Inver Grove Heights City Council
Monday, March 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, March 23, 2026, will be provided to the Council at or before the March 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**
5. **Consent Agenda**

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

   A. Approval of Minutes of the March 9, 2026, City Council Special Meeting
   B. Approval of Minutes of the March 9, 2026, City Council Meeting
   C. Approval of Disbursements
   D. Personnel Actions
   E. Resolution for the Removal and Replacement of Municipal State Aid Street Designations
   F. Approval of Storm Water Facilities Maintenance Agreement for 10125 Rich Valley Blvd
   G. Resolution Approving a Wetland Replacement Plan for Nord 61°
   H. Approval of Equipment Use Agreement with Creative Color Graphic and Print Studio
   I. Resolution Authorizing Preparation of a Final Grant Agreement with the Metropolitan Council for the 2024 Inflow & Infiltration Reduction Grant Program.
   J. Resolution Approving the 2026 Tree Replacement Plan

K. Approve Memorandum of Understanding with Inver Grove Heights (ISD 199) Public School District for Sheltering and Mass Care Facility Utilization at the Veterans Memorial Community Center

L. Approval of R-22 Refrigerant Purchase for Veteran Memorial Community Center Ice Arena

6. Public Hearing

A. Approval of New Massage Therapist License

7. Regular Business

A. Ordinance Amending 2026 City Fee Schedule

B. Ordinance Amending Title 4, Chapter 9 Body Art Establishments

C. Resolution Approving a Conditional Use Permit for Body Art Establishment at 1848 50th Street East

D. New Body Art Establishment License — Minnesota Official Ink

E. Approval of a Scope of Work and Work Order, Authorizing the Drafting of Schematic Civil and Engineering Plan Designs Related to the Minnesota Hockey Hall of Fame Development.

F. Resolution for Preliminary Plat, Final Plat, Easement Vacation and Variance to create one new lot from the existing 2615 80th Street property.

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 SPECIAL MEETING
MONDAY, MARCH 9, 2026, 5:30 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, March 9, 2026, in person. Mayor Dietrich called the meeting to order at 5:30 p.m.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach. Mayor Dietrich (Remote for closed portion only of meeting)
Staff In Attendance: Acting City Administrator Hiniker, City Clerk Kiernan, and Police Chief Chiodo

3. APPROVAL OF AGENDA:

Motion to approve agenda as presented by Gliva, second by Scales.
Ayes: 4
Nays: 0 Motion carried.

4. REGULAR BUSINESS:

A. Closed Session pursuant to Minnesota Statutes, Section 13D.05, Subd 2 (a)(2) on an IA Data Matter

Motion to move to a Closed Session pursuant to Minnesota Statutes, Section 13D.05, Subd 2 (a)(2) on an Internal Affairs Data Matter by Murphy; seconded by Scales.
Ayes: 4
Nays: 0 Motion carried.

Motion to move to an open session by Murphy; seconded by Scales.
Ayes: 5
Nays: 0 Motion Carried

5. ADJOURN:

Motion to Adjourn at 5:55 p.m. by Murphy, second by T'Kach.
Ayes: 4
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 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, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

Staff In Attendance: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. APPROVAL OF AGENDA:

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. CONSENT AGENDA:

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 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, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

Staff In Attendance: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. APPROVAL OF AGENDA:

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. CONSENT AGENDA:

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

- **K.** Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
- **L.** Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
- **M.** Resolution Approving updated ESST Policies
- **N.** Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
- **O.** Approval of Charitable Gambling Raffle by Church of St. Patrick
- **P.** Approval of updated 2026 Classification and Compensation Plan
- **Q.** Resolution Approving MN Paid Leave Policy
- **R.** Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 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, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

Staff In Attendance: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. APPROVAL OF AGENDA:

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. CONSENT AGENDA:

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 2026 – 6:00 P.M. – 8150 BARBARA AVENUE

1. <u>CALL TO ORDER:</u>

The City Council of Inver Grove Heights met in regular session on Monday, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>

<u>Present In-Person</u>: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

<u>Staff In Attendance</u>: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. <u>APPROVAL OF AGENDA:</u>

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. <u>PRESENTATIONS:</u> None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. <u>CONSENT AGENDA:</u>

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 2026 – 6:00 P.M. – 8150 BARBARA AVENUE

1. <u>CALL TO ORDER:</u>

The City Council of Inver Grove Heights met in regular session on Monday, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>

<u>Present In-Person</u>: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

<u>Staff In Attendance</u>: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. <u>APPROVAL OF AGENDA:</u>

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. <u>PRESENTATIONS:</u> None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. <u>CONSENT AGENDA:</u>

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 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, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

Staff In Attendance: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. APPROVAL OF AGENDA:

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. CONSENT AGENDA:

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

6. PUBLIC HEARINGS: None

7. REGULAR BUSINESS:

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING

MONDAY, MARCH 9, 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, March 9, 2026, in person. Acting Mayor Murphy called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Council Members: Gliva, Murphy, Scales, and T'Kach; Mayor Dietrich (remote)

Staff In Attendance: Interim City Administrator Hiniker, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Assistant Finance Director Ellison, Public Works Director Connolly, Parks & Recreation Director Lares, Police Chief Chiodo, Human Resources Manager Norwig and City Engineer Merchlewicz.

3. APPROVAL OF AGENDA:

Motion to approve agenda with addition of item 9A Personnel Data item by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

A. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Finance Director Hove announced that the City has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association for the 2024 financial statement and noted that the City has received this recognition consistently since 1986. Assistant Finance Director Ellison was present and plays a key role in coordinating the audit process as the City begins its 2025 audit and prepares to submit again for the award later this year.

5. CONSENT AGENDA:

A. Approval of Minutes of the February 9, 2026, City Council Meeting
B. Approval of Minutes of the February 23, 2026, City Council Meeting
C. Approval of Disbursements, **Resolution 2026-031**
D. Personnel Actions
E. Resolution Approving 2025 Water, Sewer & Stormwater Cash Reserve Transfers, **Resolution 2026-032**
F. Resolution Approving 2025 Year-End Community Center Operating Transfer, **Resolution 2026-033**
G. Resolution Approving 2025 Golf Course Cash Reserve Transfer, **Resolution 2026-034**
H. Resolution Scheduling Public Hearings for 2027 Pavement Management Projects Nos. 2027-09D through 2027-09F, **Resolution 2026-035**
I. Approve Agreement with the Minnesota Pollution Control Agency to Install a Groundwater Monitoring Well on City Property
J. Resolution Approving Local Road Improvement Program Grant Agreement Terms and Conditions for City Project No. 2016-17 - 117th Street Reconstruction, **Resolution 2026-036**

K. Resolution Amending the City's Special Assessment Policy, **Resolution 2026-037**
L. Approval of Summary Publication Resolution for Ordinance Amending City Code Related to Private Service Connections to the City Water and City Sanitary Sewer Systems, **Resolution 2026-038**
M. Resolution Approving updated ESST Policies
N. Resolution Approving Final Plat for Buckley Corner Townhomes 2nd Addition
O. Approval of Charitable Gambling Raffle by Church of St. Patrick
P. Approval of updated 2026 Classification and Compensation Plan
Q. Resolution Approving MN Paid Leave Policy
R. Administrative update related to minor changes to Fire State Aid Allocation agreement

Motion to approve Item A – R omitting K as presented by T'Kach; second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Kelly, a resident of Inver Grove Heights, asked several clarification questions regarding the proposed modifications. She requested an example of a property that might be subject to per lot assessments for properties with access via an unimproved public right of way, asked how an outside benefit analysis would compare with a cap established in the feasibility study if the two differed, and asked whether a Council resolution extending the 30 day pre-payment period would apply to all assessed properties or to an individual property.

Public Works Director Connolly explained that properties accessing streets through unimproved right of way typically include homes where driveways extend through public right of way because roads were not extended into cul-de-sacs or developments, but those properties still receive the same benefit from the street as others in the neighborhood.

He also explained that a feasibility study establishes a preliminary assessment and may include a cap if the benefit to a property appears lower than the proposed assessment, with a benefit appraisal used later to verify that cap before the final assessment is set at the assessment hearing. In addition, he noted that while 30 days is the standard pre-payment period, Council may extend the timeline by resolution if circumstances warrant.

Motion to approve Item K by Scales; second by T'Kach.

Ayes: 5
Nays: 0 Motion carried.

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

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

A. First Reading of an Ordinance amending Title 4, Chapter 9 Body Art Establishments

City Clerk Kiernan explained the background related to Title 4, Chapter 9 Body Art Establishments. In 1998, the Council adopted licensing requirements for body art at a time when there was no State oversight. In 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. In 2014, the Council decided to limit the number of body art establishments to 2.

The discussion outlined two primary options available. The first option would repeal Chapter 9 in its entirety, allowing the State of Minnesota to serve as the sole licensing authority for body art establishments and technicians. The second option would maintain local regulation and amend Chapter 9 to update the allowable number of licensed establishments to a level that more

accurately reflects the City's current size, demand, and regulatory needs or remove that line in code.

Council Member Gliva inquired as to how many there are.

Clerk Kiernan stated there are 4.

Mayor Dietrich asked whether there was any preference from the Police Chief.

Clerk Kiernan stated that the Police Chief does not have a preference, as the Police Department does not oversee compliance in this area.

Mayor Dietrich asked how much staff time would be required to maintain local regulation and how frequently the matter might need to be revisited in the future.

Clerk Kiernan stated that licenses are due May 1 and noted that if the City intends to repeal the Ordinance, it would be preferable to do so before that date so applicants can be notified that a license will not be required for the coming year. She added that renewal notices have already been sent and that a couple of applicants are currently not licensed.

Mayor Dietrich asked whether there was any information regarding why the City originally chose to establish local regulation.

Clerk Kiernan stated that she was unable to locate information explaining why the City chose to maintain local regulation.

Council Member T'Kach asked whether the 2 licensed establishments would be notified of any changes, regardless of the direction the Council decides to take.

Clerk Kiernan confirmed the establishments will be notified by email and stated that if the City does not proceed with the regulation they will be informed, otherwise the renewal process will continue.

Council Member T'Kach asked whether there would be any cost associated with the State assuming responsibility as the licensing authority.

Clerk Kiernan explained that the State already requires establishments to complete a form that the City signs off on. She noted that a prior issue occurred when a former Zoning Coordinator completed the form without requiring a City license but confirmed that the State does not charge the City a fee.

Council Member T'Kach noted that the change could potentially save City staff time as well as Police Department time.

Clerk Kiernan stated that staff time required is minimal given that there are only 4 establishments, noting that the greater involvement relates to Police Department compliance checks.

Council Member Scales asked whether staff was aware of how surrounding Cities handle body art establishment regulation.

Clerk Kiernan stated that the larger Cities in Dakota County do not license body art establishments. She noted that West Saint Paul and South Saint Paul continue to do so because they were operating under the same legal advisement.

Council Member Gliva noted that if the State assumes responsibility for licensing, the City will no longer regulate the number of establishments locally, observing that the City currently has more

than the previously established limit of 2. She asked whether the Council had any thoughts on maintaining or limiting the number of establishments.

Council Member Murphy stated that while he would not object to the State handling most of the regulatory responsibilities, he would not want Inver Grove Heights to become the easiest community for such businesses to establish. He indicated that establishing a Council agreed upon limit on the number of establishments may be appropriate.

Council Member T'Kach stated that she believed the market would likely regulate itself, noting that businesses would not open without sufficient customer demand.

Council Member Murphy asked whether the reference to a community of similar size indicated an estimate of how many residents are typically needed to support a tattoo or body art establishment.

Clerk Kiernan stated that the Lavender files from 2014 noted the Chamber had suggested the number of establishments would likely be self-regulating based on supply and demand. She added that in the 20 years since the regulation began, the City has only reached 4 establishments and suggested that if a cap were considered, 5-6 could be a reasonable limit.

Council Member T'Kach noted that body art appears to be growing in popularity, including services such as tattoo removal, and suggested that additional specialized businesses could emerge. She indicated the City may want to allow more than 5 establishments and suggested additional research.

Council Member Murphy stated he had initially considered a limit of 6 but noted it was only a general estimate and that additional information would be helpful.

Council Member Murphy suggested the second reading could follow the State model while including a specific limit on the number of establishments if the Council agreed.

Consensus was reached to proceed with a first reading of the Ordinance amending City Code to change the limit to 6 body art establishments within the City.

B. 3rd Reading of Ordinance Amending City Code Related to the Convention & Visitors Bureau and the Planning Commission, **Resolution 2026-039**

Interim City Administrator Hiniker addressed the proposed changes related to governance of the Convention & Visitors Bureau (CVB) and meetings of the Planning Commission. The proposed Ordinance would delete references to CVB members, appointments, and meetings from City Code in preparation for a proposed agreement with the Chamber of Commerce. The Ordinance would also change the meeting requirement for the Planning Commission to once per month, equal to the City's other two Commissions.

The proposed agreement with the Chamber of Commerce would provide that the Convention & Visitors Bureau would be maintained by the Chamber of Commerce. The agreement would include defined reporting mechanisms and continued City representation on the CVB board.

A minor revision to the language related to meeting requirements clarifies that the language currently shown in City Code states that the Planning Commission should hold two regular meetings a month, as needed, and such special meetings as determined by the Commission. It also states that the Parks and Recreation Advisory Commission, the Environmental Advisory Commission, and the Convention and Visitors Bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions and Bureau.

The recommended amended language in Section 2-1-6: Meetings, General Requirements states that the Parks and Recreation Advisory Commission and the Environmental Advisory Commission should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the Commissions. The Commissions shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions, and findings, which shall be a public record. (Ord. 1330, 12-12-2016).

The requested action is a motion to approve the third and final reading of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission.

Motion to approve the Third Reading and Resolution 2026-039 Summary Publication of Ordinance 1524 amending City Code related to the Convention and Visitors Bureau and the Planning Commission by Dietrich; second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

C. Resolution adopting agreement between the City and the River Heights Chamber of Commerce related to operational maintenance of the Convention and Visitors Bureau (CVB), **Resolution 2026-040**

Interim City Administrator Hiniker explained that the Convention & Visitors Bureau (CVB), also known as Visit IGH, is funded by the lodging tax. The purpose of the CVB is to promote tourism and overnight stays, market the community as a destination, and support the local hospitality industry. Historically, governance of the CVB has operated under the authority of the City. The CVB Director manages the organization and is paid through the Chamber, which is reimbursed, and the City also issues payments to vendors on behalf of the CVB.

Under the proposed agreement effective June 1, 2026, governance will change. The City amended the Ordinance, removing the CVB as a board of the City. The Chamber will maintain the CVB with sufficient staff to carry out its mission. A 7-member Board of Advisors will be established, including 2 representatives from the City, consisting of 1 elected official and 1 staff member. Financial terms provide that the City will remit 95% of lodging tax revenues to the Chamber monthly. The Chamber and CVB will issue checks to vendors directly, and the Chamber will pay for all administrative costs. Funds must be dedicated to IGH tourism related activities, and no more than 50% of the tax may be used for administrative purposes. Reporting and oversight will include quarterly budget reports with financial records accessible, and an annual presentation to Council. The CVB will also develop marketing metrics.

The proposed administrative structure includes combining the Chamber and CVB Executive Director positions into one role and hiring additional support staff of approximately 10 to 15 hours per week for CVB support. The combined Executive Director will provide organizational leadership for both the CVB and the Chamber, plan and develop strategy for paid advertising for Visit IGH, oversee communications for Visit IGH and the River Heights Chamber, lead signature events, support membership growth and retention, assist with fundraising goals, and maintain strong relationships with tourism partners and the City to effectively promote Inver Grove Heights as a destination.

The new CVB Administrative Specialist position is proposed for 10-15 hours per week. This role will assist with social media management, update website content, create graphics for advertisements, support larger projects, and perform administrative tasks as needed.

The requested action is to approve a resolution authorizing the agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce as it relates to the governance of the Convention & Visitors Bureau, Visit IGH. The Council will also hold discussion and offer a motion to appoint one Council representative and one staff representative. Future action includes the Chamber establishing an accounting structure for the CVB and the City defining the agreement for the appropriate fund balance transfer.

Mayor Dietrich expressed her support.

Council Member Murphy asked how membership dues from Chamber members are impacted and how they fit into the overall structure.

The Executive Director of the Chamber stated that membership dues will be collected through a future Membership Director position. He noted that he will move into that role and manage those responsibilities, explaining that the workload would be too significant to place on the Executive Director while also expecting that individual to fulfill both roles.

Council Member Murphy asked whether the membership dues themselves, specifically the funds collected would have any impact on the CVB.

The Executive Director responded that the membership dues apply only to the Chamber and do not impact the CVB. He explained that those funds will remain separate from the tax dollars that support the CVB, noting that they will be maintained in separate bank accounts.

Council Member T'Kach asked what the current CVB budget is, specifically requesting a reminder of the annual revenues.

Finance Director Hove stated that the annual CVB budget is approximately $219,000, which includes lodging tax revenue and the associated expenses.

Council Member T'Kach asked whether the contract language being developed in the coming months will reflect purchasing practices like those used by the City, such as selecting the lowest responsible and responsive bidder.

Interim City Administrator Hiniker stated that the agreement does not currently address procurement or purchasing policies. He explained that those policies would be developed by the CVB, and that both the elected appointee and the staff appointee could recommend practices and policies for the CVB Board to consider and adopt.

Council Member Murphy asked for clarification on the direction requested from the Council regarding which Council Member would serve and asked whether staff would determine the staff representative.

Interim City Administrator Hiniker stated that Mayor Dietrich had previously expressed interest in representing the Council on the CVB Board. She noted that the current staff representative is stepping back due to competing priorities and indicated that she is willing to serve as the staff appointee in the interim.

Council Member Scales stated that she supports Mayor Dietrich serving in that role, and Mayor Dietrich stated that it would be an honor to serve.

Motion to approve Resolution 2026-040 Adopting an Agreement between the City of Inver Grove Heights and the River Heights Chamber of Commerce for operational maintenance of the Inver Grove Heights Convention and Visitors Bureau by Scales; seconded by Gliva.

Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT

Damon Roth – 8418 College Trail (Birchwood HOA) expressed concerns regarding the upcoming street reconstruction project and the City's request to remove approximately 55 trees within the right of way. He stated that residents were told the trees were diseased or declining but had not been provided documentation identifying the condition of each tree. He noted the HOA has invested significant resources maintaining the neighborhood's trees and raised concerns about the financial impact of both the estimated $10,000 to $14,000 street reconstruction assessment and the potential loss of property value associated with tree removal.

Cassandra spoke on behalf of an Inver Grove Heights resident who was too afraid to attend the meeting due to fear of ICE activity in the community. She described how that fear prevented the resident from leaving home, working, or caring for her father before he passed away on January 17, and noted the significant emotional and financial hardship the family has experienced.

Carrie Lundberg spoke on behalf of an Inver Grove Heights resident who did not feel safe attending the meeting due to concerns related to the Metro surge. She stated that the individual, a U.S. citizen and college student who helps operate their family's restaurant in Inver Grove Heights, has witnessed detentions and growing fear in the community. She noted that this fear has significantly impacted the family's restaurant, with declining customers, employees afraid to work, and layoffs, creating uncertainty about the business's future.

Steve Smith stated that he had emailed the Mayor and Council Members with concerns about recent regional activity and requested clear communication and a community meeting but had not received a response. He asked the Council to acknowledge residents' concerns and consider holding a public meeting to provide information on federal enforcement activity and City policies to help maintain transparency and community trust.

