through the Water Operating Fund (Fund 510) from 2030 and beyond.

Under the contracting method, water meters and the City's metering infrastructure, including AMI, must remain compatible. The City currently uses Sensus water meters for residential properties, representing 87% of properties with water connections, and has installed 3,000 AMI compatible iPERL meters out of 7,900 residential properties, or approximately 38%. Replacing these 3,000 compatible Sensus meters with a different brand would result in an additional cost exceeding \$500,000. Staff recommend continuing to use Sensus meters, as they have been found to be reliable and compatible with the proposed AMI system. The City of Eagan also utilizes Sensus

meters, and implementing AMI as proposed would allow the City to build redundancy into its system through coordination with Eagan.

Minnesota State Statute 471.345, the Uniform Municipal Contracting Law, provides authority for the proposed contracting approach. Subdivision 5 allows municipalities to enter direct contracts for maintenance of water facilities controlled or operated by the municipality, noting that water meters and metering software are owned by the City. Subdivision 15 allows municipalities to enter direct contracts for the purchase of supplies, materials, and equipment utilizing the State or another national cooperative purchasing venture.

Core and Main are the proprietary supplier for Sensus water meters and AMI systems in Minnesota and is the City's current supplier. Core and Main participate in the Sourcewell National Cooperative Purchasing Venture and has supported staff in system review, cost estimating, and contracting. Core and Main will provide meters, AMI hardware and software, and contract with qualified firms for meter and transmitter installation. Staff recommend finalizing a contract and scope of work with Core and Main to meet the procurement requirements of the Sourcewell Cooperative Purchasing Venture and Minnesota State Statute.

City Code Language under Title 8, Chapter 2, Water System establishes the City's authority over water meters and inspections. Code 8-2-9 states that all water meters shall be and remain the property of the City and authorizes City employees to have free access to all buildings and premises connected to the water system for meter reading and inspections. The Code could be clarified by adding language related to the maintenance and replacement of meters to clarify City's rights. The same section requires the City to maintain and repair meters when they are rendered unserviceable, and this provision could be strengthened by adding language addressing meters at the end of their service life. Code 8-2-16, Right of Inspection, further affirms the City's right, through authorized employees or agents, to enter and be admitted to any lands and property in the City for the purpose of inspecting materials, meter readings, and plumbing work associated with the water system.

Code 8-2-18, Implied Consent to Regulations, provides that every person accepting water service, and every property owner where such service is accepted, is deemed to consent to all rules, regulations, and rates established under this chapter and agrees to hold the City harmless from any claim, damage, injury, or loss caused by or arising from their connection to, or repair of their connection to, the City water system. Code 8-2-19, Violation and Discontinuation of Service, authorizes the City to shut off water service at any stop box connection whenever the owner or occupant of the premises has violated any provision of this chapter.

This is important because the City Code, as currently written, provides the City with the necessary authority to compel compliance with meter replacements. Some minor language changes could further strengthen this if Council desires. If a property owner refuses to allow their meter and or radio transmitter to be replaced, the City has the right to shut off water service until the property owner complies with City Code. If Council is unwilling to require and enforce property owner compliance, it will not be possible to operate a functioning AMI system, as compliance must be 100% for the system to be effective.

The mayor requested the legal advisor's perspective. The legal advisor indicated the proposal was reasonable and recommended minor code revisions before moving forward, noting that a cooperative purchasing program would be an appropriate procurement option for the project. The mayor supported the suggested language change and asked for council input. The council expressed unanimous agreement.

A council member noted resident concerns about home access but emphasized that accommodations are a normal part of city services and that the project is a practical infrastructure upgrade unlikely to become more cost-effective later. Another council member asked whether concerns about home entry might stem from fears of code enforcement.

Staff clarified that meter replacements are conducted by a third-party contractor, are unrelated to code enforcement, and involve only a brief meter swap with no home inspection. A council member added that proactive public education will help reassure residents that these visits are not connected to code enforcement.

A council member requested clarification on how the meter replacement fund functions as an operational reserve rather than a capital expense, and whether it will ensure adequate savings over the replacement cycle to avoid future shortfalls.

Staff explained that the operating fund covers annual expenses while the capital fund supports major projects. The meter replacement effort is proposed as a capital project in the CIP, with future cycles shifting to the operating budget as routine maintenance. Staff noted that AMI implementation will improve scheduling and support more efficient long-term meter replacement planning.

A council member requested clarification on how the meter replacement fund functions as an operational reserve rather than a capital expense, and whether it will provide sufficient savings over the replacement cycle to prevent future shortfalls.

Staff explained that the operating fund supports annual costs while the capital fund is used for major projects. The meter replacement initiative is planned as a capital project in the CIP, with future cycles incorporated into the operating budget as routine maintenance. Staff also noted that AMI implementation will enhance scheduling and improve long-term meter replacement planning.

A councilmember asked whether the AMI system is proprietary or compatible with a common or shared software platform.

Staff explained that AMI systems are proprietary to each vendor, comparable to software platforms that operate within their own systems while still allowing limited compatibility across formats.

A councilmember expressed concern that proprietary systems, like building automation platforms, can lock the City into a single vendor for equipment, replacements, and updates, potentially increasing long term costs and limiting flexibility.

Staff explained that while the AMI system is proprietary to Sensus, flexibility remains in meter selection, particularly for larger or commercial meters that require different brands. He noted that alternative meters can be used if they are properly programmed to sync with the Sensus transmitter, ensuring data transmission compatibility during installation and testing.

A councilmember asked whether staff would need to rely on the contractor to modify or run system queries, or if those functions could be handled internally without external involvement.

Staff explained that once the system is installed, staff will manage customers and operate the system internally. He noted that the City will maintain a subscription for software support, system updates, and troubleshooting assistance, like routine updates provided for other enterprise software platforms.

A councilmember asked whether any additional computers or equipment would be needed at the water towers or other facilities to support the system.

Staff explained that the system will require antennas and power at the water towers, but existing power infrastructure can be used. He noted that the AMI software can be installed on designated desktop computers, with the City determining how many staff receive access and licenses based on operational needs.

A councilmember asked whether the software licenses are fully included as part of the overall system package.

Staff stated that the software licenses are included as part of the annual fee.

AMI implementation includes the City entering a contract with Core and Main for the AMI system and the initial years of system management. The project will include installation of antenna relays on two water towers, Arbor Pointe and either the Asher or Northside Towers, along with additional base stations at well houses or other City facilities such as parks or the water treatment plant, typically affixed to existing buildings or structures. Computer hardware and software will be installed on select Utility Division and Utility Billing staff computers, followed by testing and troubleshooting to verify that all system components are communicating properly.

Water meter and radio transmitter replacement will be completed through general contracting from Q2 2026 through 2027. The City is currently providing existing meter data to Core and Main to verify meter types, sizes, addresses, and replacement locations. Core and Main will develop a comprehensive replacement database to share with certified plumbing contractors for installation and AMI programming and data integration. Based on total quantities, the City will enter a contract with Core and Main for meter and transmitter materials and installation through a cooperative purchasing venture. Core and Main will hire qualified and certified contractors experienced with Sensus meters and transmitters and with similar city-wide meter replacement projects in Minnesota. Core and Main and its subcontractors will determine the most effective replacement approach based on priorities established by City Utility staff, recognizing that residential and commercial meters may have different replacement requirements and schedules, older meters may be prioritized, and transmitter only replacements for newer compatible meters may follow a separate timeline or crew structure.

Water meter and transmitter replacement will include coordinated outreach and scheduling with property owners. Core and Main, in cooperation with its contractors, will establish a scheduling website and phone system for installation appointments. Mailed notices will be sent to property owners with links to the City webpage for meter replacement and City Code requirements related to compliance. The City proposes sending up to three scheduling notices before water service is subject to shutoff, with an estimated 95% of property owners expected to respond within the first two notices. Property owners will be able to schedule replacement appointments online or by phone, and contractors will offer evening and weekend timeframes to accommodate availability. Installation, including LSLI verification, is expected to take approximately 15 to 20 minutes per property.

City staff coordination will be required to support water meter and transmitter replacement, although most meters can be replaced without City staff needing to isolate water service, since internal valves typically isolate the meter from the water system. An estimated 5% to 10% of services may require curb stop shutoff due to leaks or broken interior service valves, which will be handled by Utility Division staff. The City will need to assign 1 to 2 staff members to be on call while meter replacements are underway, and additional overtime costs are expected for off-hour work. In cases where a water service cannot be isolated, contractors may need to freeze

the line, which can typically be done inside a home and is expected to affect fewer than 2% of services. Costs associated with line freezing and leaking or missing valve replacements will be included in the contract.

General public outreach and information will include multiple communication channels to ensure residents understand the meter replacement process. Outreach efforts will include Insights publications in Spring, Summer, and Fall 2026, social media messaging with links to the project webpage, and individual mailers from installation contractors to support scheduling. A dedicated City webpage will provide information on the reasons for meter replacement, a summary of the process, the general schedule, pictures and diagrams of the work being performed, contact information for both the contractor and City Utilities, frequently asked questions, and relevant City Code references.

The schedule anticipates AMI contracting in February 2026, installation in March and April 2026, meter and transmitter contracting in April 2026, and the start of meter replacement in May or June 2026. Completion is projected for October 2027 under an accelerated schedule or October 2028 under an extended schedule, pending Council approvals.

Council discussion items include whether to proceed with AMI and meter replacement as proposed, whether to strengthen City Code language to support compliance, whether to adopt an accelerated implementation timeline, and what additional questions Council wishes staff or supply partners to address ahead of the proposed contract implementation.

The mayor stated that some existing meters are negatively affecting accurate usage measurement and expressed support for accelerating the replacement effort.

A councilmember supported accelerating the meter replacement effort, particularly given concerns about commercial meters. She emphasized the importance of clear public communication, including billing inserts to reach residents who may not use online resources, and noted that an expedited timeline could benefit seasonal residents.

Staff stated that most meter replacements will occur during the summer, minimizing seasonal challenges. He added that, given the City's manageable number of meters, Core and Main can likely coordinate outreach and scheduling efficiently without capacity constraints comparable to larger utilities.

A councilmember expressed support for moving forward, noting that funding is available.

The mayor inquired whether approximately two thirds of the labor costs under the current system are associated with staff fieldwork and asked what the projected labor cost savings would be.

Staff explained that a significant share of current costs comes from field labor and utility billing staff time dedicated to customer calls, rereads, and final bill reads. He noted that the AMI system would allow readings to be completed remotely, reducing the need for on-site visits and improving scheduling efficiency. He added that the City currently spends approximately \$75,000 per year on labor for rereads and final reads, and most of these costs would be eliminated with AMI implementation.

The mayor asked how the labor savings would be used if current staffing demands are reduced.

Staff explained that labor savings would be realized through more efficient use of staff time rather than direct budget cuts. Over time, some effort would shift to ongoing meter maintenance, while in the short-term staff

would be reassigned to other operational needs, reflecting a reallocation of personnel resources rather than a reallocation of funds.

C. Minnesota Hockey Hall of Fame Development – Next Steps & Memorandum of Understanding Discussion

Community Development Director Ziemer stated that the Minnesota Hockey Hall of Fame Development Project is structured around five primary areas: Planning & Development, Site & Public Improvements, Funding Strategy, Legislative Initiative, and Development Agreements. These focus areas establish a clear framework to guide the project from early planning through funding, construction, and long-term operations, ensuring coordinated progress across all phases of development.

Key project focus areas include next steps and timeline updates, land use and zoning applications, and purchase agreement due diligence items. Council direction is requested regarding initiating civil plan work, amending the FY25 DEED grant to reallocate funding, reviewing the 2026 legislative effort to secure state funding, and exploring a pre-development agreement with a private entity.

Land use and development applications are currently submitted or in process. The next major milestone is a Comprehensive Plan Amendment to change the 2040 Plan land use designation from Office to Mixed Use. This amendment is undergoing adjacent jurisdictional review, with a public hearing scheduled for February 4, 2026, and will then be presented to the Council at the second meeting on January 23rd. Future development approvals are expected to include a Concept or Sketch Plan, a required Neighborhood Meeting as part of the rezoning process, a Planning and Development Preliminary Plan, Rezoning, Planned Unit Development (PUD), Preliminary Plat, and Final Plat.

The land acquisition purchase agreement was approved on December 8, 2025, at a purchase price of \$8,740,200. The next phase involves due diligence work, recommended to be funded through the EDA Fund and EDA Capital Fund. Loucks is finalizing the scope of work and associated costs, with Council authorization anticipated on January 26, 2026. Estimated due diligence costs include \$27,000 for ALTA and Topo Surveys, \$5,500 for a Tree Inventory, \$5,000 for a Phase 1 ESA, and \$50,000 for Soil Borings and Geotechnical, totaling an estimated \$87,500.

Due diligence timelines estimate survey completion within 4 to 6 weeks, with estimated completion in early March. Soil and geotechnical work are expected to take 8 to 12 weeks, while the Phase 1 ESA is anticipated to take 4 weeks. The tree inventory will be completed simultaneously with these efforts.

Site and public improvements will include mass site grading, roadway and parking lot construction, and the installation of public utilities to create a development ready site. Planned infrastructure enhancements include an approximately 500-foot extension of Argenta Boulevard, an approximately 350-foot extension of Vikings Parkway, and installation of Water, Sanitary Sewer, and Stormwater systems.

The next step is Design Development (DD), which will generate 50% to 70% complete design plans and allow engineering cost estimates to be based on actual design details rather than conceptual assumptions. This phase will be followed by Construction Documents (CD), bidding, construction administration, and ultimately construction.

Estimated construction, soft costs, and contingency total \$10,013,975. Contingency is calculated at 15% of construction costs, while soft costs are estimated at 25% of construction plus contingency and include civil plan

design, bidding, construction administration, inspection, and related services. Estimated totals include \$7,282,735 for Site Improvements, \$1,137,375 for Argenta Boulevard, \$597,390 for Vikings Parkway, and \$996,475 for Trunk Utilities. A remaining unknown is the relocation of overhead power lines, with the next step being coordination with Xcel Energy to determine a relocation plan and cost estimate.

A councilmember asked how confident the City is in the current cost estimates.

Staff stated that the estimates are high level and have been reviewed multiple times but are based on preliminary concepts rather than detailed design, engineering, or finalized site layout.

A councilmember asked whether the project will be reviewed by the Public Works Department as part of the next steps.

Staff confirmed that staff will coordinate with Public Works during the design phase to refine details and improve estimate accuracy.

A councilmember asked who would be responsible for covering those costs.

Staff stated that responsibility for these costs would be negotiated between the City and the developer. He noted that developers typically cover private utility work, but this project is more complex due to the scope and scale of relocating large overhead power lines, which extends beyond standard utility capacity considerations.

A councilmember inquired whether the power lines are already located on the site.

Staff stated that the power lines are currently on site but run directly through the proposed building site. As a result, they will need to be relocated, with plans to place them underground.

A councilmember asked whether the relocation would occur as part of the interchange project.

Staff responded that the power line relocation would not necessarily occur with the interchange. He noted it would more likely take place in conjunction with future development, as the interchange alone would not require utility relocation.

Civil design timelines are dependent on completion of survey work. Full engineering design is expected to take 9 to 10 weeks, with the 50% to 70% design phase completed sooner. Estimated completion is mid-May, excluding time required for coordination with developers and regulatory agencies such as the Watershed District, MnDOT, and County partners. Staff are also coordinating with the Hall of Fame team to align site design elements, including driveways, roadways, building placement, and parking.

Development costs and financing for land acquisition total \$8,740,200. Funding sources include \$4,000,000 from the Host Community Fund, \$2,400,000 from a Closed TIF Fund, \$340,200 from the City Properties Fund, and \$2,000,000 from Central Equipment as an internal fund loan. Site and public improvements are estimated at \$10,013,975. A DEED Host Community Grant of \$415,625 is proposed to support 50% to 70% civil plan design work, with the next step being authorization of an FY25 DEED HCEP Grant to reallocate funding. Additional grant options remain under consideration. Local funding options include City tax abatement, levy support, and internal or existing funds, as well as Dakota County tax abatement and transportation funding.

Council Member T'Kach asked when the FY 2025 deed process will begin.

Staff explained that the fiscal year runs from July through June.

A councilmember asked whether the McPhillips property interstate development falls under FY 2024 or FY 2025.

Staff stated that the McPhillips property interstate development is funded in FY 2025. He added that the Council recently approved applying for the same grant using FY 2026 funds, even though the requested amount was lower.

A councilmember inquired what funding is being requested at this time.

Staff explained that the funds were originally allocated for utility work associated with the interstate development project. However, because the interstate project was canceled and the planned utility work will no longer proceed, the City withdrew from that portion of the development. As a result, those funds must now be reallocated and spent on an alternative eligible purpose.

A councilmember noted that the new developer interested in the interstate and Dickman Trail area will not have a project ready to move forward at this time.

Staff confirmed that the developer's timeline does not align with the requirement to expend the funds by May 30, 2026. After the City canceled the purchase agreement, the developer expressed interest in continuing the project but indicated they could not proceed within the necessary timeframe. As a result, the City is repurposing the funds and applied to DEED for the same project using FY 2025 dollars. He noted the requested amount is lower due to reduced State funding, but the scope remains the same.

Facility and private improvements are estimated at \$70,000,000. Funding strategies may include private fundraising, sponsorships, equity investment, legislative appropriations or bond funding, and State Legacy and Heritage Grants for Hall of Fame and museum exhibits. These grants require formal application processes. The cost of overhead powerline relocation remains to be determined.

The Legislative Initiative includes an initial request for \$20,000,000 in cash appropriations. Funding could be provided directly to the Minnesota Hockey Hall of Fame (MNHOF) as a non-profit organization, with no public ownership requirements with cash funding, though B3 benchmarking would be required. The next step is collaboration among City staff and lobbyist work with the MNHOF team and legislators to draft a funding bill. Alternative approaches will be considered if not all funding requested is awarded, including potential bond funding, which would require City sponsorship, public ownership of funded assets, and evaluation of additional policy considerations.

A councilmember inquired whether bond funding requires the City to own the land, the building, or both.

Staff explained that State bonding requirements would require the City to own the land to make the project eligible for funding. If bonding funds are used to construct a facility such as an ice arena, the City would also be required to own the building for approximately 30 years. He noted that the associated legal and operational complexities make this ownership structure undesirable for both the developer and the City.

A councilmember asked whether the City could retain ownership of the land while contracting out facility management.

Staff explained that if bond funding is the only viable option and all parties agree to proceed, the City could own the facility and enter a lease with an operator for a nominal rate. Under this arrangement, the operator would manage operations, maintenance, and capital improvements. However, federal rules limit lease terms to 15 years, with no automatic renewal, requiring good faith that the lease would be extended for the remaining facility life. He noted that overlapping State and federal requirements create significant legal and operational complexity.

Staff stated that pursuing cash funding is the cleanest option, as it allows both parties to proceed as planned while keeping roles, responsibilities, and expectations clearly defined.

Discussion for Council includes initiating 50% to 70% civil plan design for site and public improvements. Soft costs are estimated at \$2,002,795, representing 25% of construction costs plus estimated contingencies. Design Development is estimated at \$1,001,398, the 50% to 70% plan design phase at \$700,979, and Final Plans and Construction at \$1,001,398. Advancing this work will allow for more accurate cost forecasting based on finalized engineering plans rather than conceptual estimates. The scope of work and associated costs will be prepared for authorization on January 26, with design anticipated to begin 9 to 10 weeks after survey completion and an estimated completion timeframe of mid-May.

Council discussion includes proceeding with a DEED Host Community Grant amendment to reallocate FY25 funding in the amount of \$415,625 to the MNHHOF project. The reallocated funds would be used to support Design Development (DD) of civil plans, including the 50% to 70% plan work. An amendment to the existing grant will be prepared and presented for authorization on January 26. A legislative strategy will also be prepared to support cash appropriations and authorize work of City lobbyist. Authorization is expected on January 26 or February 9.

A councilmember asked whether the \$2 million shown is strictly for land preparation and does not include the land purchase price, which has already been accounted for separately.

Staff explained that this cost represents the design and planning for all public infrastructure items, including activities such as bidding, construction administration, and inspection. He noted that it is not limited to design work alone, which is why he differentiates between costs that are primarily design-related and those more closely tied to construction.

A councilmember asked whether this work will be bid out to an external contractor on behalf of the City, or if some of the work will be handled internally.

Staff stated that this work would be completed by a consultant engineer, such as Loucks or another firm selected by the City.

A councilmember asked whether the City had considered pursuing external funding for the project.

Staff explained that when the anticipated funding request was smaller, the City had considered seeking an additional \$3 million to \$5 million. However, with the request now approaching \$20 million, adding a separate City funding ask would significantly increase the challenge. He noted that the City could pursue a shared approach, but emphasized the importance of presenting a single, unified funding request to legislators, as competing requests from both the Hall of Fame and the City could weaken the overall effort.

A councilmember asked whether the funding could potentially total \$2 million.

Staff clarified that the initial \$20 million request under discussion would be allocated exclusively to the ice arena. He further explained that project costs were organized into separate categories, distinguishing City responsibilities such as land acquisition, site preparation, and public improvements from the Hall of Fame's responsibility to construct the facility.

A councilmember asked whether the Hall of Fame has a finalized design and if the City would be responsible for completing it.

Staff stated that the City is responsible for site improvements and public infrastructure design, while the Hall of Fame is responsible for the building, facility, and associated design.

A councilmember asked whether the City needs the design to determine how much public infrastructure is required, including pipe size, exact locations, and total linear feet.

Staff explained that the discussion has progressed as more technical considerations have emerged. He noted that some preliminary work, such as survey work and soil borings, can move forward and will help determine soil conditions. However, he emphasized that the City ultimately needs the building design and foundation depth to properly plan site grading and infrastructure. He added that while there is an agreement to relocate excess fill if needed, the City prefers to avoid that unless it is necessary, and the design decisions and site preparation must be coordinated.

A councilmember asked whether the City could ultimately need major and costly infrastructure improvements, such as a large lift station for stormwater or sanitary sewer, noting that these potential needs remain unknown without additional design information.

Staff explained that the current design information identifies proposed pond locations and general pipe routing, but the City does not yet know the required pond sizes or full infrastructure capacity needed to serve the building. He noted that planning is based on conceptual drawings showing approximate building size and utility locations rather than detailed engineering. He said more refined design information will allow collaborative decisions on building placement, site grading and drainage, required pipe sizing, and stormwater pond capacity.

A councilmember asked whether these infrastructure considerations would be part of the Trunk B sewer line.

Staff responded that the Trunk B sewer line does not serve this area.

A councilmember asked whether a lift station could potentially be required at this site.

Staff stated that he could not answer the question, as he has not yet had discussions or received information on the matter.

A councilmember asked about the timing of legislative decisions on bonding, noting that outcomes are typically not known until around Memorial Day. She also asked when the City plans to begin the project and requested clarification on the timing related to the \$2 million expenditure.

Staff stated that the survey and due diligence work will take approximately four to six weeks, extending into mid-March.

A councilmember asked whether the work would be completed before the legislative session concludes.

Staff said the discussion centers on whether to begin some of the work before the legislative session ends to potentially leverage a \$400,000 grant.

He added that he is seeking clarification on what additional information is needed so he can report back and support further discussion. He noted that the request may involve spending beyond what was previously discussed and exceeds the original due diligence scope.

A councilmember expressed support for the project but raised concern about the risk if it does not proceed. She asked whether funds spent on utilities, including the \$2 million, could instead be redirected to support a different development if this project falls through.

Staff clarified that the current discussion is focused on the \$700,000 scope. He noted that if the City were to proceed beyond due diligence into full design and construction, total costs would exceed \$2 million. He said some elements of the design work could provide value for future projects, such as a potential interchange project or the Viking Parkway extension. He added that utilities would likely need to be installed in a similar corridor regardless, and some completed work could potentially benefit future coordination with the County, though there is a possibility the County could pursue a different approach.

The mayor asked what dollar amount staff plans to request Council approval for at the January 26 meeting.

Staff said he needs a more defined scope of work and accurate cost estimates before requesting Council approval. He explained that completing approximately 50% to 70% of the plan design would cost about 50% to 70% of the estimated \$1 million design budget, based on current preliminary estimates.

A councilmember asked whether the requested amount is \$701,000. She further asked whether the City would spend that amount regardless of project outcome and requested clarification on the funding source for those dollars.

Staff explained that completing 50% to 70% of the design could be partially funded by a \$415,000 grant, reducing the City's share of the cost. He said the remaining balance could be offset using EDA funds. He also noted prior discussions about whether a portion of the street and utility design costs could be supported by Pavement Management or utility funds to cover a small percentage of the total.

A councilmember asked whether the funding approach would also include the typical cost share with abutting properties used in Pavement Management projects.

Staff stated that under this approach, the City would not assess costs to abutting properties.

A councilmember summarized that the City is considering \$700,000 in spending, offset by a \$415,000 grant that would be forfeited if not used by the May deadline. He noted that the remaining cost would be funded with public dollars and asked whether an additional \$1.3 million to complete the design would be contingent on the Legislature approving \$20 million, or where that additional funding would come from.

Staff explained that the additional approximately \$1 million would fund completion of final plans, construction documents, bidding, and construction administration, including inspections. He noted that this phase effectively represents moving the project into active construction.

A councilmember asked whether the next phase of design and construction documentation would occur after funding is secured but before the end of October decision deadline on whether to proceed with the project. She also asked when the construction document phase would begin.

Staff explained that the City would not proceed to final plans and construction documents until Council formally approves moving forward with construction. He said that if state funding is secured and required applications, plan approvals, and development agreements are completed, the project would then advance to final design and site construction.

A councilmember asked what month or year staff anticipates the project would reach that next phase.

Staff said he could not provide a definitive timeline at this time. He noted that in an ideal scenario, the developer hopes to begin construction in 2026. However, he emphasized that the schedule depends on several uncertainties, including fundraising progress and legislative funding outcomes. He said the timeline is contingent on multiple scenarios based on whether full funding is secured.

A councilmember asked whether design work is currently underway so that Council and legislators can review more detailed and specific cost information. She noted that legislators will want clear cost certainty and expressed concern about approving \$20 million only to face additional funding requests in a future legislative session.

Staff said he would defer specific design progress questions to the developer. He also noted that if the project advances to construction, the City will likely finance that phase through bonding rather than paying directly from existing funds.

A councilmember asked whether the City would bond for the \$10 million and requested clarification on the type of bonds and the anticipated term length.

Staff stated that the City would issue public improvement bonds, likely structured as general obligation bonds, with an anticipated term of approximately 15 to 20 years. He noted that many financing details remain contingent on future decisions and funding outcomes.

A councilmember emphasized that the public will want clear information on the potential levy impact of the project. She noted the importance of providing accurate and transparent financial projections, referencing past challenges with public communication on prior projects.

The mayor stated that finalized financial figures were not available during the prior project and noted that complete and confirmed cost information is not yet available for this project as well.

A councilmember stated that residents are interested in the project but lack complete information. He requested a clear one-page summary outlining potential costs, scenarios, and timelines to support Council decision making and constituent communication.

A councilmember asked whether Council is required to decide at the January 26 meeting, noting the short two-week timeframe.

Staff stated that Council is not required to decide by January 26. He noted that staff is seeking guidance on what additional information Council needs, acknowledged ongoing uncertainties, and emphasized that Council retains flexibility as next steps are considered.

A councilmember requested that the one-page summary also include information on alternative potential uses for the DEED funds so Council can better understand other available funding opportunities.

A councilmember said the proposed steps appear to be actions the City would eventually need to take and asked for confirmation that the primary risk is advancing the work sooner and potentially spending approximately \$700,000, offset by grant funds, if the project does not proceed.

Staff stated that he plans to bring the grant amendment to Council at the January 26 meeting and will return with additional information, noting that the current discussion reflects only a high-level overview. He said this will allow Council more time to consider the proposal before further action.

A Pre-Development Agreement in the form of a Memorandum of Understanding will be developed with CSN-IGH-1, LLC, the project developer. This agreement will establish the terms and obligations of both the City and the Developer, allow advancement of specific project components, and support progress toward purchase and development agreements and other contractual commitments.

Anticipated City responsibilities under the Pre-Development Agreement include purchasing land and conveying development property, retaining an outlot for future development, negotiating the sale of the outlot for adjacent development, completing land platting and a Preliminary Plat alongside civil plans, and considering public financial assistance tied to site and public improvements potentially through tax abatement. The City will also construct site and public improvements, including mass site grading, Argenta Boulevard and Vikings Parkway extensions, and installation of utilities and stormwater facilities.

A councilmember asked whether the City is committed to the name "Viking Parkway" or if that designation could be changed.

Staff stated that "Viking Parkway" is simply the name commonly used for reference and does not necessarily indicate a permanent designation.

The Pre-Development Agreement outlines anticipated obligations for the Developer and the MNHHOF, including construction of all Phase 1 components such as the Hall of Fame and museum, entertainment venue and event spaces, retail spaces, and ice arena. Responsibilities also include development of outdoor plazas and features, completion of all landscaping, and implementation of other necessary site improvements to support the project. The Developer will coordinate discussions regarding relocation and associated costs of overhead power utilities and will reimburse approximately \$560,000 for grading of the proposed building pad area. Additional obligations include applying for public financial assistance related to development improvements, paying all development application fees and standard development-related costs, and agreeing that project land may not be conveyed in any form to a non-taxable entity. Land beneath the ice arena will be owned by the non-profit MNHHOF, with a proposed prohibition on land transfer for 20 years, and the agreement assumes no ongoing City ownership of any land.

Additional Developer and Minnesota Hockey Hall of Fame commitments include agreeing to a right of reverter if project milestones and timelines are not met, executing facility use and related agreements, providing

discounted facility fees such as open skate, museum admission, and room rentals, allowing City use of conference rooms at no charge for City events and meetings, and complying with a non-compete clause restricting ice time competition with existing VMCC arena tenants unless written City permission is granted.

Next steps include reviewing and refining the terms and obligations outlined in the Memorandum of Understanding with the Developer for the Minnesota Hockey Hall of Fame development, gathering feedback and direction, and preparing the MOU for future authorization.

The mayor noted that the City has long standing partnerships with neighboring communities for ice time and emphasized the importance of considering those relationships, as they have supported contractual arrangements that help sustain ice rink operations.

Minnesota Hockey Hall of Fame representatives introduced themselves, including President Andrew Heydt, Vice President of Partnerships Amy Hamilton, Consumer Science North Chief Real Estate Officer Mike Breese, and Consumer Science North CEO Chris Winkler.

President Heydt thanked the City for its support and trust in the project, noting the importance of announcing Inver Grove Heights as the Hall of Fame's future home. He highlighted increased public visibility following recent events and media outreach and reported strong momentum in fundraising, including meetings with private donors and corporate partners. He emphasized that securing a site has been critical to advancing donor engagement and stated that the proposed northwest location aligns well with the organization's goals and visibility objectives.

The mayor asked the project team to share what is needed to stay on their desired timeline so the City can be respectful of key deadlines and support the ongoing partnership.

Chief Real Estate Officer Breese, Consumer Science North, stated that the project team has conducted extensive due diligence to ensure the concept is financially viable, sustainable, and supported by approximately \$40-\$43 million in private investment. He explained that the building design is intentionally structured to support long term revenue, visitor engagement, and operational sustainability, including the addition of rink and performance components. He noted that more than \$500,000 has already been invested in design work and that advancing the next phase depends on completing site and infrastructure planning, including utility connections and land conditions, so architects and engineers can finalize building placement and design. He emphasized that City approval of the next steps would allow the project to remain on schedule, with construction targeted for later this year, and expressed appreciation for Inver Grove Heights' collaborative and responsive partnership.

President Heydt reported that more than 150 professional level hockey ambassadors, both men and women, responded very positively to the Inver Grove Heights location. He noted there has been no negative feedback and highlighted strong enthusiasm from leaders in Minnesota hockey, expressing appreciation to the City and Council for their support and partnership.

The mayor stated that it is an honor for the City to be part of the project.

Vice President of Partnerships Hamilton reported that City residents and business owners reached out following the announcement to ask how they could become involved, noting strong local interest and enthusiasm for the project.

The mayor expressed hope that the City's response affirmed the project team's decision and then introduced Interim City Administrator Hiniker, inviting attendees to meet her.

Interim City Administrator Hiniker thanked attendees for waiting and expressed appreciation for the overview, noting it provided helpful background as she begins her role.

The mayor asked whether the project team needed any additional information or action from the Council.

Staff stated that Council will review the due diligence items at the January 26 meeting and that staff will provide any additional relevant information at that time and keep Council informed.

A councilmember asked whether DEED funds could be used first, with the developer covering any remaining costs, and whether the City could consider contributing additional funds at a later stage if needed.

Staff responded that if the City proceeds using the Development Fund balance, there may be potential to explore alternative funding or reimbursement options at a later stage, depending on future opportunities or agreements.

A councilmember asked whether, if \$700,000 is needed at this stage, the City could limit its exposure to approximately \$350,000 by using available DEED funds for the remaining portion and having the developer cover the balance.

Staff stated that staff can discuss this approach with the developer to determine a structure that meets both the City's and developer's information needs. He said staff could return with a proposed timeline and a potential commitment or guarantee for Council's consideration.

The mayor suggested that funds could potentially be placed in escrow to reduce financial risk while providing greater assurance of commitment. She noted that the project represents a partnership and that some level of risk is inherent in any collaborative effort.

5. ADJOURN:

Motion to Adjourn at 8:51 p.m. by Gliva, second by Scales.