9. MAYOR AND COUNCIL COMMENTS:

Council Member T'Kach thanked everyone who attended the meeting and provided comments, including those with questions about ordinances, neighborhood issues, and broader community concerns. She noted that community engagement is important and benefits the entire community.

A. Action on a Personnel Matter

Motion to approve Resolution 2026-042 accepting resignation of employee and approving separation agreement by Murphy; seconded by Gliva.
Ayes: 5
Nays: 0 Motion Carried

10. ADJOURN:

Motion to Adjourn at 6:59 p.m. by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

Agenda Item 5.C.

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: March 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 March 4, 2026 – March 17, 2026.

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

Fund Type	Amount
General Fund	$701,853.81
Special Revenue	92,159.16
Debt Service	-
Capital Projects	130,097.18
Enterprise	538,787.66
Internal Service	91,912.58
Escrows	27.55
Total - All Funds	$1,554,837.94

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 3.23.2026
2. Disbursements Listing (3.4.2026 - 3.17.2026)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF March 4, 2026 – MARCH 17, 2026.

WHEREAS, a detailed listing of disbursements for the period of March 4, 2026 – March 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	$701,853.81
Special Revenue	92,159.16
Debt Service	-
Capital Projects	130,097.18
Enterprise	538,787.66
Internal Service	91,912.58
Escrows	27.55
Total - All Funds	$1,554,837.94

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

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Expense Approval Report
By Fund

City of Inver Grove Heights

Payment Dates 3/4/2026 - 3/17/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
EMERGENCY TECHNICAL DEC…	00001140	03/05/2026	light decon & repair of bunker…	101.2200.000.5175	229.00
EMERGENCY TECHNICAL DEC…	00001155	03/05/2026	advanced decon and repair b…	101.2200.000.5175	526.50
EMERGENCY TECHNICAL DEC…	00001157	03/05/2026	decon and patch bunker gear	101.2200.000.5175	153.00
ITL PATCH COMPANY, INC.	'000420	03/05/2026	Flag shoulder patch re-order x…	101.2000.000.5175	555.00
CONWAY SHIELD, INC.	0549611	03/05/2026	Helmet shields - FD	101.2200.000.5175	322.50
HOLIDAY COMPANIES	080901032600	03/05/2026	Car washes 2.2026	101.2000.000.5410	345.00
REVOLUTIONARY SPORTS, LLC	0900	03/05/2026	Ninja Warrior Fitness Class 2.…	101.4300.454.5310	189.60
REVOLUTIONARY SPORTS, LLC	0900	03/05/2026	Ninja Warrior Fitness Class 2.…	101.4300.454.5310	426.60
JOSEPH BEZOTTE - CORE SECU…	1078	03/05/2026	Training facility rentals x5 sess…	101.2000.000.5340	5,040.00
ANCOM COMMUNICATIONS, …	132256	03/05/2026	pager repairs	101.2200.000.5405	258.84
ANCOM COMMUNICATIONS, …	132257	03/05/2026	pager repair	101.2200.000.5405	360.00
EXPERT TREE SERVICE AND SC…	14183	03/05/2026	Prune trees - 6201 Carleda W…	101.3200.000.5310	825.00
EXPERT TREE SERVICE AND SC…	14184	03/05/2026	Prune and remove brush - Albr…	101.3200.000.5310	2,800.00
CULLIGAN	157984591006X022826	03/05/2026	Bottled Water for Fire Station 1	101.2200.000.5190	67.83
CULLIGAN	157985524824X022826	03/05/2026	Bottled Water Equipment Serv…	101.4200.000.5430	11.30
CULLIGAN	157986034674X022826	03/05/2026	bottled water for station 2	101.2200.000.5190	164.94
FIRST IMPRESSION GROUP	178195P	03/05/2026	summer 2026 parks & rec bro…	101.4300.459.5325	1,740.99
KENNEDY & GRAVEN	192050	03/05/2026	NWA Park Acquisition 1.2026	101.1000.000.5305	1,134.75
KENNEDY & GRAVEN	192050	03/05/2026	General City Business 1.2026	101.1000.000.5305	13,282.50
KENNEDY & GRAVEN	192050	03/05/2026	HR &Personnel Matters 1.2026	101.1120.000.5305	770.00
KENNEDY & GRAVEN	192051	03/05/2026	Antenna Lease Reviews	101.1000.000.5305	17.50
SHRED-N-GO, INC.	194531	03/05/2026	City Hall Document Shredding	101.1140.000.5310	37.00
SHRED-N-GO, INC.	194531	03/05/2026	FD Document Shredding	101.2200.000.5310	37.00
HINIKER, ELLEN	2026-01	03/05/2026	Interim CA Services 1.13-2.6.2…	101.1100.000.5310	12,425.00
KINDER FIT, LLC.	2467326	03/05/2026	Amazing Athletes Sessions 1.2…	101.4300.454.5310	1,050.00
FAST SIGNS	255-112036	03/05/2026	Rule Signs - Parks	101.4200.000.5190	1,074.74
COLLINS ELECTRICAL CONST.	264031.01	03/05/2026	Repair red light - TH52 & Uppe…	101.3200.000.5415	463.39
COLLINS ELECTRICAL CONST.	264032.01	03/05/2026	Red light repair TH52 & Upper…	101.3200.000.5415	463.39
COLLINS ELECTRICAL CONST.	264041.01	03/05/2026	Repair red arrow - MN149 & …	101.3200.000.5415	699.02
TAHO SPORTSWEAR	26T00609	03/05/2026	Youth B-ball League T-shirts	101.4300.454.5190	443.80
PEARSON EDUCATION	29859703	03/05/2026	EMR textbooks for NDTA	101.2200.424.5179	2,824.17
PEARSON EDUCATION	29879420	03/05/2026	EMR books for NDTA	101.2200.424.5179	163.86
WENDELL'S INC	3112541	03/05/2026	boxes for the bridge builder a…	101.1300.000.5190	213.79
VERIFIED HOLDINGS, LLC	374056	03/05/2026	Background check fees	101.1120.000.5310	466.50
CINTAS CORPORATION	4260483473	03/05/2026	Uniform Laundry - Streets	101.3200.000.5175	135.80
CINTAS CORPORATION	4260483473	03/05/2026	Uniform Laundry - Parks	101.4200.000.5175	25.50
CINTAS CORPORATION	5320630610	03/05/2026	First aid supplies - Rich Valley	101.4200.000.5190	27.86
STERICYCLE INC	8013447366	03/05/2026	Shred-it services 01.2026 - PD	101.2000.000.5310	113.07
DAKOTA 911	85963	03/05/2026	Dakota 911 Fees 03.2026	101.2000.000.5313	74,550.60
DAKOTA 911	85963	03/05/2026	Dakota 911 Capital Fees 03.20…	101.2000.000.5313	1,564.50
DAKOTA 911	85963	03/05/2026	Dakota 911 Capital Fees 03.20…	101.2200.000.5313	1,564.50
DAKOTA 911	85963	03/05/2026	Dakota 911 Fees 03.2026	101.2200.000.5313	8,283.40
HILLYARD INC	90033665	03/05/2026	soap for dispensers	101.2200.000.5125	123.65
CINTAS CORPORATION	9361650361	03/05/2026	AED Rich Valley	101.4200.000.5310	134.42
GRAINGER	9804425180	03/05/2026	Foldable measuring wheel	101.3200.000.5160	102.98
TYLER TECHNOLOGIES, INC	CI100-00235637	03/05/2026	ERP PRo Financials Annual Fee	101.1800.000.5310	48,290.00
STREICHER'S	I1810491	03/05/2026	Pepper ball compressor - Mad…	101.2000.000.5160	1,895.00
STREICHER'S	I1812632	03/05/2026	long gun mounted lights x3	101.2000.000.5179	449.97
BRITTANY MISKOWIEC	IGHFD-01132026	03/05/2026	FD Therapy Sessions 12.2025	101.2200.000.5312	825.00
BRITTANY MISKOWIEC	IGHFD-02172026	03/05/2026	FD Therapy Sessions 1.2026	101.2200.000.5312	616.00
GEOTAB USA, INC.	IN477125	03/05/2026	ProPlus Plan 2.2026	101.2000.000.5395	283.43
INNOVATIVE OFFICE SOLUTIO…	IN5064916	03/05/2026	11x17 paper order	101.2000.000.5105	59.80
ECOSAFE ZERO WASTE USA IN…	INV/2026/00313	03/05/2026	Compostable Bags for Compos…	101.5000.420.5190	2,311.75

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OHD, LLP	INV-1784	03/05/2026	Service package for SCBA gear	101.2200.000.5125	2,650.00
N HARRIS COMPUTER CORPO…	MUNCT0001380	03/05/2026	Data collection for Cityview	101.5200.000.5310	14,805.00
TRI-STATE BOBCAT INC.	P54497	03/05/2026	Stihl Chain Saw	101.3200.000.5160	365.00
MACQUEEN EMERGENCY GR…	P63092	03/05/2026	SCBAs repairs	101.2200.000.5405	174.25
ST. PAUL PIONEER PRESS	SPA11024	03/05/2026	Pk Mtc - Warning Aeration Sys…	101.4200.000.5330	171.00
ST. PAUL PIONEER PRESS	SPA7308	03/05/2026	NoPH: 2025 Fees	101.1140.000.5330	18.05
LELS	INV0236246	03/06/2026	UNION DUES (LELS LIEUTENA…	101.0000.000.2041	146.00
INT'L UNION OF OPERATING …	INV0236247	03/06/2026	UNION DUES IUOE-49 REGUL…	101.0000.000.2041	210.00
INT'L UNION OF OPERATING …	INV0236248	03/06/2026	UNION DUES IUOE-49 WORKI…	101.0000.000.2041	103.98
IUOE	INV0236249	03/06/2026	UNION DUES IUOE-70	101.0000.000.2041	1,822.00
LELS LOCAL #84	INV0236250	03/06/2026	UNION DUES (LELS)	101.0000.000.2041	2,628.00
LELS	INV0236251	03/06/2026	UNION DUES (LELS)	101.0000.000.2041	64.66
LELS	INV0236252	03/06/2026	UNION DUES (LELS)	101.0000.000.2041	193.98
LELS	INV0236253	03/06/2026	UNION DUES (LELS SGT)	101.0000.000.2041	584.00
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 - ROTH AGE <50 %	101.0000.000.2038	2,203.13
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 - ROTH AGE 50+	101.0000.000.2038	20.00
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 - ROTH AGE <50	101.0000.000.2038	1,046.00
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 PLAN -AGE 50+ %	101.0000.000.2038	1,387.80
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 -AGE 50+	101.0000.000.2038	2,300.29
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 -AGE <49	101.0000.000.2038	5,871.38
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	457 -AGE <49 %	101.0000.000.2038	11,474.44
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	3,595.11
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	ROTH-AGE <49 %	101.0000.000.2039	256.92
ICMA RETIREMENT TRUST - 4…	INV0236254	03/06/2026	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	738.46
AFSCME COUNCIL 5	INV0236255	03/06/2026	UNION DUES (AFSCME FULL S…	101.0000.000.2041	47.46
AFSCME COUNCIL 5	INV0236255	03/06/2026	UNION DUES (AFSCME FULL S…	101.0000.000.2041	822.64
MN DEPARTMENT OF HUMAN…	INV0236256	03/06/2026	CASE #000115468905	101.0000.000.2220	69.22
MN DEPARTMENT OF HUMAN…	INV0236256	03/06/2026	CASE #001563363401	101.0000.000.2220	445.31
MN DEPARTMENT OF HUMAN…	INV0236256	03/06/2026	CASE #001570640001	101.0000.000.2220	136.59
TEXAS STATE DISBURSEMENT…	INV0236257	03/06/2026	CASE #0012022247	101.0000.000.2220	230.77
WI SCTF (WI SUPPORT COLLEC…	INV0236258	03/06/2026	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
MEDSURETY ACH ONLY	INV0236259	03/06/2026	HSA ELECTION-FAMILY	101.0000.000.2031	5,061.95
MEDSURETY ACH ONLY	INV0236259	03/06/2026	HSA ELECTION-SINGLE	101.0000.000.2031	7,140.87
IGH PROFESSIONAL FIREFIGHT…	INV0236260	03/06/2026	UNION DUES (IAFF)	101.0000.000.2041	581.55
INVER GROVE HEIGHTS POLICE…	INV0236261	03/06/2026	IGH POLICE ASSOCIATION CO…	101.0000.000.2041	450.00
MN STATE RETIREMENT SYST…	INV0236262	03/06/2026	MINNESOTA DEFERRED COM…	101.0000.000.2038	832.07
MN STATE RETIREMENT SYST…	INV0236262	03/06/2026	MINNESOTA DEFERRED COM…	101.0000.000.2038	1,675.00
MN STATE RETIREMENT SYST…	INV0236262	03/06/2026	457 ROTH IRA (AGE 49 & UND…	101.0000.000.2038	1,668.00
MN STATE RETIREMENT SYST…	INV0236262	03/06/2026	457 ROTH IRA (AGE 49 & UND…	101.0000.000.2038	228.77
PERA	INV0236263	03/06/2026	PERA POLICE & FIRE PLAN	101.0000.000.2225	39,131.38
PERA	INV0236263	03/06/2026	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0236263	03/06/2026	EMPLOYER SHARE (EXTRA PE…	101.0000.000.2225	4,535.51
PERA	INV0236263	03/06/2026	EMPLOYER SHARE (POLICE & F…	101.0000.000.2225	58,697.10
PERA	INV0236263	03/06/2026	PERA COORDINATED PLAN	101.0000.000.2225	58,961.76
PERA	INV0236263	03/06/2026	EMPLOYER SHARE (PERA DEFI…	101.0000.000.2225	15.77
EFTPS	INV0236264	03/06/2026	SOCIAL SECURITY WITHHOLDI…	101.0000.000.2210	58,073.78
EFTPS	INV0236264	03/06/2026	MEDICARE WITHHOLDING	101.0000.000.2211	23,288.42
EFTPS	INV0236264	03/06/2026	FEDERAL WITHHOLDING	101.0000.000.2213	84,258.91
MN DEPT OF REVENUE (PAYR…	INV0236265	03/06/2026	STATE WITHHOLDING	101.0000.000.2215	36,722.12
EXPERT TREE SERVICE AND SC…	14200	03/12/2026	Prune & remove brush - Tyne …	101.3200.000.5310	5,600.00
FIRST IMPRESSION GROUP	178184	03/12/2026	2026 Election Judge Brochure	101.1200.000.5330	262.00
RACHEL ANDERSON KANGAS	2/28/2026	03/12/2026	Lacrosse fundamentals coachi…	101.4300.454.5310	873.60
AMERICAN WATER WORKS AS…	2/6/2026	03/12/2026	Refund Permit #PRBD202500…	101.0000.000.2207	0.67
AMERICAN WATER WORKS AS…	2/6/2026	03/12/2026	Refund Permit #PRBD202500…	101.5200.000.4184	57.68
BRS PERMITTING	2/9/2026	03/12/2026	Refund Permit #PRSO202500…	101.0000.000.2207	4.02
BRS PERMITTING	2/9/2026	03/12/2026	Refund Permit #PRSO202500…	101.0000.000.2207	4.02
BRS PERMITTING	2/9/2026	03/12/2026	Refund Permit #PRSO202500…	101.5200.000.4184	159.48
BRS PERMITTING	2/9/2026	03/12/2026	Refund Permit #PRSO202500…	101.5200.000.4184	159.48
TAHO SPORTSWEAR	25TS06121	03/12/2026	Youth Volleyball League T-shir…	101.4300.454.5190	550.85
MADDEN GALANTER HANSEN,…	3/10/2026	03/12/2026	legal services 2.2026	101.1120.000.5305	188.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAKOTA COUNTY DISTRICT C…	3/5/2026	03/12/2026	Bail Money - Case #I626000584	101.0000.000.2208	50.00
SOLBERG AGGREGATE CO	32191	03/12/2026	Class 5 Crushed Lime	101.3200.000.5125	1,844.75
CIVICPLUS, LLC	363558	03/12/2026	Virtual Webmaster Services	101.1300.000.5310	4,295.60
CINTAS CORPORATION	4261184078	03/12/2026	Uniforms Laundry-Streets	101.3200.000.5175	135.80
CINTAS CORPORATION	4261184078	03/12/2026	Uniforms Laundry-Parks	101.4200.000.5175	25.50
MN NCPERS LIFE INSURANCE	542000032026.00	03/12/2026	3.2026 Premium	101.0000.000.2024	208.00
MIP V ONION PARENT LLC	MP294181	03/12/2026	Port a potty rental - Parks	101.4200.000.5430	1,325.50
ST. PAUL PIONEER PRESS	SPA23296	03/12/2026	Ad for Bid - Sewer Cleaning & …	101.3100.000.5330	100.89
				Fund 101 - GENERAL FUND Total:	**643,138.81**

Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MIDWAY FORD	139637	03/05/2026	2026 Police Ford Command V…	102.2000.000.5620	58,715.00
				Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:	**58,715.00**

Fund: 201 - C.V.B. FUND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RIVER HEIGHTS CHAMBER OF …	1060	03/05/2026	Monthly Office Rent 3.2026	201.5600.000.5430	600.00
RIVER HEIGHTS CHAMBER OF …	1062	03/12/2026	Monthly Service Contract 2.2…	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF …	1062	03/12/2026	Health Insurance Reimb 2.2026	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF …	1062	03/12/2026	Thomas Solutions Acctng & O…	201.5600.000.5310	100.00
RIVER HEIGHTS CHAMBER OF …	1062	03/12/2026	Personnel Costs & Retirement…	201.5600.000.5310	6,686.36
RIVER HEIGHTS CHAMBER OF …	1062	03/12/2026	Cell Phone Reimb 2.2026	201.5600.000.5320	75.00
MILLER, LILLYANNA	2/12/2026	03/12/2026	MN Tourism Conf Mileage Re…	201.5600.000.5340	243.40
MILLER, LILLYANNA	2/16/2026	03/12/2026	Fed Ex Costs for Sending Broc…	201.5600.000.5325	197.80
MILLER, LILLYANNA	2/16/2026	03/12/2026	Hotel Reimb: Explore MN Tour…	201.5600.000.5340	193.30
				Fund 201 - C.V.B. FUND Total:	**8,645.86**