Ayes: 5

Nays: 0

Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: February 23, 2026
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 2.23.26 (hires-terms)

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: February 23, 2026
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 February 4, 2026 – February 17, 2026.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of February 4, 2026 – February 17, 2026. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$712,812.09
Special Revenue	51,230.43
Debt Service	-
Capital Projects	170,935.96
Enterprise	411,428.88
Internal Service	421,505.80
Escrows	877.50
Total - All Funds	\$1,768,790.66

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 02.23.2026
2. Disbursements Listing (2.4.2026 - 2.17.2026)

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

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
FEBRUARY 4, 2026 - FEBRUARY 17, 2026.**

WHEREAS, a detailed listing of disbursements for the period of February 4, 2026 - February 17, 2026 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	\$712,812.09
Special Revenue	51,230.43
Debt Service	-
Capital Projects	170,935.96
Enterprise	411,428.88
Internal Service	421,505.80
Escrows	877.50
Total - All Funds	\$1,768,790.66

Approved by the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Interim Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Expense Approval Report

By Fund

Payment Dates 2/4/2026 - 2/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
PRO-TEC DESIGN INC.	121792	12/23/2025	2025-RISB Shelter Security Ca...	101.4200.000.5160	2,121.58
PRO-TEC DESIGN INC.	121792	12/23/2025	2025-RISB Shelter Cameral Lic...	101.4200.000.5335	618.18
GALLS LLC	033832348	12/31/2025	Boots - Harrington	101.2000.000.5175	171.00
SOUTH ST PAUL ANIMAL HOSP...	12/31/2025	12/31/2025	2025 animal impound fees	101.2000.000.5310	10,154.66
NATIONAL CAMERA EXCHANGE	1218501RQUV	12/31/2025	SRG surveillance camera kits	101.2000.000.5160	3,157.32
FIRST IMPRESSION GROUP	176444	12/31/2025	Insights Printing Winter 2025/...	101.1300.000.5333	10,964.79
KENNEDY & GRAVEN	191739	12/31/2025	Buggy Car Wash	101.5200.000.5305	32.00
CITY OF WEST ST. PAUL	2025-00000113	12/31/2025	Bus fee for Winter Break Field...	101.4300.452.5343	161.15
CLAREY'S SAFETY EQUIPMENT	220938	12/31/2025	New Fire Hoses & Parts	101.2200.000.5160	13,776.00
DAKOTA COUNTY FINANCIAL ...	5505322	12/31/2025	MHZ subscriber fee 12.2025 - ...	101.2000.000.5310	1,913.06
DAKOTA COUNTY FINANCIAL ...	5505322	12/31/2025	MHZ subscriber fee 12.2025 - ...	101.2200.000.5310	1,819.74
DAKOTA COUNTY FINANCIAL ...	5505322	12/31/2025	MHZ subscriber fee 12.2025 - ...	101.3200.000.5310	46.66
DAKOTA COUNTY FINANCIAL ...	5505358	12/31/2025	4th Quarter Electric Billing - 2...	101.3400.000.5355	943.29
INFINITE HEALTH COLLABORA...	IHEAINV02284	12/31/2025	Coronary Calcium Scan - PD	101.2000.000.5312	150.00
ENTERPRISE FM TRUST	FBN5526317B	02/12/2026	Vehicle Leases 1.2026	101.2000.000.5430	18,724.00
NEOPOST USA INC	2/4/2026	02/04/2026	Refill Pre-Paid Postage Account	101.0000.000.1405	8,000.00
MINNESOTA ASSOC OF PROP...	01067	02/05/2026	2026 Membership Renewal - ...	101.2000.000.5335	35.00
HOLIDAY COMPANIES	080901022600	02/05/2026	Car washes 01.2026	101.2000.000.5410	275.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	101.4200.000.5335	630.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	101.4300.459.5335	777.00
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	101.4200.000.5340	59.00
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	101.4300.459.5340	241.90
MANGO ENTERTAINMENT LLC	1441	02/05/2026	Movie in the park screen renta...	101.4300.453.5430	500.00
LOCAL GOVERNMENT INFOR...	153353	02/05/2026	LOGIS Q1 PD Axon, Mobiles &...	101.2000.000.5395	11,347.00
LOCAL GOVERNMENT INFOR...	153353	02/05/2026	first due, fire mobiles and field...	101.2200.000.5395	1,481.00
COMPASS MINERALS AMERIC...	1606968	02/05/2026	De-Icing Salt	101.3200.000.5125	48,553.72
FIRST IMPRESSION GROUP	177212	02/05/2026	Business Cards - Norwig	101.1120.000.5105	60.00
FIRST IMPRESSION GROUP	177212	02/05/2026	Business Cards - Thorud	101.1300.000.5105	60.00
FIRE PROTECTION SERVICES, I...	2024	02/05/2026	Resubmitted plans & calculati...	101.2200.000.5310	130.00
CITY OF BURNSVILLE	2025-00000030	02/05/2026	station alerting, dispatch costs	101.2200.000.5395	902.84
KRIESEL, JOHN	2607	02/05/2026	All-staff meeting presentation...	101.2000.000.5310	4,000.00
CAPITAL CITY FIREFIGHTERS A...	26-108	02/05/2026	2026 membership dues	101.2200.000.5335	50.00
WARRANT DIVISION - RECORDS	26400915	02/05/2026	Bail money 26000169	101.0000.000.2208	50.00
TAHO SPORTSWEAR	26T00035	02/05/2026	Annual P&R T-Shirt 2026 1st O...	101.4300.459.5190	875.50
DAKOTA AWARDS & ENGRAV...	30451	02/05/2026	Magnetic Name Badge - Hinik...	101.1100.000.5190	13.34
DAKOTA AWARDS & ENGRAV...	30451	02/05/2026	Name Plate - Norwig	101.1120.000.5190	13.33
DAKOTA AWARDS & ENGRAV...	30451	02/05/2026	Name Tag - Thorud	101.1300.000.5190	13.33
CIVICPLUS, LLC	355909	02/05/2026	virtual webmaster quarterly	101.1300.000.5310	2,147.80
ASPEN MILLS	369073	02/05/2026	Body Armor Vest - Ortiz	101.2000.000.5175	1,105.26
VERIFIED HOLDINGS, LLC	372657	02/05/2026	Background checks 1.2026	101.1120.000.5310	475.00
CINTAS CORPORATION	4257458073	02/05/2026	Uniform Laundry -Streets	101.3200.000.5175	135.80
CINTAS CORPORATION	4257458073	02/05/2026	Uniform Laundry -Parks	101.4200.000.5175	25.50
LEAGUE OF MN CITIES	441006	02/05/2026	2026 Online Training (PATROL)	101.2000.000.5340	4,500.00
BCA BUREAU OF CRIMINAL A...	44692	02/05/2026	Human Trafficking Investigati...	101.2000.000.5340	300.00
BCA BUREAU OF CRIMINAL A...	44734	02/05/2026	MNJIS Basic Operator Training...	101.2000.000.5340	150.00
VERTEX UNMANNED SOLUTI...	5254	02/05/2026	DroneSense Class 2 UAS Licen...	101.2000.000.5335	3,100.00
STREICHER'S	I1807507	02/05/2026	TRJ-MRO Sight w/Mount - Ma...	101.2000.000.5179	534.99
GEOTAB USA, INC.	IN472345	02/05/2026	ProPlus Plan 01.2026	101.2000.000.5395	283.43
INNOVATIVE OFFICE SOLUTIO...	IN5032873	02/05/2026	12" Cutter - Geena	101.4300.459.5105	27.01
INNOVATIVE OFFICE SOLUTIO...	IN5036983	02/05/2026	White Copy Paper for Guest S...	101.4300.459.5105	112.62
INNOVATIVE OFFICE SOLUTIO...	IN5037519	02/05/2026	Window Screen Wipes & 6-Ou...	101.4300.459.5190	56.57
INNOVATIVE OFFICE SOLUTIO...	IN5037880	02/05/2026	Screen Cleaning Wipes for Par...	101.4300.459.5190	15.66
INNOVATIVE OFFICE SOLUTIO...	IN5039573	02/05/2026	File Folders for Park & Rec	101.4300.459.5105	26.73

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE OFFICE SOLUTIO...	IN5039803	02/05/2026	Printer paper (x3 boxes)	101.2000.000.5105	137.97
INNOVATIVE OFFICE SOLUTIO...	IN5040569	02/05/2026	6 Outlet Power Strip Cord	101.4300.459.5190	14.64
INNOVATIVE OFFICE SOLUTIO...	IN5043117	02/05/2026	File Folders	101.1100.000.5105	5.32
ZORO TOOLS, INC.	INV18243886	02/05/2026	carabiners for fire station use	101.2200.000.5160	189.90
CALLYO 2009 CORP.	R22288	02/05/2026	2026 Callyo Standard Renewal	101.2000.000.5395	3,540.00
INNOVATIVE OFFICE SOLUTIO...	SCN-134630	02/05/2026	Refund for Window Screen Cl...	101.4300.459.5190	-41.32
LELS	INV0233740	02/06/2026	UNION DUES (LELS LIEUTENA...	101.0000.000.2041	292.00
INT'L UNION OF OPERATING ...	INV0233741	02/06/2026	UNION DUES IUOE-49 REGUL...	101.0000.000.2041	210.00
INT'L UNION OF OPERATING ...	INV0233742	02/06/2026	UNION DUES IUOE-49 WORKI...	101.0000.000.2041	103.98
IUOE	INV0233743	02/06/2026	UNION DUES IUOE-70	101.0000.000.2041	1,911.00
LELS LOCAL #84	INV0233744	02/06/2026	UNION DUES (LELS)	101.0000.000.2041	2,628.00
LELS	INV0233745	02/06/2026	UNION DUES (LELS)	101.0000.000.2041	64.66
LELS	INV0233746	02/06/2026	UNION DUES (LELS)	101.0000.000.2041	193.98
LELS	INV0233747	02/06/2026	UNION DUES (LELS SGT)	101.0000.000.2041	584.00
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 -AGE 50+	101.0000.000.2038	2,250.29
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 - ROTH AGE 50+	101.0000.000.2038	20.00
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 -AGE <49	101.0000.000.2038	5,761.38
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 - ROTH AGE <50 %	101.0000.000.2038	2,278.87
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 -AGE <49 %	101.0000.000.2038	12,135.24
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 PLAN -AGE 50+ %	101.0000.000.2038	1,387.80
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	457 - ROTH AGE <50	101.0000.000.2038	1,046.00
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,112.80
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	ROTH-AGE <49 %	101.0000.000.2039	248.14
ICMA RETIREMENT TRUST - 4...	INV0233748	02/06/2026	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	738.46
AFSCME COUNCIL 5	INV0233749	02/06/2026	UNION DUES (AFSCME FULL S...	101.0000.000.2041	854.28
AFSCME COUNCIL 5	INV0233749	02/06/2026	UNION DUES (AFSCME FULL S...	101.0000.000.2041	47.46
MN DEPARTMENT OF HUMAN...	INV0233750	02/06/2026	CASE #001563363401	101.0000.000.2220	445.31
MN DEPARTMENT OF HUMAN...	INV0233750	02/06/2026	CASE #001570640001	101.0000.000.2220	136.59
MN DEPARTMENT OF HUMAN...	INV0233750	02/06/2026	CASE #000115468905	101.0000.000.2220	69.22
TEXAS STATE DISBURSEMENT...	INV0233751	02/06/2026	CASE #0012022247	101.0000.000.2220	230.77
WI SCTF (WI SUPPORT COLLEC...	INV0233752	02/06/2026	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
MEDSURETY ACH ONLY	INV0233753	02/06/2026	HSA ELECTION-FAMILY	101.0000.000.2031	5,436.95
MEDSURETY ACH ONLY	INV0233753	02/06/2026	HSA ELECTION-SINGLE	101.0000.000.2031	6,932.71
IGH PROFESSIONAL FIREFIGHT...	INV0233754	02/06/2026	UNION DUES (IAFF)	101.0000.000.2041	581.55
INVER GROVE HEIGHTS POLICE...	INV0233755	02/06/2026	IGH POLICE ASSOCIATION CO...	101.0000.000.2041	450.00
MN STATE RETIREMENT SYST...	INV0233756	02/06/2026	MINNESOTA DEFERRED COM...	101.0000.000.2038	832.07
MN STATE RETIREMENT SYST...	INV0233756	02/06/2026	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,167.30
MN STATE RETIREMENT SYST...	INV0233756	02/06/2026	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	1,068.00
PERA	INV0233757	02/06/2026	EMPLOYER SHARE (PERA DEFI...	101.0000.000.2225	15.77
PERA	INV0233757	02/06/2026	PERA COORDINATED PLAN	101.0000.000.2225	60,642.60
PERA	INV0233757	02/06/2026	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	58,931.17
PERA	INV0233757	02/06/2026	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	4,664.77
PERA	INV0233757	02/06/2026	PERA POLICE & FIRE PLAN	101.0000.000.2225	39,287.45
PERA	INV0233757	02/06/2026	PERA DEFINED PLAN	101.0000.000.2225	15.77
EFTPS	INV0233758	02/06/2026	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	59,526.14
EFTPS	INV0233758	02/06/2026	MEDICARE WITHHOLDING	101.0000.000.2211	23,689.16
EFTPS	INV0233758	02/06/2026	FEDERAL WITHHOLDING	101.0000.000.2213	85,188.92
MN DEPT OF REVENUE (PAYR...	INV0233759	02/06/2026	STATE WITHHOLDING	101.0000.000.2215	37,331.21
EMERGENCY TECHNICAL DEC...	00001066	02/12/2026	decon cleaning and repair bun...	101.2200.000.5175	69.00
BJORKLUND COMPENSATION ...	00004768	02/12/2026	job eval training on CMS syst...	101.1120.000.5310	500.00
EARL F ANDERSEN INC	0141957-IN	02/12/2026	Traffic cones and flagger padd...	101.3200.000.5125	711.00
YAN, CHE	1/29/2026	02/12/2026	Refund Massage Therapist Ap...	101.0000.000.4118	75.00
SONG, YING	1/29/2026	02/12/2026	Refund Therapist Application	101.0000.000.4118	75.00
YANG, LI	1/29/2026	02/12/2026	Refund Massage Therapist Ap...	101.0000.000.4118	75.00
YANG, LI	1/29/2026	02/12/2026	Refund Background Check	101.2000.000.4337	175.00
YAN, CHE	1/29/2026	02/12/2026	Refund Background Check	101.2000.000.4337	175.00
CULLIGAN	157985524824X013126	02/12/2026	Water Rental - Rich Valley	101.4200.000.5190	38.30
METROPOLITAN COUNCIL	2/3/2026	02/12/2026	SAC Fees 1.2026	101.0000.000.4300	-24.85
DAVID J. UNMACHT	2/9/2026	02/12/2026	City Administrator Consulting...	101.1100.000.5310	7,600.00
COLLINS ELECTRICAL CONST.	254386.01	02/12/2026	Traffic Signal Maintenance	101.3200.000.5415	652.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACTIVE NETWORK, LLC	4100186036	02/12/2026	Active Net Rec Facility Softwa...	101.4300.459.5395	6,251.18
CINTAS CORPORATION	4258219865	02/12/2026	Uniform Laundry - Streets	101.3200.000.5175	135.80
CINTAS CORPORATION	4258219865	02/12/2026	Uniform Laundry - Parks	101.4200.000.5175	25.50
STREAMLINE DESIGN INC	44028	02/12/2026	uniform polos for NDTA	101.2200.424.5175	774.00
STREAMLINE DESIGN INC	44029	02/12/2026	uniform sweat shirts for NDTA	101.2200.424.5175	1,104.00
CINTAS CORPORATION	5315271209	02/12/2026	First Aid Supplies - Rich Valley	101.4200.000.5190	103.13
CINTAS CORPORATION	9357590246	02/12/2026	AED Agreement - Rich Valley	101.4200.000.5310	134.42
GRAINGER	9782550355	02/12/2026	caps for benches to cover bolts	101.4200.000.5125	107.06
DAKOTA 911	AR-0000001446	02/12/2026	Dakota 911 Capital Fees 02.20...	101.2000.000.5313	1,564.50
DAKOTA 911	AR-0000001446	02/12/2026	Dakota 911 Fees 02.2026	101.2000.000.5313	74,550.60
DAKOTA 911	AR-0000001446	02/12/2026	Dakota 911 Fees 02.2026	101.2200.000.5313	8,283.40
DAKOTA 911	AR-0000001446	02/12/2026	Dakota 911 Capital Fees 02.20...	101.2200.000.5313	1,564.50
JASON THOMAS CARDINAL	IGH26-1	02/12/2026	Employment Backgrounds - Ca...	101.2000.000.5310	910.00
INNOVATIVE OFFICE SOLUTIO...	IN5038463	02/12/2026	Disinfectant & Cleaner	101.4200.000.5125	948.80
WINTER SERVICES LLC	INV188328	02/12/2026	Treated De-icing Salt	101.3200.000.5125	6,020.87
PIONEER ATHLETICS	INV-281489	02/12/2026	Pole padding	101.4200.000.5125	1,680.00
MIP V ONION PARENT LLC	MP292075	02/12/2026	Port a potty rental 1.2026 - Pa...	101.4200.000.5430	1,325.50
Fund 101 - GENERAL FUND Total:					700,213.09

Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND

APPLIED CONCEPTS, INC.	469768B	12/31/2025	Speed sign and trailer 2025	102.2000.000.5615	12,599.00
Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:					12,599.00

Fund: 201 - C.V.B. FUND

MILLER, LILLYANNA	12/31/2025	12/31/2025	Google Workspace 12.2025	201.5600.000.5335	16.80
MILLER, LILLYANNA	12/31/2025	12/31/2025	Constant Contact 12.2025	201.5600.000.5335	81.00
MILLER, LILLYANNA	12/31/2025	12/31/2025	Bending Spoons Online Guide ...	201.5600.000.5335	171.00
AIRPORT FOUNDATION MSP	2026 Brochure - 24	12/31/2025	Tourism Brochure Program-Ex...	201.5600.000.5330	1,500.00
TOWN SQUARE TELEVISION	2025-482	01/01/2026	Community Events Sponsorsh...	201.5600.000.5330	2,500.00
RIVER HEIGHTS CHAMBER OF ...	1055	02/05/2026	Monthly Office Rent 2.2026	201.5600.000.5430	600.00
MILLER, LILLYANNA	1/14/2026B	02/12/2026	Google Workspace Subscripti...	201.5600.000.5335	16.80
MILLER, LILLYANNA	1/14/2026B	02/12/2026	Chamber Let's Do Lunch-Cupp...	201.5600.000.5340	15.17
MILLER, LILLYANNA	1/14/2026B	02/12/2026	Explore MN Tourism Conf Reg...	201.5600.000.5340	275.00
CATHERINE PIEPER	10239	02/12/2026	Google/Facebook Ads & Cam...	201.5600.000.5330	1,475.61
RIVER HEIGHTS CHAMBER OF ...	1057	02/12/2026	Health Insurance Reimbursem...	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF ...	1057	02/12/2026	Monthly Service Contract 1.2...	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF ...	1057	02/12/2026	Personnel Costs & Retirement...	201.5600.000.5310	6,726.38
RIVER HEIGHTS CHAMBER OF ...	1057	02/12/2026	Cell Phone Reimbursement 1....	201.5600.000.5320	75.00
MINNESOTA TOURISM ASSOC...	1472	02/12/2026	2026 MN Tourism Assn Memb...	201.5600.000.5335	475.00
CONSTANT CONTACT, INC.	JO7BGIGBB36425	02/12/2026	Standard Subscription Renewal	201.5600.000.5335	680.40
Fund 201 - C.V.B. FUND Total:					15,158.16

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

AMERICAN RED CROSS	23075720	12/31/2025	Lifeguard Class 12.2025	205.4420.000.5335	255.00
AMERICAN RED CROSS	23075720	12/31/2025	Lifeguard Class 12.2025	205.4420.000.5335	255.00
ONSITE PARTNERS PROJECTCO..	INV-1478	12/31/2025	12.2025 solar panel fees	205.4420.000.5355	257.35
ONSITE PARTNERS PROJECTCO..	INV-1478	12/31/2025	12.2025 solar panel fees	205.4430.000.5355	171.56
ONSITE PARTNERS PROJECTCO..	INV-1478	12/31/2025	12.2025 solar panel fees	205.4440.000.5355	353.27
ONSITE PARTNERS PROJECTCO..	INV-1478	12/31/2025	12.2025 solar panel fees	205.4450.481.5355	117.75
OXYGEN SERVICE COMPANY, ...	0008908150	02/05/2026	CO2 Rental - Pool	205.4420.000.5125	424.40
STZR HOLDINGS LLC	0091930-IN	02/05/2026	Zamboni Blade Sharpening	205.4440.000.5405	65.00
STZR HOLDINGS LLC	0092110-IN	02/05/2026	Zamboni blade sharpening	205.4440.000.5405	65.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4410.470.5335	294.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4410.470.5335	210.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4420.000.5335	210.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4430.000.5335	210.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4450.480.5335	105.00
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	205.4450.481.5335	105.00
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	205.4410.470.5340	82.60
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	205.4410.472.5340	35.40
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	205.4420.000.5340	59.00
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Brown	205.4430.000.5340	59.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vande...	205.4450.480.5340	29.50
APEC	126433	02/05/2026	VMCC HVAC filters	205.4420.000.5125	228.41
APEC	126433	02/05/2026	VMCC HVAC filters	205.4430.000.5125	152.27
APEC	126433	02/05/2026	VMCC HVAC filters	205.4440.000.5125	285.51
APEC	126433	02/05/2026	VMCC HVAC filters	205.4450.481.5125	95.16
ULINE	203146802	02/05/2026	VMCC ear plugs	205.4420.000.5175	27.60
ULINE	203146802	02/05/2026	VMCC ear plugs	205.4430.000.5175	18.40
ULINE	203146802	02/05/2026	VMCC ear plugs	205.4440.000.5175	34.50
ULINE	203146802	02/05/2026	VMCC ear plugs	205.4450.481.5175	11.49
AMERICAN RED CROSS	23070613	02/05/2026	2026 Learn to Swim Facility Fee	205.4420.000.5335	975.00
CINTAS CORPORATION	5312600601	02/05/2026	First Aid Supplies - VMCC	205.4420.000.5190	64.17
CINTAS CORPORATION	5312600601	02/05/2026	First Aid Supplies - VMCC	205.4430.000.5190	42.78
CINTAS CORPORATION	5312600601	02/05/2026	First Aid Supplies - VMCC	205.4440.000.5190	80.21
CINTAS CORPORATION	5312600601	02/05/2026	First Aid Supplies - VMCC	205.4450.481.5190	26.74
RIEDEL SHOES, INC.	55085308	02/05/2026	Ice Skates	205.4440.000.5190	2,507.00
NASSEFF PLUMBING & HEATI...	70852	02/05/2026	Arena IR heater Repairs	205.4440.000.5400	6,596.25
NASSEFF PLUMBING & HEATI...	70852	02/05/2026	Arena IR heater Repairs	205.4450.481.5400	2,198.75
HAWKINS, INC.	7313839	02/05/2026	Pool Chemicals	205.4420.000.5135	4,348.97
COMCAST	8772105910127188X011226	02/05/2026	VMCC Cable 2.2026	205.4430.000.5335	327.47
INNOVATIVE OFFICE SOLUTIO...	IN5032873	02/05/2026	Acrylic Stand for Membership...	205.4410.470.5105	7.57
INNOVATIVE OFFICE SOLUTIO...	IN5036983	02/05/2026	Paper, Post-Its, Highlighters, S...	205.4410.470.5105	206.00
DRAKE, BRITT	1/29/2026	02/12/2026	CR 1 & 2 Room Rental Damage..	205.4450.481.4380	100.00
AMERICAN RED CROSS	23099558	02/12/2026	Lifeguard Recertification - Ad...	205.4420.000.5335	48.00
ACTIVE NETWORK, LLC	4100186036	02/12/2026	Active Net Rec Facility Softwa...	205.4410.470.5395	9,376.76
PUSH PEDAL PULL	417677	02/12/2026	Elliptical battery & bumper for...	205.4430.000.5310	116.98
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					31,239.82
Fund: 270 - HOST COMMUNITY FUND					
DAKOTA COUNTY	1/29/2026	02/12/2026	Hazardous Waste Disposal	270.5900.000.5389	502.90
Fund 270 - HOST COMMUNITY FUND Total:					502.90
Fund: 290 - EDA-OPERATING FUND					
KENNEDY & GRAVEN	191739	12/31/2025	EDA: Sale of Dickman Trail Pro...	290.5800.000.5305	245.00
KENNEDY & GRAVEN	191739	12/31/2025	Sale of Excess Golf Course Pro...	290.5800.000.5305	1,104.55
KENNEDY & GRAVEN	191741	12/31/2025	EDA Matters	290.5800.000.5305	80.00
ALLIANT ENGINEERING, INC.	84117	12/31/2025	IGH Survey & Platting-Hwy 52...	290.5800.000.5310	2,900.00
Fund 290 - EDA-OPERATING FUND Total:					4,329.55
Fund: 401 - PARK CAPITAL IMPROVEMENT FUND					
PRO-TEC DESIGN INC.	121792	12/23/2025	2025- Swing Bridge Security C...	401.4210.000.5160	3,182.38
PRO-TEC DESIGN INC.	121792	12/23/2025	2025- Swing Bridge Security C...	401.4210.000.5395	927.27
Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:					4,109.65
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
KENNEDY & GRAVEN	191738	12/31/2025	Heritage Village Park Phase IV ...	402.4210.000.5305	64.00
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					64.00
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	10409	12/31/2025	CMF Final Design Invoice #7	437.0000.000.5310	138,976.88
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					138,976.88
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
WSB & ASSOCIATES, INC.	R-024458-000-13	12/31/2025	Construction Materials Testing	440.3210.000.5310	350.00
LOCAL GOVERNMENT INFOR...	153353	02/05/2026	Q1 S/A Software Quarterly W...	440.3210.000.5310	794.00
LOCAL GOVERNMENT INFOR...	153353	02/05/2026	Q1 S/A Software Quarterly Fee	440.3210.000.5395	4,776.00
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					5,920.00
Fund: 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS					
KIMLEY-HORN & ASSOCIATES, ...	34616063	12/31/2025	80th Street Alignment Study	441.3220.000.5310	11,401.00
SHORT ELLIOTT HENDRICKSON..	496172	12/31/2025	Construction Services - Babco...	441.3220.000.5310	8,510.18
SHORT ELLIOTT HENDRICKSON..	498407	12/31/2025	Construction Services - Babco...	441.3220.000.5310	1,954.25
Fund 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS Total:					21,865.43
Fund: 510 - WATER-OPERATING FUND					
J & R LARSON	1/15/2026	12/31/2025	Permit #2513-Original Deposit	510.0000.000.2350	1,500.00
CRU UTILITIES	1/9/2026	12/31/2025	Permit #2517-Less Sales Tax	510.0000.000.2205	-12.08

Expense Approval Report

Payment Dates: 2/4/2026 - 2/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CRU UTILITIES	1/9/2026	12/31/2025	Permit #2517-Original Deposit	510.0000.000.2350	1,500.00
CRU UTILITIES	1/9/2026	12/31/2025	Permit #2517-Less Water Usa...	510.7100.000.4720	-148.72
CITY OF BLOOMINGTON	25906	12/31/2025	Bacteria Samples 12.2025	510.7100.000.5310	560.00
BAUER SERVICES OF WELCH L...	01222026-8010	02/05/2026	Repair Water Main - Asher Ave..	510.7100.000.5415	6,365.00
BAUER SERVICES OF WELCH L...	01232026-8012	02/05/2026	Water Main Break Repairs - 65..	510.7100.000.5415	9,380.00
LUNDA CONSTRUCTION COM...	1/15/2026	02/05/2026	Refund Permit #2503-Original...	510.0000.000.2350	1,500.00
KLM ENGINEERING INC	11303	02/05/2026	Water Tower Inspection - Arb...	510.7100.000.5310	4,000.00
KLM ENGINEERING INC	11303.1	02/05/2026	Water Tower Inspection - Bab...	510.7100.000.5310	4,000.00
KLM ENGINEERING INC	11303.2	02/05/2026	Water Tower Inspection - Ash...	510.7100.000.5310	4,000.00
KLM ENGINEERING INC	11303.3	02/05/2026	Water Tower Inspection - Clea...	510.7100.000.5310	4,000.00
ASSURE CO RISK MANAGEME...	14878	02/05/2026	Annual EPA RMP Compliance ...	510.7100.000.5310	4,200.00
USABLUBOOK	INV00944995	02/05/2026	Chlorine Accuvac Ampules	510.7100.000.5125	214.50
CORE & MAIN LP	Y447912	02/05/2026	Meters	510.7100.000.5158	9,960.00
FERGUSON WATERWORKS	0560932	02/12/2026	Fire hydrant opening tool	510.7100.000.5160	4,785.34
IDEAL SERVICE, INC.	13960	02/12/2026	VFD Inspections	510.7100.000.5310	821.00
GOPHER STATE ONE-CALL	6010493	02/12/2026	Locating Services 1.2026	510.7100.000.5310	186.35
HAWKINS, INC.	7326204	02/12/2026	WTP Chemicals	510.7100.000.5135	2,019.20
DEY DISTRIBUTING	7883961	02/12/2026	Limit Switch	510.7100.000.5125	14.77
GRAINGER	9790861257	02/12/2026	Thermostat	510.7100.000.5125	31.04
CORE & MAIN LP	Y484418	02/12/2026	Meters	510.7100.000.5158	2,387.97
CORE & MAIN LP	Y491774	02/12/2026	Water Main Repair Parts	510.7100.000.5125	2,952.09
Fund 510 - WATER-OPERATING FUND Total:					64,216.46
Fund: 511 - WATER-CAPITAL FUND					
MN MECHANICAL SOLUTIONS,...	1/29/2026	12/31/2025	WTP - MMS - Pay Voucher #7	511.7110.000.5630	129,409.00
MINNESOTA PUBLIC FACILITIE...	2/2/2026	02/05/2026	Interest (PFA Loan) 2.20.2026	511.7110.000.5710	4,954.22
Fund 511 - WATER-CAPITAL FUND Total:					134,363.22
Fund: 520 - SEWER-OPERATING FUND					
METROPOLITAN COUNCIL	0001199758	02/12/2026	MCES Sewer Charges 3.2026	520.7200.000.5373	206,075.54
Fund 520 - SEWER-OPERATING FUND Total:					206,075.54
Fund: 521 - SEWER-CAPITAL FUND					
METROPOLITAN COUNCIL	2/3/2026	02/12/2026	SAC Fees 1.2026	521.0000.000.2207	2,485.00
Fund 521 - SEWER-CAPITAL FUND Total:					2,485.00
Fund: 550 - GOLF COURSE-OPERATING FUND					
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	550.7600.000.5335	42.00
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	550.7600.000.5340	11.80
UNIFIRST CORPORATION	1410200697	02/05/2026	GC uniforms & towels laundry	550.7700.000.5175	43.60
MTI DISTRIBUTING CO	1504925-00	02/05/2026	Tire, V-belt, Filters & Screws	550.7700.000.5125	516.46
MTI DISTRIBUTING CO	1505077-00	02/05/2026	2026 Toro sprayer GPS plan	550.7700.000.5395	2,639.81
GEMPLER'S INC.	INV0004629323	02/05/2026	Mole bait & gloves	550.7700.000.5125	245.74
MCDONALD, JAMES	1/29/2026	02/12/2026	credit card surcharge	550.0000.000.2205	29.91
MCDONALD, JAMES	1/29/2026	02/12/2026	refund for anniversary membe...	550.7600.000.4820	368.09
USGA	2/28/2026	02/12/2026	usga handicap course member...	550.7600.000.5335	175.00
CINTAS CORPORATION	9357590032	02/12/2026	AED agreement - Inverwood	550.7600.000.5310	216.25
Fund 550 - GOLF COURSE-OPERATING FUND Total:					4,288.66
Fund: 602 - RISK MANAGEMENT					
VINCO, INC.	40488	12/31/2025	Guard Replacements (Claim #...	602.8200.000.5472	1,457.36
Fund 602 - RISK MANAGEMENT Total:					1,457.36
Fund: 603 - CENTRAL EQUIPMENT					
ENTERPRISE FM TRUST	1/22/2026B	02/12/2026	2004 Police unmarked	603.8300.000.5620	6,114.34
NORTH AMERICAN TRAILER S...	030004259038	02/05/2026	Fire truck (#T26) air dryer filter	603.8300.000.5125	117.29
KIMBALL MIDWEST	104133508	02/05/2026	Plow nuts	603.8300.000.5125	211.25
FACTORY MOTOR PARTS COM...	1-11419021	02/05/2026	Stock filters	603.8300.000.5125	103.04
FRANK J. ZAMBONI & CO., INC.	125925	02/05/2026	New Zamboni Model 552AC	603.8300.000.5615	177,275.70
FACTORY MOTOR PARTS COM...	1-238863	02/05/2026	Nitrile gloves	603.8300.000.5125	89.80
FACTORY MOTOR PARTS COM...	1-238864	02/05/2026	Stock battery	603.8300.000.5125	377.92
WORLD FUEL SERVICES	26-563928	02/05/2026	Diesel Exhaust Fluid	603.8300.000.5125	197.45
CINTAS CORPORATION	4257458073	02/05/2026	Uniform Laundry -Mechanics	603.8300.000.5175	52.19
CINTAS CORPORATION	4257458073	02/05/2026	Shop Rentals	603.8300.000.5430	54.25

Expense Approval Report

Payment Dates: 2/4/2026 - 2/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INVER GROVE FORD	5364199	02/05/2026	F550 (#318) Thermostat & Seal	603.8300.000.5125	23.09
INVER GROVE FORD	5364265	02/05/2026	F250 (#414) Running Board	603.8300.000.5125	478.69
INVER GROVE FORD	5364333	02/05/2026	Fire truck (#E21) cab lights	603.8300.000.5125	66.87
INVER GROVE FORD	5364739	02/05/2026	Spark Plug & AC Element	603.8300.000.5125	48.39
INVER GROVE FORD	5364803	02/05/2026	Alternator	603.8300.000.5125	410.80
INVER GROVE FORD	5364871	02/05/2026	Credit - Returned Parts	603.8300.000.5125	-75.00
FACTORY MOTOR PARTS COM...	74-375488	02/05/2026	Stock filters	603.8300.000.5125	86.59
MACQUEEN EMERGENCY GR...	P13789	02/05/2026	Fire truck (#E17) exhaust pipe	603.8300.000.5125	398.37
MACQUEEN EMERGENCY GR...	P13797	02/05/2026	Fire truck (#E21) rear lights	603.8300.000.5125	470.00
TRI-STATE BOBCAT INC.	542759	02/05/2026	New 2026 Bobcat Toolcat (#5...	603.8300.000.5615	67,469.75
NUSS TRUCK AND EQUIPMENT	SWO066236-1	02/05/2026	Dump truck (#319) EGR cooler...	603.8300.000.5410	6,982.79
OXYGEN SERVICE COMPANY, ...	0008909854	02/12/2026	Torch gas	603.8300.000.5125	109.86
ZARNOTH BRUSH WORKS	0205056-IN	02/12/2026	Caster wheels assembly	603.8300.000.5125	532.00
ZARNOTH BRUSH WORKS	0205057-IN	02/12/2026	Toolcat (#525) ice broom	603.8300.000.5125	134.00
SHARROW LIFTING PRODUCTS	1009520	02/12/2026	Lifting straps	603.8300.000.5125	42.67
KIMBALL MIDWEST	104154404	02/12/2026	Tubing/Fittings, Cable Ties & ...	603.8300.000.5125	609.44
KIMBALL MIDWEST	104154465	02/12/2026	Adapter, Flap Discs & Misc Re...	603.8300.000.5125	220.70
METRO JANITORIAL SUPPLY I...	11016167	02/12/2026	Car wash soap	603.8300.000.5125	1,158.97
FLEETPRIDE	131989622	02/12/2026	Fire truck (#E17) air dryer	603.8300.000.5125	696.34
FLEETPRIDE	131992296	02/12/2026	Fire truck (#E17) air fittings	603.8300.000.5125	43.96
MANSFIELD OIL COMPANY	27509758	02/12/2026	Coldflow Fuel	603.8300.000.5130	6,172.18
LIBERTY TIRE RECYCLING, LLC	3160529	02/12/2026	Scrap tires	603.8300.000.5389	298.55
LITTLE FALLS MACHINE INC	375893	02/12/2026	Dump truck (#314) wing Hyd c...	603.8300.000.5125	2,536.85
CINTAS CORPORATION	4258219594	02/12/2026	Rug Rentals - PW	603.8300.000.5430	236.06
CINTAS CORPORATION	4258219865	02/12/2026	Uniform Laundry - Mechanics	603.8300.000.5175	39.06
CINTAS CORPORATION	4258219865	02/12/2026	Shop Rentals	603.8300.000.5430	54.25
DELEGARD TOOLS	520836/1	02/12/2026	Ratchet & Socket Set	603.8300.000.5160	197.60
CINTAS CORPORATION	5316312610	02/12/2026	First Aid Supplies - PW	603.8300.000.5190	209.92
INVER GROVE FORD	5364938	02/12/2026	F550 (#316) running board	603.8300.000.5125	563.37
INVER GROVE FORD	5365233	02/12/2026	Tire sensors	603.8300.000.5125	251.52
TOWMASTER TRAILERS INC	90005030	02/12/2026	Volvo (#306) loader front plow...	603.8300.000.5125	4,255.00
CINTAS CORPORATION	9357585322	02/12/2026	AED Agreement - PW	603.8300.000.5310	130.50
MANSFIELD SERVICE PARTNE...	IN-00334088	02/12/2026	Diesel Fuel	603.8300.000.5130	1,424.04
ABM EQUIPMENT & SUPPLY	INV10493	02/12/2026	Bucket truck (#515) annual in...	603.8300.000.5410	1,477.58
WINTER SERVICES LLC	INV188224	02/12/2026	Treated De-icing Salt	603.8300.000.5125	12,652.83
ZIEGLER INC	SI000756770	02/12/2026	Resealed wing cylinder	603.8300.000.5410	1,116.67
MACQUEEN EMERGENCY GR...	W17777	02/12/2026	Vac truck (#403) boom seals &...	603.8300.000.5410	15,799.17
Fund 603 - CENTRAL EQUIPMENT Total:					311,916.66
Fund: 605 - CITY FACILITIES					
DANIEL BAUER - TRUE MECH...	2602	12/31/2025	AHU 3 Repairs - CH	605.8500.000.5400	995.00
ONSITE PARTNERS PROJECTCO..	INV-1478	12/31/2025	12.2025 solar panel fees	605.8500.000.5355	279.50
GIP III ZEPHYR ACQUISITION P...	INVRGRV-12602	12/31/2025	Solar garden fees 12.2025	605.8500.000.5357	4,510.19
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22602	12/31/2025	Solar garden fees 12.2025	605.8500.000.5357	1,789.78
MN RECREATION AND PARK A...	1/1/2026	02/05/2026	MRPA Agency and Staff Annua...	605.8500.000.5335	357.00
FLUID INTERIORS LLC	101198	02/05/2026	PD Cube Work	605.8500.000.5605	3,778.26
MN RECREATION AND PARK A...	11360	02/05/2026	MRPA Annual Meeting- Vario...	605.8500.000.5340	11.80
ASSOCIATION OF MINNESOTA...	12150-26	02/05/2026	2026 MCCFMA Dues - Fitzloff	605.8500.000.5335	350.00
APEC	126435	02/05/2026	HVAC Filters - PW	605.8500.000.5125	205.86
ASSOCIATION OF MINNESOTA...	15304-26	02/05/2026	2026 MCCFMA Dues - Todd	605.8500.000.5335	175.00
HILLYARD INC	90001678	02/05/2026	Towels, Tissue Papers, Trash B...	605.8500.000.5125	408.28
INNOVATIVE OFFICE SOLUTIO...	CIN132244	02/05/2026	Sit to stand desk for HR	605.8500.000.5160	1,055.60
SEACOLE	253399	02/12/2026	liquid deicer	605.8500.000.5125	2,901.25
Fund 605 - CITY FACILITIES Total:					16,817.52
Fund: 606 - TECHNOLOGY FUND					
LOCAL GOVERNMENT INFOR...	153145	12/31/2025	2025 Soft Tokens - Ortiz, Loza...	606.8600.000.5395	60.00
LOCAL GOVERNMENT INFOR...	153145	12/31/2025	2025 Fiber supplies-Groveland...	606.8600.000.5610	2,602.62
LOCAL GOVERNMENT INFOR...	153218	12/31/2025	GSOC Tickets 11.2025	606.8600.000.5310	17.55
LOCAL GOVERNMENT INFOR...	153218	12/31/2025	Fiber Project-Groveland Park	606.8600.000.5610	11,280.00
AT&T MOBILITY	287298707874X01032026	12/31/2025	FD Cell Phones 12.2025	606.8600.000.5320	981.98
AT&T MOBILITY	287298708193X01032026	12/31/2025	PD Cell Phones 12.2025	606.8600.000.5320	3,531.04

Payment Dates: 2/4/2026 - 2/17/2026

Grand Total:	1,768,790.66
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Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2026 Pavement Management Initiative Projects**

MEETING DATE: February 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: David Ray, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos. 2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09I, 2026-09K, and 2026-09L as part of the City's 2026 Pavement Management Initiative (PMI) and City Project No. 2026-13 as part of the Parks Capital Improvement projects.

BACKGROUND

On May 12, 2025, the Council held a public hearing, accepted the final Feasibility Reports (Resolution Nos. 2025-108 and 2025-109) and then ordered projects and authorized the preparation of plans and specifications for the following 2026 Pavement Management Initiative (PMI) projects:

- 2026-09D – 52nd Street East by Full Depth Reclamation (Resolution No. 2025-110)
- 2026-09E – Angus Avenue Area by Full Depth Reclamation (Resolution No. 2025-111)
- 2026-09F – Alta Avenue Area by Full Depth Reclamation (Resolution No. 2025-112)
- 2026-09G – Audrey Avenue Area by Full Reconstruction (Resolution No. 2025-113)
- 2026-09I – South Blackberry Trail Area by Full Reconstruction (Resolution No. 2025-115)
- 2026-09K – 85th St Area, College Trail Area, and Birch Blvd Area by Full Depth Reclamation/Partial Reconstruction (Resolution No. 2025-117)
- 2026-09L – Alameda Area by Full Depth Reclamation (Resolution No. 2025-118)

The Salem Hills Park Parking Lot Improvement (City Project No. 2026-13) is included in the 2026 Capital Improvement Plan (CIP) with an approved budget of \$200,000, funded through the Park Capital Improvement Fund. The project was designed by City engineering staff in coordination with the 2026 Pavement Management Initiative projects.

City Project Nos. 2026-09H Upper 55th Street (from Blaine Avenue to Cahill Avenue) & 57th Street and 2026-09J North Blackberry Trail Area are being designed in accordance with Municipal State Aid (MSA) standards. Because these projects are subject to separate State Aid review processes, funding requirements, and timelines, they require additional State Aid plan review and will be bid independently from the other projects included in this agenda item later this spring or early-summer.

Final plans and specifications for all projects have been completed and are available for review at the

Engineering Division at City Hall. The Salem Hills Park Parking Lot Improvement project is proposed to be bid together with the 2026 PMI pavement rehabilitation projects to take advantage of economies of scale and to streamline contract administration with the adjacent neighborhood street projects.

The bid opening is tentatively scheduled for April 7, 2026, with the City Council receiving bids and considering contract award on April 13, 2026.

FISCAL IMPACT

There is no financial impact with this Council action.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos.2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09I, 2026-09K, 2026-09L, and 2026-13.

ATTACHMENTS

1. Resolution - Approve Plans & Specs and Authorize Ad for Bid 2026 PMI

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

RESOLUTION NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE 2026 PAVEMENT MANAGEMENT INITIATIVE PROJECTS**

WHEREAS, on May 12, 2025, following published notice given pursuant to Chapter 429 of the Minnesota Statutes and after holding a public hearing, the City Council ordered City Project Nos. 2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09I, 2026-09K, and 2026-09L (Resolution Nos. 2025-110, 2025-111, 2025-112, 2025-113, 2025-115, 2025-117, 2025-118); and

WHEREAS, pursuant to Resolution No. 2025-140 passed by the City Council on June 9, 2025, plans and specifications for City Project Nos. 2026-09D through 2026-09L were authorized to be prepared by Short Elliot Hendrickson Inc. (SEH), a consultant, and staff; and

WHEREAS, Salem Hills Park Parking Lot Improvement (City Project No. 2026-13) is included in the 2026 Capital Improvement Plan (CIP) with an approved budget of \$200,000, funded through the Parks Capital Improvement Fund; and

WHEREAS, staff recommend including City Project No. 2026-13 with the 2026 pavement rehabilitation projects to facilitate coordinated bidding, take advantage of economies of scale, and streamline contract administration and construction oversight with adjacent neighborhood Pavement Management Initiative projects; and

WHEREAS, City Project Nos. 2026-09H Upper 55th Street (from Blaine Avenue to Cahill Avenue) & 57th Street and 2026-09J North Blackberry Trail Area are being designed in accordance with Municipal State Aid (MSA) standards, which require separate review processes and timelines to meet State Aid funding requirements, and therefore are planned to be bid independently from the projects authorized in this Resolution; and

WHEREAS, staff have prepared plans and specifications for bidding the following projects for Council review and approval:

- 2026-09D – 52nd Street East
- 2026-09E – Angus Avenue Area
- 2026-09F – Alta Avenue Area
- 2026-09G – Audrey Avenue Area
- 2026-09I – South Blackberry Trail Area
- 2026-09K – 85th St Area, College Trail Area, and Birch Blvd Area
- 2026-09L – Alameda Area
- 2026-13 – Salem Hills Park Parking Lot Improvement

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

1. The plans and specifications for City Project Nos. 2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09I, 2026-09K, 2026-09L, and 2026-13 are on file with the City are hereby approved as the plans and specifications, in accordance with which said improvements shall be constructed.
2. The City Engineer is hereby authorized to advertise for bids pursuant to the provisions of Minnesota Statutes Chapter 429, with respect to City Project City Project Nos. 2026-09D, 2026-09E, 2026-09F, 2026-09G, 2026-09I, 2026-09K, 2026-09L, and 2026-13.

3. The contract for these improvements shall be executed no later than two years after the adoption of this Resolution.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Resolution Approving 2025 Budget Carryovers

MEETING DATE: February 23, 2026

ITEM TYPE: Consent Agenda

CONTACT: Amy Hove, Finance Director, 651.450.2521
Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving 2025 budget carryovers.

BACKGROUND

At year-end, there tend to be projects, contracts, supplies, equipment, and/or other items that were part of a department's budget but were either delayed or remain incomplete at year-end. And, there remain some incomplete contracts at year-end, so those areas that will need funds rolled over to 2026 to cover the balance of those contracts.

In late January 2026, the Interim City Administrator and Finance Director asked Departments to submit for review any items that were incomplete/undelivered at year-end as well as a list of any needs that have come up in recent months but were not included in their 2026 budgets. Submissions were due the first part of February and both the Interim City Administrator and Finance Director have reviewed all requests for accuracy and appropriateness, as well as determined there remained budgeted funds available for rollover.

Currently, staff request permission to proceed with \$1,474,175 in total carryover recommendations spanning the following nine funds: General Fund, Public Safety Small Equipment, Community Center (VMCC) Operating, Community Center (VMCC) Capital, Water-Operating, Central Equipment, City Facilities Fund (Operating/Capital), and Technology.

General Fund

The original 2025 General Fund budget anticipated a reduction in fund balance at year-end, of \$525,000, due to the first year "spend down" under the City's SAFER savings plan. However, current estimates, prior to approval of any requested carry-overs, project an increase in the fund balance of just over \$1 million. Key factors driving this increase include over \$500,000 in wage and benefit savings due to position vacancies in 2025, as well as incomplete contracts and/or projects which are included in tonight's carryover requests.

The City's policy is to maintain an unassigned fund balance of 40-45% within the General Fund. At the close of 2024, and after setting aside \$600,000 for the construction of a monopole to accommodate the city's cell tower leases, that fund balance percentage was 45.75%.

Based on current estimates, the General Fund's percentage at the close of 2025 is estimated at 46.3% of the 2025 budget, if no budget carryovers are approved. As this percentage still factors in

the \$600,000 needed for the monopole construction, there is room within the city's fund balance policy to accommodate a modest level of carryovers in the General Fund.

Recommended General Fund carryovers for 2025 total \$356,898. If approved, the corresponding fund balance percentage would be at 45.3%, still above the City's 40-45% minimum policy range and just slightly under the 2024 percentage of 45.75%.

The following is a list of recommended budget carryovers for the General Fund:

Department	Request Description	Amount
Finance	Ongoing Tyler improvements	53,000
City Clerk	Replacement scanner	5,800
Elections	Planned odd year carryover	45,000
Communications	Unused training hours	2,500
Police	Increases as a result of LELS Contract Negotiations	52,500
Police	3 Walking Treadmills - for departmental health/wellness program	3,000
Police	Youth Academy Program	7,195
Police	Additional module for JustFOIA (specific to PD)	13,050
Engineering	Division Software not invoiced	2,700
Engineering	Open Contracts-Bridge Insp, Antenna Lease, Monopole	36,800
Engineering	Salary Savings for supplemental staff to cover planned 2026 leaves	40,000
Engineering	Unused training dollars & unbilled training classes	7,000
Street Maintenance	Additional manhole adjustments, tree trimming	20,000
Street Lighting	Additional funds for street light repairs	23,900
Parks	Additional maintenance needs-ballfield & shelter repairs	15,000
Parks/Recreation	Early hire of admin specialist, new Finnly Sport software (% allocated)	6,276
Inspections	Updates to existing CityView module-rental/security	23,177
		\$ 356,898

There are several "new" requests/initiatives included in the General Fund's list of recommended carryovers:

- City Clerk - replacement scanner for volunteers
- Police - funding for an additional JustFOIA data request software module
- Engineering - dollars to hire supplemental staff to cover planned 2026 leaves
- Streets - additional maintenance dollars for manhole adjustments and tree trimming
- Steet Lighting - additional funds needed to repair broken street lights
- Parks - additional funds for specific, and larger, maintenance projects
- Inspections - updates to improve efficiency and security for Cityview program

Other Funds

The other funds listed below each operate as stand-alone funds within the City's accounting structure. In other words, any savings or unspent dollars within these funds automatically remain with the fund, but the authorization to spend these dollars in 2026 is still needed. Most of the items listed below were either part of an approved CIP budget or received Council approval in 2025 and most are either items that the City is still under contract for or delivery has been delayed due to supply chain issues.

The following is a list of recommended budget carryovers for other City Funds:

Fund/Department	Request Description	Amount
PS Small Equipment Fund	Police - new uniform patches	54,378
Community Center-Operating	Early hire of admin specialist, new Finnly Sport software (% allocated)	7,989
Community Center-Capital	Replacement of Back Stairs	47,250
Community Center-Capital	Brightside Room Renovation	518,111
Community Center-Capital	Community Room Improvements	46,036
Community Center-Capital	Replacement of Water Park Features	44,563
Water - Operating	Lead Service Line Inventory/Water Tower Inspections/WTP Safety Audit	76,000
Water - Operating	PLC Replacement - North Side Booster Station	18,000
Central Equipment	VMCC Zamboni	179,767
City Facilities-Operating	Early hire of admin specialist, new Finnly Sport software (% allocated)	1,425
City Facilities-Capital	Police Dept Facility Improvements	116,758
Technology	FS#2 AV Upgrades-partial funding	7,000
		\$1,117,277

There is one "new" request in the Other Fund carryovers, found within the Water Operating Fund. The PLC at the North Side Booster station failed unexpectedly in January 2026 and staff would like to utilize 2025 budgetary savings to offset this 2026 expense rather than use up almost half of the department's maintenance budget so early in the year.

FISCAL IMPACT

The carryover of spending authority from 2025 to 2026 for incomplete projects and/or supplies and materials ordered but not delivered in 2025, allows City departments to operate within a 2026 budget framework that has been adjusted for those 2025 contracts and orders.

The carryover of budget/dollars from 2025 to 2026 for additional work, projects and materials, provides City departments with additional resources to consider such projects in 2026 rather than wait until the 2027 budget cycle.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving 2025 budget carryovers.

ATTACHMENTS

1. Resolution to Approve 2025 Budget Carryovers

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF 2025 BUDGET
APPROPRIATIONS BY AMENDING THE 2026 BUDGET**

WHEREAS, there are a number of items that were appropriated for within the 2025 budget and remain incomplete at year-end; and

WHEREAS, there also exist a number of items that have come up as 2026 needs that were not included in the 2026 budget; and

WHEREAS, staff have reviewed balances in all applicable funds related to these requests and have found sufficient budgetary surplus within those 2025 budgets; and

WHEREAS, it is desirable that these items be accomplished during 2026 and therefore a budget appropriation is necessary in the 2026 budget for these items.

NOW, THEREFORE BE IT RESOLVED, BY CITY OF INVER GROVE HEIGHTS:
that, the City Council of the City of Inver Grove Heights hereby amends the 2026 budget by a total amount of \$1,474,175 to be distributed to the following funds and departmental budgets:

General Fund Budget Amendments:

Department	Request Description	Amount
Finance	Ongoing Tyler improvements	53,000
City Clerk	Replacement scanner	5,800
Elections	Planned odd year carryover	45,000
Communications	Unused training hours	2,500
Police	Increases as a result of LELS Contract Negotiations	52,500
Police	3 Walking Treadmills - for departmental health/wellness program	3,000
Police	Youth Academy Program	7,195
Police	Additional module for JustFOIA (specific to PD)	13,050
Engineering	Division Software not invoiced	2,700
Engineering	Open Contracts-Bridge Insp, Antenna Lease, Monopole	36,800
Engineering	Salary Savings for supplemental staff to cover planned 2026 leaves	40,000
Engineering	Unused training dollars & unbilled training classes	7,000
Street Maintenance	Additional manhole adjustments, tree trimming	20,000
Street Lighting	Additional funds for street light repairs	23,900
Parks	Additional maintenance needs-ballfield & shelter repairs	15,000
Parks/Recreation	Early hire of admin specialist, new Finnly Sport software (% allocated)	6,276
Inspections	Updates to existing CityView module-rental/security	23,177
		\$ 356,898

Other Fund Budget Amendments

Fund/Department	Request Description	Amount
PS Small Equipment Fund	Police - new uniform patches	54,378
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Community Center-Capital	Brightside Room Renovation	518,111
Community Center-Capital	Community Room Improvements	46,036
Community Center-Capital	Replacement of Water Park Features	44,563
Water - Operating	Lead Service Line Inventory/Water Tower Inspections/WTP Safety Audit	76,000
Water - Operating	PLC Replacement - North Side Booster Station	18,000
Central Equipment	VMCC Zamboni	179,767
City Facilities-Operating	Early hire of admin specialist, new Finnly Sport software (% allocated)	1,425
City Facilities-Capital	Police Dept Facility Improvements	116,758
Technology	FS#2 AV Upgrades-partial funding	7,000
		\$1,117,277
Total Budget Amendments		\$1,474,175

Adopted this 23rd day of February 2026 by the City Council of Inver Grove Heights, MN

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Award Contract and Adopt Budget Resolution for
Reconditioning of Well No. 4 (City Project No. 2026-02)**

MEETING DATE: February 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Eric Kramer, Utility Superintendent, 651.450.2565

ACTION REQUESTED

The Council is asked to accept a quote from Keys Well Drilling Company and enter into a contract for the reconditioning of Well No. 4 (City Project 2026-02) and to adopt the attached Resolution approving the project budget.

BACKGROUND

Well No. 4 is located at 2810 70th Street. It was constructed in 1999 and is in the Jordan Sandstone formation. The well is a submersible pump set at 300 feet, and was last reconditioned in 2021. The Utility Division coordinates the reconditioning of pumps on a rotating schedule of 5–7 years, or after 1,000,000,000 gallons. Well No. 4 has pumped 975,000,000 gallons since 2021 and is in its fifth year on the service schedule.

The City's adopted CIP calls for Well No. 4 to be fully reconditioned in 2026. The Utilities Division has solicited and received three quotes for the reconditioning of Well Pump No. 4:

Contractor	Base Quote Received
Key Well Drilling	\$42,380.00
Bergerson Caswell	\$49,164.00
E.H. Renner	\$85,325.00

FISCAL IMPACT

A contingency of up to \$17,870 is proposed in the event that the well pump cannot be rehabilitated, and requires replacement. This value is based on past well rehabilitation efforts and costs for pump replacements when compared to rehabilitation needs, and the approved total project budget of \$75,000. This will not be known until the pump can be fully disassembled, and as such, is why such a large contingency (31%) is recommended. Funding for this project work is budgeted for 2026 in the City's Water Capital Fund (Fund 511).

RECOMMENDATION

Staff recommends that Council accept the quote and enter into the attached contract with Key Well Drilling in the amount of \$75,000.00 (which includes contingencies) for the reconditioning of Well No. 4, and adopt the attached Resolution setting the budget for City Project No. 2026-02.

ATTACHMENTS

1. Resolution Approving Budget - 2026-02
2. Contract - City Project 2026-02 - Well #4

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE BUDGET FOR CITY PROJECT NO. 2026-02 –
WELL #4 PUMP RECONDITIONING**

WHEREAS, the City Council has considered City Project No. 2026-02 providing for the reconditioning of the well pump in City Well #4; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2026-02:

PROJECT COSTS	2026-02
Construction Bid	\$57,130.00
Construction Contingency	\$17,870.00
TOTAL	\$75,000.00

FUNDING SOURCES	2026-02
Water Capital Fund (Fund 511)	\$75,000.00
TOTAL	\$75,000.00

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

AGREEMENT FOR SERVICES
CITY OF INVER GROVE HEIGHTS

2026 Well #4 Rehabilitation
City Project No. 2026-02

THIS AGREEMENT ("Agreement") is made and executed this 2nd Day of February 2026, by and between the City of Inver Grove Heights, a Minnesota municipal corporation ("City") and Keys Well Drilling (firm name), a corporation organized and existing under the laws of the State of Minnesota ("Contractor").

WHEREAS, the City has accepted the proposal of the Contractor for certain Services; and

WHEREAS, Contractor desires to perform the Services for the City under the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual consideration contained herein, the parties agree as follows:

1. CONTRACT DOCUMENTS. The City agrees to engage Contractor as an independent contractor for the purposes of performing certain services ("Services") as defined in the following documents, which shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement
- B. Quote dated January 15th, 2026, attached as **Exhibit A** and incorporated herein by reference.

In the event of a conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

2. OBLIGATIONS OF THE CONTRACTOR. Contractor shall provide the goods, services, and perform the work in accordance with the Contract Documents and in compliance with all federal, state and local laws. Contractor represents that it has the requisite skill, training, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities. In performing its Services, Contractor will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided

3. OBLIGATIONS OF THE CITY. This is a Contract based on time and materials for a mechanical inspection. The City recognizes the cost quote provided is an estimate (\$57,130.00, with new bowl assembly included), and final costs will be based on actual time and materials utilized.

As such, the value noted in this contract includes a contingency (\$17,870.00) to allow for unforeseen conditions, while maintaining a set project budget.

The City shall pay the Contractor up to the sum of \$75,000.00 inclusive of sales tax for successful completion of the Services, based on final invoiced costs. Contractor shall submit itemized bills for Services provided to the City on a monthly basis. When the obligations of the Contractor have been fulfilled, inspected, and accepted, the City will pay the Contractor. Such payment shall be made not later than thirty (30) days after completion, certification thereof, and invoicing by the Contractor. Bills submitted shall be paid in the same manner as other claims made to the City. Any changes in the scope of Services that may result in an increase to the compensation due to the Contractor shall require prior written approval by the Authorized Representative of the City or the City Council. The City will not pay additional compensation for Services that do not have prior written authorization. Prior to payment by the City, Contractor shall submit evidence that all payrolls, material bills, subcontractors, and other indebtedness connected with the Services have been paid as required by the City.

4. ASSIGNMENT. Neither party may assign or transfer any interest or obligation in this Agreement without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

5. TIME OF PERFORMANCE. The Contractor shall complete the Services on or before June 1st, 2024. NOTE: If the obligations are not complete within said time period or date, the Contractor agrees to pay \$400 per day not as penalty but as liquidated damages until its obligations are complete.

6. PROMPT PAYMENT TO SUBCONTRACTORS.

- A. Pursuant to Minnesota Statute §471.25, Subdivision 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of one and one-half percent (1½ %) per month or any part of a month to subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
- B. Minn. Stat. § 290.92 requires that the City obtain a Withholding Affidavit for Contractors, Form IC-134, before making final payments to Contractors. This form needs to be submitted by the Contractor to the Minnesota Department of Revenue for approval. The form is used to receive certification from the state that the vendor has complied with the requirement to withhold and remit state withholding taxes for employee salaries paid.

7. **SUBCONTRACTORS.** Contractor shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in the Exhibits. The Contractor shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor.

8. **RESPONSIBLE CONTRACTOR.**

- A. In accordance with Minnesota Statutes, Section 16C.285, Contractor is hereby advised that the City cannot award a construction contract in excess of \$50,000 unless Contractor is a "responsible contractor" as defined in Minnesota Statutes, Section 16C.285, subdivision 3. Contractor must complete a Responsible Contractor Certificate verifying compliance with the minimum criteria specified in Minnesota Statutes, Section 16C.285, subdivision 3, to be eligible to provide the Services outlined in this Agreement. A Responsible Contractor Certificate must be signed under oath by an owner or officer of Contractor. Contractor is responsible for obtaining the required verifications of compliance with Minnesota Statute, Section 16C.285, subdivision 3 from all subcontractors, using a form provided by the City. Contractor must submit signed verifications from subcontractors upon the City's request.
- B. Contractor or subcontractor who does not meet the minimum criteria established in Minnesota Statutes, Section 16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements of this statute, will not be considered a "responsible contractor" and will be ineligible to provide the Services under this Agreement or otherwise work on the project in any capacity. Contractor and any subcontractor are advised that making any false statements verifying compliance with Minnesota Statutes, Section 16C.285 will render the Contractor or subcontractor ineligible to perform the Services of this Agreement and may result in termination of this Agreement by the City.
- C. Contractor shall not sublet, sell, transfer, delegate or assign the Services or any portion of the Services of this Agreement without abiding by the applicable provisions of the Minnesota Department of Transportation Standard Specifications for Construction, Section 1801.

9. **INSPECTION OF WORK.** All materials and workmanship will be subject to inspection, examination, and testing by the City, who will have the right to reject defective material and workmanship or require its correction.

10. **INSURANCE REQUIREMENTS.** Contractor shall obtain the following minimum insurance coverage by a single policy or a combination of policies (including umbrella policies) and

maintain the required coverage at all times throughout the life of the Agreement, with the City endorsed as an additional insured:

- A. General Liability. The Contractor shall maintain Commercial General Liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City, including its elected and appointed officials, employees, and agents, shall be endorsed as additional insureds.
- B. Workers Compensation Pursuant to Minnesota Statute §176.182 Contractor must provide acceptable evidence of compliance with the state Workers' Compensation insurance requirements for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance or acceptable evidence of compliance in accordance with the statutory requirements of the State of Minnesota. The Contractor shall provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employers' Liability Coverage with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident
- C. Automobile Liability. If the Contractor operates a motor vehicle in performing the Services under this Agreement, the Contractor shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$1,000,000 per occurrence.

The Additional Insured coverage must be primary and non-contributory. Products and Completed Operations Insurance shall be maintained for a minimum period of three (3) years after final payment and Contractor shall continue to provide evidence of such coverage to City on an annual basis during the aforementioned period; or if any reason Contractor's work ceases before final payment, for a minimum period of three (3) years from the date Contractor ceases work.

Property Damage Liability Insurance shall include coverage for the following hazards: X (Explosion); C (Collapse); and U (Underground)

For any Agreement involving the repair, maintenance or construction of property that involves the provision of equipment, supplies or materials to the City for projects greater than \$100,000, the

Contractor shall obtain and maintain Builder's Risk insurance in an amount not less than the project or contract cost.

Prior to commencing the Services, Contractor shall submit a Certificate of Insurance to the City showing proof the above required coverages are in full force and effect. The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy. The City retains the right to revise the insurance requirements depending on the size and risk of the project.

The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

11. PERMITS AND LICENSES; RIGHTS-OF-WAY AND EASEMENTS. The Contractor shall procure all permits and licenses, pay all charges and fees therefore, and give all notices necessary and incidental to the construction and completion of the Project. The City will obtain all necessary rights-of-way and easements. The Contractor shall not be entitled to any additional compensation for any construction resulting from the City's not timely obtaining rights-of-way or easements.

12. TERMINATION.

- A. Termination for Convenience. This Agreement may be terminated by either party upon 30 days' written notice delivered to the other party at the addresses listed in Section 15 of this Agreement. Upon termination under this provision, if there is no default by the Contractor, Contractor shall be paid for Services rendered and reimbursable expenses through the effective date of termination.
- B. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- C. Remedies. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by the Contractor. The City may, in such event:
 - i. Withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined.

- ii. Perform the Services, in which case, the Contractor shall within 30 days after written billing by the City, reimburse the City for any costs and expenses incurred by the City.

The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

- D. Upon termination of this Agreement, the Contractor shall furnish to the City copies or duplicate originals of all documents or memoranda prepared for the City not previously furnished.

13. DELAY IN PERFORMANCE. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Contractor under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor will be entitled to payment for its reasonable additional charges, if any, due to the delay.

14. CITY'S REPRESENTATIVE. The City has designated Eric Kramer, Utility Superintendent to act as the City's Authorized Representative with respect to the Services to be performed under this Agreement. The City's Authorized Representative shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

15. DATA PRACTICES/RECORDS. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy. Pursuant to Minn. Stat. Section 16C.05, subd. 5, the Contractor's books, records, documents, and accounting procedures and practices that are relevant to this Agreement, are subject to examination by the City and either the Legislative Auditor or the State Auditor for a minimum of six years from the end of this Agreement.

16. NONDISCRIMINATION. Contractor agrees that in its hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law. Contractor further agrees to comply with the nondiscrimination provisions of Minnesota Statutes, Section 181.59.

17. WARRANTY. Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice will pass to City no later than the Completion Date. Contractor warrants that all work will be free from defects and that all materials will be new and of first quality. If within one (1) year after final payment any work or material is found to be defective, Contractor shall promptly, without cost to City, correct such defect.

18. DEFENSE OBLIGATION. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

19. NOTICES. Notices shall be communicated to the following addresses:

If to City: City of Inver Grove Heights
8150 Barbara Ave.
Inver Grove Heights, MN 55077
Attention: Eric Kramer

Or e-mailed: ekramer@ighmn.gov

If to Contractor: Keys Well Drilling
1156 Homer St
St. Paul, MN 55116
Attention: Doug Keys

Or emailed: dougkeys@keyswell.com

20. WAIVER. A waiver by either City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

21. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Agreement and any action must be venued in Dakota County District Court.

22. SEVERABILITY. If any provision, term, or condition of this Agreement is found to be or become unenforceable or invalid, it shall not affect the remaining provisions, terms, and conditions of this Agreement, unless such invalid or unenforceable provision, term, or condition renders this Agreement impossible to perform. Such remaining terms and conditions of the Agreement shall continue in full force and effect and shall continue to operate as the parties' entire Agreement.

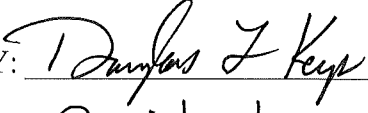
23. **AMENDMENTS.** Any modification or amendment to this Agreement shall require a written agreement signed by both parties.

24. **ENTIRE AGREEMENT.** This Contract represents the entire agreement of the parties and is a final, complete, and all-inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

CITY OF INVER GROVE HEIGHTS

Keys Well Drilling

BY: 
Its: Brian Connolly
Public Works Director

BY: 
Its: President
2/11/2026

BY: _____
Its: John Murphy
Acting Mayor

DATE: _____

EXHIBIT A

Keys Well Drilling Company

1156 Homer Street, St. Paul, MN 55116-3232
651-646-7871 Fax 651-641-0216

Quotation

To: City of Inver Grove Heights
8168 Barbara Ave
Inver grove Heights, MN 55077

Date of January 15, 2026
Attention: Eric Kramer
Project: well pump #4
Location: 70th st, west of Cahill

We are pleased to quote you as follows:

Estimate to remove pump, inspect, repair, and reinstall well pump #4. 12" -7 stage bowl, 240' of 10" column pipe and shaft with 200hp motor.

Labor:	Unit	Est Qty	Price	Total
Pull & Install Pump and Test	LS	1	\$ 10,000.00	\$ 10,000.00
Shop time(sandblast, inspect, assemble, etc)	HR	20	\$ 125.00	\$ 2,500.00
Machine Shop	HR	8	\$ 140.00	\$ 1,120.00
				<u>\$ 13,620.00</u>
Materials: (if needed)				
10" x 10' T&C Column Pipe	EA	16	\$ 975.00	\$ 15,600.00
10" x 5' T&C Column Pipe	EA	1	\$ 700.00	\$ 700.00
Brz Bowl Bearings	EA	8	\$ 350.00	\$ 2,800.00
Brz Bowl Impeller Wear Rings	EA	7	\$ 450.00	\$ 3,150.00
SS Bowl Shaft	EA	1	\$ 650.00	\$ 650.00
SS Head Shaft	EA	1	\$ 650.00	\$ 650.00
Brz Packing Box Bearing/Packing	EA	1	\$ 450.00	\$ 450.00
Rubber Lineshaft Bearings	EA	24	\$ 40.00	\$ 960.00
Motor Repair- est. clean & bake, replace bearings	EA	1	\$ 3,500.00	\$ 3,500.00
1" PVC Pipe	LS	1	\$ 300.00	\$ 300.00
				<u>\$ 28,760.00</u>
Total Estimated Cost				\$ 42,380.00

New Bowl Assembly (1200gpm @390TIDH) EA 1 \$ 14,750.00

This is only an estimate. Final cost will be determined by actual quantities used.

Thank you for giving us the opportunity of quoting you. If you have any questions, please give me a call



Request for Council Action

SUBJECT: **Resolutions to Amend Final Project Budgets and Close City Project Nos. 2024-09D and 2024-09F**

MEETING DATE: February 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, amending the final project budget and closing the project accounts for City Project Nos. 2024-09D (Delano Way and Dempsey Way Area), and 2024-09F (Corcoran Path and Dawson Way Area).

BACKGROUND

City Project Nos. 2024-09D (Delano Way and Dempsey Way Area) and 2024-09F (Corcoran Path and Dawson Way Area) were delivered as part of the 2024 Pavement Management Initiative (PMI). These projects were part of a larger bid package for the 2024 PMI projects, which also included City Project Nos. 2024-09G (South Grove Area 7), 2024-09H (96th and 99th Street Area), and 2024-09I (Bixby Way). The original budgets for City Project Nos. 2024-09D (Resolution No. 2024-045) and 2024-09F (Resolution No. 2024-046) were approved on March 18, 2024.

Construction on the above 2024 PMI projects has been completed and all projects except 2024-09D and 2024-09F came in under budget and have since been closed. City Project 2024-09D is over budget in Pavement Management (Fund 440), Water Capital (Fund 511), and Sewer Capital (Fund 521). City Project 2024-09F is over budget in Water Capital (Fund 511).

FISCAL IMPACT

City Staff recommend utilizing the respective funds to cover those deficient costs, as denoted in red text below for City Project Nos. 2024-09D and 2024-09F. Final numbers are compared to original budgeted costs versus completed construction and Legal, Engineering, Administrative, and Finance (LEAF) costs respectively. Budget overruns are due to a combination of adjusted quantities during construction and differences in actual versus anticipated LEAF costs accrued during the design and construction administration phases.

The final fund allocation for City Project No. 2024-09D is as follows:

FUND	FUNDING CATEGORY NAME	FINAL FUNDING ALLOCATION ⁽²⁾	DIFFERENCE FROM ORIGINAL BUDGET ⁽¹⁾
440	Pavement Management - Local Streets	\$377,994.10	\$(34,183.94)
531	Stormwater Capital Fund	\$56,887.74	\$7,722.12

521	Sewer Capital Fund	\$39,433.94	\$(6,657.38)
511	Water Capital Fund	\$19,431.34	\$(1,740.94)
	Special Assessments	\$419,432.48	
TOTALS:		\$913,179.60	\$(50,304.38)

1. Negative number denotes negative remaining budget (i.e., budget overrun)
2. Includes all LEAF costs.

The final fund allocation for City Project No. 2024-09F is as follows:

FUND	FUNDING CATEGORY NAME	FINAL FUNDING ALLOCATION⁽²⁾	DIFFERENCE FROM ORIGINAL BUDGET⁽¹⁾
440	Pavement Management - Local Streets	\$338,427.48	\$156,906.62
531	Stormwater Capital Fund	\$11,738.66	\$4,659.18
521	Sewer Capital Fund	\$35,304.22	\$3,251.96
511	Water Capital Fund	\$59,249.49	\$(6,014.49)
	Special Assessments	\$662,627.68	
TOTALS:		\$1,107,347.53	\$158,803.27

1. Negative number denotes negative remaining budget (i.e., budget overrun)
2. Includes all LEAF costs.

RECOMMENDATION

Staff recommend adoption of the attached Resolutions amending the final project budget and closing the project accounts for City Project Nos. 2024-09D (Delano Way and Dempsey Way Area), and 2024-09F (Corcoran Path and Dawson Way Area).

ATTACHMENTS

1. Resolution to Close Project No 2024-09D
2. Resolution to Close Project No 2024-09F

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

RESOLUTION NO. _____

**RESOLUTION AMENDING FINAL PROJECT BUDGET AND CLOSING THE PROJECT ACCOUNT
FOR CITY PROJECT NO. 2024-09D**

WHEREAS, on March 18, 2024, the City Council adopted Resolution No. 2024-044, awarding a contract for the construction of watermain, stormwater, and roadway infrastructure improvements associated with combined City Project Nos. 2024-09D (Delano Way and Dempsey Way Area), 2024-09F (Corcoran Path and Dawson Way Area), 2024-09G (South Grove Area 7), 2024-09H (96th Street and 99th Street Area, and 2024-09I (Bixby Way) to McNamara Contracting, Inc.; and

WHEREAS, the original budgets for City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09G, 2024-09H, and 2024-09I (Resolutions Nos. 2024-045, 2024-046, 2024-047, 2024-048, and 2024-049 respectively) were approved at the same meeting; and

WHEREAS, on November 24, 2025, final Contractor payment was issued for combined City Project Nos. City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09G, 2024-09H, and 2024-09I; and

WHEREAS, City Project Nos. 2024-09G, 2024-09G, 2024-09H, and 2024-09I, being under budget for all respective project components have been closed and all project balances refunded to their original funding sources; and

WHEREAS, City Project Nos. 2024-09D remains open due to budget deficiencies in the Pavement Management – Local Streets (Fund 440), Sewer Capital (Fund 521), and Water Capital Fund (Fund 511) for the project; and

WHEREAS, in order to close City Project Nos. 2024-09D, amending the final project budget and transferring the associated remaining costs from the Pavement Management – Local Streets (Fund 440), Sewer Capital (Fund 521), and Water Capital Fund (Fund 511) is necessary.

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

1. The following budget is hereby amended for City Project No. 2024-09D:

PROJECT COSTS	2024-09D
Final Construction	\$706,746.60
Legal, Engineering, Administrative, & Finance (LEAF)	\$206,372.05
TOTAL	\$913,179.60

FUNDING SOURCES	2024-09D
Pavement Management – Local Streets (Fund 440)	\$377,994.10
Water Capital Fund (Fund 511)	\$19,431.34
Sewer Capital Fund (Fund 521)	\$39,433.94
Storm Water Capital Fund (Fund 531)	\$56,887.74
Special Assessments	\$419,432.48
TOTAL	\$913,179.60

2. The Council hereby authorizes the transfer of \$34,183.94 from the Pavement Management – Local Streets (Fund 440) to the project to cover the funding shortfall and to balance the project budget; and
3. The Council hereby authorizes the transfer of \$1,740.94 from the Water Capital (Fund 511) to the project to cover the funding shortfall and to balance the project budget; and
4. The Council hereby authorizes the transfer of \$6,657.38 from the Sewer Capital (Fund 511) to the project to cover the funding shortfall and to balance the project budget; and
5. Upon transfer of these funds and balancing the project budget, City Project No. 2024-09D will be closed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION AMENDING FINAL PROJECT BUDGET AND CLOSING THE PROJECT ACCOUNT
FOR CITY PROJECT NO. 2024-09D**

WHEREAS, on March 18, 2024, the City Council adopted Resolution No. 2024-044, awarding a contract for the construction of watermain, stormwater, and roadway infrastructure improvements associated with combined City Project Nos. 2024-09D (Delano Way and Dempsey Way Area), 2024-09F (Corcoran Path and Dawson Way Area), 2024-09G (South Grove Area 7), 2024-09H (96th Street and 99th Street Area, and 2024-09I (Bixby Way) to McNamara Contracting, Inc.; and

WHEREAS, the original budgets for City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09G, 2024-09H, and 2024-09I (Resolutions Nos. 2024-045, 2024-046, 2024-047, 2024-048, and 2024-049 respectively) were approved at the same meeting; and

WHEREAS, on November 24, 2025, final Contractor payment was issued for combined City Project Nos. City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09G, 2024-09H, and 2024-09I; and

WHEREAS, City Project Nos. 2024-09G, 2024-09G, 2024-09H, and 2024-09I, being under budget for all respective project components have been closed and all project balances refunded to their original funding sources; and

WHEREAS, City Project Nos. 2024-09F remains open due to budget deficiencies in the Water Capital Fund (Fund 511) for the project; and

WHEREAS, in order to close City Project Nos. 2024-09F, amending the final project budget and transferring the associated remaining costs from the Water Capital Fund (Fund 511) is necessary.