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOTAL CONSTRUCTION & EQU…	44932	12/31/2025	Repairs to Locker Room Recep…	205.4440.000.5400	148.33
OXYGEN SERVICE COMPANY, …	0008917458	03/05/2026	CO2 Rental -Pool	205.4420.000.5125	409.79
TWIN SOURCE SUPPLY	00521443	03/05/2026	VMCC Janitorial supplies	205.4420.000.5125	48.28
TWIN SOURCE SUPPLY	00521443	03/05/2026	VMCC Janitorial supplies	205.4430.000.5125	32.19
TWIN SOURCE SUPPLY	00521443	03/05/2026	VMCC Janitorial supplies	205.4440.000.5125	60.35
TWIN SOURCE SUPPLY	00521443	03/05/2026	VMCC Janitorial supplies	205.4450.481.5125	20.12
TWIN SOURCE SUPPLY	00521657	03/05/2026	VMCC Janitorial supplies	205.4420.000.5125	36.29
TWIN SOURCE SUPPLY	00521657	03/05/2026	VMCC Janitorial supplies	205.4430.000.5125	24.19
TWIN SOURCE SUPPLY	00521657	03/05/2026	VMCC Janitorial supplies	205.4440.000.5125	45.36
TWIN SOURCE SUPPLY	00521657	03/05/2026	VMCC Janitorial supplies	205.4450.481.5125	15.11
AMERICAN LEAK DETECTION I…	00552999	03/05/2026	Pool leak detection	205.4420.000.5310	750.00
STZR HOLDINGS LLC	0092546-IN	03/05/2026	Zamboni water pump impeller	205.4440.000.5405	110.88
STZR HOLDINGS LLC	0092550-IN	03/05/2026	Zamboni discharge pipe repairs	205.4440.000.5405	351.10
STZR HOLDINGS LLC	0092556-IN	03/05/2026	Zamboni blade sharpening	205.4440.000.5405	90.00
STZR HOLDINGS LLC	'0092604-IN	03/05/2026	Zamboni Blade Sharpening	205.4440.000.5405	90.00
CULLIGAN	157011438908X022826	03/05/2026	VMCC softener Salt	205.4420.000.5125	201.81
CULLIGAN	157011438908X022826	03/05/2026	VMCC softener Salt	205.4430.000.5125	134.54
CULLIGAN	157011438908X022826	03/05/2026	VMCC softener Salt	205.4440.000.5125	252.26
CULLIGAN	157011438908X022826	03/05/2026	VMCC softener Salt	205.4450.481.5125	84.09
FIRST IMPRESSION GROUP	178195P	03/05/2026	summer 2026 parks & rec bro…	205.4410.472.5325	2,611.49
SHRED-N-GO, INC.	194531	03/05/2026	VMCC Secure Shredding	205.4440.000.5310	37.00
VANEPPS, ELIZABETH DOCKE…	2/26/2026	03/05/2026	Craft Fair tax refund	205.0000.000.2205	4.06
ERICKSON, SUE	2/26/2026	03/05/2026	Craft fair vendor tax refund	205.0000.000.2205	4.06
DEVRIES, JENNIFER	2/26/2026	03/05/2026	Craft fair vendor tax refund	205.0000.000.2205	4.06
JACOBS, JUDITH	2/26/2026	03/05/2026	Craft fair vendor tax refund	205.0000.000.2205	4.06
MOELLER, BETH	2/26/2026	03/05/2026	Craft fair vendor tax refund	205.0000.000.2205	4.06
JACOBS, JUDITH	2/26/2026	03/05/2026	Craft fair vendor refund	205.4450.481.4380	50.00
DEVRIES, JENNIFER	2/26/2026	03/05/2026	Craft fair vendor refund	205.4450.481.4380	50.00
ERICKSON, SUE	2/26/2026	03/05/2026	Craft fair vendor refund	205.4450.481.4380	50.00
VANEPPS, ELIZABETH DOCKE…	2/26/2026	03/05/2026	Craft Fair refund	205.4450.481.4380	50.00
MOELLER, BETH	2/26/2026	03/05/2026	Craft fair vendor refund	205.4450.481.4380	50.00
HAWKINS, INC.	7340283	03/05/2026	Pool Chemicals	205.4420.000.5135	5,464.82
OXYGEN SERVICE COMPANY, …	0003644669	03/12/2026	CO2 tank rental	205.4420.000.5125	184.63
TWIN SOURCE SUPPLY	00521692	03/12/2026	VMMC- Janitorial supplies	205.4420.000.5125	457.01
TWIN SOURCE SUPPLY	00521692	03/12/2026	VMMC- Janitorial supplies	205.4430.000.5125	304.67

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TWIN SOURCE SUPPLY	00521692	03/12/2026	VMMC- Janitorial supplies	205.4440.000.5125	571.26
TWIN SOURCE SUPPLY	00521692	03/12/2026	VMMC- Janitorial supplies	205.4450.481.5125	190.42
STZR HOLDINGS LLC	0092708-IN	03/12/2026	Zamboni blade sharpening	205.4440.000.5405	65.00
MEDPRO WASTE DISPOSAL, L...	1678797	03/12/2026	Medical Waste Removal	205.4410.470.5389	126.22
MEDICINE LAKE TOURS	2/23/2026	03/12/2026	Graceland & Memphis TIS Trip...	205.4450.480.5343	19,500.00
SQUEAKY CLEANERS & PAINT...	2265	03/12/2026	VMCC Deep cleaning of locker ..	205.4410.470.5310	125.00
SQUEAKY CLEANERS & PAINT...	2265	03/12/2026	VMCC Deep cleaning of locker ..	205.4420.000.5310	562.50
SQUEAKY CLEANERS & PAINT...	2265	03/12/2026	VMCC Deep cleaning of locker ..	205.4430.000.5310	562.50
AMERICAN RED CROSS	23131923	03/12/2026	Red Cross First Aid/CPR/AED T...	205.4420.000.5310	420.00
DANIEL BAUER - TRUE MECH...	2711	03/12/2026	Grove Boiler Check 2.2026	205.4420.000.5310	243.00
DANIEL BAUER - TRUE MECH...	2711	03/12/2026	Grove Boiler Check 2.2026	205.4430.000.5310	162.00
MEDICINE LAKE TOURS	3/2/2026	03/12/2026	TIS trip payment 4.7.2026	205.4450.480.5343	1,760.00
MEDICINE LAKE TOURS	3/2/2026-Luncheon	03/12/2026	Murder Mystery TIS Trip 3.19....	205.4450.480.5343	2,185.00
MN DEPARTMENT OF REVEN...	3/9/2026	03/12/2026	Sales & Use Tax Liability-Audit...	205.4410.470.5490	5,748.13
TOTAL CONSTRUCTION & EQU...	44933	03/12/2026	VMCC- sauna electrical replac...	205.4420.000.5400	266.99
TOTAL CONSTRUCTION & EQU...	44933	03/12/2026	VMCC- sauna electrical replac...	205.4430.000.5400	178.00
TOTAL CONSTRUCTION & EQU...	44934	03/12/2026	Grove- Women's locker room ...	205.4420.000.5400	223.50
TOTAL CONSTRUCTION & EQU...	44934	03/12/2026	Grove- Women's locker room ...	205.4430.000.5400	149.00
TOTAL CONSTRUCTION & EQU...	44936	03/12/2026	Arena electrical room light rep...	205.4440.000.5400	597.29
AQUA LOGIC, INC.	5748	03/12/2026	Spa UV repair	205.4420.000.5400	851.70
MHI SMART INFRASTUCTURE ...	601553130	03/12/2026	Old Zamboni Battery cell repla...	205.4440.000.5405	1,536.36
CINTAS CORPORATION	9361650306	03/12/2026	AED Agreement 2.2026 - VMCC	205.4410.470.5310	134.42
CINTAS CORPORATION	9361650306	03/12/2026	AED Agreement 2.2026 - VMCC	205.4420.000.5310	134.42
CINTAS CORPORATION	9361650306	03/12/2026	AED Agreement 2.2026 - VMCC	205.4430.000.5310	134.42
CINTAS CORPORATION	9361650306	03/12/2026	AED Agreement 2.2026 - VMCC	205.4450.481.5310	134.42
GRAINGER	9817768527	03/12/2026	Arena/Room Vacuum	205.4440.000.5160	705.99
GRAINGER	9817768527	03/12/2026	Arena/Room Vacuum	205.4450.481.5160	235.33
GRAINGER	9824442306	03/12/2026	Hudson valves pool	205.4420.000.5125	139.92
GRAINGER	9834060064	03/12/2026	Grove filter room roof drain	205.4420.000.5125	41.56
ONSITE PARTNERS PROJECTCO..	INV-1662	03/12/2026	2.2026 solar panel fee	205.4420.000.5355	1,427.65
ONSITE PARTNERS PROJECTCO..	INV-1662	03/12/2026	2.2026 solar panel fee	205.4430.000.5355	951.77
ONSITE PARTNERS PROJECTCO..	INV-1662	03/12/2026	2.2026 solar panel fee	205.4440.000.5355	2,058.76
ONSITE PARTNERS PROJECTCO..	INV-1662	03/12/2026	2.2026 solar panel fee	205.4450.481.5355	686.25
BATTERIES PLUS	P90071316	03/12/2026	Battery for glass remover - Ar...	205.4440.000.5125	27.95
ASSA ABLOY ENTRANCE SYST...	SCI84842	03/12/2026	VMCC PM on ADA auto doors	205.4420.000.5310	186.00
ASSA ABLOY ENTRANCE SYST...	SCI84842	03/12/2026	VMCC PM on ADA auto doors	205.4430.000.5310	124.00
ASSA ABLOY ENTRANCE SYST...	SCI84842	03/12/2026	VMCC PM on ADA auto doors	205.4440.000.5310	232.50
ASSA ABLOY ENTRANCE SYST...	SCI84842	03/12/2026	VMCC PM on ADA auto doors	205.4450.481.5310	77.50
ASSA ABLOY ENTRANCE SYST...	SEI1961865	03/12/2026	Arena auto door PM	205.4440.000.5310	232.50
ASSA ABLOY ENTRANCE SYST...	SEI1961865	03/12/2026	Arena auto door PM	205.4450.481.5310	77.50
			Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:		**56,001.34**
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
VIKING AUTOMATIC SPRINKLE...	1025-F472220	03/05/2026	Bright side room- Sprinkler up...	206.4410.470.5605	14,300.00
MINA ADSIT ARCHITECTURE ...	2872	03/05/2026	Brightside Architectural Servic...	206.4410.470.5310	628.00
			Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:		**14,928.00**
Fund: 290 - EDA-OPERATING FUND					
KENNEDY & GRAVEN	192050	03/05/2026	McGroarty Park/Adjacent Pro...	290.5800.000.5305	817.50
KENNEDY & GRAVEN	192050	03/05/2026	HHOF Property Acquisition & ...	290.5800.000.5305	2,327.25
KENNEDY & GRAVEN	192053	03/05/2026	Sale of Excess Golf Course Pro...	290.5800.000.5305	1,215.96
TOM LOUCKS & ASSOCIATES	49432	03/05/2026	Hockey HOF Site Planning	290.5800.000.5310	1,223.25
DAKOTA COUNTY COMM DEV...	3/4/2026	03/12/2026	2026 Open to Business Partici...	290.5800.000.5310	7,000.00
			Fund 290 - EDA-OPERATING FUND Total:		**12,583.96**
Fund: 401 - PARK CAPITAL IMPROVEMENT FUND					
KENNEDY & GRAVEN	192052	03/05/2026	Punch list services for So. Vall...	401.4210.000.5305	17.50
			Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:		**17.50**
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
LANDSCAPE STRUCTURES INC.	INV-176236	03/12/2026	HVP Phase V entry barrier par...	402.4210.000.5610	5,038.02
			Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:		**5,038.02**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO…	10766	03/05/2026	CMF Final Design Invoice #8	437.0000.000.5310	5,934.92
			Fund 437 - PW FACILITY REMODEL/EXPANSION Total:		**5,934.92**
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
MCNAMARA CONTRACTING I…	2/20/2026	03/05/2026	Pay Voucher #3 - Final	440.3210.000.5610	119,106.74
			Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:		**119,106.74**
Fund: 510 - WATER-OPERATING FUND					
BAUER SERVICES OF WELCH L…	02172026-8030	03/05/2026	Replace gate valve box & curb…	510.7100.000.5415	12,322.00
IDEAL SERVICE, INC.	13973B	03/05/2026	Maintenance Inspections on C…	510.7100.000.5310	586.00
GRAINGER	9801484412	03/05/2026	Sensor activation service kit	510.7100.000.5125	150.69
LONE OAK COMPANIES	98924	03/05/2026	#9 UB Return Envelopes (50%)	510.7100.000.5105	569.01
LONE OAK COMPANIES	98924	03/05/2026	#10 UB Window Envelopes (5…	510.7100.000.5105	649.44
USABLUEBOOK	INV00973751	03/05/2026	WTP Chemical Testing Supplies	510.7100.000.5125	1,388.49
CORE & MAIN LP	V000025187	03/05/2026	Water Line Supplies	510.7100.000.5125	371.80
FERGUSON WATERWORKS	0560934	03/12/2026	Hydrant Parts	510.7100.000.5125	4,785.34
MCNAMARA CONTRACTING I…	3/10/2026	03/12/2026	Permit #2407-Less Sales Tax	510.0000.000.2205	-18.53
MN DEPT OF HEALTH	3/10/2026	03/12/2026	2026 1st Qtr Water Test Fee	510.0000.000.2207	33,050.00
MCNAMARA CONTRACTING I…	3/10/2026	03/12/2026	Permit #2407-Original Deposit	510.0000.000.2350	1,500.00
MCNAMARA CONTRACTING I…	3/10/2026	03/12/2026	Permit #2407-Less Water Usa…	510.7100.000.4720	-228.00
ALL ABOUT EROSION CONTROL	3/4/2026	03/12/2026	Permit #2402-Less Sales Tax	510.0000.000.2205	-18.20
ALL ABOUT EROSION CONTROL	3/4/2026	03/12/2026	Permit #2402-Original Deposit	510.0000.000.2350	1,500.00
ALL ABOUT EROSION CONTROL	3/4/2026	03/12/2026	Permit #2402-Less Water Usa…	510.7100.000.4720	-224.00
ALL ABOUT EROSION CONTROL	3/5/2026	03/12/2026	Permit #2405-Less Sales Tax	510.0000.000.2205	-18.20
ALL ABOUT EROSION CONTROL	3/5/2026	03/12/2026	Permit #2405-Original Deposit	510.0000.000.2350	1,500.00
ALL ABOUT EROSION CONTROL	3/5/2026	03/12/2026	Permit #2405-Less Water Usa…	510.7100.000.4720	-224.00
MN DEPARTMENT OF HEALTH	3/5/2026	03/12/2026	2026 Water Supply Operator …	510.7100.000.5335	32.00
SMOOT ENTERPRISES ADVAN…	32103	03/12/2026	Uniform Embroidery - Swanson	510.7100.000.5175	94.50
SMOOT ENTERPRISES ADVAN…	32501	03/12/2026	Uniform Embroidery - Murphy	510.7100.000.5175	67.50
MN DEPT OF HEALTH	4/30/2026	03/12/2026	Water Supply Operator Exam -…	510.7100.000.5335	32.00
DEY DISTRIBUTING	7920936	03/12/2026	Belt & Tub Cover for Water Pl…	510.7100.000.5125	23.69
LONE OAK COMPANIES	98827	03/12/2026	2.2026 UB Billing (50%)	510.7100.000.5310	331.97
LONE OAK COMPANIES	98834	03/12/2026	2.2026 UB Delinquent Notices …	510.7100.000.5310	191.67
LONE OAK COMPANIES	98970	03/12/2026	Replenish Prepaid Postage 3.2…	510.0000.000.1405	6,000.00
			Fund 510 - WATER-OPERATING FUND Total:		**64,415.17**
Fund: 511 - WATER-CAPITAL FUND					
MN MECHANICAL SOLUTIONS,…	1/24/2026	03/05/2026	WTP - MMS - Pay Voucher #8	511.7110.000.5630	145,370.00
			Fund 511 - WATER-CAPITAL FUND Total:		**145,370.00**
Fund: 520 - SEWER-OPERATING FUND					
AUTOMATIC SYSTEMS GROUP,…	044619	03/05/2026	Lift Station transducer & barri…	520.7200.000.5310	789.17
LONE OAK COMPANIES	98924	03/05/2026	#10 UB Window Envelopes (5…	520.7200.000.5105	649.45
LONE OAK COMPANIES	98924	03/05/2026	#9 UB Return Envelopes (50%)	520.7200.000.5105	569.01
METROPOLITAN COUNCIL	0001202616	03/12/2026	MCES Sewer Charges 4.2026	520.7200.000.5373	206,075.54
LONE OAK COMPANIES	98827	03/12/2026	2.2026 UB Billing (50%)	520.7200.000.5310	331.98
LONE OAK COMPANIES	98834	03/12/2026	2.2026 UB Delinquent Notices …	520.7200.000.5310	191.66
			Fund 520 - SEWER-OPERATING FUND Total:		**208,606.81**
Fund: 530 - STORMWATER-OPERATING FUND					
ADVANCED ENGINEERING AN…	108935	03/05/2026	SW Utility Rate Implementati…	530.7300.000.5310	28,485.36
LOWER MISSISSIPPI RIVER W…	2026-01	03/05/2026	2026 Dues for LMRWMO	530.7300.000.5335	75,898.16
			Fund 530 - STORMWATER-OPERATING FUND Total:		**104,383.52**
Fund: 550 - GOLF COURSE-OPERATING FUND					
UNIFIRST CORPORATION	1410207145	03/05/2026	GC uniforms & towels laundry	550.7700.000.5175	57.60
MTI DISTRIBUTING CO	1504925-02	03/05/2026	Filler cap to repair equipment	550.7700.000.5125	6.85
MTI DISTRIBUTING CO	1506198-00	03/05/2026	Misc parts for equipment repa…	550.7700.000.5125	320.63
MTI DISTRIBUTING CO	1507361-00	03/05/2026	Misc supplies for equipment r…	550.7700.000.5125	382.46
THE ALLIANCE, INC.	2025077-00-0-6	03/05/2026	professional services new sho…	550.7700.000.5310	960.00
MOR GOLF & UTILITY, INC.	59276	03/05/2026	GC utility carts repairs	550.7700.000.5125	511.87
PRESTIGE FLAG	766577	03/05/2026	new flags GC accessories	550.7700.000.5125	501.93
PRESTIGE FLAG	766846	03/05/2026	golf course flags	550.7700.000.5125	1,209.54