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

1. The following budget is hereby amended for City Project No. 2024-09F:

PROJECT COSTS	2024-09F
Final Construction	\$1,055,586.95
Legal, Engineering, Administrative, & Finance (LEAF)	\$51,760.58
TOTAL	\$1,107,347.53

FUNDING SOURCES	2022-09F
Pavement Management – Local Streets (Fund 440)	\$338,427.48
Water Capital Fund (Fund 511)	\$59,249.49
Sewer Capital Fund (Fund 521)	\$35,304.22
Storm Water Capital Fund (Fund 531)	\$11,738.66
Special Assessments	\$662,627.68
TOTAL	\$1,107,347.53

2. The Council hereby authorizes the transfer of \$6,014.49 from the Water Capital (Fund 511) to the project to cover the funding shortfall and to balance the project budget; and
3. Upon transfer of these funds and balancing the project budget, City Project No. 2024-09F will be closed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolutions to Re-Open Project Accounts and Amend Final Project Budgets and Close City Project Nos. 2022-09I & 2022-09J**

MEETING DATE: February 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to re-open the project accounts, adopt the attached Resolutions amending the final project budget, and closing the project accounts for City Project Nos. 2022-09I (Carmen Ave & Claude Way Street Rehabilitation), 2022-09J (Cheney Trail and Coffman Path Area Rehabilitation).

BACKGROUND

During the final financial closeout process for City Project Nos. 2022-09I (Carmen Ave & Claude Way Street Rehabilitation) and 2022-09J (Cheney Trail and Coffman Path Area Rehabilitation) and after council resolution on final budgets (Resolution Nos. 2025-188 and 2025-189) discrepancies were found in the tabulation of expenditures for these projects. Once corrected, these discrepancies resulted in changes to the overall budget distributions for the associated project funding components. This Council Action provides for these adjustments and provides a final allocation of necessary budget amounts to the correct funding categories for City Project Nos. 2022-09I and 2022-09J.

FISCAL IMPACT

City Staff recommend utilizing the respective funds to cover those deficient costs, as denoted in **red text** below for City Project Nos. 2022-09I and 2022-09J. These funding adjustments are based on all expenditures after financial corrections and are final. Numbers are compared to previous Council close-out approvals.

The final fund allocation for City Project No. 2022-09I is as follows:

FUND	FUNDING CATEGORY NAME	FINAL BUDGET ALLOCATION (Res. 2025-188)	UPDATED FINAL BUDGET ALLOCATION (2)	DIFFERENCE FROM FINAL BUDGET ⁽¹⁾
440	Pavement Management - Local Streets	\$643,619.54	\$670,948.85	\$(27,329.31)
531	Stormwater Capital Fund	\$66,142.00	\$66,683.42	\$(541.42)

521	Sewer Capital Fund	\$50,916.15	\$50,347.80	\$568.35
511	Water Capital Fund	\$36,396.55	\$35,990.27	\$406.28
	City of South St Paul	\$62,933.23	\$62,933.23	
	Metro Transit	\$15,103.60	\$15,103.60	
	Special Assessments	\$1,009,398.25	\$1,009,398.25	
TOTALS:		\$1,884,509.32	\$1,911,405.42	\$(26,896.10)

1. Negative number denotes negative remaining budget (i.e., budget overrun)
2. Includes all LEAF costs. Final project close out funding allocation approved by Council on August 25, 2025 (Resolution No. 2025-188)

The final fund allocation for City Project No. 2022-09J is as follows:

FUND	FUNDING CATEGORY NAME	FINAL BUDGET ALLOCATION (Res. 2025-189)	UPDATED FINAL BUDGET ALLOCATION N⁽²⁾	DIFFERENCE FROM FINAL BUDGET⁽¹⁾
440	Pavement Management - Local Streets	\$77,293.57	\$77,442.23	\$(148.66)
531	Stormwater Capital Fund	\$7,377.52	\$7,391.71	\$(14.19)
521	Sewer Capital Fund	\$25,570.43	\$25,581.18	\$(10.75)
511	Water Capital Fund	\$31,389.82	\$31,403.02	\$(13.20)
	Special Assessments	\$302,617.08	\$302,617.08	
TOTALS:		\$444,248.42	\$444,435.22	\$(186.80)

1. Negative number denotes negative remaining budget (i.e., budget overrun)
2. Includes all LEAF costs. Final project close out funding allocation approved by Council on August 25, 2025 (Resolution No. 2025-189)

RECOMMENDATION

Staff recommend adoption of the attached Resolutions amending the final project budget and closing the project accounts for City Project Nos. 2022-09I (Carmen Ave & Claude Way Street Rehabilitation), 2022-09J (Cheney Trail and Coffman Path Area Rehabilitation).

ATTACHMENTS

1. Resolution to Close Project No 2022-09I
2. Resolution to Close Project No 2022-09J

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

RESOLUTION NO. _____

**RESOLUTION TO RE-OPEN AND AMEND THE FINAL PROJECT ACCOUNT AND BUDGET AND
CLOSING THE PROJECT ACCOUNT FOR CITY PROJECT NO. 2022-09I**

WHEREAS, on August 25, 2025, the City Council adopted Resolution No. 2025-188, for City Project No. 2022-09I, revising final budgets to align with final construction and legal, engineering, administrative, and finance (LEAF) costs; and

WHEREAS, after Council resolution and during the final financial closeout, discrepancies were found in the tabulation of expenditures; and

WHEREAS, once these discrepancies were corrected, changes to overall budget distributions for the associated funding components were determined as necessary; and

WHEREAS, in order to assign the correct distributions, it is necessary to re-open City Project No. 2022-09I, amend the final project budgets, and transfer the remaining costs from the applicable funds, and re-close the Project.

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

1. The following budget is hereby amended for City Project No. 2022-09I:

FUNDING SOURCES	FINAL FUNDING ALLOCATION	DIFFERENCE FROM PRIOR APPROVED BUDGET BY COUNCIL (Res. 2025-188)
Pavement Management – Local Streets (Fund 440)	\$670,948.85	\$(27,329.31)
Water Capital Fund (Fund 511)	\$35,990.27	\$406.28
Sewer Capital Fund (Fund 521)	\$50,347.80	\$568.35
Storm Water Capital Fund (Fund 531)	\$66,683.42	\$(541.42)
Special Assessments	\$1,009,398.25	
City of South St. Paul	\$62,933.23	
Metro Transit	\$15,103.60	
TOTAL	\$1,911,405.42	\$(26,896.10)

2. The Council hereby authorizes the transfer of funds from the Pavement Management – Local Streets (Fund 440) and Storm Water Capital Fund (Fund 531) to the project to cover the funding shortfall and to balance the project budget; and
3. Upon transfer of these funds and balancing the project budget, City Project No. 2022-09I will be closed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION TO RE-OPEN AND AMEND THE FINAL PROJECT ACCOUNT AND BUDGET AND
CLOSING THE PROJECT ACCOUNT FOR CITY PROJECT NO. 2022-09J**

WHEREAS, on August 25, 2025, the City Council adopted Resolution No. 2025-189, for City Project No. 2022-09J, revising final budgets to align with final construction and legal, engineering, administrative, and finance (LEAF) costs; and

WHEREAS, after Council resolution and during the final financial closeout, discrepancies were found in the tabulation of expenditures; and

WHEREAS, once these discrepancies were corrected, changes to overall budget distributions for the associated funding components were determined as necessary; and

WHEREAS, in order to assign the correct distributions, it is necessary to re-open City Project No. 2022-09J, amend the final project budgets, and transferring the remaining costs from the applicable funds, and re-close the Project.

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

1. The following budget is hereby amended for City Project No. 2022-09J:

FUNDING SOURCES	FINAL FUNDING ALLOCATION	DIFFERENCE FROM PRIOR APPROVED BUDGET BY COUNCIL (Res. 2025-189)
Pavement Management – Local Streets (Fund 440)	\$77,442.23	\$(148.66)
Water Capital Fund (Fund 511)	\$31,403.02	\$(13.20)
Sewer Capital Fund (Fund 521)	\$25,581.18	\$(10.75)
Storm Water Capital Fund (Fund 531)	\$7,391.71	\$(14.19)
Special Assessments	\$302,617.08	
TOTAL		\$(186.80)

2. The Council hereby authorizes the transfer of funds from the Pavement Management – Local Streets (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and Storm Water Capital Fund (Fund 531) to the project to cover the funding shortfall and to balance the project budget; and
3. Upon transfer of these funds and balancing the project budget, City Project No. 2022-09J will be closed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Approve an Ordinance to amend City's Zoning and Subdivision Process.**

MEETING DATE: February 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Kevin Shay, Planning Manager, 651-450-2554

ACTION REQUESTED

The Council is asked to adopt the following:

1. Ordinance amending Title 10 and 11 related to the zoning and subdivision processes.
2. Resolution authorizing the summary publication of the ordinance.

BACKGROUND

The City Council reviewed the proposed ordinance amendments drafted by staff at their January 26 council meeting. Staff have revised the ordinance to reflect the direction received from City Council which was to retain the Planning Commission and City Council reviews for major site plan reviews, to continue having Planning Commission review final planned unit developments, and to require a super majority votes for both conditional use permits and interim use permits.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the ordinance and summary publication resolution as drafted.

ATTACHMENTS

1. Ordinance for Planning Process Revisions
2. Resolution for Summary Publication

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 10, CHAPTERS 1, 3, 13, 14 AND 15 RELATED TO ZONING APPLICATION
PROCEDURES AND REQUIREMENTS AND TITLE 11, CHAPTERS 1 AND 2 RELATED TO
SUBDIVISION APPLICATION PROCEDURES AND REQUIREMENTS

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

Section One. Amendment. Title 10, Chapter 1, Section 3, **INTERPRETATION AND APPLICATION**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck out~~ text shows the deleted wording and the underlined text shows the language added to the code:

10-1-3: INTERPRETATION AND APPLICATION:

A. Minimum Requirements: In their interpretation and application, the provisions of this title shall be held to be the minimum requirements for the promotion of the public health, safety, morals and welfare.

B. More Restrictive Provisions Apply:

1. Where the conditions imposed by any provision of this title are either more restrictive or less restrictive than comparable conditions imposed by this title or any other law, ordinance, statute, resolution, or regulation of any kind, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.

~~—2. When any condition imposed by any provision of this title on the use of land or buildings or on the bulk of buildings is either more restrictive or less restrictive than similar conditions imposed by any provision of any other county or state ordinance, regulation, or statute, the more restrictive conditions shall prevail.~~

3. Unless otherwise noted, ~~Where~~ where the conditions imposed by any ~~section provision~~ of this title are either more restrictive or less restrictive than comparable conditions imposed

by another ~~section-provision~~ of this title or of any other county ordinance or state statute or regulations, the regulations that are more restrictive or impose higher standards or requirements shall prevail.

4. This title is not intended to abrogate any easements, restrictions, or covenants relating to the use of land or imposed on lands within city by private declaration or agreement, but where the provisions of this title are more restrictive than any such easement, restriction, or covenant, or the provision of any private agreement, the provisions of this title shall prevail.

C. Prohibited Uses: If a use is not specifically allowed as a permitted use, conditional use, or an accessory use in a particular zoning district, it shall be prohibited in that zoning district unless determined to be a substantially similar use as provided for in section 10-3-6 of this title determined by the Zoning Administrator.

D. Validity: If any ~~section, subsection, sentence, clause or phrase portion~~ of this title is for any reason found to be invalid, such decision shall not affect the validity of the remaining portions of this title. (Ord. 1098, 11-8-2004)

Section Two. Amendment. Title 10, Chapter 3, **ADMINISTRATION AND ENFORCEMENT**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

CHAPTER 3

ADMINISTRATION AND ENFORCEMENT

SECTION:

10-3-1 Enforcement Officials

10-3-2 Site Plan Required

10-3-3 Nonconforming Use Certificate

10-3-4 Variances

10-3-5 Zoning Text and Map Amendments

10-3-6 Determination Of Substantially Similar Use Status

10-3-67 Board Of Adjustments And Appeals; Appeals Procedure

10-3-78 Fees And Deposit

10-3-8-1: Northwest Area Environmental Studies Fee

10-3-89 Violation; Penalties

10-3-1: ENFORCEMENT OFFICIALS:

This title shall be administered and enforced by the council and its duly authorized representatives. (Ord. 1098, 11-8-2004)

10-3-2: SITE PLAN REQUIRED ¹ :

A site plan shall accompany all requests for rezoning, conditional use permit, or variance regardless of whether or not any structures are proposed to be located on the property. Such site plan shall include the ~~following information at the minimum in addition to those~~ requirements set out in subsection 10-15J-~~78A8~~ of this title. ~~{other information may be required in other portions of this title}~~: (Ord. 1098, 11-8-2004; amd. 2008 Code)

- ~~—A. Property boundary (accompanied by boundary survey).~~
- ~~—B. Topographic data (if structures are proposed).~~
- ~~—C. North arrow and scale.~~
- ~~—D. Location of any proposed structure on the lot.~~
- ~~—E. All pertinent dimensions (lot, building and setbacks).~~
- ~~—F. Street names.~~
- ~~—G. Location and, when requested, dimensions of adjacent existing buildings within three hundred feet (300') of the property line. (Ord. 1098, 11-8-2004)~~

Notes

- ¹ 1. See also chapter 15, article J of this title.

10-3-3: NONCONFORMING USE CERTIFICATE:

A. Purpose: From time to time, amendments to this title ~~may~~ cause lawfully uses and structures to become ~~lawfully~~ nonconforming. This may create uncertainties for owners and operators of lawfully legally established nonconforming uses and structures as to their rights and obligations and complexities for the city in monitoring and enforcing this code with respect to such uses. To address these uncertainties and complexities, the city council, sitting as a board of adjustments and appeals, by majority vote, may grant nonconforming use certificates for lawfully legally established nonconforming uses and structures, impose reasonable conditions in the nonconforming use certificates, and authorize accessory uses not currently on the property to be placed thereon in the future.

B. Application For Certificate: ~~Either an owner may apply, or the city may initiate or require an application for a nonconforming use certificate for a use and/or a structure. The applicant shall fill out and submit to the Zoning Administrator the application form and all~~

information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. Only the owner of the property may be the applicant and may apply for a nonconforming use certificate for a use or structure. The application shall include at least the following:

- ~~—1.—The address and legal description of the use or structure;~~
- ~~—2.—The nature of the nonconformity with specific reference to the provision of this code or other circumstance which caused the nonconformity;~~
- ~~—3.—Evidence that the use or structure existed as a legal use prior to the effective date hereof or other circumstance which caused the nonconformity;~~
- ~~—4.—Evidence that the use or structure has been continuously used and maintained in its nonconforming state from the time the nonconformity was caused to the date the application was filed;~~
- ~~—5.—If the use is a prohibited use listed in section 10-13E-7 of this title, the information required under subsection 10-13E-8B of this title; and~~
- ~~—6.—Other information as requested by the city.~~

C. Application And Procedure: The application for a nonconforming use certificate shall be filed with the planning division for scheduling before the planning commission and city council. The ~~city council and the~~ planning commission may hold a public hearing on the nonconforming use certificate if they deem it necessary or advisable. ~~Where the planning commission or city council shall determine that a public hearing is necessary or advisable, the~~ The application, public hearing, and notice requirements for nonconforming use certificate requests shall be the same as for amendments set forth in section 10-3-5. ~~(D) of this chapter.~~

D. Referral To Planning Commission: ~~Before granting any nonconforming use certificate, the request therefor shall be referred to the~~ The planning commission shall for review and determinemake a recommendation to the Council concerning whether the use is a legally established nonconforming use ~~and for its recommendation to the city council in connection with the request.~~ If no recommendation is timely made, the council may act without the recommendation of the planning commission. The planning commission may recommend such conditions related to the nonconforming use certificate as it may deem advisable to make clear the rights and obligations of the city and the owner. ~~The council shall approve or deny the application within the time established by Minnesota statutes section 15.99.~~

E. Approval Or Denial Of Certificate:

1. The planning commission may recommend ~~to approve~~ approval, ~~approval~~ with conditions, or ~~deny~~ denial of a request for a nonconforming use certificate. The city council, sitting as the board of adjustments and appeals, by majority vote, may ~~deny or approve~~ or deny a nonconforming use certificate, impose conditions therein, and authorize therein accessory uses not currently on the property to be placed thereon in the future. The

planning commission, in making a recommendation, and the city council, in acting upon a request for a nonconforming use certificate, shall consider the following factors:

a. Whether under this title the use or structure is nonconforming and how it is nonconforming; and

b. Whether the use or structure was lawful prior to the change in this title, which caused it to become nonconforming.

2. ~~If the city council finds that a~~ If Any use or structure ~~is found to be is not a lawful-a legally established~~ nonconforming use, the city council shall deny the application, and the use shall be terminated immediately or altered to make it conforming, or the structure shall be altered to make it conforming. Failure to terminate or alter the use or structure to make it conforming shall be a violation of this title.

F. Record Of Certificate: If the city council grants a nonconforming use certificate, the owner shall record the certificate with the county recorder and provide evidence of recording to the city. (Ord. 1098, 11-8-2004)

10-3-4: VARIANCES:

A. Authority: The ~~council may grant~~ City Council, sitting as the board of adjustments and appeals, may grant variances from the strict application of the provisions of this title and impose conditions and safeguards in the variances so granted where practical difficulties r or undue hardships result from carrying out the strict letter of the regulations of this title.

B. Application And Procedure: ~~The planning commission may hold a public hearing on the variance request if they deem it necessary or advisable.~~ Applications s for a variance shall be filed with the ~~City planning division for scheduling before the planning commission and city council.~~ The council and planning commission may hold a public hearing on the variance request if they deem it necessary or advisable. ~~Where the planning commission or city council shall according to the application and procedure requirements as determine that a public hearing is necessary or advisable, the application, public hearing, notice and procedure requirements for variances shall be the same as for amendments set forth in section 10-3-5 of this chapter. The city council shall act upon the application within the time limits established by Minnesota statutes section 15.99.~~

C. Referral To Planning Commission: Before authorization of any variances, the ~~request therefor~~ application shall be referred to the planning commission for study review concerning the effect of the proposed variance upon the comprehensive guide plan and on the character and development of the neighborhood and for its recommendation to the council in connection with such request. The planning commission may hold a public hearing on the variance application if it deems it necessary or advisable. If a public hearing is held, the process outlined in section 10-3-5(D) shall be followed. The planning commission shall make its recommendation after the request is referred to it, and if no recommendation is made ~~within that time~~ in a timely manner, the council may act without the recommendation. The planning commission may recommend such conditions related to

the variance regarding the location, character, and other features of the proposed building, structure, or use as it may deem advisable. (Ord. 1098, 11-8-2004)

D. Approval Or Denial Of Variance:

1. a. The planning commission may recommend to approve, approve with conditions, or deny a request for a variance. The city council may deny or approve such variances and impose conditions and safeguards therein. In making its recommendation, the planning commission shall consider the following factors and the city council, in acting upon a request for a variance, shall only grant a variance if the applicant demonstrates to the city council that the following factors have been met:

(1) ~~The variance, and its resulting construction or project, would be in harmony with the general purposes and intent of this Chapter, and would be consistent with the comprehensive plan~~at circumstances exist that are special and unique to the structure or land under consideration and such circumstances do not apply generally to other land or structures in the district in which the subject structure or land is located.

~~—(2) That the granting of the application will not be contrary to the spirit and intent of this title and the comprehensive plan.~~

(3) ~~That the granting of such variance is necessary as a result of a demonstrated undue hardship and will not merely serve as a convenience to the applicant. Undue hardship means that all of the following circumstances exist~~The applicant has satisfactorily established that there are practical difficulties in complying with this Chapter. “Practical difficulties” means:

(A) ~~The applicant proposes to use the property in a reasonable manner not permitted by this Chapter~~The subject property cannot be put to a reasonable, beneficial use unless the variance is granted.

(B) The plight of the landowner is due to circumstances unique to the subject property not created by the landowner.

(C) The variance, if granted, will not alter the essential character of the locality.

(4) That economic considerations alone do not constitute ~~a~~ ~~an undue hardship if reasonable beneficial use for the subject property exists under the terms of this title~~practical difficulty.

~~—b. Undue hardship also includes, but is not limited to, inadequate access to direct sunlight for solar energy systems.~~

~~—c. A variance shall be granted for earth shelter construction as defined in Minnesota statutes section 216C.06, subdivision 14 when such construction and variance are in harmony with this title.~~

~~—d. A variance may not permit any use that is not permitted under this title for property in the zone where the affected person's land is located.~~

~~e. A variance may permit the temporary use of a one-family dwelling as a two-family dwelling.~~

f. The council may impose conditions in the granting of a variance to ensure compliance and to protect adjacent properties.

g. Approval of a variance shall require an affirmative vote of a -majority of the city council present at the meeting where the vote is taken. (Ord. 1221, 11-8-2010)

2. The council may deny variances, and such denial shall constitute a finding and determination that the conditions required for approval do not exist.

E. Violation; Termination Of Variance: A violation of any condition set forth in granting a variance shall be a violation of this title and ~~also automatically terminates the variance.~~shall be grounds for termination of the variance. Termination of a variance shall require a vote by the majority of the council present at the meeting, and shall be preceded by ten (10) days mailed notice to the property owner and an opportunity to be heard before the council.

F. Lapse Of Variance: A variance shall become void two (2) years after it was granted unless made use of within two (2) years or such longer period as the council, within two (2) years, may provide. The city council may grant a single one year extension, the request for which must be submitted to the city planning division at least sixty (60) days prior to the date upon which the variance would become void. (Ord. 1098, 11-8-2004)

10-3-5: ZONING TEXT AND MAP AMENDMENTS:

A. Authority; Vote Required: The provisions of this title may be amended by majority vote of the entire council, and amendments changing the boundaries of any zoning district or changing the regulations of any existing district may be approved by a majority vote of the entire council, except that all the following rezonings shall require a four-fifths (4/5) vote of the entire council:

From Any of These Districts	To	Any of these Districts
A Agricultural		I Industrial
		B Business
		OP Office park
E Estate		COMM-PUD
		OFFICE-PUD

		MU-PUD
R Residential or MF-PUD		IRM Integrated resource management overlay
		SG Sand and gravel overlay
		PUDs with commercial or industrial uses

(Ord. 1098, 11-8-2004)

B. Initiation: Proceedings for amendment of this title shall be initiated by:

1. A petition of seventy five percent (75%) or more of the owners in the area subject to the proposed amendment;
2. A recommendation of the planning commission; or
3. By action of the council.

C. Application For Amendment: All applications for amendment which are initiated by the petition of seventy five percent (75%) or more of the owners in the area subject to the proposed amendment shall be filed with the clerk, and if the application involves the changing of zoning districts and boundaries thereof, the application shall be accompanied by an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the property in question. When the application is initiated by the owners of one hundred percent (100%) of the property, the council may waive the requirement of the abstractor's certified property certificate. The application shall be forwarded to the planning commission by the clerk. (Ord. 1098, 11-8-2004; amd. 2008 Code)

D. Public Hearing; Notice And Procedure:

1. The planning commission shall hold at least one public hearing affording an opportunity for all parties interested to be heard and shall give not less than ten (10) days' notice nor more than thirty (30) days' notice of the time and place of such hearing published in the designated official newspaper for the city. Such notice shall also contain the description of the land and the proposed change in zoning. At least ten (10) days before the hearing, the clerk shall mail an identical notice to the owners and to each of the property owners within three hundred fifty feet (350') of the outside boundaries of the land proposed to be rezoned. If the property is to be rezoned from A agricultural, E-1 estate or E-2 estate, the individual notice shall be mailed to each of the property owners within one thousand feet (1,000'). Failure of the clerk to mail the notice or failure of the property owners to receive the notice shall not invalidate the proceedings. The ~~council may waive~~

~~the above~~ notice requirements above shall not apply to rezonings in connection with a citywide zoning change initiated by the planning commission or council.

2. The planning commission shall hold said public hearing after the rezoning request has been received and there has been sufficient time to mail and publish the required notices.

3. The planning commission shall make a written report to the council stating its findings and recommendations. A copy of the planning commission's report to the council shall be mailed to the applicant.

E. Referral To Planning Commission: The council shall not amend this title or rezone any land or area in any zoning district or make any other proposed amendments to this title without having first referred it to the planning commission for their consideration and recommendation.

F. Action By Council: The council shall approve or deny the application within the time limits set forth in Minnesota statutes section 15.99.

G. Effect Of Denial: The denial of a rezoning or zoning ordinance text amendment application by the council shall constitute a finding and determination that the proposed rezoning or zoning ordinance text amendment is not in the best interest of the physical development of the city. No application for rezoning which has been denied wholly or in part shall be resubmitted for a period of six (6) months from the date of said denial. (Ord. 1098, 11-8-2004)

10-3-6: DETERMINATION OF SUBSTANTIALLY SIMILAR USE STATUS:

~~—A.— Authority: When a use is not specifically listed as permitted, conditional or accessory in the nonresidential use chart found in section 10-6-2 of this title, the zoning administrator shall make a determination of substantially similar use. If the zoning administrator concludes that the use has a substantial similarity to other uses listed in the nonresidential use chart of said section 10-6-2, the use determined to be substantially similar shall have the same zoning classification as the use to which it was determined to be similar.~~

~~—B.— Application For Determination: Any person may initiate an application for determination of substantially similar use. The application shall include at least the following:~~

~~—1.— The address and legal description of the property upon which the use in question is proposed to be located.~~

~~—2.— Written consent of the landowner to conduct the proposed use on the landowner's property.~~

~~—3.— A written detailed description of the nature and activities associated with the use in question.~~

~~—4.— A cover letter specifically requesting the city to determine the proposed use to be substantially similar to one or more allowed uses listed within the same zoning district as the proposed use.~~

~~—5.— An escrow deposit for the city attorney's time to review the application. The amount of the escrow shall be as established in subsection 10-3-8B of this chapter.~~

~~—6.— Other information as requested by the zoning administrator.~~

~~—C.— Consideration: When determining whether the proposed use is substantially similar to other uses found in section 10-6-2 of this title, the zoning administrator shall consider the following factors:~~

~~—1.— Traffic generation.~~

~~—2.— Access.~~

~~—3.— Deliveries.~~

~~—4.— Parking.~~

~~—5.— Impervious surface coverage.~~

~~—6.— Number and type of employees.~~

~~—7.— Intensity of use.~~

~~—8.— Outside storage.~~

~~—9.— Hours of operation.~~

~~—10.— Noise, vibrations, etc.~~

~~—11.— Function.~~

~~—12.— Exterior use.~~

~~—13.— Size of property.~~

~~—14.— Size and scale of building(s) and improvements.~~

~~—15.— Comments from surrounding property owners. Prior to making a decision on the substantially similar use determination, the zoning administrator shall solicit comments on the request from property owners surrounding the site upon which the determination of a substantially similar use has been requested. This shall be done in the form of a letter that explains the request and asks for comments to be submitted within ten (10) days.~~

~~—D.— Further Review By Board Of Adjustments And Appeals: At the zoning administrator's discretion, the application may be referred to the board of adjustments and appeals to make a determination. If referred to the board of adjustments and appeals, notification and hearing procedures shall be the same as set forth in section 10-3-5 of this chapter.~~

~~—E.— Appeal: If the zoning administrator makes a determination of substantially similar use without referring it to the board of adjustments and appeals, the applicant may appeal the decision to the board of adjustments and appeals. Prior to a decision by the board of adjustments and appeals, the planning commission shall consider the matter and make a recommendation on the substantially similar use request.~~

~~—F.— Decision: If the zoning administrator makes the decision on whether a proposed use is substantially similar to one listed in section 10-6-2 of this title, a letter clarifying the findings of the zoning administrator shall be kept on file for future reference. A copy of the letter shall be forwarded to the planning commission and city council for informational purposes within ten (10) working days of the determination. A letter of notification shall also be mailed to the surrounding property owners who were asked for comments under subsection C of this section. If the board of adjustments and appeals makes the decision on the application, a copy of the meeting minutes shall be kept on file for future reference.~~

~~—G.— Limitations: The procedures and regulations found in this section shall only apply to those uses found in the nonresidential use table found in section 10-6-2 of this title. (Ord. 1098, 11-8-2004)~~

10-3-~~67~~: BOARD OF ADJUSTMENTS AND APPEALS; APPEALS PROCEDURE:

A. Board Of Adjustments And Appeals:

1. Established; Composition; Records: A board of adjustments and appeals is hereby established for the city. The board of adjustments and appeals shall consist of the city council. The board shall provide for a record of its proceedings, which shall include the minutes of its meetings, its findings, and the action taken on each matter heard by it, including the final order.

2. Duties: The board shall act upon all questions as they may arise in the administration of this title, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by the Zoning Administrator.

B. Appeals:

1. Authority: An appeal may be taken by any person aggrieved ~~or by any officer, department, board or bureau of the City~~ by a decision of the zoning administrator or any employee of the city in administering this title.

2. Hearings; Planning Commission Review: Prior to acting upon an appeal, the ~~Planning Commission~~ Board shall hold a public hearing. The notice provisions shall be the same as set forth in section 10-3-5 of this chapter. The Board shall not make any decision on the appeal until the Planning Commission has had a reasonable opportunity to review the appeal and forward a recommendation to the Board.

3. Decision: The Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, interpretation, or determination ~~as in its opinion ought to be~~

~~made in the premises and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct the issuance of a permit that is the subject of the appeal.~~ The reasons for the Board's decision shall be stated. The decision of the Board shall be final. (Ord. 1098, 11-8-2004)

10-3-~~78~~: FEES AND DEPOSIT:

A. Fees Required: Application fees required to be paid for ~~a~~-land use ~~approval-related applications~~ (such as a rezoning, variance, conditional use permit) must be paid at the time of application ~~in the amount listed in the~~. ~~Said fees are found in the~~ City Fee Schedule. In addition, the applicant shall reimburse the City for all ~~attor~~legalney, 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 an~~ escrow with the city, together with the application filing fees, the amounts listed in the City Fee Schedule prepayment of ~~the attorney~~legal, planning and engineering costs. The prepayment amounts shall be a credit toward the fees for the attorney, planning and engineering and other professional consultant fees to be reimbursed by the applicant. All such fees, if not ~~paid-covered~~ by the ~~amount held in~~ 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 escrow amounts shall be deposited, together with land use approval applications:-~~

(Ord. 1098, 11-8-2004; amd. 2008 Code; Ord. 1359, 12-10-2018, eff. 1-1-2019; 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)

~~10-3-8-1: NORTHWEST AREA ENVIRONMENTAL STUDIES FEE:~~

~~—A.— Definitions: For purposes of this section, the following terms have the meanings given:~~

~~—GROSS ACRES: The total acres within a plat, subdivision, or parcel. Gross acres do not include outlots within a plat that are intended to be replatted at a later date into developable lots.~~

~~—NORTHWEST AREA: That certain geographic area within the City of Inver Grove Heights, defined, established, and referred to as the Northwest Area Overlay District pursuant to chapter 13, article J of this title.~~

~~—B.— Purpose And Intent:~~

~~—1.— Minnesota Statutes section 462.353, subd. 4 allows municipalities to prescribe fees sufficient to defray the costs incurred in the review, investigation, and administration of~~

subdivision applications. The City has incurred costs while preparing studies and analyses in the Northwest Area, an area of approximately three thousand one hundred forty (3,140) acres. These studies include:

— a. "Natural Resource Inventory and Management Plan for the Northwest Area", prepared by Bonestroo, Rosene, Anderlik & Associates, dated January 2004.

— b. "Northwest Quadrant Hydrologic & Hydraulic Analysis", prepared by Emmons & Olivier Resources, dated February 2004.

— c. "Northwest Expansion Area Alternative Urban Area-Wide Review (AUAR)", prepared by Bonestroo, Rosene, Anderlik & Associates, dated January 2006.

— d. "2005 Basin Monitoring", prepared by Emmons & Olivier, dated April 2006. "Inver Grove Heights Northwest Area Low Impact Development—Overflow Contingencies and Cost Analysis", prepared by Emmons & Olivier Resources, dated July 2006.

— e. "Northwest Area Surface Water Modeling Report", prepared by Emmons & Olivier Resources, dated August 2006.

— 2. These studies and analyses provide direct benefit to subdividers in the Northwest Area. These studies and analyses were necessary and advisable in order to review, investigate, and administer applications for subdivision within the Northwest Area. But for the City having prepared these studies and analyses, the subdividers in the Northwest Area would, in all likelihood, have had to prepare the studies themselves. The costs incurred by the City in performing the above studies was at least three hundred seventeen thousand three hundred eighty two dollars (\$317,382.00).

— 3. The purpose and intent of this section is to establish fees to reimburse the City for its costs in performing these studies and analyses.

— C. Fee Established; Payment: A fee of eighty dollars (\$80.00) per gross acre, to be known as the Northwest Area Environmental Studies fee, is hereby established, imposed and required to be paid by all applicants for subdivision in the northwest area. The northwest area environmental studies fee shall be paid by the applicant when an application is submitted to the city for approval of a final plat in the northwest area. (Ord. 1171, 12-10-2007)

10-3-89: VIOLATION; PENALTIES:

The violation of any provision of this title or the violation of the conditions or provisions of any permit issued pursuant to this title shall be a misdemeanor, and upon conviction thereof, the violator shall be subject to a fine, imprisonment or both. Unless otherwise provided, each act of violation and every day on which such violation occurs or continues constitutes a separate offense. (Ord. 1098, 11-8-2004)

Section Three. Amendment. Title 10, Chapter 1, Section 3, Article A, **CONDITIONAL USES**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

ARTICLE A. CONDITIONAL USES

SECTION:

10-3A-1 Purpose; General Requirements

10-3A-2 Amendment Procedures Apply

10-3A-3 Submission Requirements

10-3A-4 Site Plan Review

10-3A-5 Review By Planning Commission; Action By Council

10-3A-6 Environmental And Special Studies

10-3A-7 Lapse Of Permit; Extensions

10-3A-8 Violations; Termination Of Permit

10-3A-1: PURPOSE; GENERAL REQUIREMENTS:

In order to give the district use regulations of this title the flexibility necessary to achieve the objectives of the comprehensive guide plan, in certain districts conditional uses are permitted, subject to the granting of a use permit. Conditional uses include those uses generally ~~not~~ suitable in a particular zoning district with certain related conditions imposed but which may, under some circumstances, be suitable. When such circumstances exist, a conditional use permit may be granted. Conditions may be applied to issuance of the permit, and a periodic review of the permit may be required. The permit shall be issued for a particular use on a particular property, and not for a ~~particular specific person or business person or firm. The cancellation of a permit shall be subject to the same public hearing, procedure and notice requirements as set forth in section 10-3-5 of this chapter for amendments.~~ (Ord. 1098, 11-8-2004)

10-3A-2: AMENDMENT PROCEDURES APPLY:

Except as otherwise provided in this article, the application, public hearing, notice and procedure requirements for conditional use permits shall be the same as those for amendments set forth in 10-3-5 of this chapter. (Ord. 1098, 11-8-2004)

10-3A-3: SUBMISSION REQUIREMENTS:

The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form ~~along with the applicable application fee unless a waiver of certain information is granted by the Zoning Administrator.~~ Application for a conditional use permit shall contain a completed city application with the number of copies as specified by the planning division with as much of the information detailed in the following plans as the planning division deems necessary:

~~—A. Site development plan:~~

- ~~—1. Lot dimensions and area including north arrow and scale.~~
- ~~—2. Location of all existing and proposed easements.~~
- ~~—3. Location of all buildings including both existing and proposed structures.~~
- ~~—4. Dimensions of proposed and existing structures.~~
- ~~—5. Location of all adjacent buildings located within one hundred feet (100') of the exterior boundaries of the property in question.~~
- ~~—6. Existing and proposed setbacks for all buildings and impervious areas.~~
- ~~—7. Location and number of existing and proposed parking spaces with dimensions.~~
- ~~—8. Vehicular circulation with curb cut and driveway locations and dimensions.~~
- ~~—9. Location and type of all proposed exterior lights.~~

~~—B. Floor plan and architectural elevations of proposed buildings, additions, and changes to existing structures.~~

~~—C. Sanitary sewer and water plan with estimated use per day.~~

~~—D. Grading, drainage and erosion control plan:~~

- ~~—1. Existing contours (within 100 feet of exterior boundaries).~~
- ~~—2. Proposed grading elevations.~~
- ~~—3. Drainage configuration, including general surface flow directions.~~
- ~~—4. Storm sewer catch basins and invert elevations.~~
- ~~—5. Erosion control measures.~~
- ~~—6. Drainage calculations when required by the director of public works.~~
- ~~—7. Spot elevations.~~

~~—E. Landscape plan:~~

- ~~—1. Location of all existing trees, type, diameter, and which trees will be removed.~~
- ~~—2. Location, type and diameter of all proposed plantings.~~

- ~~—3.— Location and material used of all screening devices.~~
- ~~—F.— Legal description of property under consideration.~~
- ~~—G.— Proof of ownership of the land for which a conditional use permit is requested.~~
- ~~—H.— Provide an abstractor's certificate of the names and addresses of the owners of property within three hundred fifty feet (350') of the boundaries of the property under consideration. (Ord. 1098, 11-8-2004)~~

10-3A-4: SITE PLAN REVIEW:

At the time a conditional use permit application is submitted to the city, an application for site plan review ~~application review~~ shall also be submitted ~~pursuant to the terms of chapter 15, article J of this title.~~ (Ord. 1098, 11-8-2004)

10-3A-5: REVIEW BY PLANNING COMMISSION; ACTION BY COUNCIL:

A. The planning commission shall hold a public hearing following the process in section 10-3-5(D), after which it ~~may recommend to approve approval, approval approve~~ with conditions or deny denial of a request for a conditional use permit. In making a recommendation, the planning commission shall consider the following provisions factors listed below. If the planning commission does not make a recommendation in a timely fashion, the council may act without the recommendation. The city council may grant a conditional use permit as the use permit was applied for, or in modified form, and impose conditions and safeguards therein, if it determines the following:

1. The use is consistent with the goals, policies and plans of the city comprehensive plan, including future land uses, utilities, streets and parks.
2. The use is consistent with this code, especially this title and the intent of the specific zoning district in which the use is located.
3. The use would not be materially injurious to existing or planned properties or improvements in the vicinity.
4. The use does not have an undue adverse impact on existing or planned city facilities and services, including streets, utilities, parks, police and fire, and the reasonable ability of the city to provide such services in an orderly, timely manner.
5. The use is generally compatible with existing and future uses of surrounding properties, including:
 - a. Aesthetics/exterior appearance.
 - b. Noise.
 - c. Traffic.

- d. Drainage.
 - e. Fencing, landscaping and buffering.
 - f. Other operational characteristics.
6. The property is appropriate for the use considering:
- a. Size and shape.
 - b. Topography.
 - c. Vegetation.
 - d. Other natural and physical features.
 - e. Access.
 - f. Traffic volumes and flows.
 - g. Utilities.
 - h. Parking, setback, lot coverage and other zoning requirements.
 - i. Emergency access, fire lanes, hydrants, and other fire and building code requirements.
7. The use does not have an undue adverse impact on the public health, safety or welfare.
8. The use does not have an undue adverse impact on the environment, including, but not limited to, surface water, ground water and air quality.

B. Approval of the conditional use permit shall require a four-fifths (4/5) vote of the entire council. ~~The council shall either approve or deny the conditional use permit application within the time limit established by Minnesota statutes section 15.99.~~ (Ord. 1098, 11-8-2004)

C. Amendments to an approved conditional use permit shall follow the same process as set forth in this section for an application for a conditional use permit. Within the I-2 district only, modifications to the previously approved site plan of an approved conditional use permit shall be allowed by administrative review subject to the following procedural requirements:

~~—1.—Plan review will be in accordance with established procedures on file with the planning department including the coordinated review by other city departments and divisions as determined by the zoning administrator.~~

~~—2.—Administrative approval including all applicable conditions and requirements shall be made in writing by the zoning administrator. The applicant, in addition to all other applicable requirements, shall submit a written acknowledgment of that approval prior to the commencement of any development and prior to the issuance of any permits.~~

~~—3.— Any unresolved dispute as to administrative interpretation of this code, this title, or policy requirements may be formally appealed pursuant to this title.~~

~~—4.— Any variance proposal will automatically require the entire application to be processed in accordance with the planning commission review and city council approval provisions of section 10-3-4 of this chapter.~~

~~—5.— Any new use not approved under the existing conditional use permit and is classified as a conditional use in the corresponding zoning district, shall require the entire application to be processed in accordance with the requirements for conditional uses in this article.~~

~~—6.— The zoning administrator may waive or modify data submission application requirements if the zoning administrator determines previously made submissions for the property substantially address the information needed to evaluate the requested modifications. (Ord. 1322, 10-10-2016)~~

~~10-3A-6: ENVIRONMENTAL AND SPECIAL STUDIES:~~

~~—A.— In making its findings for the issuance or denial of a conditional use permit, the city council may require the preparation of an environmental assessment worksheet (EAW), environmental impact statement (EIS) or any special studies it deems necessary or advisable in order to provide more factual or detailed information on which to base approval, denial or mitigating condition of a conditional use permit. Said special studies may include, but not be limited to: traffic, utilities, engineering, economics, potential health hazard, groundwater, air quality, wetlands or similar matters. With respect to studies for potential health hazard, a human health risk assessment in conformance with chapter LIV of the city administrative code may be required.~~

~~—B.— The reasonable cost of the preparation of an EAW, EIS or other special study, as required by the city council, shall be borne by the conditional use permit applicant. Where an EAW, EIS or other special study has been ordered by the council, no final action on the conditional use permit request shall occur until completion of the study as required. Failure by the applicant to finance or provide for special studies and corresponding information required by the city council may be sufficient reason to deny a request for a conditional use permit. (Ord. 1098, 11-8-2004)~~

~~10-3A-7: LAPSE OF PERMIT; EXTENSIONS:~~

~~A. A conditional use permit shall become void two (2) years after being granted by the city council unless it is used prior to the expiration of said two (2) year period. An extension of the two (2) year period may be requested subject to the following procedure:~~

~~1. At least ninety (90) days prior to the expiration date of the conditional use permit, the applicant shall submit to the city council a written request for a time limit extension, stating the reasons for the extension request.~~

2. Upon receipt of the extension request, the city council may either:

- a. Act upon the request; or
- b. Refer the matter to the planning commission for further study.

3. If the extension request is referred to the planning commission, that body shall conduct an informal review to determine if changes have occurred in the area which would warrant a new public hearing or denial of the time extension request. The planning commission shall subsequently make a recommendation to the city council suggesting approval of the time extension, denial of the time extension, or recommending that the property owner reapply for a new conditional use permit, thus initiating a new public hearing. In the event that the planning commission recommends denial of the time extension, or submittal of a new application for a conditional use permit, the reasons for such a determination shall be stated.

4. A maximum of one time limit extension may be requested for any previously approved conditional use permit. Said time limit extension shall be valid for only one year from the day of the month that the original conditional use permit was approved.

B. Upon expiration of the time limit extension, the property owner may resubmit a new request for a conditional use permit, subject to all procedures and fees in effect at the time of submittal. (Ord. 1098, 11-8-2004)

10-3A-8: VIOLATIONS; TERMINATION OF PERMIT:

A violation of any condition set forth in a conditional use permit shall be a violation of this title and ~~also automatically terminate the conditional use permit grounds for termination of the conditional use permit.~~ Termination of a conditional use permit shall require a vote by the majority of the council present at the meeting, and shall be preceded by ten (10) days mailed notice to the property owner and an opportunity to be heard before the council.

(Ord. 1098, 11-8-2004)

Section Four. Amendment. Title 10, Chapter 13, Article A, **PLANNED UNIT DEVELOPMENT DISTRICT**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

ARTICLE A. PLANNED UNIT DEVELOPMENT DISTRICT

SECTION:

10-13A-1 Purpose

10-13A-2 Interpretation

10-13A-3 Relation Of Planned Unit Development Site To Adjacent Areas

10-13A-4 Minimum Area

10-13A-5 [BuildingSite](#) Coverage

10-13A-6 Residential Unit Densities

10-13A-7 Setback And Side Yard Requirements

10-13A-8 Open Space

10-13A-9 Permitted Uses

10-13A-10 Procedure

10-13A-11 Required Information

10-13A-12 Standards And Criteria For Planning Commission And Council Action

10-13A-13 Effect Of Final Planned Unit Development Approval

10-13A-14 Automatic Termination

10-13A-1: PURPOSE:

This article is adopted for the purposes of:

- A. Providing the means for greater creativity and flexibility in environmental design than is proposed under the strict application of this title while at the same time preserving the health, safety, order, convenience, prosperity and general welfare of the city and its inhabitants.
- B. Recognizing the economic and cultural advantages that will accrue to the residents of a planned community.
- C. Encouraging a more creative and efficient approach to the use of the land.
- D. Encouraging the preservation and enhancement of desirable site characteristics and open space.
- E. Encouraging a development pattern in harmony with land use density, transportation facilities and community facilities, and objectives of the comprehensive plan. (Ord. 1098, 11-8-2004)

10-13A-2: INTERPRETATION:

The provisions of this article shall be interpreted in accordance with the following:

- A. Planned unit developments may be excluded from certain requirements of this title when specifically approved as a part of the planned unit development. Such exclusions

shall only be granted for the purpose of creating better overall design and an improved living environment and not solely for the economic advantage of the developer. All provisions of this title not specifically excluded in the preliminary and/or final plan shall apply to the planned unit development.

B. In most cases, the granting of a planned unit development permit does not alter in any manner the underlying zoning district classification, except that building permits shall not be issued which are not in conformity with the approved planned unit development. In those cases where a specific planned unit development ordinance is adopted for a development (in contrast to those cases in which adoption of an ordinance simply effects a rezoning of the development site to a planned unit development district), the granting of a planned unit development permit to that development shall confer upon its planned unit development ordinance precedence over this title.

C. Whenever a dispute arises concerning the interpretation and/or application of any section of this title, the matter may be referred to the board of adjustments and appeals for hearing pursuant to section 10-3-7 of this title. (Ord. 1098, 11-8-2004)

10-13A-3: RELATION OF PLANNED UNIT DEVELOPMENT SITE TO ADJACENT AREAS:

The design of a planned unit development shall take into account the relationship of the site to the surrounding areas. The perimeter of the planned unit development shall be so designed to minimize undesirable impact of the development on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use and development characteristics on the planned unit development. (Ord. 1098, 11-8-2004)

10-13A-4: MINIMUM AREA:

The minimum total area required for a planned unit development shall be ten (10) acres of contiguous land. Tracts of less than ten (10) acres may qualify only if the applicant can show that the minimum lot area requirement should be waived because a planned unit development is in the public interest and that one or both of the following conditions exist:

A. Unusual physical features of the property itself or of the surrounding neighborhood are such that development under the standard provisions of the normal district would not be appropriate in order to conserve a physical or terrain feature of importance to the neighborhood or community.

B. The property is adjacent to or across the street from property which has been developed under the provisions of this article and will contribute to the amenities of the neighborhood. (Ord. 1098, 11-8-2004)

10-13A-5: [SITE-BUILDING](#) COVERAGE:

A. Residential Districts: In residential districts, the total ground area occupied by buildings in a planned unit development shall not exceed twenty percent (20%) of the net land area, excluding public streets and permanent water areas.

B. Nonresidential Districts: In nonresidential districts, the total ground area occupied by buildings in a planned unit development shall not exceed thirty percent (30%) of the net land area, excluding public streets and permanent water areas. (Ord. 1098, 11-8-2004)

10-13A-6: RESIDENTIAL UNIT DENSITIES:

A planned unit development may provide for a variety of housing types in any one of the basic residential zoning districts. The total number of dwelling units allowed in a development shall be determined by either:

A. The area standards of the underlying zoning district in which the proposed development is to be located; or

B. The density specified by the city council consistent with the intent of the city comprehensive plan. A plan may provide for a greater number of dwelling units per acre than would otherwise be permitted by the regulations otherwise applicable to the site; however, the applicant has the burden to show that such excess will not have an undue and adverse impact on existing public facilities and on the reasonable enjoyment of neighboring property. The council, in determining the reasonableness of the increase in the authorized dwelling units per acre, shall recognize that increased density may be compensated for by additional private amenities and by increased efficiency in public facilities and services to be achieved by:

1. The location, amount and proposed use of common open space;
2. The location, design and type of dwelling units; and
3. The physical characteristics of the site. (Ord. 1098, 11-8-2004)

10-13A-7: SETBACK AND SIDE YARD REQUIREMENTS:

Notwithstanding other provisions of this article, every lot in a planned unit development abutting the perimeter of the development shall conform to the yard requirements for the underlying district. Side yards between buildings in a planned unit development shall be not less than twenty feet (20') or the height of the building in nonresidential developments, whichever is greater, but such buildings may be constructed without reference to the property lines of the individual lots on which they are built. (Ord. 1098, 11-8-2004)

10-13A-8: OPEN SPACE:

A. A primary function of this article is to encourage development which will preserve and enhance the worthwhile, natural terrain characteristics and not force intense development to utilize all portions of a given site in order to arrive at the maximum intensity or density allowed. In evaluating each individual proposal, the recognition of this objective will be a basic consideration in granting approval or denial including, but not limited to, the following:

1. The amount and location of private common open space area shall be consistent with the stated purpose of this article and in no case shall be less than fifteen percent (15%) of the total project area. The residential portion of the project area shall further conform to the mandatory public park, playground and open space area dedication requirements of section 11-4-5 of this code.

2. All open space shall be labeled as such and as to its intent or designed functions.

B. In the event certain land areas or structures are provided within the planned unit development for recreational use or as service facilities, the owner of such land and buildings shall file a suitable agreement with the city that assures the continued operation and maintenance to a predetermined reasonable standard. These common areas may be placed under the ownership of one of the following, depending which is more appropriate:

1. Landlord control.
 2. Homeowners' association, provided all of the following conditions are met:
 - a. The homeowners' association must be established prior to any sale.
 - b. Membership must be mandatory for each owner and any successive buyer.
 - c. The open space restrictions must be permanent, not for a given period of years.
 - d. The association must be responsible for liability insurance, local taxes and the maintenance of residential and other facilities.
 - e. Landowners must pay their pro rata share of the cost and the assessment levied by the association that can become a lien on the property in accordance with Minnesota statutes.
 - f. The association must be able to adjust the assessment to meet changing needs.
- (Ord. 1098, 11-8-2004)

10-13A-9: PERMITTED USES:

Uses approved and permitted under a planned unit development shall only include permitted, conditional and accessory uses allowed in residential districts in the city and those business, industry and institutional uses specifically approved as a part of the planned unit development and in accordance with standards herein provided. (Ord. 1098, 11-8-2004)

10-13A-10: PROCEDURE:

A. Generally: Planned unit developments shall be proposed and approved in accordance with this section.

B. Preliminary Discussion: Prior to filing a ~~petition~~an application, any person may request a meeting with the planning commission to discuss the feasibility of a planned unit development. Such request shall be made by addressing a letter to the city planning commission where, upon said request, shall be heard at a subsequent planning commission meeting.

C. ~~Petition~~Application: The ~~petition~~application for a planned unit development shall be on a form provided by the city and shall include all of the following information:

1. Signature(s) of owner(s) and developer(s).
2. All data normally required by the city for a rezoning and preliminary plat ~~petition~~application.
3. All information and plans comprising a "preliminary development plan", as defined in subsection 10-13A-11A of this article.

D. Preliminary Development Plan Approval: The ~~petition~~application for a preliminary development plan of a planned unit development shall be processed by the city in the same manner in which rezoning petitions are processed as described in section 10-3-5 of this title.

E. Development Agreements: As a condition to approval of a preliminary development plan, the city may require the owner and developer of a proposed planned unit development to execute an agreement which may include, but not be limited to, all information required in the preliminary development plan as provided in subsection 10-13A-11A of this article.

F. Fees: The fee for a planned unit development shall be the same as the fee charged for a rezoning and preliminary plat when the latter is also included.

G. Performance Bond:

1. The owner and/or developer of a proposed planned unit development shall furnish a letter of credit in a sum equal to one hundred twenty five percent (125%) of the city director of public works cost estimate for the required improvements to be furnished or installed by the owner and/or developer, including, but not limited to, street surfacing, curbs, gutters, sanitary sewer and water service and storm sewers. The letter of credit shall be approved by the city attorney prior to its acceptance.

2. A certified check shall be submitted by the owner and/or developer for the estimated inspection costs of the required improvements to be furnished or installed by

said owner and/or developer. Said check shall be submitted at the time of the submission of the letter of credit.

H. ~~VariancesFlexibility: Variances-Deviations from standards~~ granted as a part of a planned unit development ~~shall not be subject to this title. Said variances-deviations shall~~may be permitted as a part of the overall approval of the planned unit development, provided said ~~variance-deviations~~ from provisions of this title are so stated in the ~~approved final~~ planned unit development ~~plan and~~ agreement.

I. Effect Of Approval Of Preliminary Development Plan: Upon approval of a preliminary development plan, a planned unit development may not be altered, revised or withdrawn without the approval of the city council.

J. Final Development Plan Approval:

1. The "final development plan", ~~including all items listed in section as defined in subsection-10-13A-11(B)~~ of this article, shall be submitted for final development plan approval within one year after city council approval of the preliminary development plan unless a written request for an extension is submitted by the applicant. If application for final approval or a request for extension is not received within one ~~(1)~~ year, the preliminary development plan will be considered abandoned, and a new ~~petition application~~ for a preliminary development plan must be submitted following the preliminary development plan procedure. In addition to a request for extension, the applicant may request in writing that final development plan approval take place in phases coinciding with the progression of staged development.

2. The final development plan shall be reviewed and recommendations made by the planning commission ~~within ninety (90) days after filing of the application for final development plan approval.~~ The city council shall make the final determination on approval of the final development plan. ~~A~~Public hearing shall not be required, provided the final development plan is in substantial conformance with the preliminary development plan. Any major change as determined by the city council shall require a public hearing.

K. Zoning Map: All approved final development plans shall be so designated on the city zoning map, as it is revised from time to time. The map shall refer by number or other means to an approved final development plan of a planned unit development on file with the city. Said plans shall be available for the general public to review.

L. Council Action: The approval of a preliminary development plan and a final development plan of a planned unit development shall require a vote of a majority of the entire city council, except that any preliminary development plan or final development plan of a planned unit development incorporating any ~~of the following~~ rezonings ~~identified in Section 10-3-5A~~ shall require a four-fifths (4/5) vote of the entire council.

From Any of These Districts

To

Any of these Districts

A Agricultural	I Industrial
	B Business
	OP Office park
E Estate	COMM-PUD
	OFFICE-PUD
	MU-PUD
R Residential or MF-PUD	IRM Integrated resource management overlay
	SG Sand and gravel overlay
	PUDs with commercial or industrial uses

(Ord. 1098, 11-8-2004)

10-13A-11: REQUIRED INFORMATION:

A. Preliminary Development Plan: The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. ~~preliminary plan of a planned unit development shall include the following information:~~

- ~~— 1. All information required in the subdivision ordinance for a preliminary plat 1.~~
- ~~— 2. A general development plan indicating:~~
 - ~~— a. The proposed site and existing development and adjacent properties.~~
 - ~~— b. The proposed use of all areas of the site.~~
 - ~~— c. The proposed density, type, size and location of all dwelling units.~~
 - ~~— d. The general size, location and use of proposed business, industrial or institutional buildings.~~
 - ~~— e. Public streets, entrance and exit drives, and walkway locations.~~

- ~~— f. Parking areas and stall arrangement.~~
- ~~— g. Landscaping.~~
- ~~— h. Park and open space lands.~~
- ~~— i. Dimensions.~~
- ~~— j. Proposed drainage and utility systems.~~
- ~~— 3. A summary sheet indicating:~~
 - ~~— a. Area of land in each use or each separate intensity of use.~~
 - ~~— b. Number of residential dwelling units proposed in each area.~~
 - ~~— c. Number of acres of common open space.~~
 - ~~— d. Modifications of any provisions of this title.~~
- ~~— 4. A staging plan indicating the geographical sequence and timing of development of the plan or portions thereof, including the date of beginning and completion of each stage. The staging plan shall also include the number of dwelling units, commercial structures, public streets, utilities and recreation areas.~~
- ~~— 5. A detailed plan of first phase development indicating buildings, parking areas, driveways and similar detail on the site plan and including architectural elevation drawings of all buildings.~~
- ~~— 6. A preliminary plat may be required by the city for those areas where development is imminent, and a sketch plan shall be required for the remaining areas.~~
- ~~— 7. A written statement by the applicant stating how the proposed planned unit development conforms to the stated objectives and purposes of this article and why the proposal would be in the public interest.~~

B. Final Development Plan: ~~The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator.~~ final development plan for a planned unit development shall be accompanied by a legal description of the total property, together with copies of the following:

- ~~1. A final plat adopted in accordance with the requirements of title 11 of this code, except as otherwise specifically provided in this article.~~
- ~~— 2. A final site plan showing the locations of all structures, including placement, size and type, as well as streets, parking areas, walkways, open space and similar detail areas on a scaled and dimensional drawing.~~
- ~~— 3. A landscape plan showing the location, species and size of all plant materials. Landscape information shall be located on the grading map.~~

~~—4.— A utility plan showing the location and size of all utilities and easements. The utility plan shall include sanitary sewer, water, storm sewer and drainage, electrical and gas.~~

~~—5.— Building plans shall be submitted in sufficient detail to warrant issuance of a building permit. Scaled architectural drawings of the exterior of all buildings shall be submitted in sufficient detail to allow the city to review said plans for the impact they will have upon adjoining properties and the general area in which the buildings are located.~~

~~—6.— Deed restrictions, covenants, agreements, bylaws or proposed homeowners' association or other documents or contracts controlling the use or maintenance of property. Where such information is lacking, the council may require a bond or similar guarantee to ensure that areas held in common by persons residing in the development will be developed and maintained.~~

~~—7.— Proposed zoning changes or variances with legal descriptions of any district boundary changes.~~

~~—8.— A final staging plan indicating the geographical sequence and timing of development of the plan or portions thereof, including the date of beginning and completion of each stage.~~

~~—9.— Any other information necessary to fully represent the intentions of the preliminary plan. (Ord. 1098, 11-8-2004)~~

Notes

- 1* 1. See subsection 11-2-5B of this code.

10-13A-12: STANDARDS AND CRITERIA FOR PLANNING COMMISSION AND COUNCIL ACTION:

~~The planning commission may recommend and the council may act to approve, approve with conditions, or deny a preliminary or final plan for a planned unit development.~~ The planning commission, in making a recommendation, and the council, in acting upon a preliminary or final development plan, shall consider the following factors:

- A. The consistency of the proposed planned unit development with the adopted or proposed comprehensive plan of the city.
- B. The extent to which the proposed planned unit development is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structures, patterns of circulation, visual character and sufficiency of drainage and utilities.
- C. The extent to which the proposed uses will be compatible with present and planned uses in the surrounding area.
- D. That any exceptions to this article are justified by the design or the development.

E. The sufficiency of each planned unit development phase's size, composition, and arrangement in order that its construction, and operation is feasible without dependence upon any subsequent phase.

F. The burden or impact created by the planned unit development on parks, schools, streets, and other public facilities and utilities.

G. The impact of the planned unit development on environmental quality and on the reasonable enjoyment of the surrounding property. (Ord. 1098, 11-8-2004)

10-13A-13: EFFECT OF FINAL PLANNED UNIT DEVELOPMENT APPROVAL:

A. Except as provided in section 10-13A-14 of this article, no building permit shall be issued for any building on land for which a plan for a planned unit development has been approved which does not conform to the approved final plan. No grading, development or construction on the site may occur unless it conforms with the approved final development plan.

B. Except as provided in section 10-13A-14 of this article, development of land for which a planned unit development has been approved which does not conform to the approved final plan shall only be allowed after one of the following:

1. Amendment to the approved final plan of the planned unit development by the city council in the same manner as required for approval of a planned unit development.

2. Vacation of the approved planned unit development by the city council after notice and public hearing in the same manner as required for approval of the planned unit development. The council may further condition the vacation of a planned unit development in order to better protect the public health, safety and welfare. (Ord. 1098, 11-8-2004)

10-13A-14: AUTOMATIC TERMINATION:

Upon expiration of the specific time period, if any, approved by the city for total development of a planned unit development, the subject area shall become a permanent planned unit development district, and the conditions, provisions and restrictions of the final development plan shall continue to govern the use of the land. Provided, nevertheless, that if a planned unit development is not completed within the required time period, the planned unit development district classification shall automatically terminate as to that portion of the district which has not been developed. The requirements and provisions of the underlying zoning classification in its entirety shall thereafter apply to the undeveloped area. Any factual disputes arising under this section shall be presented to and determined by a majority vote of the city council. (Ord. 1098, 11-8-2004)

Section Five. Amendment. Title 10, Chapter 14, **INTERIM USES**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

CHAPTER 14
INTERIM USES

SECTION:

10-14-1 Purpose And Intent

10-14-2 Interim Uses Enumerated

10-14-3 Permit Requirements

10-14-4 Effect On Underlying Districts

10-14-1: PURPOSE AND INTENT:

In order to provide property owners with greater flexibility on the usage of their property prior to final development, the city has defined specific uses that may be approved for a property, subject to city council approval. Interim uses are typically uses that are not appropriate based upon strict application of restrictions of this title, existing development and proposed future land use plans; however, they may have merit as uses as a precursor to final development of a property. (Ord. 1098, 11-8-2004)

10-14-2: INTERIM USES ENUMERATED:

The following land uses shall be deemed interim uses within the city:

A. Within the B-3 and I-1 zoning districts only, portable or temporary metal shipping containers or storage pods associated with mini-storage facilities, subject to the conditions contained in an approved interim use permit. (Ord. 1098, 11-8-2004)

B. Within A, R-1A, R-1B, R-1C, E-1, E-2 and R-2 zoning districts, a second kitchen and bath facility shall be allowed in single- family homes for a state licensed care provider (as permitted under Minnesota statutes section 245A.11a). (Ord. 1103, 2-14-2005)

C. Within the A agricultural zoning district, athletic fields used in conjunction with an adjoining school shall be allowed. (Ord. 1132, 7-10-2006)

D. Within the I-2 general industry zoning district, a temporary contractor's yard with outdoor storage shall be allowed. (Ord. 1129, 4-10-2006)

E. Within the I-1 limited industry and I-2 general industry districts only, crushing of concrete, asphalt or asphalt cement shall be allowed, subject to the conditions contained in an approved interim use permit and subject to the following: (Ord. 1098, 11-8-2004)

1. Crushing shall be limited to the crushing of concrete, asphalt or asphalt cement, and "asphalt debris", defined as waste concrete or asphalt rubble resulting from construction, repair, and demolition of roads, provided the material to be crushed does not contain "hazardous waste", as defined in section 10-2-2 of this title, and does not contain asbestos and glass. (Ord. 1098, 11-8-2004; amd. 2008 Code)

2. Crushing shall be allowed only as long as the property is used as a contractor's yard.

3. Crushing shall be allowed so long as it does not create a "public nuisance" or cause land pollution, noise pollution or air pollution as defined in Minnesota statutes section 116.06, subdivisions 14, 16 and 4, respectively, as amended from time to time.

4. Crushing operation shall only be allowed on a parcel of ten (10.0) acres or greater in size.

5. Crushing shall be restricted to a onetime, maximum eight (8) workday period per calendar year.

6. The time period shall occur only between November 15 through April 15.

7. The amount of crushed material produced shall be limited to ten thousand (10,000) tons per year.

8. The height of any rubble or recycled crushed pile shall not exceed thirty five feet (35').

9. Crushing of asphalt and concrete shall cease if the property is rezoned or if the principal use of the property changes from what was existing as of the date of the interim use permit issuance. (Ord. 1139, 11-27-2006)

F. Allow a temporary ministorage facility with outdoor storage in the I-1 and I-2 Zoning Districts. (Ord. 1165, 10-8-2007)

G. The crushing of concrete or asphalt shall be allowed on a temporary basis associated with a public road construction project subject to the following:

1. The crushing and any staging areas shall occur in the City of Inver Grove Heights.

2. Crushing shall occur only between the hours of seven o'clock (7:00) A.M. and four thirty o'clock (4:30) P.M. Monday through Friday.

3. The crushing of the material shall cease within thirty (30) days of completion of the projects within the City of Inver Grove Heights.

4. The concrete or asphalt being crushed must come from a public road construction project in the City of Inver Grove Heights and at least ninety percent (90%) must be reused in a public road construction project in the City of Inver Grove Heights. (Ord. 1183, 10-22-2008)

H. Within A, E-1, E-2, R-1A, R-1B, R-1C, and single-family PUD Zoning Districts, the following form of supervised student housing shall be allowed subject to the following:

1. The supervised student housing shall be under the general supervision of the single family occupying the dwelling, pursuant to a program sponsored by an organization holding a tax status of 501(c)(3) that promotes education provided students are participating in an educational program located in Dakota County.

2. The maximum number of students allowed shall be determined by the following formula: Every bedroom used to house one student shall contain a minimum of seventy (70) square feet. Every bedroom occupied by more than one student shall contain a minimum of fifty (50) square feet of floor area for each student, but in no case shall the maximum number of students allowed per dwelling exceed eight (8).

3. The owner of the premises shall provide and maintain compliance with all Building and Fire Safety Codes as required by the City building official and Fire Marshal.

4. The single-family home shall be inspected for code compliance by the chief building official prior to occupancy and annually thereafter.

5. The interim use shall expire if the organization sponsoring the program changes or if there are no students occupying the premises for more than one year.

6. Staff member(s) of the supervising organization may also occupy the single-family dwelling, in a bedroom separate from the students, provided the maximum number of students be reduced by the number of staff if the staff person(s) are not part of the single family occupying the dwelling. (Ord. 1294, 6-8-2015)

I. Within the A Agricultural Zoning District, contractor's yard with outdoor storage shall be allowed provided the parcel is guided commercial as identified on the Inver Grove Heights comprehensive plan land use map. (Ord. 1316, 6-13-2016)

J. Within B-3, B-4, and P Zoning Districts, park-and-ride facilities such as short-term parking and park-and-fly lots shall be allowed subject to the conditions contained in an approved interim use permit and subject to the following:

1. The applicant shall show that there is no substantial conflict in the principal operating hours of the two (2) or more uses for which the joint use of off street parking facilities is proposed.

2. Required parking facilities serving two (2) or more uses may be located on the same lot, provided that the total number of parking spaces so furnished shall be not less than the sum total of the separate requirements for each use during any peak hour parking period when the parking facility is utilized at the same time.

3. Off street parking spaces shall not be utilized for open storage of goods or for the storage of vehicles that are inoperable or for lease, rent or sale.

4. When making an interim use application the applicant shall address criteria such as landscaping, screening from abutting properties, lighting, access, security, stormwater, traffic generation, hours of operation and snow removal for the proposed park-and-ride facility. (Ord. 1348, 3-26-2018)

10-14-3: PERMIT REQUIREMENTS:

A. Vote Required; Considerations: Interim uses identified herein shall require an affirmative vote of four-fifths (4/5) of the members of the City Council. Interim use permits shall be issued for a specific land use on a specific property and not for a particular individual or firm. In considering a request for an interim use permit, the Planning Commission and City Council shall:

1. Determine that the use conforms to this title;
2. Specify a date and/or event that will terminate the use;
3. Determine that the use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
4. Impose other appropriate conditions that the City Council deems appropriate to regulate the use of the property without significant adverse impact to the surrounding properties.

B. Processing Permit: Requests for an interim use permit shall be processed in the same manner and shall require action by the City Council in the same manner as requests for conditional use permits as outlined in chapter 3, article A of this title. Applications for an interim use permit shall be filed at the Offices of the Planning Division and shall be accompanied by the following materials. The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator.:

~~—1. A completed planning application form, as provided by the Planning Division.~~

~~—2. An abstractor's certificate which identifies the names and addresses of all property owners within three hundred fifty feet (350') of the property that is the subject of the interim use permit request.~~

~~—3. Provide thirteen (13) folded, full size drawings and one set of eleven inch by seventeen inch (11" x 17") reductions of a site plan, landscape plan, utility plan, grading and drainage plans which include both existing and proposed contours, a staging plan (for phased developments), building plans and elevations and any other supportive documentation City staff may deem necessary to ensure the efficient processing of the request.~~

~~—4. A written narrative describing the proposed use of the property, hours of operation, anticipated time period for which the interim use permit is requested, anticipated end use of the property, and any other supportive documentation City staff may deem necessary to ensure the efficient processing of the request. (Ord. 1098, 11-8-2004)~~

~~—5. A filing fee as set out in section 10-3-8 of this title, plus escrow collected for a conditional use permit request in an amount as determined from time to time by the City Council. (Ord. 1098, 11-8-2004; amd. 2008 Code)~~

C. Expiration Of Permit; Extension: An interim use permit shall become null and void one year after being granted by the City Council unless it is used prior to the one year anniversary date of approval. A onetime extension of an interim use permit approval may be granted by the City Council. Upon expiration of an interim use permit, the property owner shall not request a new interim use permit for the same interim use on the property.

D. Revocation Of Permit: A violation of the terms and conditions attached to the approval of an interim use permit shall be deemed cause for revocation of that interim use permit. (Ord. 1098, 11-8-2004)

10-14-4: EFFECT ON UNDERLYING DISTRICTS:

The approval of an interim use permit for a property shall not change the underlying zoning of the property. (Ord. 1098, 11-8-2004)

Section Six. Amendment. Title 10, Chapter 15, Article J, **SITE PLAN REVIEW**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

ARTICLE J. SITE PLAN REVIEW

SECTION:

10-15J-1: Purpose

10-15J-2: Review Required; Exceptions

10-15J-3: Conditional Use Permit

10-15J-4: Sketch Plan

10-15J-5: Minor Projects

10-15J-6: Major Projects

10-15J-7: Evaluation Criteria

10-15J-8: Information Required

10-15J-9: Lapse Of Approval

10-15J-10: Site Improvement Performance Agreement And Financial Guarantee

10-15J-11: Compliance With Building And Fire Codes

10-15J-12: Plan Agreements

10-15J-13: Enforcement

10-15J-14: Amendments To Approved Site Plans

10-15J-1: PURPOSE:

The purpose of this article is to establish a formal site plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this article. (Ord. 1098, 11-8-2004)

10-15J-2: REVIEW REQUIRED; EXCEPTIONS:

Site plan reviews are required for those projects identified in sections 10-15J-5 and 10-15J-6 of this article. However, the following shall be excepted from the requirements of this article:

- A. Agricultural developments.
- B. Single-family detached dwellings.
- C. Two-family attached dwellings. (Ord. 1098, 11-8-2004)

10-15J-3: CONDITIONAL USE PERMIT:

If a proposed use requires a conditional use permit pursuant to chapter 3, article A, section 10-6-1 or 10-6-2 of this title, then, at the time the site plan review is requested, a conditional use permit application must also be submitted to the city. (Ord. 1098, 11-8-2004; amd. 2008 Code)

10-15J-4: SKETCH PLAN:

A. Prior to the formulation of a site plan, applicants may present a sketch plan to the zoning administrator prior to filing of a formal application. The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. ~~The plan shall be conceptual but shall be drawn to scale with topography of a contour interval not greater than two feet (2') and may include the following:~~

- ~~—1. The proposed site with reference to existing development on adjacent properties, at least to within two hundred feet (200').~~
- ~~—2. General location of proposed structures.~~
- ~~—3. Tentative street arrangements, both public and private.~~
- ~~—4. Amenities to be provided such as recreational areas, open space, walkways, etc.~~
- ~~—5. General location of parking areas.~~

~~—6. Proposed public sanitary sewer, water and storm drainage.~~

~~—7. A statement showing the proposed density of the project with the method of calculating said density also shown.~~

B. The zoning administrator shall have the authority to refer the sketch plan to the planning commission and/or city council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the zoning administrator, planning commission, and/or city council shall be considered advisory only and shall not constitute a binding decision on the request. (Ord. 1098, 11-8-2004)

10-15J-5: MINOR PROJECTS:

A. Designation: The following shall be considered minor projects and subject to review procedures as indicated:

1. No site plan review required: Building projects that comprise less than ten percent (10%) building footprint expansion (up to 500 square feet) and/or twenty five percent (25%) increase in the assessed value of the structure as determined by the county assessor.

2. Administrative review: Building projects that comprise a ten (10) to thirty percent (30%) building footprint expansion and/or twenty five (25) to fifty percent (50%) increase in the assessed value of the structure as determined by the county assessor.

B. Procedure: Administrative review approval of ~~eligible~~ site plans shall be subject to the following procedural requirements:

1. Pursuant to Minnesota statutes section 15.99, an application for site plan approval shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision making period an additional sixty (60) days unless this limitation is waived by the applicant. ~~Plan review will be in accordance with established procedures including the coordinated review by other city departments and divisions as determined by the zoning administrator.~~

2. Site plans involving properties within approved planned unit developments shall be subject to applicable evaluation criteria in this article.

3. Any variance proposal will automatically require the entire application to be processed in accordance with the planning commission review and city council approval provisions of section 10-3-4 of this title.

4. Administrative approval including all applicable conditions and requirements shall be made in writing by the zoning administrator. The applicant, in addition to all other applicable requirements, shall submit a written acknowledgment of that approval prior to the commencement of any development and prior to the issuance of any permits.

5. Any unresolved dispute as to administrative interpretation of this code, this title, or policy requirements may be formally appealed pursuant to this article.

6. Site plans involving conditionally permitted uses are subject to the review requirements found in chapter 3, article A of this title.

C. Certification Of Taxes Paid: Prior to approving an application for a minor project, the applicant shall provide certification to the city that there are no delinquent property taxes, special assessments, interest, or city utility fees due upon the parcel of land to which the minor project application relates. (Ord. 1098, 11-8-2004)

10-15J-6: MAJOR PROJECTS:

A. Definition: A "major project" is defined as one or both of the following and subject to review as prescribed in this article:

1. Construction on an existing parcel of new structures that may or may not be in conjunction with site improvements on redevelopment site or vacant undeveloped lands; and/or

2. Building projects that comprise more than a thirty percent (30%) building footprint expansion and/or fifty percent (50%) increase in the assessed value of the structure as determined by the county assessor. (Ord. 1098, 11-8-2004)

B. Procedure:

1. Certificate of survey is required.

2. The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator~~Request for site plan approval, as provided within this article, shall be filed with the zoning administrator on an official application form. Such application shall be accompanied by a fee as set out in section 10-3-8 of this title. Such application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the zoning administrator, fully explaining the proposed change, development, or use and a list of property owners within three hundred fifty feet (350') of the subject property in a format prescribed by the zoning administrator. The request shall be considered as being officially submitted and complete when the applicant has complied with all the specified information requirements. (Ord. 1098, 11-8-2004; amd. 2008 Code)~~

3. The applicant shall supply proof of ownership of the property for which the site plan approval is requested or supply written authorization from the owner(s) of the property in question to proceed with the requested site plan approval.