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPARTMENT OF REVEN...	3/9/2026	03/12/2026	Sales & Use Tax Liability-Audit...	550.7600.000.5490	345.12
GEAR FOR SPORTS	42202255	03/12/2026	Polos & Sweaters for Resale	550.7600.000.5193	2,931.19
GEAR FOR SPORTS	42202550	03/12/2026	Golf hats for resale	550.7600.000.5193	153.35
ADIDAS AMERICA INC.	6164958175	03/12/2026	Hats & Visors for Resale	550.7600.000.5193	562.44
ADIDAS AMERICA INC.	6164961301	03/12/2026	Golf polos for resale	550.7600.000.5193	145.94
ADIDAS AMERICA INC.	6164985242	03/12/2026	Shirts & Sweatshirts for Resale	550.7600.000.5193	2,577.82
ADIDAS AMERICA INC.	6165000171	03/12/2026	Shirts & sweaters for resale	550.7600.000.5193	2,080.32
ADIDAS AMERICA INC.	6165036052	03/12/2026	Women shirts & skirts for resa...	550.7600.000.5193	390.00
TITLEIST	922338231	03/12/2026	golf balls for resale	550.7600.000.5195	105.60
TITLEIST	922352944	03/12/2026	socks for resale	550.7600.000.5193	145.11
TITLEIST	922359336	03/12/2026	Belts for resale	550.7600.000.5193	25.45
CINTAS CORPORATION	9361651726	03/12/2026	AED Agreement 2.2026 - GC	550.7600.000.5310	216.25
COPY RIGHT	98872	03/12/2026	printing of cards for members...	550.7600.000.5105	533.02
PUKKA	BU03653-IN	03/12/2026	Hats for resale	550.7600.000.5193	1,136.40
EPOCH EYEWEAR	INV-029980	03/12/2026	Sunglasses for resale	550.7600.000.5195	703.27
SOUTH BAY DESIGN	Mar-26	03/12/2026	website email with ecom confi...	550.7600.000.5330	10.00
			Fund 550 - GOLF COURSE-OPERATING FUND Total:		**16,012.16**
Fund: 603 - CENTRAL EQUIPMENT					
MN LOCKS	101140047	03/05/2026	Door lock - shop	603.8300.000.5125	281.42
FLEETPRIDE	132384465	03/05/2026	Water truck (#510) air dryer	603.8300.000.5125	152.99
EMERGENCY APPARATUS MA...	138482	03/05/2026	Fire truck (#E17) repaired deck...	603.8300.000.5410	5,612.56
EMERGENCY APPARATUS MA...	139040	03/05/2026	Rebuilt front discharge valve	603.8300.000.5410	1,183.22
FACTORY MOTOR PARTS COM...	1-Z39040	03/05/2026	Nitrile gloves	603.8300.000.5125	89.80
FACTORY MOTOR PARTS COM...	1-Z39041	03/05/2026	F150 Battery	603.8300.000.5125	206.96
WORLD FUEL SERVICES	26-581720	03/05/2026	Motor & Tractor Oil	603.8300.000.5125	1,765.05
WORLD FUEL SERVICES	26-581736	03/05/2026	Diesel exhaust fluid	603.8300.000.5125	197.45
MANSFIELD OIL COMPANY	27546518	03/05/2026	Diesel Fuel	603.8300.000.5130	10,690.29
MANSFIELD OIL COMPANY	27546519	03/05/2026	Fuel	603.8300.000.5130	1,218.47
MANSFIELD OIL COMPANY	27546520	03/05/2026	Winter Additive Fuel	603.8300.000.5130	6,283.30
CINTAS CORPORATION	4260483473	03/05/2026	Uniform Laundry - Mechanics	603.8300.000.5175	39.06
CINTAS CORPORATION	4260483473	03/05/2026	Shop rentals	603.8300.000.5430	67.38
CINTAS CORPORATION	5321011402	03/05/2026	First Aid Kit Service - PW	603.8300.000.5190	215.52
INVER GROVE FORD	5365508	03/05/2026	F150 (#801) Gasket & Screen ...	603.8300.000.5125	72.11
INVER GROVE FORD	5365611	03/05/2026	700 tpms sensor	603.8300.000.5125	211.56
INVER GROVE FORD	5365622	03/05/2026	Ford explorer (#700) cabin filt...	603.8300.000.5125	42.94
INVER GROVE FORD	5365693	03/05/2026	injector replacement	603.8300.000.5125	45.66
FACTORY MOTOR PARTS COM...	74-377471	03/05/2026	Stock oil filters	603.8300.000.5125	19.80
PRECISE MRM	IN200-2011137	03/05/2026	Precise data plan	603.8300.000.5310	120.00
SAFE-FAST, INC.	INV321135	03/05/2026	Manhole lid lifter	603.8300.000.5160	560.00
MACQUEEN EMERGENCY GR...	P13905	03/05/2026	Turn lights	603.8300.000.5125	260.14
NUSS TRUCK AND EQUIPMENT	PSO262927-1	03/05/2026	Dump truck EGR sensor	603.8300.000.5125	303.86
NUSS TRUCK AND EQUIPMENT	PSO281956-1	03/05/2026	Front brake parts	603.8300.000.5125	1,957.18
NUSS TRUCK AND EQUIPMENT	PSO281956-2	03/05/2026	Return Reman shoe kit	603.8300.000.5125	-88.00
NUSS TRUCK AND EQUIPMENT	PSO281958-1	03/05/2026	Dump truck (#319) brake part	603.8300.000.5125	138.54
TRENCHERS PLUS, INC.	RT47686	03/05/2026	replaced knock sensor	603.8300.000.5405	2,188.51
OXYGEN SERVICE COMPANY, ...	0008916461	03/12/2026	Misc. welding supplies	603.8300.000.5125	1,950.44
OXYGEN SERVICE COMPANY, ...	0008916462	03/12/2026	Replacement shavings for wel...	603.8300.000.5125	31.12
OXYGEN SERVICE COMPANY, ...	0008916463	03/12/2026	Welding tank	603.8300.000.5160	394.72
NORTH AMERICAN TRAILER S...	030004260441	03/12/2026	water truck (#510) air fittings	603.8300.000.5125	11.05
NORTH AMERICAN TRAILER S...	030004260796	03/12/2026	GMC (#408) 2500 taillight	603.8300.000.5125	31.94
NORTH AMERICAN TRAILER S...	030004260800	03/12/2026	Dump truck (#304) quick relea...	603.8300.000.5125	24.36
NORTH AMERICAN TRAILER S...	030004260830	03/12/2026	Dump truck (#304) air fittings	603.8300.000.5125	39.62
NORTH AMERICAN TRAILER S...	030004260889	03/12/2026	Dump truck (#304) air fitting	603.8300.000.5125	8.32
MIDWEST LIFT WORKS LLC	4051	03/12/2026	Shocks for shop jack	603.8300.000.5125	584.91
CINTAS CORPORATION	4261184048	03/12/2026	Rug Rental - PW	603.8300.000.5430	236.06
CINTAS CORPORATION	4261184078	03/12/2026	Uniform Laundry- Mechanics	603.8300.000.5175	34.29
CINTAS CORPORATION	4261184078	03/12/2026	Shop Rentals	603.8300.000.5430	59.02
TOTAL CONSTRUCTION & EQU...	45190	03/12/2026	Maint. facility receptacle instal...	603.8300.000.5400	2,362.02
INVER GROVE FORD	5365749	03/12/2026	F450 (#300) taillight	603.8300.000.5125	85.63
INVER GROVE FORD	5365851	03/12/2026	F450 (#300) taillight	603.8300.000.5125	84.44

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INVER GROVE FORD	5365877	03/12/2026	F550 (#402) transmission pan…	603.8300.000.5125	146.75
INVER GROVE FORD	6465591	03/12/2026	Squad car (#2330) replaced cat…	603.8300.000.5410	2,174.24
INVER GROVE FORD	6465794	03/12/2026	Replaced fuel injector - Vehicle…	603.8300.000.5410	1,607.58
TOWMASTER TRAILERS INC	90005477	03/12/2026	Dump truck plow parts	603.8300.000.5125	1,262.30
TOWMASTER TRAILERS INC	90005497	03/12/2026	Dump truck (#304) fender bra…	603.8300.000.5125	543.47
TOWMASTER TRAILERS INC	90005577	03/12/2026	Dump truck (#324) seals for w…	603.8300.000.5125	82.00
CINTAS CORPORATION	9361645409	03/12/2026	AED Agreement - PW	603.8300.000.5310	130.50
KREMER SERVICES LLC	99225	03/12/2026	F450 (#344) front end alignm…	603.8300.000.5410	211.68
PRECISE MRM	IN001-2139053	03/12/2026	patch truck (#302) power cont…	603.8300.000.5125	63.00
TRI-STATE BOBCAT INC.	P53233	03/12/2026	Toolcat (#332) cutting edge for…	603.8300.000.5125	374.24
TRI-STATE BOBCAT INC.	P53269-2026	03/12/2026	Toolcat (#525) air filter	603.8300.000.5125	95.80
TRI-STATE BOBCAT INC.	P53306	03/12/2026	Toolcat (#525) snowblower sk…	603.8300.000.5125	571.60
				Fund 603 - CENTRAL EQUIPMENT Total:	**47,036.87**
Fund: 605 - CITY FACILITIES					
ACME TUCKPOINTING & REST…	1221	03/05/2026	Fire Station 1 window glazing	605.8500.000.5400	4,620.00
CULLIGAN	157985030228X022826	03/05/2026	CH softener salt	605.8500.000.5125	100.75
CINTAS CORPORATION	5321011401	03/05/2026	First Aid Supplies - City Hall	605.8500.000.5190	99.04
CINTAS CORPORATION	60025728	03/05/2026	Rug Rentals - City Hall	605.8500.000.5430	188.15
CINTAS CORPORATION	9361676039	03/05/2026	AED Agreement - City Hall	605.8500.000.5310	270.00
COMMERCIAL INFRASTRUCTU…	I10974	03/05/2026	Networking cabling for new c…	605.8500.000.5605	890.00
APEC	126458	03/12/2026	HVAC filters - fire station #2	605.8500.000.5125	312.85
APEC	126461	03/12/2026	HVAC filters - fire station #1	605.8500.000.5125	91.79
APEC	126463	03/12/2026	HVAC filters - fire station #3	605.8500.000.5125	59.85
SEACOLE	254299	03/12/2026	Liquid deicer	605.8500.000.5125	2,901.25
DANIEL BAUER - TRUE MECH…	2749	03/12/2026	CH heat pump council chambe…	605.8500.000.5400	1,709.72
TWIN CITY GARAGE DOOR	446090527	03/12/2026	garage door repair - fire statio…	605.8500.000.5400	242.50
TOTAL CONSTRUCTION & EQU…	44931	03/12/2026	FS #1 Electrical Work	605.8500.000.5400	1,637.73
TOTAL CONSTRUCTION & EQU…	45189	03/12/2026	Finance work room replaced …	605.8500.000.5400	202.34
CINTAS CORPORATION	60028855	03/12/2026	CH Rug Rentals	605.8500.000.5430	188.15
GRAINGER	9836028804	03/12/2026	repair supplies - fire station #2	605.8500.000.5125	53.72
MN DEPT OF LABOR & INDUS…	ABR0371874X	03/12/2026	CH pressure vessel fee	605.8500.000.5335	25.00
ONSITE PARTNERS PROJECTCO…	INV-1662	03/12/2026	2.2026 solar panel fee	605.8500.000.5355	1,311.83
ZIEGLER INC	SI000766126	03/12/2026	FS #2 Generator repair	605.8500.000.5405	2,452.47
				Fund 605 - CITY FACILITIES Total:	**17,357.14**
Fund: 606 - TECHNOLOGY FUND					
INSIGHT PUBLIC SECTOR	1101362188	03/12/2026	(100) Windows Server Standa…	606.8600.000.5395	3,341.00
INSIGHT PUBLIC SECTOR	1101362188	03/12/2026	(8) Windows Server Datacent…	606.8600.000.5395	4,529.84
INSIGHT PUBLIC SECTOR	1101362188	03/12/2026	(2) SQL Server Standard Core L…	606.8600.000.5395	5,273.56
INSIGHT PUBLIC SECTOR	1101364939	03/12/2026	Office 365 Monthly License 2.…	606.8600.000.5395	2,519.10
PRO-TEC DESIGN INC.	122889	03/12/2026	Clamshell Proximity Cards/Ba…	606.8600.000.5190	290.00
CONSOLIDATED COMMUNICA…	2/15/2026	03/12/2026	Monthly Phone Bill 2.2026	606.8600.000.5320	1,086.84
CIVICPLUS, LLC	363558	03/12/2026	Additional Notify Me SMS Sub…	606.8600.000.5395	260.47
CIVICPLUS, LLC	363558	03/12/2026	Qrtly Fee Hosting/Support + C…	606.8600.000.5395	5,091.92
US INTERNET	5718735	03/12/2026	Email Filtering System 2.2026	606.8600.000.5395	230.00
VERIZON WIRELESS	6136807945	03/12/2026	Monthly Cell Phone 2.2026	606.8600.000.5320	215.06
MARCO TECHNOLOGIES, LLC	INV14243764	03/12/2026	Software Support and Mainte…	606.8600.000.5395	4,675.00
SPOK, INC.	K0317493O	03/12/2026	Monthly Translation Svcs 2.20…	606.8600.000.5395	5.78
				Fund 606 - TECHNOLOGY FUND Total:	**27,518.57**
Fund: 702 - ESCROW FUND					
ST. PAUL PIONEER PRESS	SPA12230	03/05/2026	Notice of PH: CSN IGH I, LLC - …	702.5100.266.2050	27.55
				Fund 702 - ESCROW FUND Total:	**27.55**
				Grand Total:	**1,554,837.94**

CITY OF INVER GROVE HEIGHTS

Agenda Item 5.D.

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: March 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 3.23.26 (hires-terms)

Agenda Item 5.E.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution for the Removal and Replacement of Municipal State Aid Street Designations**

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Chris English, Graduate Civil Engineer, 651-248-0157

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the removal of non-compliant roads from the Municipal State Aid Street program and replacing them with an equivalent mileage of compliant roadways.

BACKGROUND

Every year Inver Grove Heights staff are required to review previously chosen Municipal State Aid Streets (MSAS) for compliance with the program. As a part of this compliance check, the City is asked to add or remove roads based on criteria such as classification of roadway, City master plans and traffic counts. These updates are intended to provide a more accurate representation of the City's key local roadways, and provide more accurate fiscal allocation of the City's annual MSAS allocations from the State of Minnesota.

It has been several years since the City has done a thorough review of its MSAS system, and staff have been working with MnDOT State Aid representatives over the past year to better align the City's street designations based on the criteria noted above. As a result of the effort, staff have identified several roadways that are no longer compliant with these requirements, resulting in the proposed removal of non-compliant roadways and replacing them with an equivalent mileage of compliant roadways. These changes are summarized in the attached Resolution.

FISCAL IMPACT

While there is no immediate fiscal impact associated with this Resolution, the City will see increases in their annual share of MSAS allocations in future years (2027 and beyond) as a result of these street designations, which better align the City's street needs with the evaluation criteria utilized to provide State Aid funding to qualifying municipalities for street maintenance and improvements.

RECOMMENDATION

City staff recommends approval of the attached Resolution.

ATTACHMENTS

1. Resolution for Removal and Replacement of Municipal SA Streets Designation
2. 2025 MSAS Revisions Map

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ________

RESOLUTION FOR THE REMOVAL AND REPLACEMENT OF MUNICIPAL STATE AID STREETS DESIGNATIONS

WHEREAS, it appears to the City Council that the streets hereinafter described have their designation as Municipal State Aid Streets revised under the provisions of Minnesota Statutes Chapter 162.

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

1. The streets described as follows shall be designated as a Municipal State Aid Streets of the City of Inver Grove Heights, subject to the approval of the Commissioner of Transportation of the state of Minnesota:

   Additions to the MSAS System
   - Barbara Ave from 80th St E to Babcock Trl
   - Babcock Trl from Barbara Ave to 80th St E
   - Bishop Ave from Upper 55th St E to Blackburn Ln
   - Blackburn Ln from Bishop Ave to Blaine Ave E
   - Barbara Ave from 75th St E to 80th St E
   - Agate Trl from 70th St W to Amana Trl
   - Future 65th St from Trunk Hwy 3 (South Robert Trl) to Babcock Trl

2. That the streets described as follows have their designation revoked as a Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota:

   Revocations from the MSAS System
   - 65th St from Argenta Trl to Argenta Blvd
   - 96th St E from Rich Valley Blvd to Barnes Ave
   - 82nd St W from Argenta Trail to Alverno Ave W
   - Alverno Ave W from 82nd St W to Rich Valley Blvd

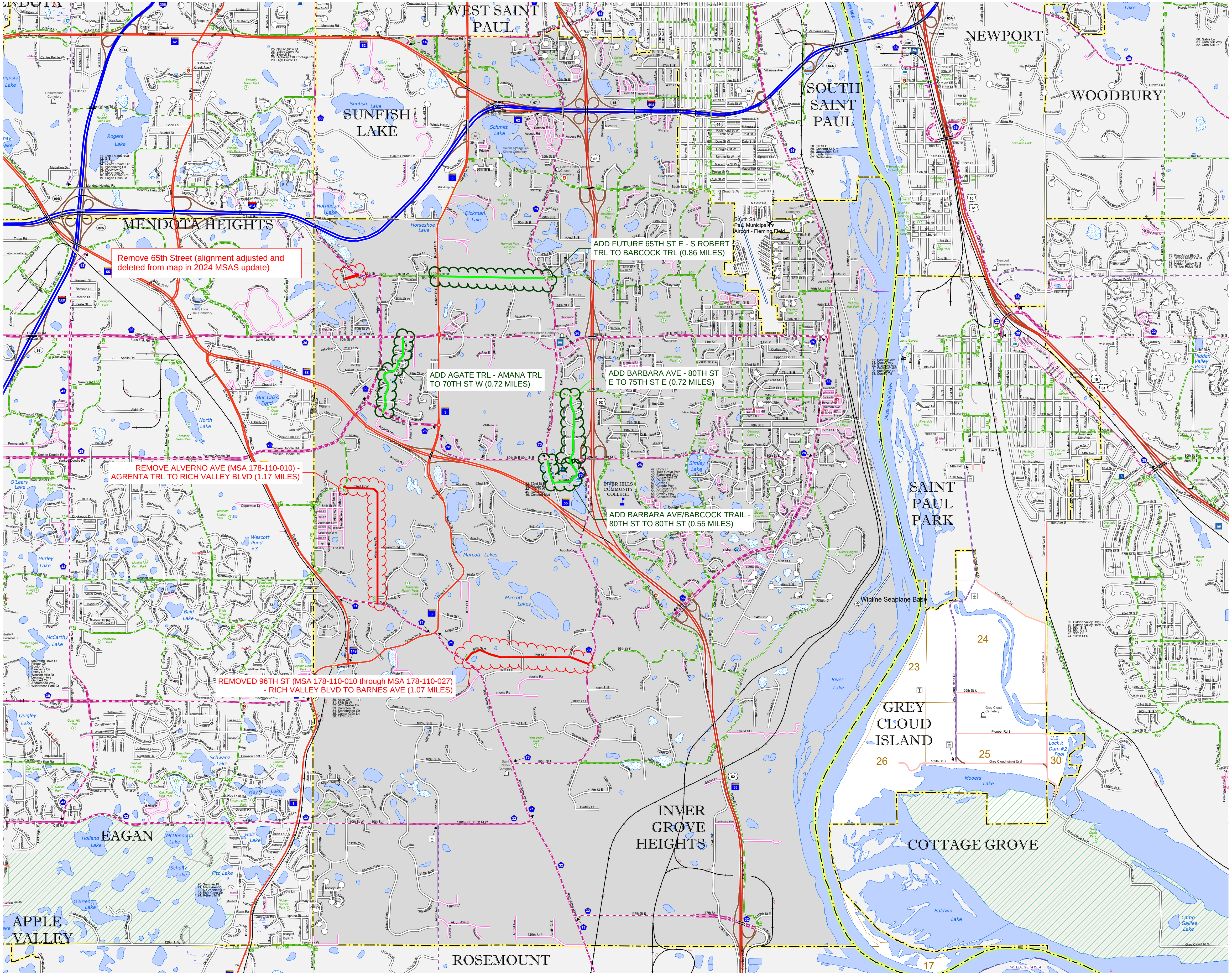
3. The City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration, and that upon their approval of the modifications to the City's state aid designations of said road or portion thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of Inver Grove Heights.

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

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk



2025

MUNICIPALITY OF

INVER GROVE HEIGHTS

PREPARED BY THE
MINNESOTA DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION SYSTEM MANAGEMENT

IN COOPERATION WITH
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

SCALE
0 0.13 0.25 0.5 0.75 1 1.25 Miles
0 0.25 0.5 1 1.5 2 Kilometers
1:24,000
1 inch equals 2,000 feet

Projection:
Transverse Mercator
NAD 1986
UTM Zone 15

North American Datum of 1986

To request information from this document in an alternative format, call 651-366-4718 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to ADArequest.dot@state.mn.us. (Please request at least one week in advance.)

LAST EDITED ON 12-31-2025

Population (U.S Census 2020): 35,801

DEPARTMENT OF TRANSPORTATION

Agenda Item 5.F.

Request for Council Action

SUBJECT: **Approval of Storm Water Facilities Maintenance Agreement for 10125 Rich Valley Blvd**

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572
Nicole Portugal, Engineering Technician, 651.450.2573

ACTION REQUESTED

The Council is asked to approve the attached Storm Water Facilities Maintenance Agreement for the property located at 10125 Rich Valley Blvd.

BACKGROUND

The owner of 10125 Rich Valley Boulevard is proposing to construct a new home on the site and is required to enter into a storm water facilities maintenance agreement with the City to ensure that the proposed site improvements meet current City standards for grading, erosion control and storm water management.

The owner's contractor has provided the plans required by the ordinance. Infiltration basins will be constructed for water quality treatment and flow requirements on the lot and receive water from the new impervious area. An engineering escrow of $1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements and the property owner will sign the attached SWFMA which will be recorded against the property.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the Stormwater Facilities Maintenance Agreement for 10125 Rich Valley Blvd.

ATTACHMENTS

1. SWFMA 10125 Rich Valley Blvd

STORMWATER FACILITIES MAINTENANCE AGREEMENT RELATING TO LOT 4, BLOCK 1, RICH VALLEY RANCH, DAKOTA COUNTY, MINNESOTA

THIS STORM WATER FACILITIES MAINTENANCE AGREEMENT (Agreement) is made, entered into and effective this 23rd day of March, 2026, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as "City") and Zachary Pate and Marissa Pate, spouses married to each other (hereafter referred to together as "Landowner" and "Responsible Owner").

Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1 DEFINITIONS

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

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

1.3 Landowner. "Landowner" means Zachary Pate and Marissa Pate, spouses married to each other, and their successors and assigns.

1.4 Responsible Owner. "Responsible Owner" means the fee title owner of Lot 4, Block 1, Rich Valley Ranch, Dakota County, Minnesota and the successors and assigns of such fee title owner. Landowner is currently the Responsible Owner.

1.5 Storm Water Facilities. "Storm Water Facilities" means each and all of the following, individually and collectively, to the extent located within the Subject Property:

Any existing or proposed storm sewer and related storm water appurtenances lying within the Subject Property.

1.6 Storm Water Facility Plan. "Storm Water Facility Plan" means that sheet labeled Lot 4 Grading and Drainage Plan prepared by Bloch Engineering, PLLC, and signed by Krystile L. Bloch on 2-12-2026 approved by City Engineer Paul C. Merchlewicz, P. E. on 2/19/2026.

The Storm Water Facility Plan is on file with the City and attached hereto as **Exhibit C**.

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

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

ARTICLE 2
RECITALS

Recital No. 1. Landowner owns the Subject Property and is currently the Responsible Owner.

Recital No. 2. Landowner has requested that the City approve the Storm Water Facility Plan in connection with the development of the Subject Property in conformity to plans approved by the City.

Recital No. 3. The Landowner will construct the Storm Water Facilities on the Subject Property.

Recital No. 4. The City is willing to approve the Storm Water Facility Plan if, among other things, Landowner executes this Storm Water Facilities Maintenance Agreement.

Recital No. 5. By this Agreement the parties seek to:

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

b.) Provide a mechanism where the City may charge-back to the Responsible Owner any maintenance work that the City performs with respect to the Storm Water

Facilities in the event the Responsible Owner fails to perform its obligations to maintain the Storm Water Facilities; and

c.) Provide the City with right of access over the Subject Property to access the Stormwater Facilities, when needed.

ARTICLE 3
RESPONSIBILITY FOR MAINTENANCE

3.1 Construction of Storm Water Facilities. Prior to issuance of a certificate of occupancy for any structure on the Subject Property, Landowner shall construct and install the Storm Water Facilities on the Subject Property in accordance with the Storm Water Facility Plan at its sole expense at a location and in a configuration as approved by the City.

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

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

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

a. The Standard of Maintenance shall comply with the standards contained in Title 9, Chapter 5 of the Inver Grove Heights City Code (as amended from time to time, by amendment of general applicability); and

b. The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the Stormwater Management Plan; and

c. The Standard of Maintenance shall comply with the Dakota County Soil and Water Conservation District Low Impact Standards, current version; and

d. The Standard of Maintenance shall comply with the City approved Operations & Maintenance Plan, attached here to as **Exhibit D** and

e. The Standard of Maintenance shall comply with the 2023 Watershed Management Plan for the Lower Mississippi River Watershed Management Organization; and

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

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

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

g. Within thirty (30) days of completion of construction of the Stormwater facilities, the Landowner shall provide the City with the following:

i.) As built plans of the Storm Water Facilities; and

ii.) The GPS coordinates for the Storm Water Facilities. Storm Water Facilities smaller than 200 square feet can be located with one GPS coordinate. Storm Water Facilities larger than 200 square feet shall have outlet coordinates and the corners of the Storm Water Facilities located by GPS. If the Storm Water Facilities are covered, the GPS readings shall be provided to the City before the Storm Water Facilities are covered.

If the Storm Water Facility Plan is inconsistent with the Standard of Maintenance or if components within the Standard of Maintenance are inconsistent with other components within the Standard of Maintenance, then that provision, term or component which imposes a greater and more demanding obligation shall prevail.

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

3.4 **<u>Notice of Non-Compliance with Section 3.2 and 3.3; Cure Period.</u>** If the City's Director of Public Works ("DPW") determines, at their reasonable discretion, that the Responsible Owner has not complied with the Standard of Maintenance, the DPW shall provide written notice to the Responsible Owners of such failure to comply with the Standard of Maintenance. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with the

Standard of Maintenance, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as reasonably determined by the DPW, to cure the default provided the Responsible Owner have commenced a suitable cure within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with the Standard of Maintenance, in the event of an emergency as reasonably determined by the DPW, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with the Standard of Maintenance. If the City performs emergency service work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency service work, and the City shall follow those procedures set forth in Sections 3.5 and 3.6 with respect to the billing, collection and/or tax certification of such costs.

3.5 **<u>Payment of Costs Incurred by City.</u>** If the Responsible Owner fails to comply with the Standard of Maintenance within the cure period provided for in Section 3.4, or in the case of an emergency situation as reasonably determined by the DPW, the City may perform those tasks necessary for compliance and the City shall have the right of access across the Subject Property and across the private drive to access the Subject Property as necessary to access the areas where the Storm Water Facilities are located to perform such work. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance to the Responsible Owner.

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

3.6 **<u>Certification of Costs Payable with Taxes; Special Assessments.</u>** If payment is not made under Section 3.5 by the Responsible Owner with respect to the Subject Property, the City may certify to Dakota County the amounts due as payable with the real estate taxes for the Subject Property in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Responsible Owner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Subject Property.

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

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

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

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

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

c.) failure by the Responsible Owner to pay for any materials that may be used by the Responsible Owner to maintain the Storm Water Facilities; and

d.) construction of the Storm Water Facilities.

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

ARTICLE 4
CITY'S COVENANTS

This section intentionally left blank,

ARTICLE 5
MISCELLANEOUS

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

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

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

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

5.5 **Consent.** Landowner and Responsible Owner consent to the recording of this Agreement.

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

IF TO CITY:	City of City of Inver Grove Heights Attention: City Administrator 8150 Barbara Avenue Inver Grove Heights, MN 55077
IF TO LANDOWNER OR RESPONSIBLE OWNER:	Zachary Pate and Marissa Pate 10125 Rich Valley Blvd. Inver Grove Heights, MN 55077

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

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

CITY OF INVER GROVE HEIGHTS

By: ______________________________
Brenda Dietrich
Its: Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____day of ______, 2026, before me a Notary Public within and for said County, personally appeared Brenda Dietrich and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

____
Notary Public

LANDOWNER AND
RESPONSIBLE OWNER:
ZACHARY PATE AND MARISSA PATE

____
By: Zachary Pate

Marissa Pate
____
By: Marissa Pate

STATE OF Minnesota)
) ss.
COUNTY OF Dakota)

The foregoing instrument was acknowledged before me this 3 day of March, 2026, by Zachary Pate and Marissa Pate, spouses married to each other.

MAXWELL DAVID BOHLIG
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2029

____
Notary Public

This document was drafted by:
KENNEDY & GRAVEN, CHARTERED
150 South 5th Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

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

Lot 4, Block 1, RICH VALLEY RANCH.

EXHIBIT B
ANNUAL INSPECTION FORM

CITY OF INVER GROVE HEIGHTS NPDES INSPECTION PROGRAM

INLET / OUTLET

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

MAINTENANCE PERFORMED:			
SIGNED:		DATE:	

* Minor Maintenance: i.e. regrout joint, repair trash guard; Major Maintenance: structure separating(ed) from pipe

** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed

*** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed

EXHIBIT C
STORMWATER FACILITY PLAN

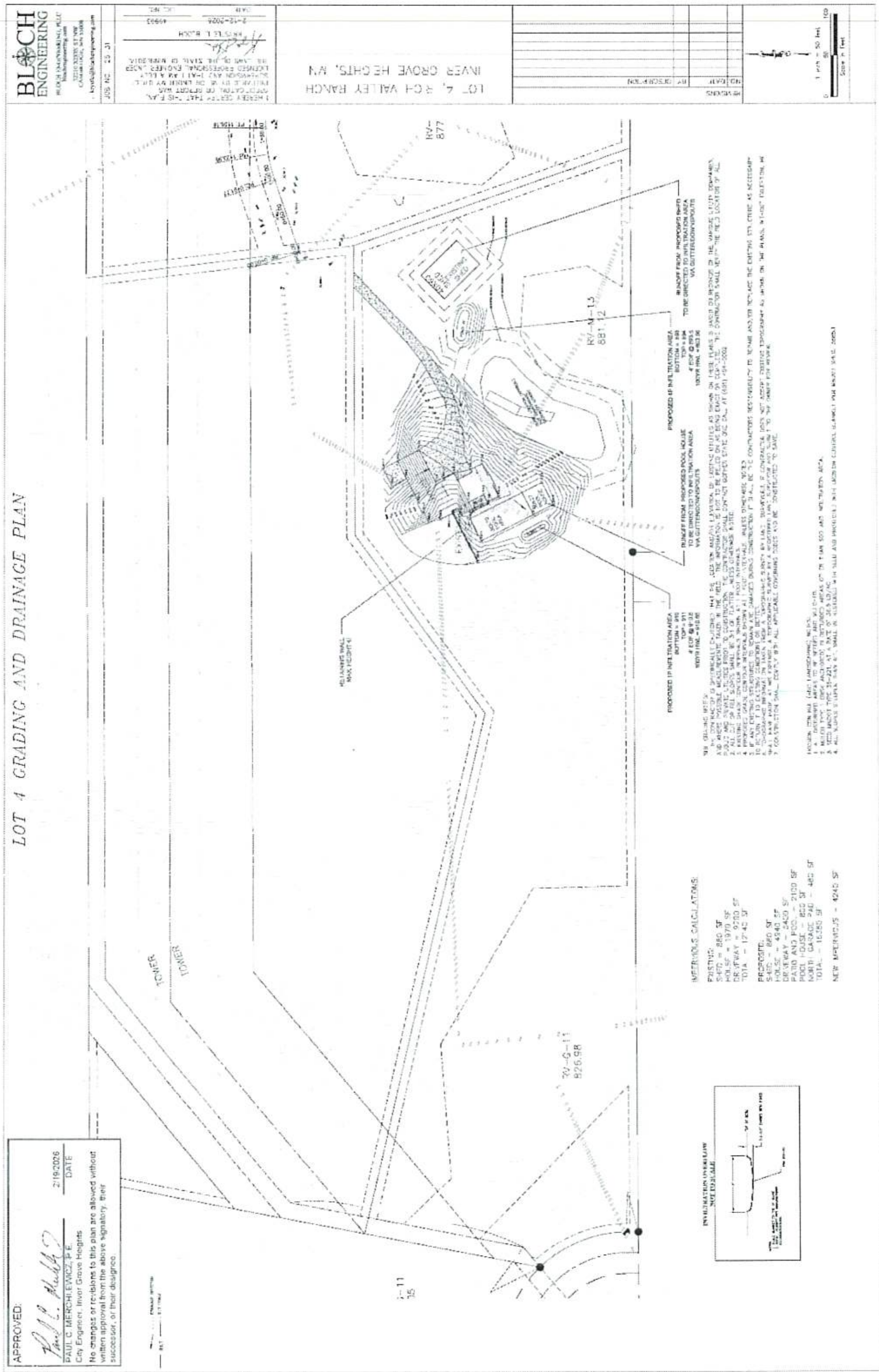


EXHIBIT D
MAINTENANCE PLAN

MAINTENANCE PLAN

Maintenance of the storm water facilities shall be performed as outlined in Table 1.1 below to ensure a healthy and functioning storm water facility conforming to the intend of the original design parameters. Maintenance shall be completed annually by September 10th. An annual inspection report shall be submitted to the City Engineering Division by December 31st of each year to demonstrate that post-construction maintenance is being accomplished per this Operations and Maintenance plan.

TABLE 1.1 — MAINTENANCE ACTIVITIES

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

Agenda Item 5.G.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution Approving a Wetland Replacement Plan for Nord 61°**

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

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a Wetland Replacement Plan for the Nord 61° Development project.

BACKGROUND

The applicant, Ace Land Holdings, LLC, is proposing to develop a 20.52-acre multifamily development located to the south and west of the intersection of 65th Street and Argenta Boulevard (CSAH 63). The development is planned to include approximately 119 multi-family townhome/rowhome rental units.

A wetland delineation for the project site was completed and approved by the SWCD on December 15, 2021. The wetland delineation establishes the boundaries and types of wetlands located within the project site. Eight wetlands were identified and labeled Wetland 1 through 8 along with one waterway and one public water lake across three adjacent project areas. The Nord 61° development only concerns the central project area directly south of Hwy 494 east of Argenta Trail including Wetlands 6-8.

The only wetland that will be impacted by development is Wetland 7, a degraded and historically farmed wetland that is located in the center of the development. Proposed usage for this wetland location is a stormwater retention feature for the site.

The preliminary development plans for the proposed project including the stormwater management plan and grading plan have been reviewed and approved by city staff, the Planning Commission and City Council during the public review process. Because the applicant is proposing to fill an existing regulated wetland, the approved agreements require the applicant to receive approval of a Wetland Replacement Plan prior to beginning any development.

PROPOSED WETLAND REPLACEMENT PLAN

No person may impact a wetland, wholly or partially, (unless eligible for an exemption or no-loss) without first having a Wetland Replacement Plan approved by the local government unit (LGU). Before approval of a Wetland Replacement Plan, the LGU must ensure that the applicant has exhausted all possibilities to avoid and minimize wetland impacts according to sequencing requirements per MN Rule 8420.0520.

A complete wetland replacement plan application was submitted by Ace Land Holdings proposing to fill 0.1987 acre of wetland. The application included 0.3974 acre (2:1 ratio) of replacement through use of a wetland bank located in Sibley County, Minnesota.

TECHNICAL EVALUATION PANEL (TEP) RECOMMENDATION

The City has delegated authority to Dakota County Soil and Water Conservation District (SWCD) to complete a technical review of the applicant's Wetland Replacement Plan on behalf of the City. A Technical Evaluation Panel (TEP) made up of the City, SWCD and the State of Minnesota Board of Soil and Water (BWSR) have reviewed the applicant's plan. The TEP determined the proposed plan meets all Wetland Conversation Act (WCA) rules and guidelines defined by MN Rule Chapter 8420, including the following:

- While the project area is within both BSA7 and BSA9, proposed impacts to Wetland 7, a degraded, historically farmed wetland, fall within BSA9 along with planned replacement of 0.3974 acres through bank #1689 in Sibley County, BSA9. The TEP determined the application adequately addresses minimization and avoidance alternatives and supports requested sequencing flexibility under 8420.0520 Subpart 7a.

The SWCD supports approval of the revised Wetland Replacement Plan application dated January 8, 2026, to include 0.1987 acre of wetland impact and the use of 0.3974 acre of wetland bank credits from account #1689 located within Sibley County, Minnesota and Bank Service Area 9 as defined under the WCA.
At its February 26 meeting, the City's Environmental Advisory Commission reviewed TEP's findings and voted to recommend to the City Council approval of the wetland replacement plan.

Upon approval by City Council, the Notice of Decision form and the wetland bank transaction form will need to be coordinated and processed by the City and SWCD.

FISCAL IMPACT
This item is budget neutral for the City.

RECOMMENDATION
Staff recommend approval of a Wetland Replacement Application for the Nord 61° Development project.

ATTACHMENTS
1. Resolution Approving Nord 61 Wetland Replacement Plan
2. Nord 61 Replacement Plan Application SWCD Memo
3. 21-IGH-192_TEP Form_October_2025_signed

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING A WETLAND REPLACEMENT PLAN FOR THE NORD 61 DEVELOPMENT PROJECT

WHEREAS, A Wetland Delineation was submitted and approved by the Dakota County Soil and Water Conservation District (SWCD) on December 15, 2021; and

WHEREAS, a Wetland Replacement Plan was then submitted on January 9, 2026, that requested City approval of a 0.1987 acres of wetland impact and replacement through wetland banking credits; and

WHEREAS, per Minnesota Wetland Conservation Act (WCA) rules, no person may impact a wetland, wholly or partially without first having a Wetland Replacement Plan approved by the local government unit (LGU); and

WHEREAS, the City is the LGU for this application and is responsible for the WCA rules per Minnesota Statue 8420.0200, including making a decision on the Wetland Replacement Plan; and

WHEREAS, the Dakota County Soil & Water Conservation District (SWCD) is hired to complete administrative reviews of Wetland Replacement Plans on behalf of the City; and

WHEREAS, copies of the plan were distributed for comment to SWCD; Minnesota Board of Water & Soil Resources (BWSR); Department of Natural Resources; Department of the Army Corps of Engineers; and the Lower Mississippi River WMO; and

WHEREAS, the Technical Evaluation Panel including the City (consultants from SWCD), SWCD, and BWSR have reviewed the plan and comments received, and support approval of the Wetland Replacement Plan application dated January 8, 2026.

NOW THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, THAT, the Wetland Replacement Application is considered compliant with the Minnesota Wetland Conservation Act and is hereby approved with the following conditions:

1. The City shall receive a Notice of Decision from SWCD, and
2. The City shall receive written confirmation from BWSR that the wetland credits proposed have been officially withdrawn from the wetland bank.

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

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

DAKOTA COUNTY
SOIL & WATER
CONSERVATION DISTRICT

MEMORANDUM

To:	Paul Merchlewicz, City Engineer
From:	David Holmen, Senior Wetland/GIS Coordinator - Dakota County SWCD
Cc:	Allan Hunting, City Planner Ashley Gallagher, District Manager – Dakota County SWCD
Date:	February 3, 2026
Subject:	**Nord 61° - Wetland Replacement Plan Application**

A Wetland Replacement Plan application has been submitted for the Nord 61° development. Under delegated authority from the City of Inver Grove Heights, the Dakota County Soil and Water Conservation District (SWCD) provides administrative tasks and certain decisions pursuant to the Minnesota Wetland Conservation Act (WCA). This delegation authority however does not authorize the SWCD to make decisions on wetland replacement plan applications.