4. The zoning administrator shall coordinate the review of the site plan and provide general assistance in preparing a recommendation on the action to the planning commission and the city council.

5. The planning commission and city staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony at the expense of the applicant concerning operational factors. Said information is to be declared necessary to evaluate the request and/or to establish performance conditions in relation to all pertinent sections of this title. Failure on the part of the applicant to supply all necessary supportive information may be grounds for denial of the request.

6. The applicant or a representative thereof may appear before the planning commission in order to present information and answer questions concerning the proposed request.

7. The planning commission shall recommend such actions or conditions relating to the request as they deem necessary to carry out the intent and purpose of this article.

8. Upon receiving the report and recommendation of the planning commission, the city administrator shall schedule the application for consideration by the city council. Such reports and recommendations shall be entered in and made part of the permanent written record of the city council meeting.

9. The applicant or a representative thereof may appear before the city council in order to present information and answer questions concerning the proposed request.

10. Approval of the site plan shall require passage by a majority vote of the city council.

11. Pursuant to Minnesota statutes section 15.99, an application for site plan approval shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision making period an additional sixty (60) days unless this limitation is waived by the applicant.

C. Certification Of Taxes Paid: Prior to approving an application for a major project, the applicant shall provide certification to the city that there are no delinquent property taxes, special assessments, interest, or city utility fees due upon the parcel of land to which the major project application relates. (Ord. 1098, 11-8-2004)

10-15J-7: EVALUATION CRITERIA:

The planning commission and city council shall evaluate the effects of the proposed site plans. This review shall be based upon compliance with the city comprehensive plan, this title, and other city codes and policies. (Ord. 1098, 11-8-2004)

10-15J-8: INFORMATION REQUIRED:

The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. The information required for all site plan applications generally consists of the following items and shall be submitted when requested and specified by the zoning administrator:

~~—A. Site Plan:~~

- ~~—1. Certificate of survey.~~
- ~~—2. Name and address of developer/owner.~~
- ~~—3. Name and address of architect/designer.~~
- ~~—4. Date of plan preparation.~~
- ~~—5. Dates and description of all revisions.~~
- ~~—6. Name of project or development.~~
- ~~—7. Scale of plan (engineering scale only, at 1 inch equals 50 feet or less).~~
- ~~—8. North point indication.~~
- ~~—9. Lot dimension and area.~~
- ~~—10. Required and proposed setbacks.~~
- ~~—11. Location, setback and dimension of all buildings on the lot including both existing and proposed structures.~~
- ~~—12. Location of all adjacent buildings located within one hundred feet (100') of the exterior boundaries of the property in question.~~
- ~~—13. Location, number, dimensions, and type of surfacing material of existing and proposed parking spaces.~~
- ~~—14. Location, number, dimensions, and type of surfacing material of existing and proposed loading spaces.~~
- ~~—15. Curb cuts and driveways.~~
- ~~—16. Type of surfacing material.~~
- ~~—17. Vehicular circulation.~~
- ~~—18. Sidewalks and walkways.~~
- ~~—19. Location and type of all proposed lighting.~~
- ~~—20. Location of recreational and service areas.~~
- ~~—21. Location of rooftop equipment and proposed screening.~~

- 22. Provisions for storage and disposal of waste, garbage, and recyclables.
- 23. Location, sizing, and type of water and sewer system mains and fire hydrants closest to the property and proposed service connections.
- B. Grading/Storm Water Drainage Plan:
 - 1. Existing contours at two foot (2') intervals.
 - 2. Proposed grade elevations, two foot (2') maximum intervals.
 - 3. Drainage plan including configuration of drainage areas and calculations.
 - 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - 5. Spot elevations.
 - 6. Proposed driveway grades.
 - 7. Surface water ponding and treatment areas.
 - 8. Erosion control measures.
 - 9. Calculation of total square footage of site to be covered with impervious surfaces.
- C. Landscape Plan:
 - 1. Planting schedule (table) containing:
 - a. Symbols.
 - b. Quantities.
 - c. Common names.
 - d. Botanical names.
 - e. Sizes of plant material.
 - f. Root specification (bare root, balled and burlapped, potted, etc.).
 - g. Special planting instructions.
 - 2. Location, type and size of all existing significant trees to be removed or preserved.
 - 3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - 4. Typical sections in detail of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
 - 5. Typical sections of landscape islands and planter beds with identification of materials used.
 - 6. Details of planting beds and foundation plantings.

- ~~—7. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.~~
- ~~—8. Delineation of both sodded and seeded areas with respective areas in square feet.~~
- ~~—9. Coverage plan for underground irrigation system, if any.~~
- ~~—10. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.~~
- ~~—11. Other existing or proposed conditions which could be expected to affect landscaping.~~
- ~~—D. Other Plans And Information: (May be required by the zoning administrator.)~~
 - ~~—1. Legal description of property under consideration.~~
 - ~~—2. Proof of ownership of the land for which a site plan approval has been requested.~~
 - ~~—3. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).~~
 - ~~—4. "Typical" floor plan and "typical" room plan.~~
 - ~~—5. Fire protection plan.~~
 - ~~—6. Extent of and any proposed modifications to land within the wetland, shoreland or floodplain district as described and regulated in this title.~~
 - ~~—7. Wetland delineation and report.~~
 - ~~—8. Type, location and size (area and height) of all signs to be erected upon the property in question.~~
 - ~~—9. Certification that all property taxes, special assessments, interest, or city utility fees due upon the parcel of land to which the application relates have been paid. (Ord. 1098, 11-8-2004)~~

10-15J-9: LAPSE OF APPROVAL:

A. Unless otherwise specified by the zoning administrator or city council as may be applicable, the site plan approval shall become null and void one year after the date of approval, unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. The property owner or applicant shall have the right to submit an application for time extension in accordance with this article.

B. An application to extend the approval of a site plan for up to an additional one year shall be submitted to the zoning administrator not less than thirty (30) days before the

expiration of said approval. Such an application shall state the facts of the request, showing a good faith attempt to utilize the site plan approval, and it shall state the additional time being requested to begin the proposed construction. The request shall be heard and decided by the zoning administrator prior to the lapse of approval of the original request. After two (2) years have expired without substantially commencing construction, the site plan shall become null and void, and no further extensions can be granted. The site plan review process must be reinitiated for projects that have exceeded two (2) years.

C. In making its determination on whether an applicant has made a good faith attempt to utilize the site plan approval, the zoning administrator or the city council, as applicable, shall consider such factors as the type, design, and size of the proposed construction, any applicable restrictions on financing, or special and/or unique circumstances beyond the control of the applicant which have caused the delay. (Ord. 1098, 11-8-2004)

10-15J-10: SITE IMPROVEMENT PERFORMANCE AGREEMENT AND FINANCIAL GUARANTEE:

Following the approval of the site plan required by this article and before issuance of a building permit, the applicant, as required by the city, shall guarantee to the city the completion of all private exterior amenities as shown on the approved site plan and as required by the site plan approval. This guarantee shall be made by means of a site improvement performance agreement and a financial guarantee as follows:

A. The applicant shall execute the site improvement performance agreement on forms provided by the city. The agreement shall be approved as to form and content by the city attorney and shall define the required work and project completion schedule and reflect the terms of this article as to the required guarantee for the performance of the work by the applicant.

B. The required work includes, but is not limited to, any necessary public improvements (such as sanitary sewer or municipal water), private exterior amenities such as landscaping, private driveways, parking areas, recreational fields, structures or buildings, drainage systems, water quality ponds, wetland mitigation, wetland buffers, erosion control, curbing, fences and screening, and other similar facilities. The required work shall also include all aspects of a tree preservation plan and reforestation plan, if applicable.

C. A financial guarantee shall be submitted with the executed site performance agreement as provided herein:

1. Financial guarantees acceptable to the city include cash escrow, an irrevocable letter of credit, or other financial instruments which provide equivalent assurance to the city and which are approved by the zoning administrator.

2. The term of the financial guarantee shall be for the life of the site improvement performance agreement, and it shall be the responsibility of the applicant to ensure that a submitted financial guarantee shall continue in full force and effect until the zoning administrator shall have approved and accepted all of the work undertaken to be done and

shall thereby have released the guarantee or reduced the amount of the guarantee as provided in this section.

3. When any instrument submitted as a financial guarantee contains provision for an automatic expiration date, after which the instrument may not be drawn upon, the expiration date shall be November 15. Further, it shall be the responsibility of the applicant to notify the city in writing, by certified mail, at least sixty (60) days in advance of the expiration date of the intention to renew the instrument or to not renew the instrument. If the instrument is to be renewed, a written notice of extension shall be provided thirty (30) days prior to the expiration date; if the instrument is not to be renewed, and has not been released by the zoning administrator, another acceptable financial guarantee in the appropriate amount shall be submitted at least thirty (30) days prior to the expiration. The term of any extension shall be approved by the zoning administrator. Upon receipt of an acceptable substitute financial guarantee, the zoning administrator may release the original guarantee.

4. The amount of the financial guarantee shall be established by the zoning administrator based upon an itemized estimate of the cost of all required work. A cash deposit or irrevocable letter of credit shall be in the amount of one hundred ~~twenty five~~ percent (~~100~~~~25~~%) of the approved estimated cost. The amount of any other approved financial instrument shall be determined by the zoning administrator.

5. The applicant may submit a separate financial guarantee for that portion of the required work consisting solely of landscaping improvements with another financial guarantee for all other exterior amenities and improvements which comprise the work.

6. The time allowed for completion of the required improvements shall be set out in the site improvement performance agreement. The agreement and the financial guarantee shall provide for forfeiture to the city to cure a default or reimburse the city the cost of enforcement measures. As various portions of such required work are completed by the applicant and approved by the city, the zoning administrator may release such portion of the financial guarantee as is attributable to such completed work. Landscaping materials shall have a two (2) year guarantee provided to the city.

7. The applicant shall notify the city in writing when all or a portion of the required improvements have been completed in accordance with the approved plan and may be inspected. Upon receipt of such notice, the zoning administrator shall be responsible for the inspection of the improvements to determine that the useful life of all work performed meets the average standards for the particular industry, profession, or material used in the performance of the work. Any required work failing to meet such standards shall not be deemed to be complete, and the applicant shall be notified in writing as to required corrections. Upon determination that the work has been completed, including the winter season survivability of all landscape improvements, a notice of the date of actual completion shall be given to the applicant, and appropriate action to release or to reduce the amount of the financial guarantee shall be taken by the zoning administrator. (Ord. 1098, 11-8-2004)

10-15J-11: COMPLIANCE WITH BUILDING AND FIRE CODES:

The review and approval of site improvements pursuant to the requirements of city adopted building and fire codes shall be in addition to the site plan review process established under this article. The site plan approval process does not imply compliance with the requirements of the building and fire codes. (Ord. 1098, 11-8-2004)

10-15J-12: PLAN AGREEMENTS:

All site and construction plans officially submitted to the city shall be treated as a formal agreement between the building contractor and the city. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the zoning administrator for review and approval. Significant changes as deemed by the zoning administrator may be subject to council review and approval. (Ord. 1098, 11-8-2004)

10-15J-13: ENFORCEMENT:

The zoning administrator shall have the authority to order the stopping of any and all site improvement activities when and where a violation of the provisions of this article has been officially documented by the building official. (Ord. 1098, 11-8-2004)

10-15J-134: AMENDMENTS TO APPROVED SITE PLANS:

A. Amendments to previously approved site plans shall follow the review processes provided in Section 10-15J-5 and Section 10-15J-6 as appropriate for the changes proposed. Within the I-2 district only, modifications to the previously approved site plan for a major or minor project shall be allowed by administrative review subject to the following procedural requirements:

— 1. Plan review will be in accordance with established procedures on file with the planning department including the coordinated review by other city departments and divisions as determined by the zoning administrator.

— 2. Administrative approval including all applicable conditions and requirements shall be made in writing by the zoning administrator. The applicant, in addition to all other applicable requirements, shall submit a written acknowledgment of that approval prior to the commencement of any development and prior to the issuance of any permits.

— 3. Any unresolved dispute as to administrative interpretation of this code, this title, or policy requirements may be formally appealed pursuant to this title.

— 4. Any variance proposal will automatically require the entire application to be processed in accordance with the planning commission review and city council approval provisions of section 10-3-4 of this title.

~~—5. Site plan modifications involving conditionally permitted uses are subject to the review requirements found in chapter 3, article A of this title.~~

~~—6B.~~ The zoning administrator may waive or modify data submission application requirements if the zoning administrator determines previously made submissions for the property substantially address the information needed to evaluate the requested modifications. (Ord. 1322, 10-10-2016)

Section Seven. Amendment. Title 11, Chapter 1, **GENERAL SUBDIVISION PROVISIONS**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

TITLE 11

SUBDIVISION REGULATIONS

CHAPTER 1

GENERAL SUBDIVISION PROVISIONS

SECTION:

11-1-1: Purpose

11-1-2: Definitions

11-1-3: Validity

11-1-4: Building Permits

11-1-5: Variances

~~11-1-6: Waiver Of Platting~~

11-1-~~67~~: Exemptions

11-1-~~67~~-1: Division And Consolidation Of Individual Lots Of Record

11-1-~~67~~-2: Property Divisions Subject To Administrative Approval

11-1-8: Premature Subdivision Prohibited

11-1-1: PURPOSE:

This title is enacted for the purpose of:

A. Safeguarding the best interests of the public, the homeowner, the subdivider, and the investor;

B. Encouraging well planned subdivisions by the establishment of adequate standards for design and construction; and

C. In order that new subdivisions will be integrated in the general plans of the city, thereby contributing toward an attractive, orderly, stable and wholesome community environment with adequate municipal services and safe streets. (Ord. 1038, 7-8-2002)

11-1-2: DEFINITIONS:

For the purpose of this title, the following terms, phrases, words and their definitions shall have the meanings given in this section. When consistent with the context, words used in the present tense shall include future tense, words in the singular number shall include the plural, and words in the plural shall include the singular. The masculine gender shall include the feminine and neuter genders.

ADMINISTRATOR: The Inver Grove Heights city administrator.

ALLEY: Any dedicated public way affording a secondary means of vehicular access to abutting property, and not intended for general traffic circulation.

ATTORNEY: The Inver Grove Heights city attorney.

BLOCK: An area of land within a subdivision that is entirely bounded by streets or a combination of streets, exterior boundary lines of the subdivision and/or bodies of water.

BOULEVARD: That portion of a street right of way between the curb or curb line and the property line.

BUILDING: Any structure, temporary or permanent, used or intended for supporting or sheltering any use or occupancy.

BUILDING SETBACK: The minimum horizontal distance from a lot boundary to the nearest vertical surface of a building or structure, except that a roof, eaves or overhang may project up to twenty four inches (24") into the required setback area.

COUNTY OFFICE OF PROPERTY RECORDS: Register of deeds when referring to abstract property or register of titles when referring to registered property under the Torrens system, both of Dakota County, Minnesota.

EASEMENT: A grant by an owner of land for a specific use by persons or agencies other than the owner.

ENGINEER: The Inver Grove Heights city engineer.

FINAL PLAT: A drawing, in final form, showing a proposed subdivision containing all information and detail required by state statutes and by this title to be presented to the city council for approval, and which, if approved, may be duly filed with the county office of property records.

GOVERNING BODY: The Inver Grove Heights city council.

LICENSED ENGINEER: A person licensed as a professional engineer by the state of Minnesota.

LOT: A unit of land designated by plat, metes and bounds, registered land survey, auditor's subdivision, or other accepted means and separated from other parcels or portions by said description for the purpose of sale or lease or separate use thereof. For purposes of measuring the size of the lot, if the lot is not platted, all areas encumbered by public or private road or driveway easements shall be excluded.

LOT AREA: The area of a lot in a horizontal plane bounded by the lot lines. For purposes of measuring the size of the lot, if the lot is not platted, all areas encumbered by public or private road or driveway easements shall be excluded.

LOT, BUTT: A lot at the end of a block and located between two (2) corner lots.

LOT, CORNER: A lot situated at the junction of, and abutting on two (2) or more intersecting streets.

LOT DEPTH: The mean horizontal distance between the front lot line and the rear lot line.

LOT, INTERIOR: A lot other than a corner lot, including through lots.

LOT LINE: The property line bordering a lot, except that where any portion of a lot extends into the right of way, the line of such right of way shall be the lot line for purposes of this title.

LOT LINE, FRONT: That boundary of a lot that abuts a street, and in the case of a corner lot, it shall be the shortest boundary on a street.

LOT LINE, REAR: That boundary of a lot that is opposite the front lot line. If the rear line is less than ten feet (10') in length, or if the lot forms a point at the rear, the rear lot line shall be a line ten feet (10') in length within the lot, parallel to, and at the maximum distance from, the front lot line.

LOT LINE, SIDE: Any boundary of a lot that is not a front lot line or a rear lot line.

LOT OF RECORD: Any lot which is one unit of a plat heretofore duly approved and filed, or one unit of an auditor's subdivision or a registered land survey, or a parcel of land not so platted, subdivided or registered but for which a deed, auditor's subdivision or registered land survey has been recorded in the office of the register of deeds or registrar of titles for Dakota County, Minnesota, prior to the effective date hereof.

LOT, REVERSED FRONTAGE: The first lot to the rear of a corner lot (itself being an interior lot, not a corner lot), the front line of which is a continuation of the side lot line of the corner lot.

LOT, THROUGH: Any lot, other than a corner lot, which abuts more than one street.

OFFICIAL MAP: The Inver Grove Heights official map adopted by the city council.

OUTLOT: A platted lot not to be developed, or to be developed for a use that will not involve a building, or reserved for future replatting before development.

OWNER: Any individual, firm, corporation, association, syndicate, partnership, trust, or any legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this title.

PEDESTRIANWAY: A pedestrian walkway shall be provided between lots where required by the planning commission and/or city council to allow for pedestrian accessibility to streets or public service areas. A pedestrianway is distinguished from a sidewalk principally by its location in areas other than where sidewalks are typically found, which is to say, in boulevards parallel to streets. Unlike typical sidewalks, pedestrianways may also be constructed with bituminous surfaces rather than concrete.

PLANNING COMMISSION OR COMMISSION: The duly appointed planning commission of the city of Inver Grove Heights, Minnesota.

PRELIMINARY PLAT: A drawing clearly marked "preliminary plat" showing salient features of a proposed subdivision as specified in this title.

PROTECTIVE COVENANT: A contract entered into between private parties that constitutes a restriction of the use of a particular parcel of property.

PUBLIC LAND: Land owned and/or operated by a governmental unit.

PUBLICATION: An official notice as prescribed by state statutes.

RESERVE STRIP: Any strip or parcel of land not so included as a part of a buildable lot, except that land indicated as outlots and held for development in the future as buildable lots.

SHALL: Mandatory.

SKETCH PLAN: A sketch of a proposed subdivision showing the information specified in subsection 11-2-5A of this title.

STANDARDS AND SPECIFICATIONS FOR IMPROVEMENTS: The standards and specifications for construction of required improvements in new subdivisions as recommended by the city engineer.

STREET: Any public or private right of way, street, avenue, boulevard, road, parkway, drive, or other roadway that affords a primary means of access to abutting property.

STREET, ARTERIAL: A street which serves or is designed to serve heavy flows of traffic and which is used primarily as a route for traffic between communities and/or heavy traffic generating areas.

STREET, COLLECTOR: A street which serves or is designed to serve as a trafficway for a neighborhood or as a feeder to an arterial street.

STREET, DEAD END OR CUL-DE-SAC: A street with only one vehicular outlet.

STREET, HALF: A street designed to provide access to only one side of the right of way.

STREET, LOCAL: A street to serve primarily as an access to abutting properties.

STREET PAVEMENT: The wearing surface of a street.

STREET, PRIVATE: A street which is not dedicated to the city for public use.

STREET, PUBLIC: A street which is dedicated to the city for public use.

STREET, SERVICE: A marginal access street or frontage road that is generally parallel and adjacent to a major street.

STREET WIDTH: The width of the right of way, measured at right angles to the centerline of the street.

SUBDIVIDER: Any person, firm, corporation, partnership or association who shall lay out any "subdivision" or part thereof as defined in this section, either for himself or others.

SUBDIVISION: The division of any parcel of land into two (2) or more lots, blocks or parcels. The term also includes resubdivision of land and, when appropriate to the context, relates to the process of subdividing.

SURVEYOR: A person duly registered as a land surveyor by the state of Minnesota. (Ord. 1038, 7-8-2002; amd. 2008 Code)

11-1-3: VALIDITY:

If any section, subsection, sentence, clause or phrase of this title is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this title. (Ord. 1038, 7-8-2002)

11-1-4: BUILDING PERMITS:

No building permit shall be issued for construction or improvement on any land required to be subdivided by this title until all requirements of this title have been fully complied with and the plat has been duly filed and recorded with the county. (Ord. 1038, 7-8-2002)

11-1-5: VARIANCES:

A. Permitted Variances:

1. Hardship Cases: The design standards in this title are to be followed unless the city council shall permit a variance because of unusual hardship due to the topography, placement of buildings or other factors making it reasonable to vary the standards set forth

herein without nullifying the intent and purpose of the comprehensive plan or this title. (Ord. 1038, 7-8-2002)

2. Large Scale Developments: The standards and requirements of this title may be modified by the city council in the case of a plan and program for a neighborhood unit which, in the judgment of the city council, will provide adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the tract when fully developed and populated, and which will also provide such covenants or other legal provisions as will assure conformity to and achievement of the plan. (Ord. 1038, 7-8-2002; amd. 2008 Code)

B. Conditions Of Variances: In granting variances and modifications, the city council may require such conditions as will, in its judgment, secure substantially the objective of the standards or requirements so varied or modified. (Ord. 1038, 7-8-2002)

11-1-6: WAIVER OF PLATTING:

~~—A. Purpose And Intent: A waiver of platting procedure is hereby created wherein exceptions to the subdivision platting procedure contained within chapter 2 of this title are granted subject to specific criteria outlined in this section. The waiver of platting process is intended to provide a means of processing minor property divisions in a manner that is less time consuming to the city and less costly to the property owner.~~

~~—B. Criteria For Waiver:~~

~~—1. The waiver of platting procedure may be utilized when the proposed property subdivision will result in the creation of no more than two (2) parcels from one parcel currently under single ownership, where all of the following criteria are met:~~

~~—a. The requested property division does not cause the need for the dedication of public right of way or other easements.~~

~~—b. The subject property does not lie adjacent to a public roadway shown on a city, county and/or state thoroughfare plan for which right of way dedication will be requested.~~

~~—c. The subject property does not lie adjacent to an existing public right of way for which an additional right of way dedication will be requested.~~

~~—2. Property divisions that do not meet all of the above criteria shall be platted through the subdivision platting procedure outlined in chapter 2 of this title.~~

~~—C. Procedure:~~

~~—1. All requests for approval of a waiver of platting shall be filed with the city planning division. The following documentation shall accompany all requests:~~

~~—a. A completed planning application form with all information to be supplied by the applicant provided.~~

- ~~—— b. Legal description of the entire property to be divided.~~
- ~~—— c. Legal descriptions of the new parcels to be created.~~
- ~~—— d. If the property abuts a state or county roadway, written certification from the appropriate agency shall be provided which:~~
 - ~~—— (1) Approves driveway accesses for the proposed parcels; and~~
 - ~~—— (2) Waives the need for the provision of additional rights of way and/or easements.~~
- ~~—— e. Fifteen (15) copies and reductions at eleven inches by seventeen inches (11"x17") of a topographic map for the subject property shall be provided. Included on the topographic map shall be:~~
 - ~~—— (1) Proposed property boundaries resulting from the waiver of platting request.~~
 - ~~—— (2) Scale of map.~~
 - ~~—— (3) North point.~~
 - ~~—— (4) Proposed building pad locations and elevations.~~
 - ~~—— (5) Proposed septic system locations (unsewered properties only).~~
 - ~~—— (6) Names and addresses of directly abutting property owners.~~
- ~~—— f. Processing fee, as established by resolution of the city council.~~
- ~~—— 2. A request for approval of a waiver of platting shall not be accepted by the city staff unless all of the above information is provided at the time of application.~~
- ~~—— 3. Upon receipt of all documentation outlined above, the request for a waiver of platting shall be scheduled for a review by the city planning commission.~~
- ~~—— 4. Requests for approval of a waiver of platting shall be submitted according to the time schedule specified by the planning division staff, which will permit a minimum of ten (10) days' mailing notice of the request to be provided to the directly abutting property owners. Said notice period shall be provided in advance of planning commission consideration of the request. The written notice shall include the following information:~~
 - ~~—— a. Applicant/property owner's name.~~
 - ~~—— b. Case number.~~
 - ~~—— c. Legal description of properties to be created.~~
 - ~~—— d. Date, time and location of planning commission meeting.~~
 - ~~—— e. General location of property.~~
- ~~—— 5. The planning commission shall provide all individuals present at its consideration of the request an opportunity to submit written comments or to provide verbal comments.~~

~~—6. The planning commission, upon considering all testimony, shall forward a recommendation to the city council relative to the request for a waiver of platting. The city council shall have the sole authority for approving or denying all requests for a waiver of platting. Approval of a waiver of platting shall be accomplished by resolution of the city council. Upon approval, the city clerk shall record with the county recorder's office a copy of the council's resolution approving the request.~~

~~—7. In no instance shall more than one waiver of platting request be approved for parcels existing as of the effective date hereof. Parcels created through the waiver of platting process after said effective date shall not be resubdivided through the waiver of platting process. Resubdivision of such parcels shall occur in accordance with the formal subdivision platting process as outlined chapter 2 of this title. (Ord. 1038, 7-8-2002)~~

11-1-7: EXEMPTIONS:

11-1-7-1: DIVISION AND CONSOLIDATION OF INDIVIDUAL LOTS OF RECORD:

A. Chapter 2 of this title shall not apply to the division of one or more lots platted into lots and blocks and designated in a subdivision plat on file and of record in the office of the county auditor or the county recorder into one or more separately described tracts, nor shall said chapter 2 apply to the consolidation of two (2) or more such platted lots or parts thereof into one or more tracts, upon compliance with the following conditions:

1. The owner or owners of such platted lots to be so divided shall file with the planning division a survey showing the lots to be divided or consolidated. The survey shall show the lot dimensions as indicated on the recorded plat and also the proposed division or consolidation thereof. A written description of the division or consolidation proposal shall be filed with the survey; and

2. The separately described tract of land to be conveyed or designated for building permit purposes by reason of such division or consolidation as described upon said proposed plat shall not be less than the minimum dimensions required to secure the minimum lot area specified in title 10 of this code and the design standards specified in chapter 3 of this title.

3. As a result of such division or consolidation as herein authorized, no remaining part of an original subdivision lot shall become a separately described lot upon said proposed plat with a size less than the minimum dimensions required to secure the minimum lot area specified in title 10 of this code and the design standards specified in chapter 3 of this title.

B. Upon receiving a request for division or consolidation of platted lots in accordance with subsection A of this section, the planning staff shall approve the division or consolidation, in writing, and forward a copy of said approval to the county recorder's office. (Ord. 1038, 7-8-2002)

11-1-7-2: PROPERTY DIVISIONS SUBJECT TO ADMINISTRATIVE APPROVAL:

A. Administrative Approval Permitted: It is acknowledged by the city that certain forms of property subdivision do not result in the creation of additional parcels of land or are specifically exempted from the definition of a subdivision in Minnesota statutes section 462.352, subdivision 12. In these instances, it is deemed appropriate to permit administrative approval of property division requests. (Ord. 1038, 7-8-2002)

B. Types Of Property Divisions: The following types of property division requests shall require only administrative approval:

1. The creation of parcels of twenty (20) acres in area, or greater, that are at least five hundred feet (500') in width and area in an A, E or R zoning district.
2. The creation of parcels of five (5) acres in area with a minimum lot width of three hundred feet (300') in all P, B and I zoning districts.
3. The creation of cemetery lots.
4. Property line adjustments resulting from court orders.
5. Property line adjustments that do not result in the creation of an additional parcel of land. All parcels involved must continue to meet all dimensional, area and setback requirements of the zoning district in which the properties are located, in accordance with title 10 of this code.
6. A property division whereby one of the resulting parcels becomes public land and is conveyed to a governmental unit provided all of the resulting parcels either: a) meet the required lot size and lot width standards of the applicable zoning district, or b) are exempt from such standards, or c) a variance has been granted by the city council.
7. A property division whereby one of the resulting parcels becomes public land and is conveyed to a governmental unit and the parcel becoming public land is contiguous to another parcel of public land, provided the resulting parcel not conveyed to a governmental unit either: a) meets the required lot size and lot width standards of the applicable zoning district, or b) a variance has been granted by the city council. (Ord. 1245, 11-14-2011)

C. Information Required: Applicants for administrative approval of a property division shall submit the following information to the planning division staff:

1. A scaled topographic survey showing the parcel of record and the proposed parcel boundaries to be established, including the dimensions and areas of the proposed parcels.
2. Legal description of the parcel of record and proposed legal descriptions of parcels to be created.

D. Conditions Of Approval: The planning division staff may impose certain conditions of approval upon property division requests meeting any one of the criteria listed in subsection B of this section.

E. Written Approval; Copies: The planning division staff's approval of property division shall be in writing. One copy of said approval and survey shall be retained by the planning division staff, a second copy of the approval and survey shall be retained by the applicant and a third copy of the approval and survey shall be forwarded to the county recorder's office. The written approval shall include the legal description of the parcel of record being divided, legal descriptions of the newly approved parcels and any conditions attached to the approval.

F. Rejection Of Request: Any request for administrative approval of a property division that is submitted, but does not meet the criteria of subsections A and B of this section, shall be rejected and returned to the applicant with directions on how to proceed to request approval through either the subdivision platting procedure (chapter 2 of this title) or waiver of platting procedure (section 11-1-6 of this chapter). (Ord. 1038, 7-8-2002)

11-1-8: PREMATURE SUBDIVISION PROHIBITED:

A. Any proposed subdivision deemed premature for development may not be approved by the City Council. The burden of proof shall be on the subdivider to demonstrate to the City Council that the proposed subdivision is not premature. A subdivision may be deemed premature if any of the following conditions exist:

1. Inconsistent with the Comprehensive Plan. A proposed subdivision may be deemed premature if it is inconsistent with the goals, policies, phasing or other requirements of the Comprehensive Plan. Application for a Comprehensive Plan Amendment may be made concurrently with an application for subdivision approval; however, a subdivision application will not be considered for approval by the City Council until and unless any necessary Comprehensive Plan Amendment is approved by the City Council.

2. Inconsistent with the Capital Improvement Plan. A proposed subdivision may be deemed premature if it is inconsistent with the City's Capital Improvement Plan if public improvements, facilities, or services necessary to accommodate the proposed subdivision would not be completed within two (2) years of the date of application unless otherwise extended by the City Council.

3. Lack of Adequate Water Supply. Unless guided as Rural Residential by the Comprehensive Plan, a proposed subdivision may be deemed premature if municipal water is not available to adequately serve the proposed subdivision. Available and adequate service shall mean existing or readily extended; capable of meeting the demands for pressure, fire flow, and system head loss for the subdivision proposed without adverse impacts to the City's existing water supply system; and funded consistent with the phasing in the Comprehensive Plan, the Capital Improvement Plan, and any relevant city ordinances, plans and policies. If guided as Rural Residential by the Comprehensive Plan, a

proposed subdivision shall be deemed premature if a private well(s) cannot be suitably located and permitted to adequately serve the proposed subdivision.

4. **Lack of Adequate Waste Disposal System.** Unless guided as Rural Residential by the Comprehensive Plan, a proposed subdivision may be deemed premature if the municipal sanitary sewer is not available to adequately serve the proposed subdivision. Available and adequate service shall mean existing or readily extended; capable of meeting the demands for capacity for the subdivision proposed without adverse impacts to the City's existing sanitary sewer system; and funded consistent with the phasing in the Comprehensive Plan, the Capital Improvement Plan, and any relevant city ordinances, plans and policies. If guided as Rural Residential by the Comprehensive Plan, a proposed subdivision shall be deemed premature if a private subsurface sewage treatment system cannot be suitably located and permitted to adequately serve the proposed subdivision.

5. **Lack of Adequate Streets.** A proposed subdivision may be deemed premature if streets to serve the proposed subdivision are not available. Available shall mean existing or readily extended; capable of meeting the demands for traffic without adverse impacts to the existing public roadway network; and funded consistent with the phasing in the Comprehensive Plan, the Capital Improvement Plan, and any relevant city ordinances, plans and policies. In addition, a proposed subdivision may be deemed premature if the traffic volume generated by the proposed subdivision would create a hazard to public safety and general welfare or create unacceptable levels of congestion on existing or proposed streets as determined by the City Engineer.

6. **Lack of Adequate Drainage.** A proposed subdivision may be deemed premature if municipal or private surface water management facilities are not available to adequately meet minimum local, watershed and state treatment requirements including downstream infrastructure to manage stormwater. Available and adequate service shall mean existing or readily constructed; capable of meeting the demands for flow capacity and flood protection for the subdivision proposed without adverse impacts to the City's existing storm sewer system; and funded consistent with the phasing in the Comprehensive Plan, the Capital Improvement Plan, and any relevant city ordinances, plans and policies. In addition, a proposed subdivision may be deemed premature where flood plains, poor soils or steep slopes exist in such a manner as to preclude adequate site drainage or treatment of surface water runoff.

7. **Inconsistent with State Environmental Review.** A proposed subdivision may be deemed premature if it is inconsistent with the rules and policies of the Minnesota Environmental Quality Board, as may be amended. (Ord. 1445, 5-8-2023)

Section Eight. Amendment. Title 11, Chapter 2, **PLATS AND PROCEDURES**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

CHAPTER 2

PLATS AND PROCEDURES

SECTION:

11-2-1: Sketch Plan

11-2-2: Neighborhood Meeting

11-2-3: Preliminary Plat

11-2-4: Final Plat

~~11-2-5: Required Information And Data~~

11-2-~~5~~6: Street Naming And Addressing

11-2-1: SKETCH PLAN:

Subdividers may prepare a subdivision sketch plan for review with the city staff. For large acreages in particular, subdividers are urged to avail themselves of this informal review. Such sketch plan will be considered as submitted for informal discussion, ~~and no fee shall be required of the subdivider for the submission of the sketch plan.~~ The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. Submission of the subdivision sketch plan shall not constitute formal filing of the plan with the city. As far as may be practical on the basis of the sketch plan, the city staff will informally advise the subdivider, as promptly as possible, of the extent to which the proposed subdivision conforms to the design standards of this title and the comprehensive plan of the city, and will discuss possible modifications necessary to secure approval of the plan. The informal advice of the city staff is not legally binding, and the sketch plan shall not be deemed a formal application for purposes of Minnesota statutes section 15.99. (Ord. 1038, 7-8-2002)

11-2-2: NEIGHBORHOOD MEETING:

Prior to filing the documents that constitute a complete preliminary plat application, as described in section 11-2-3 of this chapter, the subdivider shall offer to neighboring landowners the opportunity to meet with the subdivider to discuss the subdivision. All property owners within three hundred fifty feet (350') of the property to be subdivided shall be notified in writing by the subdivider of the neighborhood meeting. If the subdivision is not to be serviced by municipal sanitary sewer, property owners within one thousand feet (1,000') of the subject property shall be notified by mail. The neighborhood meeting shall be offered to be held at least ten (10) days prior to filing the preliminary plat application, but no more than thirty (30) days before filing said application. (Ord. 1038, 7-8-2002)

11-2-3: PRELIMINARY PLAT:

A. Required Documents:

1. ~~The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. Before subdividing any land within the city, the subdivider shall file the following documents in the offices of the planning division: (Ord. 1038, 7-8-2002; amd. 2008 Code)~~

~~— a. A city application with fifteen (15) copies of the preliminary plat as specified by the planning division including all preliminary plat information required in subsection 11-2-5B of this chapter and scaled reductions at eleven inches by seventeen inches (11"x17").~~

~~b. Fees and a separate cash escrow as required by section 10-3-8 of this code~~the adopted fee schedule.

~~— c. Abstractor's certificate of property owners within three hundred fifty feet (350').~~

~~— d. Exact legal description of property.~~

~~— e. Minutes or a summary of the testimony presented by neighbors at the neighborhood meeting conducted by the subdivider.~~

~~— 2. When county or state highways are involved, two (2) additional copies of the preliminary plat information specified in subsection A1 of this section shall be furnished.~~

B. Hearing And Notice Requirements:

1. Upon completion of the staff review, the city clerk shall advertise notice of hearing and notify property owners within three hundred fifty feet (350') of subject property of the public hearing by mail at least ten (10) days and not more than thirty (30) days prior to the hearing date. If the subdivision is not to be serviced by municipal sanitary sewer, property owners within one thousand feet (1,000') of the subject property shall be notified by mail at least ten (10) days and not more than thirty (30) days prior to the hearing date.

2. The planning commission shall hold a public hearing on the advertised date and time and afford all interested persons an opportunity to be heard. Within thirty (30) days of the closing of the public hearing, the planning commission shall report its findings or make a recommendation on the preliminary plat.