As background, a wetland delineation for the project site was completed and approved by the SWCD on December 15, 2021. The wetland delineation establishes the boundaries and type of wetlands located within the project site. Eight wetlands were identified and labeled Wetland 1 thru 8 along with one waterway and one public water lake across three adjacent project areas. The Nord 61° development only concerns the central project area directly south of HWY 494 east of Argenta Trail including Wetlands 6-8.

The following administrative tasks have occurred as it relates to the recently submitted Wetland Replacement Plan application:

January 9, 2026	A complete wetland replacement plan application was submitted by Ace Land Holdings proposing to fill 0.1987 acre of wetland. The application included 0.3974 acre (2:1 ratio) of replacement through use of a wetland bank located in Sibley County, Minnesota.
January 12, 2026	The Wetland Replacement Plan application was noticed as required under Minnesota Rule 8420.0255. Comments were requested by February 6, 2026.
January 23, 2026	A virtual meeting was held with the SWCD, BWSR and the applicant's representative to review the 01/08/26 replacement plan application proposing 0.1987 acres of permanent impact for development. While the project area is located within both BSA7 and BSA9, proposed impacts to Wetland 7, a degraded, historically farmed wetland, fall within BSA9 along with planned replacement of 0.3974 acres through bank #1689 in Sibley County, BSA9. The TEP determined the application adequately addresses minimization and avoidance alternatives and supports requested sequencing flexibility under 8420.0520 Subpart 7a.
February 6, 2026	The comment period closed. No comments were received.

Summary/Recommendation

The SWCD supports approval of the revised Wetland Replacement Plan application dated January 8, 2026 to include 0.1987 acre of wetland impact and the use of 0.3974 acre of wetland bank credits from account #1689 located within Sibley County, Minnesota and Bank Service Area 9 as defined under the WCA.

Upon approval by City Council, the Notice of Decision form and the wetland bank transaction form will need to be coordinated and processed by the City and SWCD.

Minnesota Wetland Conservation Act
Technical Evaluation Panel Form

Local Government Unit:	**City of Inver Grove Heights**
County:	**Dakota**
Landowner/Applicant Name:	**Ace Land Holdings, LLC Steve Poppen**
Project Location/Name:	**21-IGH-192 Nord 61°**
Meeting Type (check all that apply):	☒ In-Person, not onsite. Specify Date(s): **01/23/2026** ☐ Onsite Review. Specify Date(s): **[insert]** ☒ Electronic Exchanges (email, zoom, teams, etc.) ☐ Other. Specify: **MS Teams**
Purpose:	☐ Pre-Application Review ☒ Application Review (related to WCA decision) ☐ Local Government Road Wetland Replacement Program Eligibility ☐ Other. Specify: **[insert]**
Findings and Recommendations:	The SWCD met virtually with BWSR and applicant representatives on 01/23/26 to review the 01/08/26 replacement plan application proposing 0.1987 acres of permanent impact for development. While the project area is within both BSA7 and BSA9, proposed impacts to Wetland 7, a degraded, historically farmed wetland, fall within BSA9 along with planned replacement of 0.3974 acres through bank #1689 in Sibley County, BSA9. The TEP determined the application adequately addresses minimization and avoidance alternatives and supports requested sequencing flexibility under 8420.0520 Subpart 7a.
Attachments (if applicable):	**[insert]**
Public Waters/Shoreland (check all that apply):	☐ Project/Activity may affect Public Waters ☐ Project/Activity may occur within a shoreland protection zone

Signatures

LGU TEP Member: Name: **David Holmen** Date signed: **01/23/26** Signature: David Holmen	☒ I agree with Findings and Recommendations ☐ I disagree with Findings and Recommendations Comments (optional): **[insert]**
SWCD TEP Member: Name: **[insert]** Date signed: **[insert]** Signature: **[insert]**	☒ Not applicable, SWCD and LGU TEP member are the same ☐ I agree with Findings and Recommendations ☐ I disagree with Findings and Recommendations Comments (optional): **[insert]**
BWSR TEP Member: Name: **Jed Chesnut** Date signed: **1/26/26**	☐ I agree with Findings and Recommendations ☐ I disagree with Findings and Recommendations Comments (optional): **[insert]**

Signature:	
DNR TEP Member: Name: **[insert]** Date signed: **[insert]** Signature: **[insert]**	☐ I agree with Findings and Recommendations ☐ I disagree with Findings and Recommendations Comments (optional): **[insert]**

Agenda Item 5.H.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Equipment Use Agreement with Creative Color Graphic and Print Studio

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED
The Council is asked to approve the attached Equipment Use Agreement with Creative Color Studio

BACKGROUND
This past January, the City entered into an agreement with Creative Color Graphic and Print Studio to install an entrance mural for the new indoor playground at the Veterans Memorial Community Center (VMCC). Installation is scheduled for the week of May 4–8, 2026. Completion of the project requires the use of a one-person lift. While Creative Color Graphic and Print Studio could rent a lift and coordinate staging and mobilization, the City owns a suitable lift and can make it available for use through an Equipment Use Agreement.

The Equipment Use Agreement outlines the borrower's responsibilities, including ensuring that only trained personnel operate the lift and that all required safety measures are followed. The agreement has been reviewed and approved by the City Attorney.

FISCAL IMPACT
The contractor's use of the City's equipment will reduce the cost of the mural project.

RECOMMENDATION
Staff recommends approval of the attached equipment use agreement with Creative Color Graphic and Print Studio.

ATTACHMENTS
1. Equipment Use Agreement- Creative Color Studio

EQUIPMENT USE AGREEMENT

THIS AGREEMENT is made this 23rd day of March 2026 by and between the City of Inver Grove Heights, Minnesota (the "Lender") and Creative Color Graphic and Print Studio (the "Borrower").

1. Loaned Equipment. The City of Inver Grove Heights (Lender) has contracted with Creative Color Graphic and Print Studio (Borrower) for certain mural installation services within the Veterans Memorial Community Center (VMCC). In order to perform the installation of the mural services, the Borrower needs to use certain equipment including a one-person lift, and the Lender owns the necessary lifts and other equipment which it is willing to let the Borrower use solely for the purpose of performing the installation services. Lender hereby agrees to lend the following equipment (the "Equipment") to the Borrower:

    a. One Person Lift: SkyJack SJ20 Scissor Lift

2. Fees. The Borrower shall pay to the Lender the following amount for the Equipment that is on loan:

    a. $0/day for One Person Lift

3. Term. The Borrower shall be entitled to use the Equipment from May 4, 2026 through May 8, 2026 solely for the purpose of installing a new mural for the Brightside Playzone at the VMCC.

4. Return of Equipment. The Borrower is responsible for examining the Equipment prior to receiving it from the Lender and must return the Equipment in the same condition in which it was received, except normal wear and tear. Any Equipment using fuel or other fluids must be returned with the same level of fuel that the Equipment had when loaned to the Borrower.

5. Routine Maintenance. The Borrower is responsible for any routine maintenance required to operate the Equipment while in the Borrower's possession. Routine maintenance would include fuel, lubricants, fluids, repair of a flat tire, and other items that are typically incidental to the use of the Equipment.

6. Trained Personnel. The Borrower agrees that only trained personnel shall be allowed to operate the Equipment. The Borrower agrees to follow all safety precautions including the wearing of personal protective equipment while using the Equipment.

7. Transportation. The Borrower shall be responsible for transporting the Equipment within the VMCC.

8. Storage. Borrower shall store the Equipment in a safe place while in the Borrower's possession.

9. Damage to Equipment. The Borrower shall be responsible for any damage to or loss of the Equipment while the Equipment is being used by the Borrower.

10. Insurance. The Borrower agrees to maintain commercial general liability (CGL) insurance in the minimum amount of $1,000,000 per occurrence for bodily injury and property damage. The Borrower shall name the Lender as an additional insured on the Borrower's CGL insurance. The Borrower shall provide the Lender with a certificate of insurance evidencing the required insurance coverages. The Borrower's insurance shall be primary and non-contributory to any other valid and collectible insurance available to the City

11. Workers' Compensation. The Borrower shall be responsible for injuries or death of its own personnel while using the Equipment. The Borrower will maintain workers' compensation insurance covering its own personnel while they are using the Equipment. Use of Lender's equipment to perform the painting services shall not in any way make the employees of Borrower employees of Lender for any purpose, including workers' compensation coverage.

12. Indemnification. The Borrower agrees to defend and indemnify the Lender against any claims brought or actions filed against the Lender or any officer, employee, or volunteer of the Lender for injury to, death of, or damage to the property of any third person or persons, arising from the Borrower's use of the Equipment.

13. Assumption of Risk. The Borrower acknowledges that using the Equipment has certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The Borrower assumes any and all risks, whether known or unknown, while using the Equipment.

14. Waiver. The Borrower understands and agrees that neither the City or any person acting on behalf of the City may be held liable in any way for any event which occurs in connection with using the Equipment which may result in harm, injury or other damage to the Borrower or any other person, including damage to property. This waiver of liability does not waive liability for any injuries that the Borrower obtains as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.

15. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Borrower and Lender and contains the entire agreement.

16. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both the Borrower and the Lender.

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

18. Captions. Captions or headings contained in this Agreement are included for convenience only and form no part of the agreement between the Borrower and the Lender.

19. Waivers. The waiver by either the Borrower or the Lender of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

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

21. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESSA WHEREOF, the Borrower and Lender, by action of their respective governing bodies, caused this Agreement to be approved.

CITY OF INVER GROVE HEIGHTS	**CREATIVE COLOR – GRAPHIC & PRINT STUDIO**
MINNESOTA, LENDER	**BORROWER**
BY:______________________ Its Mayor	BY:______________________
AND:______________________ Its Clerk	

Agenda Item 5.I.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution Authorizing Preparation of a Final Grant Agreement with the Metropolitan Council for the 2024 Inflow & Infiltration Reduction Grant Program.**

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572
Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the Engineering Division to apply for Implementation Grants for Stormwater Resilience through the Minnesota Pollution Control Agency.

BACKGROUND

Every two years, the Metropolitan Council Environmental Services (MCES) distributes State grants to communities to mitigate the effects of groundwater inflow and infiltration (I&I) into public sanitary sewer systems. While the City of Inver Grove Heights does not have excessive I&I issues, some areas of the community with older, clay sewer piping have been found to quality for I&I mitigation measures. The Groveland Park neighborhood, which was part of the 2025 PMI project (City Project 2025-09D) was one such area, where the City replaced all sanitary sewer mainline and service piping within the public right of way, that had exhibited signs of past I&I issues. As part of the initial project feasibility stage in late-2023, Public Works staff worked with MCES representatives to determine if the area may qualify for some of the State I&I grants. The MCES provided a formal letter of intent indicating the City would be qualified for reimbursement, with an estimated value of up to $192,610 (attached). The final reimbursement value would be determined after completion of the project work, and a review by MCES of qualified construction items (such of sewer pipe and manholes).

While the 2025 PMI project is not fully complete, the review of qualifying costs is scheduled to begin on April 1, 2026. As part of the review, the MCES requires a Resolution from the City indicating authorization of staff to complete the grant agreement through the submitting of required supporting documentation. If approved, staff would begin the process of submittal of project documentation and compilation of a grant agreement, and once finalized, the grant agreement would be brought to the City Council for final approval.

FISCAL IMPACT

The estimated grant reimbursement that the City of Inver Grove Heights is eligible to receive is up to $192,610. These costs would be used to offset Sewer Capital Fund (Fund 521) costs associated with City Project No. 2025-09D.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS
1. Resolution Authorizing Completion of 2024 I&I Grant Application
2. I&I Program - Letter of Intent from MCES

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _________

RESOLUTION AUTHORIZING THE PUBLIC WORKS DIVISION TO PREPARE A GRANT AGREEMENT WITH THE METROPOLITAN COUNCIL FOR THE 2024 STATE BOND FUNDED INFLOW & INFILTRATION GRANT PROGRAM

WHEREAS, the Metropolitan Council Environmental Service (MCES) has identified the City of Inver Grove Heights as one of the many metro cities having excessive quantities of stormwater and groundwater, commonly referred to as Inflow and Infiltration (I&I), entering the public sanitary sewer system; and

WHEREAS, to facility the reduction of I&I, MCES has offered a preliminary minimum allocation of $50,000 per metro city, with provisions for future distribution of available funding until the total of $12,000,000 for the State of Minnesota has been expended on I&I reduction measures for the 2024 Grant Program; and

WHEREAS, the City of Inver Grove Heights had previously identified public sanitary sewer within the Groveland neighborhood had exhibited I&I issues in the past, and replacement of sanitary sewer was proposed as part of City Project No. 2025-09D; and

WHEREAS, the City applied for qualification for grant funding, and was provided a letter of intent from the MCES indicating the City may be eligible for up to $192,610 in grant funding at the completion of City Project No. 2025-09D.

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

1. The Public Works Director is authorized to complete the grant agreement by submitting necessary supporting documentation to the Metropolitan Council Environmental Services for inflow and infiltration mitigation performed through City Project 2025-09D.

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

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

DATE: February 5, 2024

TO: Brian Connolly, Public Works Director
Inver Grove Heights
8150 Barbara Ave.
Inver Grove Heights, MN 55077-3410

FROM: Matt Gsellmeier, MCES I/I Grant Administrator

SUBJECT: 2023 II Grant Program Letter of Intent

Thank you for applying to the 2024 State Bond Funded Municipal Inflow and Infiltration (I/I) Grant Program. This non-binding letter of intent confirms receipt of your citys application and approval to participate per the Metropolitan Councils approved program design and guidelines.

The program design and guideline details, along with the draft agreement that must be entered with the Metropolitan Council, can be found at the following link under Inflow/Infiltration Grant Programs:

https://metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx

Preliminary Non-binding Grant Estimates

Estimated Grant Amount	Based on
Preliminary Minimum Allocation (PMA) $50,000	Preliminary project description and projected cost estimates in city's application
Final Reimbursement Amount (FRA) $192,610	City's application, the amount available for funding, and prior year's reimbursement percentages

Please be advised that these are preliminary non-binding estimates and that each participant's final FRA depends upon the actual and eligible project work submitted per approved guidelines. PMA and FRA will be calculated simultaneously for all participants upon receipt of documentation verifying a project costs. Should a city not complete a project with I/I eligible work, or complete with insufficient eligible work, PMA and FRA will be adjusted accordingly. Contingent upon availability of funding, cities may be eligible for additional funding should they complete a project(s) with more I/I eligible work than described in their application.

Important Dates

February 29, 2024	MCES sends Letter of Intent to program participants
March 31, 2026	Cities provide descriptions and pay claims for completed projects
May 1, 2026	MCES makes FRA determination, distributes grant agreements

MCES will process reimbursement upon receipt of signed agreement and commits to sending semi-annual grant notices to all participants throughout the program. These notices will serve as both reminders of participation and solicitations for changes in participant contact, projects, or other relevant information.

Documentation submitted to MCES at project completion to verify eligibility and calculate both PMA and FRA must include the following:

- Completion and submission of MCES provided cost verification form
- A city resolution authorizing participation in the grant program
- Certification (notarized) confirming ownership or easements for locations where work was completed
- Description of work, along with description or map of locations
- Invoices substantiating cost of work completed.

This letter is a commitment to enter into a legally binding grant agreement upon verification that grant program guidelines and requirements have been met. It is not a legally binding document that confirms funding.

MCES appreciates and is committed to your participation in this program designed to assist our stakeholders in the mitigation of excess inflow and infiltration into the metropolitan disposal system.

MCES appreciates and is committed to your participation in this program designed to assist our stakeholders in the mitigation of excess inflow and infiltration into the metropolitan disposal system.

Please direct your questions or concerns to:

Matt Gsellmeier, MCES I/I Grant Administrator
390 Robert Street North
St. Paul, MN 55101
17633670264
matthew.gsellmeier@metc.state.mn.us

Ned S Smith

Ned Smith, MCES, Director of Pretreatment and Finance

Leisa Thompson

Leisa Thompson, MCES General Manager

Agenda Item 5.J.

Request for Council Action

SUBJECT: Resolution Approving the 2026 Tree Replacement Plan

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Brian Swoboda, Parks Superintendent, 651.450.2582
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the 2026 Tree Replacement Plan utilizing funding from the Tree Replacement Fund (Fund 443).

BACKGROUND

The City's existing Tree Replacement Policy was approved by the City Council on February 10, 2003. The purpose of this policy is to provide criteria for the expenditure of funds from the City's Tree Replacement Fund (Fund 443), with the goal of enhancing the city's forest resources. The policy also provides criteria for the expenditure of funds received when a development does not have sufficient room on its site to allow for all required reforestation and the City Council approves a payment in lieu of planting (approved at final plat). Additionally, it calls for an annual tree replacement plan, prepared by the Parks Division, submitted to the Park & Recreation Advisory Commission for review, and City Council for approval.

Funds may be used for tree purchase, planting, and a maintenance period (i.e. irrigation, tree stacking, fertilization, pruning, etc.) until the tree(s) becomes established. Also, it may be used for special needs – such as in the event of a natural disaster or other identifiable special situation. According to the adopted policy, annual expenditures cannot exceed 50% of the balance in the fund, or lower the balance below $10,000, unless specifically approved by the Council.

At the March 11, 2026, meeting of the Park and Recreation Advisory Commission (PRAC), the City Forester/Parks Superintendent presented the proposed 2026 Tree Preservation Plan with the request that the PRAC recommend approval to the Council. The plan focuses on planting trees in citywide parks, South Valley Park invasive control to protect tree canopy, and irrigation for stormwater tree plantings. The total estimated cost to implement the plan is $98,000.

For 2026, the City Forester proposes the following Tree Replacement Plan:

Project	Description	Quantity	Cost
Citywide Parks - Pruning	Removal of Hazardous Branches and Trees	100	$15,000

Citywide Parks - Tree Planting	Tree Plantings	50	$25,000
Citywide Parks - Stump Grinding	Stump grinding	50	$4,000
Citywide Parks - Landscape	Tree and Shrub maintenance	300 yards	$6,000
Citywide Parks - Invsaive Control	Goat Grazing	TBD	$35,000
City Stormwater - Northwest Basin Plantings	Container Stock	125	$13,000
		Total	**$98,000**

FISCAL IMPACT

The policy provides for expenditures of up to 50% of the fund in any given year. The current balance as of February 2026 in the Tree Preservation Fund (Fund 443) is approximately $502,842. The Parks and Public works departments are requesting to spend $98,000 in 2026. This would leave a balance of approximately $404,842 in the fund.

RECOMMENDATION

The PRAC voted unanimously to recommend approval of the 2026 Tree Replacement Plan.