C. Approval Or Denial Of Plat:

1. Within one hundred twenty (120) days after submission of a complete preliminary plat application, the city council shall approve or deny said preliminary plat; provided, however, that if the subdivider gives written consent to the city, the city shall have additional time to approve or deny said preliminary plat, as so consented by the subdivider.

2. Substantive changes (as determined by city staff) to the approved preliminary plat shall require another public hearing and reconsideration by the planning commission.

3. Approval of the preliminary plat shall be valid for a period of three (3) years unless otherwise specified by the city council. Upon expiration of the time limit, all approvals shall

be null and void, and a new ~~petition~~ application and processing shall be necessary to revalidate the preliminary plat.

4. Council action shall be determined by a majority vote of the total number of members of the city council. (Ord. 1038, 7-8-2002)

11-2-4: FINAL PLAT:

A. Filing Final Plat:

1. ~~The applicant shall fill out and submit to the Zoning Administrator the application form and all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator. The subdivider shall file fifteen (15) copies of the final plat including scaled reductions of the same number at eight and one-half inches by eleven inches (8.5"x11") and eleven inches by seventeen inches (11"x17") with the planning division within the time limit set upon the preliminary plat. (Ord. 1038, 7-8-2002; amd. 2008 Code)~~

2. The final plat shall encompass all or a reasonable portion of the property included in the preliminary plat. Said reasonable portion shall be determined by the city council upon recommendation of the city staff.

~~3. Final plat shall include all information required by subsection 11-2-5C of this chapter. (Ord. 1038, 7-8-2002)~~

~~34.~~ The subdivider shall pay all fees established by ordinance of the city council.

B. Referral By Planning Division; Staff Review:

1. Upon filing of the final plat, the planning division shall refer copies to the city staff for their review. (Ord. 1038, 7-8-2002; amd. 2008 Code)

2. Upon completion of staff review, the ~~city administrator shall place final plat shall be submitted to the city council for consideration. the final plat on the agenda of the next regular city council meeting.~~ In the event that city staff finds substantive changes from the approved preliminary plat, the final plat shall be scheduled for a public hearing with the planning commission prior to being brought to the council for approval. The commission shall review and make recommendation to the city council regarding the findings of their review based upon the provisions of this title.

C. Council Action:

1. The city council, by majority vote of the total number of members of the city council, shall approve, deny or refer the final plat to the planning commission or staff with specific instructions for said referral and a specific date for subsequent resubmittal to the city council.

2. Upon approval of the final plat, the city council, where deemed appropriate, shall instruct the staff to prepare a development contract with corresponding financial

assurances in form and content satisfactory to the city attorney and public works director. This does not include simultaneous approval of the final plat and development contract.

3. Upon approval of the development contract by the city council, and the filing of the corresponding financial assurances, the mayor, city clerk, and secretary and chair of the planning commission shall be authorized to sign the final plat. The mayor and city clerk shall also be authorized to sign the development contract.

D. Filing By Subdivider; Fees And Costs:

1. The subdivider, upon approval and signing of the final plat by the city, shall file the final plat with the county and submit proof of said filing to the city. Failure by the subdivider to file the final plat within ninety (90) days shall render city approvals null and void unless an extension is granted by the city council.

2. The subdivider shall submit a Mylar of the final plat to the city for its permanent record. It shall be at a scale of one inch equals one hundred feet (1"=100')-as described in subsection 11-2-5C of this chapter.

3. The subdivider shall submit all easements, deeds, fees, dedications, contracts or similar documents required as a part of the plat approval before the plat shall have full force and effect and be recognized by the city. No building permits shall be issued until all of the above is received by the city unless otherwise permitted by city ordinance or by action of the city council. In no instance shall an occupancy permit be issued until all of the above information is received and duly recorded.

4. The subdivider shall pay all reasonable costs incurred by the city for review and inspection, including preparation and review of plans, plats, development contracts, agreements and specifications by the engineer, attorney, and planner, and other costs of a similar nature upon receipt of a statement therefor from the city clerk. This payment shall be in addition to the subdivision fee hereinabove provided. (Ord. 1038, 7-8-2002)

~~11-2-5: REQUIRED INFORMATION AND DATA:~~

~~—A. Sketch Plan: Sketch plans shall contain, as a minimum, the following information:~~

~~—1. Tract boundaries.~~

~~—2. North point.~~

~~—3. Streets on and adjacent to the tract.~~

~~—4. Significant topographical and physical features.~~

~~—5. Proposed general street layout.~~

~~—6. Proposed general land use.~~

~~—7. Name of owner and/or developer.~~

~~—8. Zoning on and adjacent to tract.~~

~~—B. Preliminary Plat: A preliminary plat shall contain the following information:~~

~~—1. Identification And Description:~~

~~—a. Proposed name of subdivision, which name shall not duplicate or be similar to the name of any other plat.~~

~~—b. Location by section, town, range or by other legal description.~~

~~—c. Names and addresses of the owner, subdivider, surveyor and designer of the plan.~~

~~—d. Graphic scale.~~

~~—e. North point.~~

~~—f. Date of preparation.~~

~~—g. Certification by surveyor certifying to accuracy of survey.~~

~~—2. Existing Conditions:~~

~~—a. Boundary line of proposed subdivision clearly indicated.~~

~~—b. Existing zoning classification, if any.~~

~~—c. Total acreage.~~

~~—d. Location, widths and names of all existing or previously platted streets or other public ways, showing type and width and condition of improvements, if any, railroad and utility rights of way, parks and other public spaces, permanent buildings and structures, easements and section and corporate line within the tract, and to a distance of one hundred feet (100') beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes and hydrants, if any, shall also be shown.~~

~~—e. Boundary lines of adjoining unsubdivided or subdivided land within one hundred feet (100'), identifying by name and ownership.~~

~~—f. Topographical data, including contours at vertical intervals of not more than two feet (2'), except that contour lines shall be no more than one hundred feet (100') apart. Watercourses, marshes, wooded areas, rock outcrops, power transmission poles and lines, buildings and other significant features shall also be shown.~~

~~—g. All elevations, topography and vertical control data shall be tied to sea level datum 1929 general adjustments. Temporary bench marks shall be established within the boundaries of the subdivision. Descriptions, reference ties and elevations of the bench marks shall be furnished to the city engineer.~~

~~—h. Reference to recorded subdivision plat or adjoining platted land by record, name, date and number.~~

—i. The location and size of all existing sanitary sewers, water or storm sewers, trunks, laterals or services on or adjacent to the property.

—3. Design Features:

—a. Primary control points, with descriptions and ties to such control points to which all dimensions, angles, bearings and similar data on the plan shall be referred.

—b. Tract boundary lines, right of way lines of streets, easements and other rights of way and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.

—c. Name and right of way width of each street or other right of way.

—d. Location, dimensions and purpose of any easements.

—e. An identification system for all lots and blocks.

—f. Site data including number of residential lots, typical lot size, and acres in park, etc.

—g. Sites, if any, to be reserved for parks or other public uses.

—h. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other nonpublic uses exclusive of single-family dwellings.

—i. Minimum building setback line on all lots and other sites with the width of lot shown at setback line.

—j. Location and description of monuments.

—4. Preliminary Grading And Drainage Plan: A preliminary grading and drainage plan including earthwork quantities, final grades (3:1 maximum slopes, 4:1 preferred maximum), building pad elevations, existing and proposed topography at two foot (2') intervals, drainage calculations, 10-year storm pipe design, 100-year storm level of protection, direction of drainage around each building pad location, and appropriate easements as required.

—5. Preliminary Erosion Control Plan: A preliminary erosion control plan including method, location and detail of erosion control measures.

—6. Preliminary Utility And/Or On Site Sewage Treatment Plan:

—a. Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (water main, sanitary sewer, storm sewer), and appropriate easements as required.

—b. Note whether utilities will be publicly or privately constructed, owned and maintained.

—c. For plats in the unsewered portion of the city, two (2) drainfield locations shall be shown for each proposed lot. (Must be located in undisturbed soil.)

—7. Preliminary Street Plan: Plan and profile showing internal roads, grades, lengths of cul-de-sacs, curb data (horizontal and vertical), connection to existing streets or platted rights of way, provisions for future extensions or connections to adjacent land, and appropriate easements or rights of way.

—8. Preliminary Wetland Plan: Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation consistent with the wetland conservation act. All wetlands must be delineated in accordance with the wetland conservation act.

—9. Preliminary Tree Preservation Plan: Plan showing location, size and species of all significant trees (8 caliper inches or greater for deciduous trees, 10 feet in height for coniferous trees) within thirty feet (30') of grading limits, including those trees to be preserved and those to be removed.

—10. Preliminary Reforestation Or Landscape Plan: Plan showing reforestation required by title 10, chapter 15, article D of this code and landscaping required by section 10-15-11 of this code. The plan must identify location, size, species and quantity of plant materials.

—11. Urban Development Concept Plan: All lands designated for residential development by the comprehensive plan that are located within the A agricultural and E-1 and E-2 estate zoning districts are outside of the metropolitan urban service area (MUSA), and have a gross land area of twenty (20.0) acres or more shall provide a concept plan indicating the manner in which land could be developed at urban densities. The urban development concept plan should be designed to current subdivision standards for urban development. In designing the subdivision, the following considerations should be made:

—a. The proposed street layout for the urban subdivision overlay may, at the discretion of the city council, be required to integrate with the rural plat to maximize the use of existing built roadways and connections to off site systems. All street rights of way for the urban development concept plan may, at the discretion of the city council, be required to be platted as part of the rural plat to secure the integrity of future urban platting.

—b. Lot size and arrangement may, at the discretion of the city council, be required to be based on the R-1C one-family residential district standards. House pad locations for the rural development may, at the discretion of the city council, be required to be indicated on the concept plan and be consistent with urban zoning standards so as to maximize efficient resubdivision of the rural lots into urban lots.

—c. Areas for potential park land dedication and trail connections shall be identified as outlots that are suitable for dedication to the city if required by the city council.

—d. The potential location of easements for drainage, municipal water, sanitary sewer, and storm sewer systems may, at the discretion of the city council, be required to be shown in the urban development concept plan, including connection points for utility systems at the plat boundaries. Such easements may be required to be dedicated together with the rural plat if the city council requires it.

~~—e. The preliminary storm drainage system design may, at the discretion of the city council, be required to include proper pipe sizing and storm water ponding improvements for the urban development.~~

~~—f. This urban development concept plan shall be submitted together with the application for final plat.~~

~~—12. Letter Regarding County Or State Rights Of Way: Letter from the county and/or MN/DOT containing recommendations and/or regulations on access or right of way requirements, if the property abuts county or state roads or rights of way, or proposes access to a state or county road.~~

~~—13. Supplementary Data: The following supplementary data shall be supplied with preliminary plat:~~

~~—a. Names of record owners of adjoining unplatted land.~~

~~—b. Protective covenants in form for recording, if any.~~

~~—c. Other information such as certificates, affidavits, endorsements, photographs, traffic studies or other information as may be required by the city council and/or the planning commission and/or city staff in the enforcement of this title.~~

~~—d. Soil borings and analysis, if required by the city engineer or chief building official.~~

~~—e. Evidence that ground water control is at least ten feet (10') below the level of finished grades or plan for solving ground water problems, if required by the city engineer.~~

~~—f. The size and dimension of all lots.~~

~~—g. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.~~

~~—C. Final Plat:~~

~~—1. The final plat shall be on sheets twenty inches (20") wide by thirty inches (30") long and shall be at a scale of one hundred feet equals one inch (100'=1") or such other standard scale as approved by the city engineer, and in all other respects shall comply with Minnesota statutes. Where necessary, the final plat may be on several sheets accompanied by a key map showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively in contiguous sections satisfactory to the city council. The final plat shall contain the following information:~~

~~—a. Certifications showing that all taxes due on the property to be subdivided have been paid in full.~~

~~—b. An attorney's opinion of title showing title or control of the property to be subdivided in the application.~~

~~—c. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing subdivision.~~

~~——d. Location by section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error closure of any portion of a final plat shall be one foot (1') in seven thousand five hundred feet (7,500').~~

~~——e. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments.~~

~~——f. Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curbs, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curb to lot lines.~~

~~——g. Lots shall be numbered clearly. Blocks are to be numbered with numbers shown clearly in the center of the block.~~

~~——h. The exact locations, widths and names of all streets.~~

~~——i. Locations and widths of all easements.~~

~~——j. Name and address of surveyor making the plat.~~

~~——k. Scale of plat (the scale to be shown graphically on a bar scale), date and north arrow.~~

~~——l. Statement dedicating all easements as follows: Drainage facilities are reserved over, under, and along the strips marked "utility easements".~~

~~——m. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.~~

~~——n. Certification by registered surveyor in the form required by Minnesota statutes section 505.03, as amended.~~

~~——o. Execution of all owners of any interest in the land and any holders of a mortgage thereon of the certificates required by Minnesota statutes section 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the city council.~~

~~——p. Space for certificates of approval and review to be filled in by the signatures of the chair and secretary of the city planning commission and the mayor and deputy city clerk.~~

~~——2. Additional plans to be submitted with the final plat include the following:~~

~~——a. Final Utility Plan:~~

~~—— (1) Plan and profile showing existing utilities, proposed utilities, connection with existing utilities (water main, sanitary sewer, storm sewer), and appropriate easements as required.~~

~~—— (2) Note whether utilities will be publicly or privately constructed, owned and maintained.~~

~~—— (3) For plats in the nonutilitized portion of the city, note drainfield locations on proposed lots. (Must be located on undisturbed soil.)~~

~~b. Final Wetland Plan: Plan showing fill or draining of any wetland including sequencing justification and proposed mitigation consistent with the wetland conservation act¹. All wetlands must be delineated in accordance with the wetland conservation act.~~

~~—— c. Final Tree Preservation Plan: Plan showing location, size and species of all significant trees (8 caliper inches or greater for deciduous trees, 10 feet in height for coniferous trees) including trees to be preserved and removed and those within thirty feet (30') of grading limits.~~

~~—— d. Final Reforestation Or Landscape Plan: Plan showing reforestation required by title 10, chapter 15, article D of this code and landscaping required by subsection 10-15-11A of this code. The plan must identify location, size, species and quantity of plant materials.~~

~~—— e. Soil Borings And Analysis: Soil borings and analysis to show existence of suitable soils to accommodate two (2) septic system sites, per title 8, chapter 5 of this code.~~

~~—— f. Final Street Plans: Final street plans for requirements established in chapter 3 of this title.~~

~~—— g. Urban Development Concept Plan: All subdivisions required by the city council to conform to the standards of the urban development concept plan found in subsection B11 of this section must submit the necessary documents to implement the plan in the future. (Ord. 1038, 7-8-2002)~~

11-2-~~56~~: STREET NAMING AND ADDRESSING:

A. Assignment; Manual Adopted: The city shall be responsible for assigning street names and addresses for all subdivisions utilizing the Dakota County uniform street naming and addressing system procedure manual, dated November 17, 2008, as amended from time to time, which is approved, adopted and added by reference to the subdivision ordinance pursuant to authority granted in Minnesota statutes 471.62 and shall be kept and maintained in a separate binder in the office of the city clerk for use by the public.

B. Performance Standards:

1. Private streets are subject to the provisions of this section.
2. With respect to all street names and addresses assigned pursuant to this section, the following regulations shall apply:

- a. Street signs for public streets shall be green in color.
- b. Street signs for private streets shall be brown in color.
- c. Address numbers, building numbers or approved building identification shall be placed in a position that is plainly legible and visible from the street or road fronting the property.
- d. Address numbers, building numbers or approved building identification shall contrast with their background.
- e. Address numbers, building numbers or approved building identification shall be Arabic numerals or alphabet letters.
- f. Address numbers, building numbers or approved building identification shall be a minimum of four inches (4") (102mm) high with a minimum stroke width of 0.5 inches (12.7mm). (Ord. 1188, 4-27-2009)

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

Passed in regular session of the City Council on the 23rd day of February, 2026.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. XX,
ORDINANCE AMENDING TITLE 10 AND TITLE 11 OF THE CITY CODE RELATED TO ZONING
AND SUBDIVISION PROCESSES**

WHEREAS, on February 23, 2026, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. XX, ordinance amending Title 10 and Title 11 of the City Code related to zoning and subdivision processes; 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. XX, 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. XX 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. XX in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. XX is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. XX 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 23rd day of February, 2026.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

SUMMARY PUBLICATION ORDINANCE NO. 1504 AND 1505

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. XX, ORDINANCES AMENDING TITLE 10 AND TITLE 11 OF THE CITY CODE RELATED TO ZONING AND SUBDIVISION PROCESSES

On February 23, 2026, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance XX, ordinances amending Title 10 and Title 11 of the City Code related to zoning and subdivision processes.

Ordinance No. XX removes language for application materials for all zoning and subdivision applications, it removes the processes for determination of substantially similar use, northwest area environmental studies and waiver of platting.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. XX, and it is directed that only the above title and summary of Ordinance No. XX, conforming to Minn. Stat. Sec. 331A.01, be published with the following:

NOTICE

A printed copy of the full text of Ordinance No. XX 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.



Request for Council Action

SUBJECT: **Exempt Gambling Permit for Ducks Unlimited**

MEETING DATE: February 23, 2026

ITEM TYPE: Consent Agenda

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the application of Ducks Unlimited for an exempt gambling permit to have a raffle at the Loyal Order of Moose Lodge #1088, 5927 Concord Blvd, on March 29, 2026.

BACKGROUND

Ducks Unlimited is seeking approval of an exempt gambling permit to hold a raffle event at the Loyal Order of Moose Lodge #1088 on March 29, 2026. Ducks Unlimited is a non-profit conservation organization specializing in habitat restoration and clean water across North America.

FISCAL IMPACT

none

RECOMMENDATION

Staff recommends approval of the exempt gambling permit.

ATTACHMENTS

1. LG220 Moose permit 03-26

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: mn-0323 university of minnesota ducks unlimited

Previous Gambling
Permit Number: X-

Minnesota Tax ID
Number, if any: _____

Federal Employer ID
Number (FEIN), if an

Mailing Address: 1218 vista dr

City: burnsville State: mn Zip: 55337 County: dakota

Name of Chief Executive Officer (CEO):

CEO Daytime Phone: 6513418405 CEO Email: amereness@ducks.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Loyal Order of Moose 1088

Physical Address (do not use P.O. box): 5927 Concord Blvd

Check one:

☒ City: inver grove heights Zip: 55076 County: dakota

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 03/29/2026

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

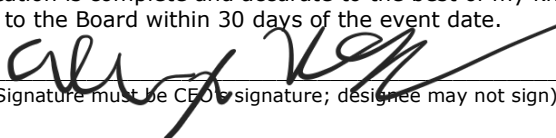
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/qcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____ Signature of City Personnel: _____ Title: _____ Date: _____	Print County Name: _____ Signature of County Personnel: _____ Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 02/18/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public or active military personnel in need); • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Request for Council Action

SUBJECT: **Approval of New Officer for Liquor License Holder Open Window Theatre**

MEETING DATE: February 23, 2026
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to hold a public hearing to consider approval of a new officer for Epiphany Studio Productions, doing business as Open Window Theatre, which holds a Wine with Strong Beer Liquor License.

BACKGROUND

Molly Koop is a new officer with Epiphany Studio Productions, which operates Open Window Theatre, located at 5300 S. Robert Trail. She has submitted all necessary paperwork to meet the requirements for the Theatre's existing liquor license. A notice of public hearing was published February 10, 2026, in the Pioneer Press and the Police Department has conducted the required background investigation on the applicant and found no basis for denial of the requested licensee.

FISCAL IMPACT

RECOMMENDATION

Staff recommends conducting a public hearing followed by adoption of a motion to approve Molly Koop as a new officer for Epiphany Studio Productions, dba Open Window Theatre.

ATTACHMENTS

None



Request for Council Action

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

MEETING DATE: February 23, 2026
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:
Smoke House Tobacco	5828 Blaine 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: **IGH Fire Relief Association Request for Pension Benefit Increase**

MEETING DATE: February 23, 2026

ITEM TYPE: Regular Business

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to reconsider the Inver Grove Heights Fire Relief Association's request to increase the defined benefit level for paid-on-call firefighters to \$20,000 per year of service and to authorize a three-year agreement allocating 25% of Fire State Aid to the City.

BACKGROUND

At its regular meeting on December 15, 2025, the City Council considered a request to increase the Fire Relief Association's benefit provided to the department's paid-on-call firefighters.

As described at that time, the Relief Association pension is not paid directly by the City; rather, the City serves as the pass-through entity for Fire State Aid and would be required by law to contribute to the fund if it were to fall below statutory funding thresholds. Due to this requirement, the Relief Association must seek approval of any pension increase or otherwise forfeit that safety net.

Updated projections indicate that the fund can support a defined benefit level of \$20,000 per year of service while remaining above 105% funded over a 10-year horizon. The projected funding ratio remains healthy at approximately 120% or higher, even with implementation of a 75% / 25% Fire State Aid allocation (75% to the Relief Association and 25% retained by the City).

The Relief Association had historically received annual benefit level increases through 2024, when it hit the statutory threshold limit of \$15,000. The proposed 2026 increase is intended to align with updated statutory thresholds. There was considerable conversation regarding this request at the December 15 Council meeting, with concerns expressed over the pace of this increase. At that time, staff had recommended consideration of phasing in the increase over two years, contingent upon the agreement for a 25% city share of the Relief Association's state aid funding, effective 2026. There was also discussion at the meeting related to the actuarial documents provided by the Firefighter's Relief Association, with some on Council expressing an interest in receiving additional details that further demonstrate the financial long-term health of the pension fund. Ultimately, the item was tabled by Council.

Since that meeting, there has been considerable conversation among the Relief Association membership, as well as between its officers and city staff. Mr. McNamara, IGHFRA President, has worked hard to bring forth a request from the membership for the \$5,000 pension increase to include an agreement for the full 25% city share of state aid funds. The agreement would be in place for three years. The provision to transfer 25% of the Association's Fire State Aid to the City for three

years would generate approximately \$88,750 annually in revenue to support the City's Fire Department budget. The Relief Association does have the option to increase the pension without Council approval, but would forfeit the fiduciary safety net provided by the City. If they choose to go this route, the City would no longer have access to any of the state aid funds. Council approval preserves both the statutory backstop and the negotiated 25% revenue-sharing agreement.

FISCAL IMPACT

RECOMMENDATION

Staff recommends approval of the attached request to increase the defined benefit level for paid-on-call firefighters to \$20,000 per year of service and to authorize the attached three-year agreement allocating 25% of Fire State Aid to the City.

ATTACHMENTS

1. Resolution for Fire Pension Increase
2. Letter from President - IGH Fire Relief
3. Fire State Aid agreement

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

RESOLUTION NO.

**A RESOLUTION APPROVING A PENSION BENEFIT INCREASE FOR THE
INVER GROVE HEIGHTS FIRE RELIEF ASSOCIATION**

WHEREAS, the Inver Grove Heights Fire Relief Association (Fire Relief Association) is a nonprofit corporation which provides retirement relief and other benefits to members and their dependents; and

WHEREAS, a professional financial analysis projects that an increase to the benefit level provided by the Relief Association can be provided, while maintaining an appropriate funding level into the future; and

WHEREAS, the membership of the Fire Relief Association has voted in support of and requests an increase to the pension benefit;

NOW, THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that the City Council hereby approves an increase in the pension benefit for the qualified members of the Inver Grove Heights Fire Relief Association, from \$15,000 per year of service to \$20,000 per year of service, effective January 1, 2026, subject to the City and the Relief Association entering into an agreement for sharing the Fire Pension Aid received from the State of Minnesota beginning in 2026 with 75% to the Relief Association and 25% to the City. Such agreement shall be duly approved and executed by the Relief Association and the City before the increased pension benefit increase conditionally approved by this resolution shall take effect.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota this 23rd day of February 2026.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

From: [Jacob McNamara](#)
To: [Ellen Hiniker](#)
Subject: IGH Fire Relief
Date: Tuesday, February 17, 2026 6:57:57 PM

Hello Ellen,

I am writing to formally inform you that the Inver Grove Heights Fire Relief Association has voted, in conjunction with City Council approval, to raise our defined benefit level to \$20,000 per year of service. In addition, the Relief Association has agreed to enter into a three-year agreement to provide the City with 25% of the Fire State Aid received during that period.

As you know, the defined benefit amount serves as the primary form of reimbursement for our paid-on-call firefighters. It represents the core retirement benefit they earn through years of service protecting and serving the Inver Grove Heights community. This increase reflects both the health of our fund and our commitment to ensuring our members are fairly compensated for their dedication and sacrifice.

We also believe the agreement to share 25% of the Fire State Aid demonstrates the strong partnership between the Relief Association and the City. We are proud to support the City in this way while maintaining a responsible and well-funded plan for our members.

Thank you for all that you do for Inver Grove Heights and for your continued support of the Fire Department and the Relief Association. We truly appreciate your leadership and collaboration.

Thank you and please reach out with any questions that you may have,

Jacob D. McNamara

FIRE STATE AID ALLOCATION AGREEMENT

INVER GROVE HEIGHTS FIREFIGHTER'S RELIEF ASSOCIATION AND THE CITY OF INVER GROVE HEIGHTS

This Fire State Aid Allocation Agreement ("Agreement") is made and entered into by the Inver Grove Heights Firefighter's Relief Association, 8150 Barbara Ave, Inver Grove Heights, MN 55077 (the "Association") and the City of Inver Grove Heights, 8150 Barbara Ave, Inver Grove Heights, MN 55077 (the "City") with an effective date as described below.

Recitals

WHEREAS, the City qualifies to receive state fire aid under Minnesota Statutes Chapter 477B for retirement benefits of certain employed firefighters; and

WHEREAS, the Association is incorporated to receive and manage retirement benefits under Minnesota Statutes Chapter 424A on behalf of current and former firefighters employed by the City; and

WHEREAS, the City contributes to the Public Employees Retirement Association (PERA) under Minnesota Statutes Chapter 353 for eligible Police and Fire personnel; and

WHEREAS, the City satisfies the requirements of Minnesota Statutes section 477B.042, subd. 2(a), for allocation of state fire aid pursuant to written agreement with the Association; and,

WHEREAS, the Alliance wishes to enter into an agreement with the City to effectuate such allocation.

NOW, THEREFORE, intending to be bound by the mutual covenants contained herein, the sufficiency of consideration is hereby considered satisfactory, the parties agree to the following Agreement:

1. Allocation of State Fire Aid from City to Association. The fire state aid allocation to be used for municipal contributions made to PERA on behalf of Police and Fire eligible personnel for 2025 and 2026 shall be as follows:
 - a. For payments of fire state aid received from the State of Minnesota in the years 2026, 2027 and 2028, twenty-five percent (25%) of the fire state aid and twenty-five percent (25%) of the supplemental fire state aid will be retained by the City for the City's annual contribution to Police and Fire PERA eligible personnel, and the remaining fire state aid will be transmitted to the relief association.

2. Term of Agreement. This Agreement will expire on December 31, 2028, unless mutually extended by written consent of both the City and the Association.
3. Effective Date. This Agreement is effective as of the date of filing with the Office of the State Auditor in accordance with Minnesota Statutes Section 477B.042, subd. 5.
4. Statutory Authority and Control. This Agreement is entered into and governed by Minnesota Statutes Section 477B.042. Any relevant statutory requirements therein apply to this Agreement and the parties expressly agree to comply with the same.
5. Amendments. This Agreement may be amended, modified, altered, or in any way changed only by the mutual written consent of both the Association and the City.
6. Recitals. The above recitals are hereby incorporated in and made part of this Agreement as if fully set forth herein.
7. Headings. The headings set forth in this Agreement are for convenience only and shall not be deemed to control or affect the meaning or construction of any provision herein.
8. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.
9. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
10. Electronic signatures. The parties agree that this agreement may be electronically signed by one or both parties. The parties agree that electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity and admissibility.
11. Severability. To the extent permitted by law, the provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
12. Entire Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous written agreements or understandings between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF INVER GROVE HEIGHTS

Date: _____ By _____
John Murphy, Acting Mayor

INVER GROVE HEIGHTS FIREFIGHTER'S RELIEF ASSOCIATION

Date: _____ By _____
Jacob McNamara, President



Request for Council Action

SUBJECT: **City Administrator Recruitment Profile and process update**

MEETING DATE: February 23, 2026

ITEM TYPE: Regular Business

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

Review City Administrator Job Announcement and Position Profile for posting

BACKGROUND

At its regular meeting on January 5, 2026, the City Council selected DDA Human Resources to provide executive recruitment services for the City's search for a new City Administrator. Liza Donabauer, DDA Management Consultant, has prepared the draft Job Announcement and Position Profile for Council review and consideration. These documents are attached. Also attached is the recruitment schedule, which anticipates candidate interviews being conducted on May 5, 2026.

Ms. Donabauer will be present at Council's meeting on February 23 to review the information and answer any questions of Council.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. IGH Meeting Cover Memo
2. Inver Grove Heights Administrator Position Profile
3. Timeline for Inver Grove Heights City Administrator Search
4. City Administrator Job Description



DDA

Human Resources, Inc.
a David Drown Associates Company

Waconia Office
P.O. Box 534
Waconia, MN 55387
(612) 920-3320 x111 | fax: (612) 605-2375
liza@daviddrown.com
www.ddahumanresources.com

February 17, 2026

Mayor and City Council
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Honorable Mayor Dietrich and Members of the Council,

We are nearing the point of posting the City Administrator position. I will attend your meeting on February 23, 2026, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process to develop the position profile has been underway for the past couple of weeks. Attached to this memo is the draft position profile, which will be discussed and modified as needed at the meeting. I will be prepared to make revisions to the profile as deemed appropriate by the Council and staff.

Additional discussion items for the meeting include the salary range, job description, search timeline, and interview process.

I requested that our DDA HR Compensation & Classification team review the proposed salary range (\$176,800 - \$224,660) for this position using 20 comparable communities, as outlined in the City's 2017 Compensation and Classification Study. The team determined that the proposed salary range is competitive and slightly above the market's average minimum and maximum. This positioning will help attract the quality of candidates the Council is seeking.

I have reviewed the job description and find that it accurately reflects the range of responsibilities, as well as the education and experience requirements, associated with a City Administrator role for a city this size.

The draft profile includes tentative dates for final interviews. I would like to confirm the final interview date with you at the February 23 meeting. We will also begin discussing the structure of the final interview process. Potential components of the final interview process may include:

- City tour
- Coffee or lunch with staff and Department Directors
- Interview panel with Department Directors
- Interview panel with the full Council
- Open house
- Other options

The decision about interview components will be made at a future meeting. This information is being provided now for your consideration.

In summary, the items for discussion at the February 23rd meeting include:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review and approve
4. Timeline: Review and approve
5. Council questions

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Liza M. Donabauer".

Liza M. Donabauer
Management Consultant

Attachments

- Draft Profile
- Job Description
- Search Timeline



CITY OF
INVER GROVE
HEIGHTS



City Administrator
\$176,800 to \$224,660



The Community at a Glance

Inver Grove Heights is a city with deep roots and a strong sense of place. Incorporated in 1965, the community has grown into a full-service city spanning nearly 28 square miles, offering a thoughtful balance of established neighborhoods, active commercial areas, and preserved natural landscapes. Located in northern Dakota County just minutes from downtown St. Paul and Minneapolis–St. Paul International Airport, Inver Grove Heights combines regional accessibility with the feel of a close-knit, community-focused city.

The Mississippi River forms the City's eastern edge and plays an important role in shaping both its history and identity. Lakes, wetlands, wooded areas, and open space are woven throughout the community, creating a setting that feels connected to nature while remaining firmly part of the Twin Cities metropolitan area. Housing options range from apartments and townhomes to large-lot residential properties, supporting a variety of lifestyles and life stages.

Community pride is evident throughout the year. Inver Grove Heights Days, held each September, brings residents together for parades, fireworks, street dances, tournaments, and citywide events that draw visitors from neighboring communities. Seasonal traditions, such as the City's well-known holiday light displays, reinforce a welcoming atmosphere and a strong sense of civic identity.

Quality of Life

Quality of life in Inver Grove Heights is shaped by how residents experience the City every day. An extensive system of parks, trails, and open spaces encourages outdoor activity, connection, and exploration in every season. These amenities are intentionally integrated throughout the community, supporting walkability and access to recreation close to home.

Signature facilities such as the Veterans Memorial Community Center and Inver Wood Golf Course serve as gathering places for recreation, wellness, and community engagement. The historic Rock Island Swing Bridge, a visible reminder of the City's riverfront heritage, features a nightly light display during the summer months and has become a recognizable local landmark.

The City continues to invest in placemaking and inclusive amenities. Heritage Village Park, located along the Mississippi River corridor, is emerging as a focal point for community life, with an inclusive playground and splash pad scheduled to open in 2026. Civic spaces also reflect community values. Inver Grove Heights City Hall features a rotating art gallery highlighting the work of local student artists. Together, these investments reinforce a city that values accessibility, community connection, and thoughtful long-term planning.



Education & Workforce

Inver Grove Heights benefits from a strong educational foundation that supports both quality of life and workforce readiness. The community is served by Inver Grove Heights Schools (ISD 199) and Inver Hills Community College, offering residents access to K-12 education, post-secondary learning, and lifelong education opportunities.

The community values education and professional development, which is reflected in a well-prepared workforce and a culture that supports learning and skill development. This foundation contributes to a professional municipal organization and a local economy capable of supporting complex services, long-term planning, and continued growth.

Economy & Regional Role

Inver Grove Heights plays an important role in the regional economy as both a residential community and an employment center. A diverse mix of businesses, from locally owned establishments to major employers such as CHS, Inc. and Gertens, contribute to economic stability and opportunity.

Recent residential and commercial development reflects continued investment in the community while maintaining the character of established neighborhoods. With available land, strong infrastructure, and excellent regional access, Inver Grove Heights remains well positioned for thoughtful growth. The combination of affordability, connectivity, and quality public services makes the City an attractive place to live, work, and lead.





The Organization

Inver Grove Heights operates under a Council-Administrator form of government and delivers a full range of municipal services to a growing and increasingly complex community. The City is a full-service organization, providing public safety, infrastructure, utilities, parks and recreation, planning and development, and administrative services in-house.

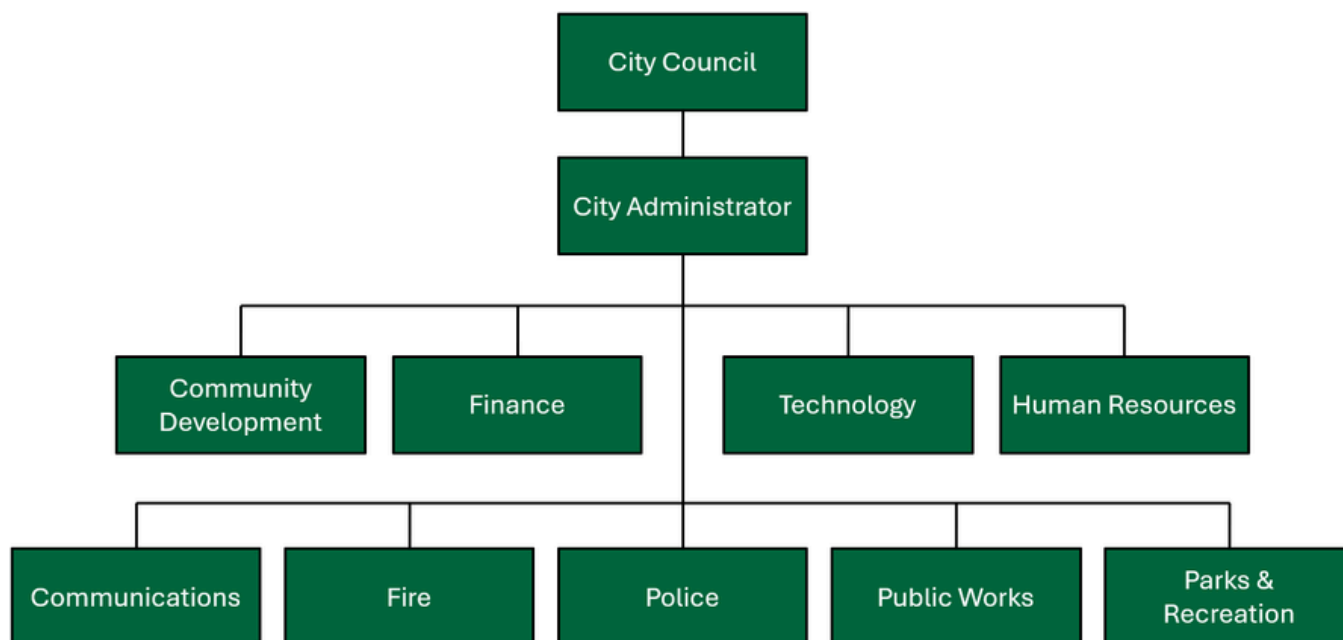
City departments include Administration, Finance, Community Development, Public Works, Parks and Recreation, Police, Fire, and Utilities, along with supporting functions such as Human Resources, Communications, Information Technology, and the City Clerk's office. The organizational structure reflects a blend of centralized administrative support and operational departments with specialized expertise.

The City employs a large and diverse workforce, including full-time, part-time, seasonal, and paid-on-call employees. Staffing levels fluctuate seasonally, particularly in public safety and parks and recreation operations. The City Administrator provides executive oversight to department directors and administrative leadership staff and is responsible for ensuring coordination, consistency, and alignment across all departments.

The organization places a strong emphasis on professionalism, accountability, fiscal stewardship, and responsive service delivery. The City Administrator plays a central role in maintaining effective internal operations, supporting department leadership, overseeing labor relations, and ensuring that City services are delivered in accordance with adopted policies, ordinances, and applicable laws.



Organizational Structure



Budget Summary

	2024	2025	2026
Unassigned	862,807	2,404,220	976,437
Mayor & Council	326,532	365,765	367,565
Administration	326,867	278,600	287,100
Human Resources	397,619	432,300	612,320
City Clerk	311,975	383,242	410,550
Elections	223,603	92,700	134,044
Communications	370,424	442,553	461,952
Finance	1,277,033	1,514,250	1,545,100
Police	11,505,221	12,697,764	13,206,124
Fire	5,687,195	7,159,353	7,419,484
Public Works	0	0	0
Engineering	1,234,437	1,492,485	1,468,155
Street Maintenance	3,210,989	3,472,010	3,391,450
Street Lighting	186,967	215,800	217,400
Parks Maintenance	2,749,083	2,862,850	2,974,200
Recreation	709,909	783,510	847,830
Community Development	499,944	539,550	603,883
Planning	353,564	460,826	416,740
Inspections	1,263,051	1,393,756	1,448,832
Total Expenditures	\$31,497,228	\$36,991,534	\$36,789,166

Core Duties of the Position

Serves as the Chief Administrative Officer of the City

- Implements City Council actions, policies, ordinances, resolutions, goals, and objectives and directs the administration and operations of the City as provided by City Council actions.
- Ensures that the City operates in accordance with all federal, state, and local laws.
- Follows accepted standards and practices of public administration.
- Evaluates projects, programs, and services and the impact they may have on the community and City.
- Attends City meetings, committee meetings, staff meetings, or meetings with other governmental entities.
- Oversees the preparation of meeting agendas.
- Provides direction, supervision, and oversight to department directors and administrative personnel on administrative matters in the coordination of services and collaboration between departments and the sustainment of an organizational culture that supports and enhances the City's values.
- Oversees and directs administrative services of the City, including technology, finance, human resources, communications, and City Clerk functions.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.

Advices the Council and its Committees on operational issues, items, concerns, and recommendations

- Advises committees of any operational issues as they arise and before presentation to the City Council.
- Advises the Council on proposed legislation that can have an effect on City operations.
- Represents the City at various meetings as directed by the Council.
- Coordinates, collaborates, and works with departments to identify innovative opportunities.
- Plans, researches, formulates, and/or recommends policies, procedures, and proposals for the Council's consideration. Recommends ordinances, regulations, and/or policies for the consideration of the Council.
- Oversees, manages, and implements special projects as delegated by the City Council.
- Provides the City Council with reports regarding the impact of potential actions under review by the City Council.

Oversees and Plans the Budgetary Process and Fiscal Operations of the City

- Collaborates and coordinates budget presentation with the Finance Director and department directors in assessing City needs, resources, requirements, goals, and objectives.
- Monitors City expenditures and financial reporting.

Conducts/performs activities involved in public relations and public information services for the City

- Establishes relationships and communications with county administrators, county commissioners, school superintendents, local businesses, associations, and agencies.
- Works with local news media to best represent the interest of the City.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns, and to represent the City or serve as a liaison between the community, citizens, and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.

Attributes of the Successful Candidate

Works Effectively With the City Council; Builds Trust and Respects Roles

Builds trust through honest, ethical, and transparent communication to create a strong and effective working relationship with the City Council. Respects and understands the importance of the roles and responsibilities.

Builds, Develops, and Leads a Dynamic Organization

Builds on the strengths of the organization, through strategic human resource initiatives, timely and effective communication, supporting professional development, and building leaders throughout the organization. Respects and understands different generational influences in the workplace.

Professional, Self-Confident, and Mature Leader

Energetic, self-confident, and mature leader that is approachable, values listening, learning, and understanding all viewpoints, while pursuing the best interests of the City. Creates a standard of excellence and genuinely cares and supports the mental and physical well-being of the organization and employees.

Ethical, Integrity, and Authentic Leader

Leads by example with a strong ethical foundation and authentic presence; works to earn and retain respect among colleagues and creates pride and positive energy in the workplace. Has the capacity to get to yes and the fortitude to say no if required. Serves in a non-partisan manner.

Organizational Development and Culture Leader

Experience in culture development with a keen eye to understand and learn quickly by assessing strengths, gaps, and areas of need within the staff, and creating a plan to move the organization forward. Understands change management practices, the inter-relationship between departments and services and the value and importance of positive change.

Thoughtful, Responsible, and Decisive Decision Maker

Makes decisions with confidence, clarity, and purpose; delegates effectively. Creates expectations of accountability and performance that allows for risk-taking, innovation and creativity with the objective being a high functioning collaborative organization.



Attributes - Cont'd



Strategic Thinker; Understands Importance of Visioning and Planning

Understands the past and present to lay the groundwork for the future; brings analytical and forward-thinking aptitude to the role; coalesces city leaders around a strategic planning initiative to create a vision, mission, and unified direction for the organization.



Experience Leading a Growing and Developing City

Experience in a growing and developing city, understands development and growth processes and dynamics; how land use and comprehensive planning works, and in partnership with staff introduce new ideas and models for public engagement and input to create consensus on the future direction of the city.



Conflict Resolution and Negotiation Skills

A quick study and learner with a curious mindset; an inclusive decision-maker who respects varying opinions, is open to new ideas, and understands different perspectives in the workplace. Understands the art of negotiation and addressing conflict in a positive and constructive manner. Ability to manage a crisis if called upon.



Collaborator; Builds Trust and External Relationships in the Community

Actively participates in and builds collaboration and strong relationships in Dakota County, neighboring cities, local school districts, non-profits, community groups, state and federal legislators, regional entities, and others to strengthen the partnerships and collaborations in mutual areas of interest. In partnership with others, serves as the City's public representative as required.



Understands the Importance of Timely and Effective Communication

An effective and strong oral and written communicator; places emphasis on connecting with people; understands the tools and means to connect with people at all levels; initiates a process to create a brand and marketing identity for the City.

Major Projects, Priorities, and Goals

The new City Administrator will guide the City through strategic growth and organizational development, providing leadership across community initiatives, internal operations, and long-term planning.

Key focus areas include:

Minnesota Hockey Hall of Fame

Support Council with the information needed to make well-informed decisions at critical junctures throughout the planning process

Central Maintenance Facility

Work with Council to provide a timeline and path toward construction.

Vision and Strategic Planning

Drive the development of a citywide strategic plan and foster a collaborative, cross-departmental culture.

Compensation and Classification Study

Partner with HR to execute a comprehensive review, ensuring timely Council engagement and completion.

Comprehensive Plan Update

Provide leadership and support to the Planning Department, ensuring the plan reflects sustainable growth and community priorities.

Internal Policies and City Code Recodification

Work with the City Clerk to modernize policies and recodify city code, ensuring accessibility and compliance.

Staffing Capacity and Organizational Assessment

Assess departmental strengths and gaps and develop a long-range organizational plan to optimize capacity and succession.

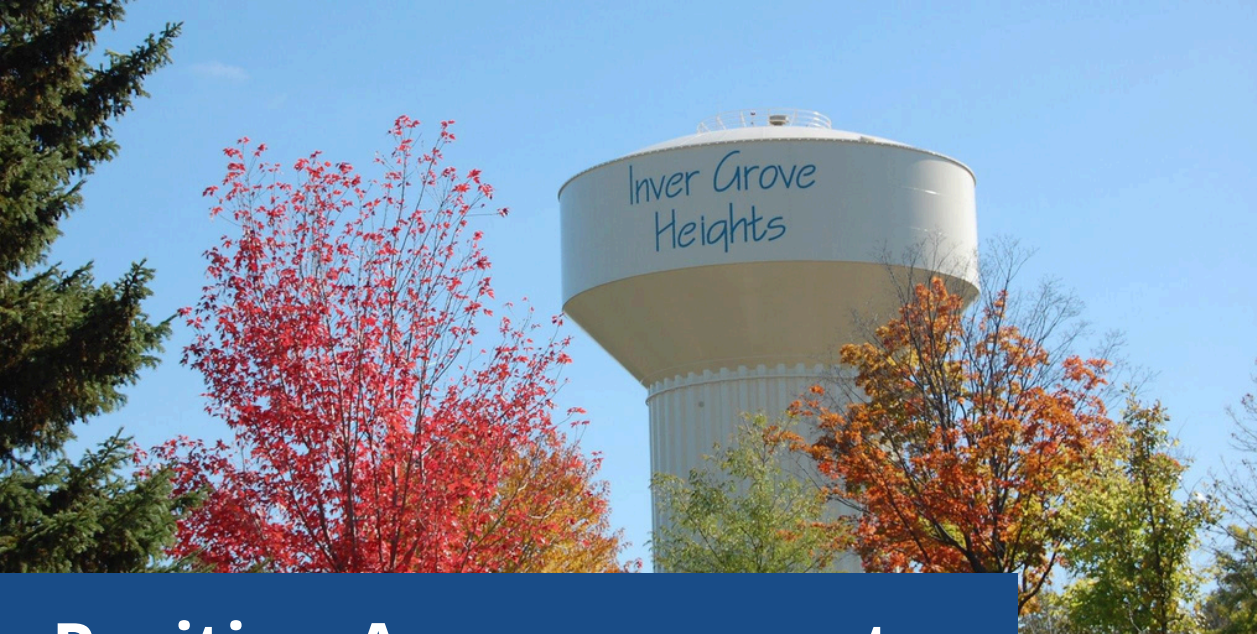
Accessibility Compliance

Support staff in achieving federally mandated accessibility requirements, ensuring sustainable integration across city operations by April 2027.

City Identity, Brand, and Communications

Assist in facilitation of a comprehensive communications initiative that defines the City's brand, values, mission, and unique differentiators, unifies messaging cross-departmentally, and strengthens the City's sense of place and identity.





Position Announcement

Organization: City of Inver Grove Heights, Minnesota

Position: City Administrator

Salary: \$176,800 to \$224,660

Benefits: Health, Dental, Vision, Retirement & Savings Plans, Time Off, Life & Disability, and more

Application Deadline: March 24, 2026

Job Summary: Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies, and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures.

Minimum Qualifications: Master's degree in Public Administration, or closely related field, and five (5) years of management and leadership experience in the areas of finance, government and public administration, or an equivalent combination of education and experience.

Apply: Visit <https://daviddrown.hiringplatform.com/375598-inver-grove-heights-city-administrator/1432123-application-form/en> and complete the application process by March 24, 2026. Finalists will be selected on April 13, 2026, and final interviews will be held on May 5, 2026.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

Waconia Office

PO Box 534

Waconia, MN 55387

Phone: 612-920-3320 x111

Fax: 612-605-2375

liza@daviddrown.com

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Timeline for Inver Grove Heights City Administrator Search

This timeline is tentative. The final timeline will be set after the Council's decision to proceed.

**Dates highlighted require Council participation*

ITEM	TASK	COMPLETION DATE
PHASE 1		
Decision by Council to proceed		January 12, 2026
Project Kick-Off & Information Gathering	- Gather all pertinent background information to prepare the position profile - Meet with Dave Unmacht and City representative	February 2, 2026
PHASE 2		
Professional Position Profile	Develop position profile and advertisement	February 11, 2026
Approve Position Profile	Council approves profile, job description, salary range	February 23, 2026 Special Meeting
Candidate Recruitment	- Post position immediately upon approval of profile - Comprehensively advertise - Email and phone calls to prospective candidates	February 24, 2026- March 24, 2026
Screening of Applicants	DDA will review and rank applicants based on job related criteria and select top candidates (semifinalists)	March 25, 2026
PHASE 3		
Personality Index	DDA will administer a work-related personality index to all semifinalists	April 6, 2026
Video Interview	Each semifinalist will complete a video interview	April 6, 2026
Selection of Finalists	- Council selects finalists for interviews - DDA will notify candidates not selected as finalists	April 13, 2026
Finalist Evaluation	DDA HR will conduct the following on the finalists: - Background checks (criminal, education, credit, motor vehicle, etc.) - Comprehensive reference checks - Intellect Profile (measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude)	April 27, 2026
Finalist Packet	DDA HR will provide the Council information including: - Summary of references - Results of background checks - Intellect Profile and Work Personality Index Select reports - Video interview - Resumes, etc.	April 27, 2026
Interviews	DDA HR will prepare all interview materials and be present at all interviews and other functions to assist in facilitation. It is recommended that Council interviews be at a special meeting.	May 5, 2026 Special Meeting
Decision	Council will select candidate for offer	May 5, 2026
Offer and agreement	DDA will negotiate agreement with selected candidate	May 5, 2026
Projected start date	New City Administrator begins	June 2026
Leadership Development Mentoring	Mentoring begins to support onboarding, strengthen leadership capacity, and ensure alignment with organizational priorities and goals	July 2026



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: City Administrator

Revision Date: 3/20/21

Last Classification Review: 2018

Exempt Status: Exempt

Department: Administration

Reports To: City Council

Job Summary:

Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures.

Supervisory Responsibilities:

Direct Supervision: [Department Heads] Director of Parks & Recreation, Director of Public Works, Director of Community Development, Police Chief, Fire Chief, Director of Finance, and [Administration Department] IT Manager, Human Resources Manager, Communications Manager and City Clerk

Indirect Supervision: All City personnel

Essential Duties and Responsibilities:

Serves as the chief administrative officer of the City. Performs such duties as:

- Implements City Council actions, policies, ordinances, resolutions, goals and objectives and directs the administration and operations of the City as provided by City Council actions.
- Ensures that the City operates in accordance with all federal, state and local laws.
- Follows accepted standards and practices of public administration.
- Evaluates projects, programs and services and the impact they may have on the community and City.
- Attends City meetings, committee meetings, staff meetings or meetings with other governmental entities.
- Oversees the preparation of meeting agendas.
- Provides direction, supervision and oversight to department directors and administrative personnel on administrative matters in the coordination of services and collaboration between departments and the sustainment of an organizational culture that supports and enhances the City's values.
- Oversees and directs administrative services of the City including technology, finance, human resources, communications and City Clerk functions.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.

Advises the City Council and its Committees regarding operational issues, items, concerns and recommendations.

- Advises committees of any operational issues as they arise and before presentation to the City Council.
- Advises the Council on proposed legislation that can have an effect on City operations.
- Represents the City at various meetings as directed by the Council.
- Coordinates, collaborates and works with departments to identify innovative opportunities.
- Plans, researches, formulates and/or recommends policies, procedures and proposals for the Council's consideration. Recommends ordinances, regulations, and/or policies for the consideration of the City Council.
- Oversees, manages and implements special projects as delegated by the City Council.
- Provides the City Council with reports regarding the impact of potential actions under review by the City Council.

Oversees and plans the budgetary process and fiscal operations of the City.

- Collaborates and coordinates budget preparation with the Finance Director and department directors in assessing City needs, resources, requirements, goals and objectives.
- Monitors City expenditures and financial reporting.

Conducts and performs activities involved in public relations and public information services for the City.

- Establishes relationships and communications with County administrators, County Commissioners, school superintendents, local businesses, associations and agencies.
- Works with local news media to best represent the interests of the City.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns and to represent the City or serve as a liaison between the community, citizens and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of a Master's Degree in Public Administration or closely related field and at least 5 years management and leadership experience in the areas of finance, government and public administration or an equivalent combination of education and experience. Requires a valid driver's license.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Principles, practices, and legal aspects of public administration as they relate to city government, public policy formulation and implementation.
- Budget preparation, presentation, and analysis.
- Local and state political processes.
- Governmental finance and reporting and the relationships of local, state, and federal funding.
- Principles and practices of supervision, leadership, management, and organizational theory.
- Governmental structure, laws, organization, and interdependency of levels of government.
- Knowledge of City policies, city governance and economic development rules.
- Intergovernmental and public relation principles, concepts, trends and approaches.
- Procedures and fundamentals of policy development and enforcement.

Essential Skills Necessary To Perform The Work:

- Establishing and maintaining effective working relationships with City Council, department directors, the public, the media, representatives from other governmental units, and County representatives.
- Considerable oral, written, presentational skills.
- Managing the overall financial and budgetary operations of the City.
- Delegating and managing directors in diverse programmatic areas.
- Planning, developing, and implementing long range and strategic issues, procedural policies and managing the competing and conflicting resource and political considerations and needs in implementing City directives, initiatives and resolutions.
- Preparing and presenting accurate statistical and narrative reports.
- Planning, researching and formulating recommendations to the City Council.
- Evaluating, analyzing, and critical thinking in evaluating and addressing City needs, problems.
- Communicating, implementing and enforcing departmental and City policies and practices.

- Time management and organizational skills.
- Motivating, persuading and directing employees and managers towards improved performance, organizational goals and behaviors that enhance the organizational objectives of the City.

Work Environment:

Works in a public service environment. Will deal with clients and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions.

Physical Job Requirements:

Employee is required to continuously sit, talk and hear; occasionally uses hands dexterously and intermittently stands, walks, reaches with hands and arms. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Request for Council Action

SUBJECT: **Second Reading of an Ordinance Amending City Code Title 8, Chapters 2 and 4 Related to Water and Sewer Service Connections**

MEETING DATE: February 23, 2026
ITEM TYPE: Regular Business
CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to consider the second reading of the attached Ordinance, amending several sections of City Code, Title 8, Chapters 2 and 4 related to private property connections to the City's sewer and water systems.

BACKGROUND

The current City Code Title 8, Chapter 2 provides connection and maintenance requirements related to new and existing buildings for connection to the City's water system, with several references to water meters and radio transmitters (for remote water meter reading), and the inspection and maintenance thereof.

At the January 12, 2026 City Council work session, the Council received an update on the City's pending Advanced Meter Infrastructure (AMI) and city-wide meter replacement project (City Project No. 2023-05), which included a review of the City's code regulations related to meter maintenance and replacement. Although the existing code gives the City authority to maintain and replace water meters, the language leaves some areas of ambiguity regarding replacement of remote reading devices and upgrades or replacement of functioning meters. As such, City staff and the City Attorney are recommending some minor code amendments to provide clarity. The attached Ordinance addresses these changes.

In addition to the water service code in Title 8, Chapter 2, corresponding edits to the sanitary sewer service code in Title 8, Chapter 4 are also recommended for both consistency and clarity. The key recommendations for the sanitary sewer code are to clarify ownership of the sewer service pipe from the service address/building to the sewer main, which has historically been identified as a property owner maintenance responsibility but has not been explicitly stated. The existing code also does not identify maintenance responsibility of any sewer utility components. Staff is recommending such ownership reflect the same language as included in the water service code (Chapter 2).

Proposed amendments to the code also clarify prohibited discharges into the sanitary sewer system, including clarity regarding the discharge of fats, oils, and greases (FOG), and the requirement for grease interceptors ("grease traps") for buildings that generate a high amount of grease discharge (such as restaurants). This section of the code, which had not been updated since 1974, would be adjusted to fall in line with similar requirements in neighboring communities related to FOG prevention in the sewer system. These updates will allow the City to finalize a formal Sanitary Sewer

Maintenance Policy, the completion of which will allow the City to become eligible for enhanced sewer insurance coverage through the League of Minnesota Cities Insurance Trust.

At the first reading of this Ordinance at the City Council meeting on February 9, 2026, Council requested that clarity be added to components of the ordinance related to property access and what might be considered "reasonable" hours to access property. Staff have incorporated these changes into the attached ordinance, and they are highlighted in red text.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the second reading of the attached ordinance amending the City Code related to connection to the public sewer and water systems. Given that the changes contained in this ordinance are primarily administrative in nature, the Council may wish to consider waiving the requirement for a third reading of this ordinance.

ATTACHMENTS

1. Water & Sewer Service Ordinance (Second Reading)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 8,
CHAPTERS 2 AND 4 RELATED TO PRIVATE SERVICE CONNECTIONS TO
THE CITY WATER AND CITY SANITARY SEWER SYSTEMS**

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

Section One. Amendment. Title 8, Chapter 2, Section 9, Parts (C), (D), and (E) of the Inver Grove Heights City Code are hereby amended as follows. The deleted language is shown with ~~striketrough~~ and the added language is underlined:

8-2-9: WATER METERS:

C. Ownership of Meter: All water meters and remote meter reading devices shall be and remain the property of the city.

D. Reading Meters: Authorized city employees or agents shall have ~~free~~ access ~~at reasonable hours of the day~~ to ~~all parts of~~ every building and premises connected to the water system for reading of meters and inspections, water system inspections, and performing any service and maintenance of meters or remote meter reading devices, including replacement. Where access is required inside a building, authorized employees or agents shall have access at a time mutually agreed upon with the property owner, but no later than forty-eight (48) hours after access is requested.

E. Repair And Maintenance: The city shall maintain and repair all meters and remote meter reading devices when rendered unserviceable through ordinary wear and tear or due to reaching the end of their service life and shall replace them, if necessary. However, where replacement, repair, or adjustment of any meter or meter reading device is rendered necessary by the act, neglect, including damage, ~~from hot water backup, or~~ carelessness or negligence of the owner or occupant of any premises, any expense caused to the city thereby shall be charged against and collected from the ~~consumer~~ registered account holder.

Section Two. Amendment. Title 8, Chapter 2, Section 16 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~striketrough~~ and the added language is underlined:

8-2-16: RIGHT OF INSPECTION:

The city, by any authorized employee or agent, shall have the right at ~~all reasonable times a time mutually agreed upon with the property owner, but no later than forty-eight (48) hours after access is requested, except in the event of an and during~~ emergency situations ~~outside reasonable hours~~ where public safety or security of the public water system may be jeopardized, ~~in which case access shall be provided as soon as possible~~, to enter and be admitted to any lands and property in the city for the purpose of making inspection of materials, making meter readings, performing repair, maintenance, and replacement activities, and making inspections of plumbing work and fixtures of all kinds used by or in connection with the water system.

Section Three. Amendment. Title 8, Chapter 4, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

8-4-2: PUBLIC UTILITY; ~~GENERAL OPERATION~~ RESPONSIBILITY AND MAINTENANCE:

The entire municipal sanitary sewer system of the city shall be operated as a public utility and for the convenience and general welfare of the residents thereof, from which revenue will be derived, subject to the provisions of this chapter.

A. It shall be the responsibility of the property owner to clean and maintain the sanitary sewer service line from the house or building to the city's sanitary sewer main, including any service cleanouts and the tap, tee, or wye connection fitting.

B. It shall be the responsibility of the property owner to repair or replace the sanitary sewer service line from the house or building to city's sanitary sewer main, including any service cleanouts and the tap, tee, or wye connection fitting. This includes making any repairs to the city right of way, including but not limited to boulevards, sidewalks, trails, curb, and street pavement impacted as a result of the sanitary sewer repairs to current standards set forth by the city. The city shall be responsible for any replacements, upgrading or physical changes of the sanitary sewer main and manholes located within public right of way and easements.

Any work on a sanitary sewer service line within the public right-of-way shall require a City right-of-way permit issued pursuant to Title 7, Chapter 2 of this code and a utility permit pursuant to Title 7, Chapter 3 of this code.

Section Four. Amendment. Title 8, Chapter 4, Section 7(B) of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

8-4-7: PROHIBITED DISCHARGES INTO THE SYSTEM:

B. No person shall discharge or cause to be discharged to any city sewer any harmful waters or wastes, whether liquid, solid or gas, capable of causing obstruction to the flow in sewers, damage or hazard to structures, equipment and

personnel of the sewage works, or other interference with the proper operation of the sewage works, including, but not limited to, the following types of waste:

1. Liquids having a temperature higher than 150 degrees Fahrenheit.
2. Water or waste which contains more than 100 ppm by weight of fat, oils, or grease (FOG).
3. Gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
4. Organic garbage, except such as has been properly shredded via a mechanical grinder system.
5. Inorganic garbage of any kind, including inorganic flushable wipes.
6. Ashes, cinders, shavings, or other liquid or viscous substance capable of causing obstruction of the flow or other interference with the operation of the sewer system.
7. Noxious or malodorous substances capable of creating a public nuisance.

Section Five. Amendment. Title 8, Chapter 4, Section 10 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

8-4-10: ~~INTERCEPTORS~~ FAT, OIL, AND GREASE DISCHARGE PREVENTION:

Fat, oil, and grease (FOG) ~~Grease, oil, and sand~~ interceptors shall be provided when, in the opinion of the chief building official ~~plumbing inspector~~, they are necessary for the proper handling of liquid wastes containing fats, oils, and grease in excessive amounts, or any flammable wastes, sand, and other substances that could harm the sanitary sewer system ~~except that such interceptors shall not be required for private living quarters or dwelling units~~. Where installed, they shall be maintained by the owner at his their expense, in continuously efficient operation at all times.

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

Passed in regular session of the City Council on the ____ day of _____, 2026.

CITY OF INVER GROVE HEIGHTS

By:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving 2026 Legislative Priorities and Positions**

MEETING DATE: February 23, 2026

ITEM TYPE: Regular Business

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached 2026 Legislative Positions & Priorities document, with or without amendments

BACKGROUND

To guide the official efforts of City staff and the work of the City's lobbyist, and to position the City to respond to whatever might develop over the course of the legislative session, the Council has traditionally adopted a written document outlining the City's legislative positions and priorities. Attached is a document representing 2026 legislative priorities, as prepared by staff in consultation with the City's lobbyist.

Due to the transition of the outgoing City Administrator and recent appointment of an interim City Administrator, Council has not yet had an opportunity to discuss the legislative positions as presented. However, the attached positions and priorities are similar to those supported in past years, with the addition of a funding request bill being put forth on behalf of the Hockey Hall of Fame and the City of Inver Grove Heights.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. IGH Legislative Platform Draft 2.23.26



2026 Legislative Priorities & Positions

Local Control

Local government entities are closest to their constituents and most knowledgeable about their communities' needs and opportunities. Therefore, locally elected officials are in the best position to make decisions about city operations, finances, and regulations.

The City of Inver Grove Heights calls on the Minnesota Legislature to:

- A. Preserve local government authority for land use decisions, zoning, and regulatory controls.
- B. Support city authority to protect existing taxpayers and recover costs associated with development activity.
- C. Oppose fiscal limitations such as levy limits, fund balance restrictions, reverse referenda on the decisions of local government officials, or other limitations to the local government budget and taxation process.

State Bonding

The City of Inver Grove Heights seeks state funding to support building the Minnesota Hockey Hall of Fame in the Inver Grove Heights. The funding is a joint request with the Hockey Hall of Fame for \$20 million in cash appropriations to construct the project and \$5 million in General Obligation (GO) bonds for the City of Inver Grove Heights for public infrastructure improvements to the site.

Common Interests of the City Government Community

The City of Inver Grove Heights is an active member of the League of Minnesota Cities, Municipal Legislative Commission and Metro Cities and supports the legislative platforms of these organizations.



Request for Council Action

SUBJECT: **Comprehensive Plan Amendment to change land use from O, Office to MU, Mixed Use for property north of Argenta Boulevard and 65th Street Intersection.**

MEETING DATE: February 23, 2026
ITEM TYPE: Regular Business
CONTACT: Kevin Shay, Planning Manager, 651-450-2554

ACTION REQUESTED

The City Council is asked to consider the following Comprehensive Plan amendment request from CSH IGH 1, LLC and Ace in the Hole Limited Partnership, changing the land use guiding of the Subject Property from O, Office to MU, Mixed Use. (Requires a 4/5th vote.)

BACKGROUND

CSN IGH I, LLC, is requesting a land use amendment in the 2040 Comprehensive Plan for PID: 20-00600-25-015, which currently has a land use guidance of O, Office and zoning of A, Agricultural. The Applicant is requesting a land use amendment change to MU, Mixed Use, to allow for the Minnesota Hockey Hall of Fame (MNHOF) ("Development"). The Development facility is proposed to be a 120,000-plus square foot building that will contain a museum, ice rink, restaurant/brewery, event space and some retail. Ace in the Hole Limited Partnership ("Property Owner") has requested a similar land use amendment for that portion of the property identified by PID: 20-00600-50-10; also re-guiding that area from O, Office to MU, Mixed Use. The two PIDs are collectively referred to hereafter as the "Subject Property."

If the Comprehensive Plan Amendment is approved, an application for platting and Planned Unit Development ("PUD") will be required before development can occur. This subsequent process would provide for public review and comment on the site development.

SURROUNDING USES

The following land uses, zoning districts, and comprehensive plan designations surround the property:

Location	Adjacent Use	Zoning	Land Use
North	I-494	ROW	ROW
East	Vacant	A	MDR
West	Vacant	A	O
South	Vacant	R-3A	LMDR

EVALUATION OF REQUEST

Comprehensive Plan Amendment

The Subject Property is currently guided as O, Office.

Office is defined in the 2040 Comprehensive Plan ("2040 Plan") as:

"The office land use category includes lots or parcels that contain professional offices and services such as medical, law, real estate and financial businesses."

According to the 2040 Plan, the development policies for Office are to:

1. Create new and reserve existing areas for office development to provide employment opportunities in the community and signature land uses. In some cases, the designation of property as office may prolong the absorption rate compared to other possible land use designations.
2. Ensure that large office areas have adequate access to major arterial roadways to prevent impacts on the local residential street network.
3. Encourage the inclusion of natural amenities such as ponds and wetlands into office campus environments.
4. Encourage relationships between existing and future large-scale office users and the local and community college school systems to strengthen the bond between the public and private sectors in Inver Grove Heights.
5. Connect concentrated office areas to residential neighborhoods via a pedestrian trail network to encourage alternative transportation methods.
6. Encourage site design principles that support transit usage.

The applicant is proposing to change the land use designation to MU, Mixed Use.

Mixed Use is defined in the 2040 Plan as:

"Mixed use areas consist of lots or parcels that contain a mix of retail and service commercial, office, institutional, higher density residential, public uses and/or park and recreation uses, organized in a pedestrian friendly environment."

The corresponding development policies for Mixed Use in the 2040 Plan are:

1. Provide a unique mix of commercial, residential, public and related uses in a pedestrian friendly environment.
2. Provide a flexible land use tool that supports redevelopment while minimizing the creation of non-conforming uses.
3. Enact zoning modifications necessary to facilitate a mixed use development pattern that includes small, neighborhood scale structures and design features.
4. Provide walkway and trail linkages to other public recreational facilities in the area.
5. Encourage consistent design standards that serve as a framework for both public and private improvements addressing streets, lighting, landscaping, building materials and building placements.
6. Limit commercial uses to those that provide neighborhood and convenience goods and services.

The Subject Property is located in the area of the City referred to in the 2040 Plan as Future Development Areas ("Future Areas"). Future Areas consist of areas that are largely undeveloped and planned for the extension of city infrastructure. Some of the Future Areas policies include:

- Create a quality living environment that is adapted to the natural environment.
- Provide infrastructure including but not limited to water, sanitary sewer, storm sewer and streets in a phased manner, consistent with the overall development plan for the area.
- Provide commercial areas that are convenient to residential neighborhoods.
- Encourage creative land planning to create neighborhood areas that have a unique personality reflecting the natural beauty of the area as well as the overall context of the community.

STAFF ANALYSIS & EVALUATION

City staff reviewed the request and offers the following analysis and evaluation based on existing development vision and policies and expectations for the Northwest Expansion Area.

Rationale Supporting the Land Use Change

- The City Council has prioritized commercial growth by promoting and seizing commercial development growth opportunities, where possible, to expand various retail, service and restaurant options throughout the community.
- The site and surrounding parcels are currently guided as Office which has experienced a shift and is a struggling market for new development from when the Comprehensive Plan was completed.
- A future interchange is anticipated at I-494 and Argenta Boulevard serving as a new entrance into the City. This area will serve as a gateway for the City and encouraging a multi-use development will entice more residents and visitors to the City.
- The change to mixed-use is compatible with adjacent land uses and the development expected in the surrounding area.

Future Development Area Policies

- Provide commercial services that are convenient to neighborhoods.
- Encourage creative land planning to create neighborhood areas that have a unique personality reflecting the natural beauty of the area as well as the overall context of the community.

Rational Against the Land Use Change

- The office land use guidance is one of the few remaining office parcels left to be developed and changing the land use would lower the amount of land available for only office development. It is worth noting that Mixed Use does allow for office as part of the overall mix of uses.

The question before the City Council is whether the most appropriate land use for the Subject Property is as proposed. Would a change to Mixed Use be a benefit to the City? And, if so, should the land use plan be changed for the Subject Property from O, Office to MU, Mixed Use?

PLANNING COMMISSION

The Planning Commission held a public hearing and reviewed the item at their meeting on February 4, 2026. There were two members of the public who spoke at the public hearing and asked questions related to the traffic, noise and lighting that would result from the land use change. The Planning Commission discussed the proposed land use change and unanimously recommended approval for the Comprehensive Plan Amendment.

ADJACENT JURISDICTIONAL REVIEW

As required, the City sent the requested land use amendment to adjacent cities and other local

government jurisdictions (LGUs) for their formal review and comment. All LGUs submitted a 'No Comment' response back to the City specific to the request.

FISCAL IMPACT

N/A

RECOMMENDATION

City staff supports approval of this land use change request for the rationale supporting the change as cited above.

ATTACHMENTS

1. Resolution Approving Comprehensive Plan Amendment

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

RESOLUTION NO. _____

**RESOLUTION AMENDING THE 2040 INVER GROVE HEIGHTS COMPREHENSIVE PLAN
AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT
OF THE CITY OF INVER GROVE HEIGHTS**

**CASE NO. 25-31CPA
(CSN IGH I, LLC and Ace in the Hole Limited Partnership)**

WHEREAS, on October 28, 2019, the City Council approved Resolution No. 19-205, adopting the 2040 Comprehensive Plan ("2040 Plan") for the City of Inver Grove Heights ("City"), its decennial update as required by Minnesota Statute §473.864; and,

WHEREAS, CSN IGH I, LLC and Ace in the Hole Limited Partnership (Applicant) has requested a map amendment to the 2040 Plan to re-guide the property, as legally described in Exhibit A and depicted in Exhibit B, and referred to collectively hereafter as the "Subject Property."

WHEREAS, according to Minnesota Statute 473.858, Subd. 2, the required adjacent Local Government Unit ("LGU") review and comment period was provided to adjacent governments units; and,

WHEREAS, on February 4, 2026, the Planning Commission reviewed the proposed amendment to the 2040 Plan, held a public hearing and accepted public comment regarding the application following posted and published notice of the same, and thereafter recommended to the City Council approval of the amendment; and,

WHEREAS, the City Council received and considered the recommendation from the Planning Commission as to the proposed amendment to the 2040 Plan as submitted by the Applicant, and finds the proposed amendment to be consistent with the existing and proposed uses in the area, and is beneficial and in the best interest of the City; and,

WHEREAS, Minnesota Statute §462.355, Subd. 3, requires an affirmative vote of 4/5ths of the City Council to ratify amendments to a City Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the map amendment to the 2040 Comprehensive Plan, reguiding the Subject Property as described herein from O, Office to MU, Mixed Use is hereby approved pending review and approval by the Metropolitan Council.

Adopted by the City Council of Inver Grove Heights on this 23rd day of February, 2026.

Ayes:

Nays:

ATTEST:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

The East One-half of the Northwest Quarter (E 1/2 of NW 1/4) of Section Six (6), Township Twenty-seven (27), Range Twenty-two (22), Dakota County, Minnesota, except any part thereof lying within the following described parcel:

That part of the East One-half of the Northwest Quarter (E 1/2 of NW 1/4) and the East one-half of the Southwest Quarter (E 1/2 of SW 1/4) of Section 6, Township 27, Range 22, Dakota County, Minnesota, described as follows: Beginning at the southwest corner of said East one-half of the Northwest Quarter (E 1/2 of NW 1/4); thence North 01 degrees 41 minutes 22 seconds West, bearing assumed, along the West line of said East one-half of the Northwest Quarter (E 1/2 of NW 1/4), a distance of 222.44 feet; thence North 74 degrees 01 minutes 10 seconds East, a distance of 277.08 feet; thence South 15 degrees 58 minutes 50 seconds East, a distance of 330.00 feet; thence South 74 degrees 01 minutes 10 seconds West, a distance of 362.49 feet to the West line of said East one-half of the Southwest Quarter (E 1/2 of SW 1/4); thence North 01 degrees 03 minutes 18 seconds West, along said West line to the point of beginning.

And except that part of the East one-half of the Northwest Quarter (E 1/2 of NW 1/4) of Section 6, Township 27, Range 22, Dakota County, Minnesota, shown as Parcel 13 on the plat designated as Minnesota Department of Transportation Right of Way Plat No. 19-58

AND

The West One-half of the Northeast Quarter (W 1/2 of NE 1/4) of Section Six (6), Township Twenty-seven (27), Range Twenty-two (22), except the North 400 feet of the West 668.65 feet thereof; and also except that part of the Northwest Quarter of the Northeast Quarter (NW 1/4 of NE 1/4) of Section 6, Township 27, Range 22, Dakota County, Minnesota, shown as Parcel 14A on the plat designated as Minnesota Department of Transportation Right of Way Plat No. 19-59.

EXHIBIT B

**2040 COMPREHENSIVE PLAN AMENDMENT
O, OFFICE TO MU, MIXED USE**