Therefore, staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. RESOLUTION - APPROVAL OF 2026 TREE REPLACEMENT PLAN
2. Tree Preservation Policy

CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.________

A RESOLUTION APPROVING THE 2026 CITY TREE REPLACEMENT PLAN UTILIZING THE TREE REPLACEMENT FUND

WHEREAS, a Tree Replacement Policy was approved by the City Council on February 10, 2003 to provide criteria for the expenditure of funds from City's Tree Replacement Fund; and

WHEREAS, the plan calls for an annual tree replacement plan, prepared by the Parks Division, submitted to the Park & Recreation Advisory Commission for review, and City Council for approval; and

WHEREAS, at the March 11, 2026, Park and Recreation Advisory Commission (PRAC) meeting, the City Forester presented the proposed 2026 Tree Preservation Plan, which includes the expenditure of $98,000 from the Tree Replacement Fund (Fund 443) for the following projects:

Project	Description	Quantity	Cost
Citywide Parks - Pruning	Removal of Hazardous Branches and Trees	100	$15,000
Citywide Parks - Tree Planting	Tree Plantings	50	$25,000
Citywide Parks - Stump Grinding	Stump grinding	50	$4,000
Citywide Parks - Landscape	Tree and Shrub maintenance	300 yards	$6,000
Citywide Parks - Invsaive Control	Goat Grazing	TBD	$35,000
City Stormwater - Northwest Basin Plantings	Container Stock	125	$13,000
		Total	**$98,000**

WHEREAS, the PRAC voted unanimously to recommend approval of the plan to the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the 2026 Tree Replacement Plan is hereby adopted and the expenditure of $98,000 from the Tree Replacement Fund to implement the Plan is hereby authorized, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the Parks and Recreation Director is authorized to approve contracts and allocate funds, up to a total of $98,000, for the implementation of the 2026 Tree Replacement Plan. The Director may engage various vendors to perform services outlined in the plan, ensuring projects remain timely and efficient. For all work identified in the plan, the Director will only approve services after obtaining at least two quotes and will award the contract to the lowest quote, unless the vendor is an approved state or national contract vendor, in which case a second quote will not be required.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 23rd day of March 2026.

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

POLICY

TREE PRESERVATION MITIGATION FUND

TREE REPLACEMENT PLAN

PURPOSE AND INTENT OF POLICY

The purpose of this policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree Protection and Preservation Fund. The intent is the enhancement of the city's forest resource.

POLICY

Funds may be used as follows:

1. Reforestation Program
The Reforestation Program includes the purchase and planting of trees on public land including, but not limited to city parks, city golf course, city nursery, storm sewer retention ponds, open space and limited road right-of-way such as Cahill Ave. between Upper 55th St. and 80th St. with community-wide significance. Costs may include tree purchase, planting, and a maintenance period (i.e. irrigation, tree staking, fertilization, pruning, etc.) until the tree(s) becomes established.

2. Special Needs
In the event of a natural disaster or other identifiable special need, funds may be contributed to other city sponsored reforestation programs.

CONTINUANCE OF POLICY

This policy shall apply only to funds received specifically from Tree Protection and Preservation Mitigation Fund (Code 515.90 Subd 28) from applications to the City. At no time may the fund deplete by more than 50%, or to less than $10,000 in any given year, without the express consent of the City Council.

RESPONSIBILITY

The Director of Parks and Recreation and the City Administrator shall have primary responsibility for the implementation and coordination of this policy per Code 515.90 Subd 28. An annual tree replacement plan, prepared by Parks Division, will be submitted for Park and Recreation Advisory Commission review and City Council approval.

Approved by the Inver Grove Heights City Council 2/10/03

Agenda Item 5.K.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Approve Memorandum of Understanding with Inver Grove Heights (ISD 199) Public School District for Sheltering and Mass Care Facility Utilization at the Veterans Memorial Community Center**

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

ACTION REQUESTED

The Council is asked to approve the attached Memorandum of Understanding with the ISD 199 School District to utilize the Veterans Memorial Community Center (VMCC) as a sheltering and reunification site in the event of an emergency.

BACKGROUND

The Inver Grove Heights (ISD 199) School District has requested the ability to use the VMCC as their designated location to provide shelter and assistance to students and staff in the event of an emergency situation that requires school district staff and students to be evacuated and sheltered. Students and teachers would be transported to the VMCC for shelter and support until they can reunite with their families.

The City of IGH will be responsible for opening the building and making community room space, restrooms, internet and phone access available as needed.

ISD 199 Public Schools will provide supervision of students and staff during any time the facility is used. ISD 199 Public Schools agrees to pay all costs of personnel and rental fees associated with utilizing the facility, including any displaced renter fees, overtime costs and indirect costs as appropriate.

A copy of the Memorandum of Understanding is attached. The agreement has been reviewed and approved by the City Attorney.

FISCAL IMPACT

All costs associated with the use of the VMCC as a sheltering location by the ISD 199 Schools would be paid by the district.

RECOMMENDATION

Staff recommends approval of the attached Memorandum of Understanding with the ISD 199 School District.

ATTACHMENTS

1. ISD 199 City IGH MOU - Final

Inver Grove Heights Schools
2990 80th Street East
Inver Grove Heights, MN 55076
PHONE: 651-306-7800
FAX: 651-306-7295
www.isd199.org

Inver Grove Heights Schools, Memorandum of Understanding (MOU) with
the City of Inver Grove Heights for VMCC Sheltering and Mass Care Facilities

This agreement is made and entered into between Inver Grove Heights Schools (ISD 199) and the City of Inver Grove Heights (The City) this day of ______ , 2026 to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of ISD 199.

ISD 199 will make every effort to notify the City of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

The City agrees to open the Veterans Memorial Community Center building owned by the City and located at 8055 Barbara Ave, IGH, MN 55077 (VMCC) to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered.

The City understands that it will be responsible for opening the building and developing procedures for making community room space accessible, including rest rooms and an area with phone and internet connection (if available) for ISD 199 Public School administrative personnel. Furthermore, ISD 199 will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

ISD 199 agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse the City for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

ISD 199 will be responsible for replacing, restoring or repairing damage caused by the use of the building, facilities or equipment belonging to the City.

ISD 199 will reimburse the City for personnel costs incurred by the City as a result of ISD 199's use of the VMCC facilities and any applicable rental fees required to utilize the facility, including displaced renter fees, or overtime costs, upon production of receipts or time sheets.

ISD 199 and City agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The City's liability shall be governed by the provisions of Minn. Stat. Sec. 466.04 and other applicable law.

The City shall not be liable for any suits, actions or claims of any character for injury, death or property damage made by or on behalf of any person or persons, firm or corporation arising out of ISD 199's use of the VMCC except as such injury, death or property damage is a result of the City's gross negligence as determined by a court of law. ISD 199S shall defend and indemnify the City and hold it harmless from any and all such suits, actions or claims. This provision shall survive the termination of this Agreement.

Requests for interviews or information submitted to the City during the time that ISD 199 is using the VMCC for sheltering and mass care facilities shall be directed to the ISD 199' Communication Coordinator or the Superintendent of Schools. Nothing in this paragraph shall prevent the City from engaging in any communication efforts or responding to requests for interviews or information in addition to directing such requests to the parties listed above.

ISD 199 will make every effort to recognize the hospitality of the City in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, the State of Minnesota or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on _______ ___, 2026 and shall be reviewed on an annual basis. This agreement shall remain in effect until such time as it is terminated by either party upon sixty (60) days written notice to the other party prior to termination. This Agreement may be modified upon the mutual written consent of the parties.

The parties hereby agree to the terms and conditions of this Agreement.

_____________________________	_____________________________
Authorized Signature, School District	Authorized Signature, City
_____________________________	_____________________________
Title	Title
_____________________________	_____________________________
Date	Date

Agenda Item 5.L.

Request for Council Action

SUBJECT: Approval of R-22 Refrigerant Purchase for Veteran Memorial Community Center Ice Arena

MEETING DATE: March 23, 2026
ITEM TYPE: Consent Agenda
CONTACT: Aaron Fitzloff, Facilities Maintenance Superintendent, (651) 450-2469

ACTION REQUESTED

To approve the purchase of R-22 refrigerant from RTI in the amount of $75,600 as included in the 2026 Capital Improvement Plan.

BACKGROUND

The City Council approved the 2026 Capital Improvement Plan (CIP), which includes $200,000 for the purchase of R-22 refrigerant as a contingency reserve. This reserve is intended to mitigate the risk of a catastrophic leak within the VMCC Arena's compressor system, which could require a full replacement of refrigerant while repairs are completed. The system requires approximately 3,600 pounds of R-22.

R-22 refrigerant is no longer produced in the United States, yet it remains essential for the operation of the arena's ice-making system. Securing a reclaimed supply is critical to ensure uninterrupted facility operations in the event of system failure. The City is planning a full conversion to a non-R-22 system in 2029; however, maintaining a reserve supply until that transition is complete is necessary.

In the event the reserve is not utilized prior to the system conversion, the City retains the ability to resell the unused refrigerant, along with any remaining R-22 in the current system, through available vendors.

Vendors supplying reclaimed R-22 are limited due to market scarcity. Staff obtained quotes from two vendors for the required 3,600 pounds:

- **RTI: $75,600**
- Total Mechanical Service Inc.: $109,793

RTI provided the lowest responsible quote and is recommended for the purchase.

It is also important to note that R-22 pricing fluctuates based on market demand. The current quote reflects a significantly lower cost per pound than originally estimated during CIP planning. As a result, the total purchase amount is $124,400 less than the $200,000 budgeted in the 2026 CIP.

FISCAL IMPACT

The total cost of $75,600 will be funded through the approved 2026 CIP budget with the Community Center Capital Fund. This represents a savings of $124,400 from the originally allocated amount.

RECOMMENDATION
Staff recommends approval of the purchase of 3,600 pounds of reclaimed R-22 refrigerant from RTI in the amount of $75,600.

ATTACHMENTS
1. Quote R-22 RTI

Refrigerant Sales • Buyback • Reclamation • Separation • Recovery

Reclamation Technologies USA, LLC

02/24/2026
Estimate Number: 1084345764

City of Inver Grove Heights

Aaron, please find your requested quote below.

Service Location	Scope of Work
8055 Barbara Ave Inver Grove Heights, MN, 55077	Refrigerant Supply - 3 pallets of R22

Estimate

Description	Qty	Rate	Tax	Total
Refrigerant Gas R 22, UN1018, Hazard Class 2.2, (lbs.) Refrigerant Gas R 22, UN1018, Hazard Class 2.2	3600.00	$21.00	$0.0000	$75,600.00

Estimate Total: **$75,600.00**

Pricing is Valid for (30) Days

Accepted by: ________________________ **Date:** ______________ **PO#** ____________________

THANK YOU FOR THE OPPORTUNITY TO SERVE YOUR REFRIGERANT NEEDS

Phone: (877) 407-2910 | Fax: (877) 337-2345 | reclamationtech.com

CITY OF INVER GROVE HEIGHTS

Agenda Item 6.A.

Request for Council Action

SUBJECT: Approval of New Massage Therapist License

MEETING DATE: March 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 then consider approval of a new massage therapist license for Amanda Kaeding.

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

FISCAL IMPACT
N/A

RECOMMENDATION
Staff recommends holding a public hearing and then to approve the new massage therapist license for Amanda Kaeding.

ATTACHMENTS
None

Agenda Item 7.A.

Request for Council Action

SUBJECT: Ordinance Amending 2026 City Fee Schedule

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to approve a reading of the attached Ordinance updating the 2026 City Fee Schedule.

BACKGROUND
With the indoor playground currently under construction and coming online in May, staff recently updated the fee schedule to include the fees associated with operating the indoor playground or fees that were incorrect in the original fee schedule from December 15, 2025. The changes are listed in attached ordinance.

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

RECOMMENDATION
Staff recommends waiving the three-reading rule, and approving the Ordinance along with adoption of the Resolutions of Summary Publication, as this is for housekeeping items that are not available online yet or are typographical errors in amounts, on the fee schedule.

ATTACHMENTS
1. Ordinance 1525 - 2026 Changes/Adds to Fee Schedule (Uncodified)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. 1525

AN ORDINANCE AMENDING THE 2026 FEE SCHEDULE

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

Section One. Amendment. The 2026 Fee Schedule previously adopted by Ordinance No. 1519 is hereby amended to add the following fees as shown below:

PARKS & RECREATION PARKS USAGE	**Frequency**	**2026 Resident Fees**	**2026 Non Resident Fees**
Pickleball court rental			
All courts	Per day	$500	$520
VETERAN'S MEMORIAL COMMUNITY CENTER			
10x pass Adult	Per person	$90	$108
10x pass Youth	Per person	$63	$81
Indoor Playground Fees			
Infants under 12 months	Daily	Free	Free
Admission Youth (Ages 1-11) - Playground only	Daily	$7	$9
10x punch pass		$63	$81
Ages 12+	Daily	Free	Free
Youth VMCC Member	Daily	$5	$5
Youth VMCC Member 10x punch pass		$45	$45
Youth Playground + VMCC Daily Admission	Daily	$10	$14
Socks - Add on cost Playground	Each	$2	$2
Pool Rental			
Diving well	Per hour	$100	$110
BUILDING & DEVELOPMENT FEES Item Description	**Code Section**		**2026 Fees**
BUILDING PERMITS			
Pool permit			
In-ground swimming pools	3-4-1		$300

Section Six. <u>Effective Date.</u> This ordinance shall be effective upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this____ day of ______, 2026.

Ayes:

Nays:

____
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 7.B.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Ordinance Amending Title 4, Chapter 9 Body Art Establishments

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

Council is asked to approve the First Reading of an Ordinance amending Title 4, Chapter 9, regarding Body Art Establishments.

BACKGROUND

Staff requests changing the limit of licensed establishments to six (6) to better reflect Inver Grove Height's population and the issue with unlicensed but operational body art establishments.

The City Council adopted Chapter 9: Body Art Establishment Licensing in 1998 to address the need for local oversight of body art services, as the State of Minnesota did not have a licensure program at that time.

Effective January 1, 2011, the Minnesota Department of Health implemented statewide licensing requirements for both body art technicians and body art establishments. Cities, however, retained the authority to regulate establishments locally if they chose to do so.

In 2014, the City Council amended City Code Section 4–9–5 to limit the number of licensed body art establishments in Inver Grove Heights to two (2). Since that time, staff have become aware that there may currently be more than two establishments operating within the city, including at least one that is not licensed at the city level.

The next two agenda items are in conjunction with this ordinance approval, as staff was not aware that the previous establishment owner was operating without a license.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends waiving the three reading rule, and approval of the final reading amending the city code provisions related to the number of permitted licensed body art establishments.

ATTACHMENTS

1. Ordinance Amending City Code 4-9-5 Body Art Establishments

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _________

AN ORDINANCE AMENDING CITY CODE TITLE 4, CHAPTER 9 REGARDING LICENSE REQUIREMENTS FOR BODY ART ESTABLISHMENTS

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

Section One. Amendment. Section 4-9-5-2 of the Inver Grove Heights City Code is hereby amended as follows: The new language is shown underlined and deleted language is shown with ~~strikethrough~~.

4-9-5: LICENSE REQUIREMENTS:

A. General Rule: No person acting individually or jointly with any other person may maintain, own, or operate a body art establishment in the city without being licensed by the city pursuant to this chapter. The city will issue no more than a total of ~~two (2)~~ six (6) body art establishment licenses to body art establishments within the city at any time.

Section Three. Effective Date. Following its passage and publication, this Ordinance shall be effective beginning April 1, 2026.

Passed in regular session of the City Council of the City of Inver Grove Heights on this 23rd day of March, 2026.

CITY OF INVER GROVE HEIGHTS

By: ______________________________
John Murphy, Acting Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 7.C.

Request for Council Action

SUBJECT: **Resolution Approving a Conditional Use Permit for Body Art Establishment at 1848 50th Street East**

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Benjamin Schneider, Senior Planner, 651-450-2569

ACTION REQUESTED

The City Council is asked to approve a resolution, granting a Conditional Use Permit to operate a Body Art Establishment at 1848 50th Street East.

BACKGROUND

Madison Taylor ("Applicant") has applied for a Conditional Use Permit ("CUP") to operate a body art establishment at an existing multi-tenant building located at 1848 50^{th} E ("Subject Property"). The Subject Property is zoned I-1, Limited Industry. Body art establishments are allowed as a Conditional Use in this zoning district. These businesses also must obtain a local license from the City Clerk and a state license from the Minnesota Department of Health.

SURROUNDING USES

Like the Subject Property, all adjacent properties are zoned I-1 and guided LI, Light Industrial. The one exception is the property to the west, which is vacant land owned by MNDOT. This property is guided Public Parks and Open Space.

EVALUATION OF REQUEST

City staff has reviewed the request against specific City Code Standards for Body Art Establishment and for general standards for Conditional Uses. The request meets all applicable Zoning Code standards.

Review of Specific City Code Criteria

City Code Section 10-15-32 requires Body Art Establishments to maintain a 1,000-foot buffer between the property where the business operates and various uses, including schools, churches, parks, public libraries, establishments selling and/or serving alcoholic beverages, and other body art establishments. The subject property meets these buffer requirements.

City Code Title 4, Chapter 9 includes several requirements to obtain a local license. The applicant has begun the process of applying for this license, which would not be issued until the Conditional Use Permit is approved.

Review of General Standards for Conditional Uses

The general Conditional Use Permit standards can be found in [City Code Section 10-3A-5A](). An analysis of each standard is included below.

1. *The use is consistent with the goals, policies and plans of the city comprehensive plan, including future land uses, utilities, streets and parks.*

   The Future Land Use Plan does not propose any changes with the Subject Property, meaning it is anticipated to maintain its current I-1, Limited Industry zoning designation. Also, the proposed use does not have adverse impacts on future park, utility, or street plans.

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.*

   The Subject Property is zoned I-1, Limited Industry. A body art establishment is allowed as a conditional use in this zoning district.

3. *The use would not be materially injurious to existing or planned properties or improvements in the vicinity.*

   No negative impacts are anticipated with this use for surrounding properties.

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.*

   No negative impacts are anticipated with this use for nearby city facilities.

5. *The use is generally compatible with existing and future uses of surrounding properties, including aesthetics/exterior appearance, noise, traffic, drainage, fencing, landscaping, buffering, and other operational characteristics.*

   The applicant is not proposing any changes to the exterior building or site, and no adverse impacts to noise or traffic are anticipated.

6. *The property is appropriate for the use considering size and shape, topography, vegetation, other natural and physical features, access, traffic volumes and flows, utilities, parking, setbacks, lot coverage, and other zoning requirements.*

   The applicant is moving into an existing building, so no impacts to the physical characteristics of the site are anticipated.

7. *The use does not have an undue adverse impact on the public health, safety, or welfare.*

   The use does not appear to have adverse impacts on the public health, safety, or welfare. The added licensing requirements also provide additional safeguards to ensure this criterion is met.

8. *The use does not have an undue adverse impact on the environment, including, but not limited to, surface water, groundwater and air quality*

   The proposed use would not have environmental impacts on the area.

PLANNING COMMISSION

The public hearing for this Conditional Use Permit request was held during the March 3, 2026, Planning Commission meeting. There were no members of the public who spoke. Staff received one letter of support, attached to this report. The Planning Commission voted 5-0 to recommend approval of the request.

FISCAL IMPACT

N/A

RECOMMENDATION

City staff and the Planning Commission recommend approval of the Conditional Use Permit request.

ATTACHMENTS

1. Resolution Approving CUP
2. Application Narrative
3. Letter in Support
4. Site Map
5. Zoning Map

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2026-___

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A BODY ART ESTABLISHMENT AT 1848 50TH STREET EAST

WHEREAS, Madison Taylor ("Applicant") has requested approval of a Conditional Use Permit ("CUP") to operate a Body Art Establishment in a multi-tenant building located at 1848 50th Street East, legally described as follows: Lot 1, Block 1, Bulach 2nd Addition, Dakota County, Minnesota ("Subject Property"); and,

WHEREAS, the property is guided LI, Light Industrial, per the 2040 Comprehensive Plan, and zoned I-1, Limited Industry; and,

WHEREAS, a Body Art Establishment is allowed as a Conditional Use within the I-1, Limited Industry District; and,

WHEREAS, the request for a CUP was reviewed against City Code Section 10-3A-5 and Section 10-15-32 regarding the criterion for a Conditional Use Permit and meets the established minimum standards; and,

WHEREAS, pursuant to Minnesota Statutes §462.357, subd. 3 ("Statute"), the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on March 3, 2026 to receive public comment regarding the proposed CUP; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed as required by said Statute; and,

WHEREAS, following the Hearing, the Commission considered comments received and the request as submitted, and recommended to the City Council approval of the CUP for a Body Art Establishment on the Subject Property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, **MINNESOTA,** that a Conditional Use Permit for a Body Art Establishment, located at 1848 50th Street East, is hereby approved subject to the following conditions:

1. The applicant must obtain all required licenses from the City of Inver Grove Heights and the Minnesota Department of Health.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 23rd day of March, 2026.

AYES:
NAYS:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Dear Members of the Inver Grove Heights Planning Commission and City Council,

My name is Madison Taylor, and I am applying for a Conditional Use Permit to operate a tattoo establishment within the City of Inver Grove Heights.

I am a small business owner and professional tattoo artist with six years of experience in the industry. My work is rooted in maintaining a clean, professional, and welcoming environment that prioritizes public health, safety, and inclusivity. Modern tattooing is a highly regulated profession, and I am committed to full compliance with all state, county, and local regulations.

In 2025, I established Minnesota Official Ink in West Saint Paul. Since opening, the business has operated responsibly with a strong focus on sanitation, professionalism, and positive community presence. My intention is to bring the same standards to Inver Grove Heights in a manner that is compatible with surrounding uses and aligned with the city's zoning and development goals.

I appreciate your time and consideration and welcome the opportunity to further discuss this request.

Sincerely,
Madison Taylor
Owner, Minnesota Official Ink

[redacted]

March 2, 2026

City of Inver Grove Heights
Planning Department
8150 Barbara Avenue
Inver Grove Heights, MN 55077

To the members of the City of Inver Grove Heights Planning Department:

I am writing this letter in support of Madison Taylor and her application for a conditional use permit to allow a body art establishment in the I-1 Limited Industry Zoning District (case no. 26-03CUP) at 1848 50th Street East (PID# 20-15576-01-010).

Ms. Taylor is my half-sister. Because I am sixteen years her senior, our relationship has been closer to a parent-child relationship than a traditional sibling relationship. It has been my privilege and joy to have her in my life and see her blossom into the smart, capable, talented business owner she has become.

Becoming a tattoo artist (body art technician) was a goal of hers from a young age. She has always excelled at art and found deep fulfillment in drawing and painting. She overcame hardship and challenges in her youth that, frankly, would likely derail me as an adult. Despite experiencing adversity like poverty, food insecurity, homelessness, and other hurdles too private to mention here, she has flourished as an adult and business owner.

Rather than resign herself to victimhood, Ms. Taylor has modeled incredible resiliency and fortitude. She pursued her apprenticeship as a body art technician and established her own practice several years ago through her own determination and tenacity. This is her passion and livelihood, and she cherishes it so much that she proactively seeks to do it “by-the-book”, even when others in her industry might fudge or fly under the radar. Her integrity and commitment to professionalism are a testimony to her integrity.

I have no doubt that granting Ms. Taylor this permit would yield an asset for your city and community. Thank you for the opportunity to speak on her behalf. It is truly my honor!

Sincerely,

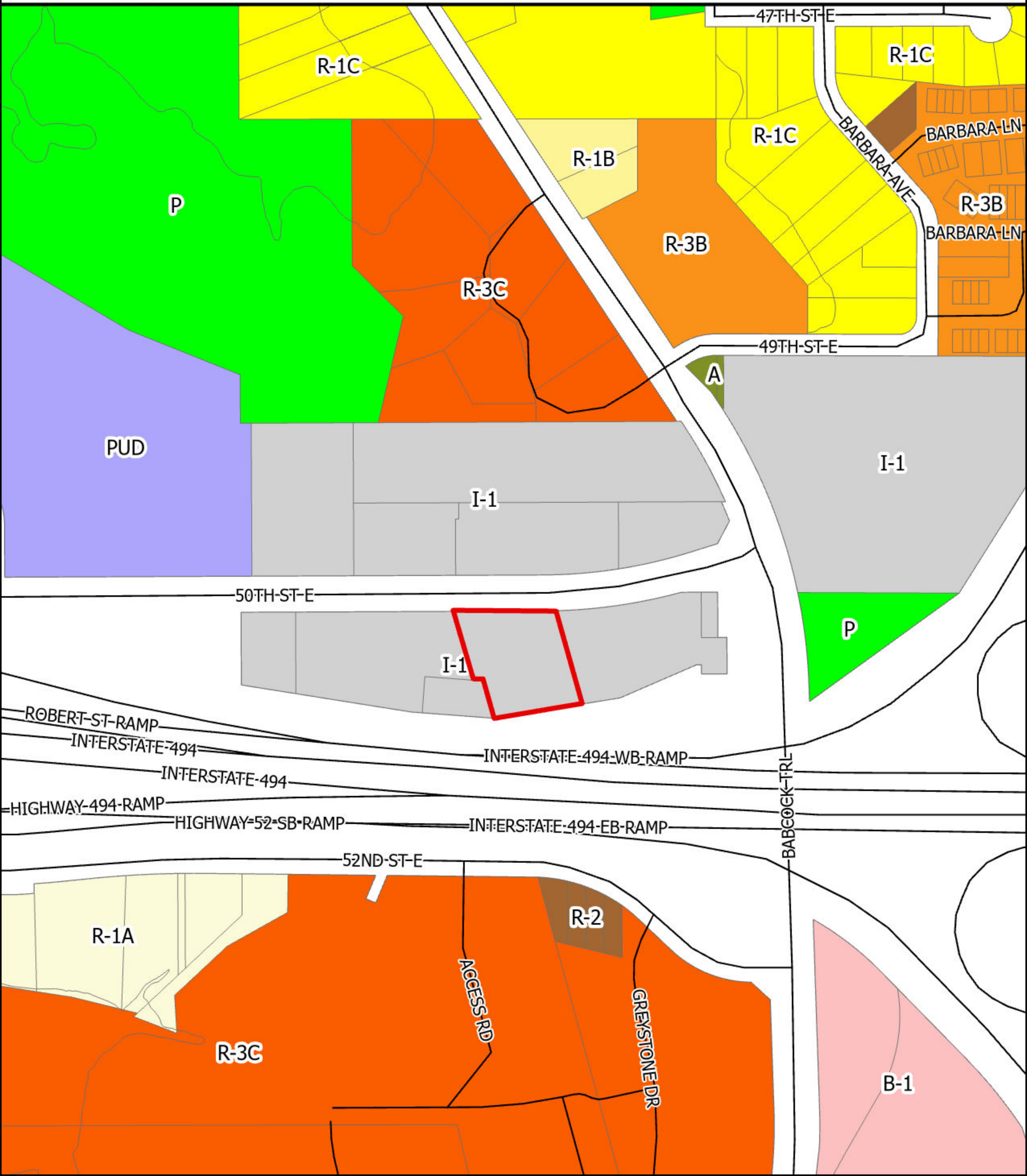
Nicole Gibas

Dakota County, MN

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search,appraisal, survey, or for zoning verification.

Map Scale
1 inch = 400 feet
2/10/2026

Madison Taylor CUP
Existing Zoning



Agenda Item 7.D.

Request for Council Action

SUBJECT: New Body Art Establishment License — Minnesota Official Ink

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
Council is asked to approve a new Body Art Establishment License for Minnesota Official Ink, located at 1848 50th Street E if the previous Ordinance was approved by waiving the three-reading rule.

BACKGROUND
The City has received an application from Madison Taylor, for the following Body Art Business seeking a new license. The previous owner was told that they did not need a City License prior to my employment at the city, thus causing the need for our Ordinance to be adjusted.

Doing Business As	Location
Minnesota Official Ink	1848 50th Street E

The license application submitted by the above-listed business has been reviewed by staff and found to be complete and qualified. The police department has completed the necessary background and found no basis for denial.

FISCAL IMPACT
N/A

RECOMMENDATION
Staff recommends approval of the new body art license.

ATTACHMENTS
None

Agenda Item 7.E.

Request for Council Action

SUBJECT: **Approval of a Scope of Work and Work Order, Authorizing the Drafting of Schematic Civil and Engineering Plan Designs Related to the Minnesota Hockey Hall of Fame Development.**

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The City Council is asked to approve a request from City staff, approving the Work Order and Scope of Work at a cost of $388,855 and authorizing Bolton & Menk to proceed with completing schematic civil and engineered plans and a traffic assessment related to the proposed Minnesota Hockey Hall of Fame Project development.

BACKGROUND

On March 2, 2026, the City Council received an update and status report of the proposed Minnesota Hockey Hall of Fame. At that meeting, Council members directed City staff to prepare a scope of work and obtain a cost estimate tied to initiating schematic civil and engineering design work (up to 30% plan design) for the development and an initial traffic assessment. The City submitted an amended Fiscal Year 2025 ("FY2025") Host Community grant application to the Minnesota Department of Employment and Economic Development ("DEED"), requesting approval of funds available to Inver Grove Heights to support this work. The available grant funds total $415,625.

Community Development Director Jason Ziemer and Public Works Brian Connolly drafted a scope of work and related work order and met with representatives from Bolton & Menk regarding the proposed work. Bolton & Menk determined the necessary work and deliverables based on that scope and provided an estimated price of $388,855. Bolton & Menk is in the City's authorized municipal engineering services consulting pool.

City staff is asking for City council authorization to proceed, pending final grant application approval by DEED and execution of grant agreement by and between the City and DEED. Depending on DEED's timeline for the grant agreement City staff may need to work with Bolton & Menk on an adjusted scope of work and costs to complete the work by May 25, 2026.

Development Recap & Update

During the March 2, 2026 worksession, the City Council received a status report and reviewed next steps and upcoming decision timelines related to the development. The recap included the following discussion topics:

Project Background

Consumer Science North ("CSN" and "Developer") and the Minnesota Hockey Hall of Fame ("MNHHOF"), a 501(c)(3) non-profit organization, are planning to construct an estimated 140,000-squre foot sports, entertainment and commercial facility, including a Hall of Fame and museum; 1,300-seat ice arena; performance venue; a banquet hall, meetings rooms and other spaces for private and community events; and hockey-themed restaurant and taproom. The specific site in Inver Grove Heights was due to its location, access and visibility. The site is adjacent to Interstate 494 at the intersection of 65th Street and Argenta Boulevard, and just east of the Minnesota Vikings complex.

The City approved a purchase agreement on December 8, 2025 for $8,740,200 to acquire 46.43 acres of land to support the development; the land purchase also includes future right of way. The purchase agreement identifies a closing date on or before October 31, 2026. On December 17, 2025, the Developer and MNHHOF officially announced the City of Inver Grove Heights ("City") as its home location for the new development. The City Council authorized due diligence work on January 26, 2026 at a cost of $63,300. That work includes surveys, tree inventory, Phase 1 environmental study and soil borings and geotechnical analysis; all of the work is in process.

Legislative Funding Request

Bills were introduced at the Legislature, requesting $25 million in state funding to support the project. At this time, no hearings in any House or Senate meetings are scheduled for any local bonding or capital project funding requests. The funding breakdown includes $5 million to the City to support grading and construction of roads and public infrastructure, and $20 million to MNHHOF for facility construction.

House Bill – House File (H.F.) 4238. Author Rep. Clardy. Co-Authors Reps. West, Davids Lille, Momanyi-Hiltsley, Virning and Huot. Referred to the Committee on Capital Investment.

Sente Bill – Senate File (S.F.) 4239. Author Sen. Klein. Co-Authors Sens. Kreun and Frentz. Referred to the Committee on Capital Investment.

Anticipated City Obligations

As discussed, the anticipated City obligations include land acquisition, as mentioned above, and completion of certain site improvements to provide a development-ready site and necessary public infrastructure. Site improvements include mass grading, parking and main internal roadway of the entire development. Public infrastructure includes construction of public roadways, sidewalks and trails and installation of water, sanitary sewer and stormwater facilities. Early estimates put the cost of those physical improvements at $10,013,975, including construction, contingency and soft costs. State funding would reduce that cost.

Xcel Energy, dba Northern States Power, has existing easement rights and overhead transmission lines that bisect the development property. Those easements and transmission lines will require relocation; cost of relocation to be negotiated between the City and Developer. Xcel is currently evaluating relocation options. As reported to the City Council during the March 2, 2026 worksession, Xcel provided an initial high-level cost of $1.5 million to relocate the existing overhead transmission lines; undergrounding those lines would likely be cost prohibitive.

Funding Strategies

Funding for the estimated $148 million development is broken down as follows:

- Developer: $43 million private financing and equity.
- MNHHOF: $66 million through corporate sponsorships, private donors and fundraising.
- State: $25 million cash appropriations and general obligation bond funds.
- City: $14 million cash and local debt levy.

At this time, the City's anticipated financial obligation is around $19 million, including $8.7 million in cash and $10.3 million for the identified improvements. The funding breakdown above assumes state funding, notably the $5 million general obligation bonds to the City for public infrastructure.

As reviewed during the March 2, 2026 worksession, City staff ran a local debt levy impact scenario estimated at $12.9 million, which includes repayment of a $2 million intrafund loan and the full $10.3 million improvement costs. Based on those numbers, the corresponding annual (average) debt levy would be $1,122,844. If the levy existed today, the tax impact for a home at the median value price of $362,200 would be $64.63; a commercial property valued at $400,000 would be $85.73. Those taxes paid are for the development debt levy only. Any state funding, or other grant funds received, would reduce the debt levy requirement and resulting property tax impact.

<u>Development Property Value</u>

Based on estimated assessed values provided by the County Assessor's Office, the development would have an estimated value of $34,600,000. The potential taxable value would be $23,850,000, assuming the MNHHOF non-profit entity owns the ice arena and the ice arena is non-taxable. That would generate approximately $775,000 in annual property taxes for the City, County, State and School District. The development property today is enrolled in the Green Acres program; current property taxes paid are $2,884.

<u>Upcoming Decision Timelines</u>

Per the purchase agreement, the closing date for the land is on or before October 31, 2026. However, on July 1, 2026, half of the earnest money ($100,000 of $200,000) is scheduled to be paid to the landowner and becomes non-refundable to the City. This is a first major decision point regarding the development. By mid- to late-April, it is assumed the City will know whether there is legislative support for the state funding request and how much funding, if any, could be provided for the project. This is a similar timeline the MNHHOF team also indicated it would have a report on the status of its corporate sponsorship and private funding campaigns.

As discussed with Council members, there are a multitude of moving parts – some moving together and others moving independently. Thus, the City along with the Developer and MNHHOF do need to continue inching forward on development planning. The due diligence work has been authorized and will be completed at various points between now and mid-April. The schematic civil and engineering plans are to be paid using DEED grant funding; that work will formally commence upon final award and agreement by DEED. City staff are also working to finalize a pre-development agreement between the City, Developer (CSN) and MNHHOF and present that in April.

FISCAL IMPACT

The Scope of Work and related Work Order for the traffic assessment and schematic civil and engineering plan design has a cost of $388,855. 100% of this is to be paid by the City and reimbursed by the DEED Host Community grant.

RECOMMENDATION

City staff recommend authorization of the Scope of Work and Work Order at the amount provided. Work will proceed upon finalization of the grant application and agreement by DEED.

ATTACHMENTS

1. Bolton & Menk - Fee Proposal - Hockey Hall of Fame
2. DRAFT_V1_HHOF Site Design Work Order 2026-03.16

Hockey Hall of Fame - City of Inver Grove Heights

Task Number	Task Description	Fee	
1.1	Project Coordination and Administration	$	56,940
2.1	Preliminary Plat Sketch	$	12,096
3.1	Utility Coordination (Xcel Energy Transmission)	$	11,575
4.1	Preliminary Site Grading (up to 30%)	$	74,380
4.2	Preliminary Stormwater Management	$	51,449
4.3	Preliminary Water and Sanitary Sewer Systems	$	58,718
4.4	Preliminary Roadway and Parking Lot Design Layout	$	67,182
4.5	Traffic & Access Analysis	$	56,515
Total Fee		**$**	**388,855**

2026-XX – MN Hockey Hall of Fame – 30% Site Layout

Project Identification: This work involves using existing City plans, survey data, and soil boring data along with preliminary building and site layout designs from the Minnesota Hockey Hall of Fam ("MNHHOF") project consultants to initiate civil plans to complete a schematic-level 30% plan design ("Project") for the planned site and public improvements development, including grading site design, roadway and parking lot design, water, sanitary sewer, and storm sewer utility systems, stormwater management (ponding & treatment), compilation of a cost estimate, and perform traffic analysis for the proposed MNHHOF site, which consists of approximately 46 acres located to the north and west of the intersection of 65th Street and Argenta Boulevard within the City of Inver Grove Heights.

This written authorization to proceed and work order contract (work order contract) is between the City of Inver Grove Heights (City) and **Bolton & Menk, Inc.**, a Corporation, Address: **1960 Premier Drive, Mankato, MN 56001**("Contractor"). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor ("Master Services Agreement") and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.

2. The City needs a Contractor to provide professional services for preliminary engineering (30% schematic design) that includes the following for the MNHHOF site:

    - Understand needs based on the project and alternatives for the site, roadways, stomwater and utilities in relation to project development plans to date. Consider plans in relation to footprint layout(s) for the proposed I-494 interchange adjacent to the development site.

    - Complete an issues identification analysis to identify site issues and constraints impacting the MNHHOF project's physical development plan, and needs and vision of the overall project concept. Collaborate with Xcel Energy on relocation of overhead transmission lines, easement requirements, and corresponding impacts to development plans.

    - Develop a general site plan for public and private improvements to establish sufficient details necessary to evaluate design features and fit of all project elements based on zoning, engineering standards for roadways and utilities, and external agency input.

Work Order Contract

1 Term of Contract; Survival of Terms; Incorporation of Exhibits:

1.1 Effective Date:

This work order contract will be effective on the date that all required signatures are obtained by City. The Contractor must not begin work under this work order contract until ALL required signatures have been obtained and Contractor has been notified in writing to begin such work by City's Authorized Representative.

1.2 Expiration Date:

This work order contract will expire on **May 25, 2026**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Exhibits:

Exhibits A through Exhibit B are attached and incorporated into this work order contract.

Exhibit A = Specifications, Duties, and Scope of Work
Exhibit B = Progress Report Form

2 Scope of Work and Deliverables:

2.1 The Contractor, who is not a city employee, will provide the following services under this work order contract: complete the tasks listed in *Exhibit A*. The Contractors' assumptions for the work required to deliver the identified scope are included as part of this Contract *Attachment 1*. The Contractor's assumptions or estimate of work will not supersede or take precedence over the requirements to deliver the specific scope items listed in this contract.

2.2 Deliverables are defined as the work product created or supplied by the Contractor pursuant to the terms of this work order contract.

3 Items Provided and/or Completed by the City:

3.1 After authorizing the Contractor to begin work, the City will furnish any data or material in its possession relating to the project that may be of use to the Contractor in performing the work.

3.2 All such data furnished to Contractor, will remain the property of the City and will be promptly returned upon the City's request or upon the expiration or termination of this work order contract.

3.3 The Contractor will analyze all such data furnished by the City. If Contractor finds any such data to be incorrect or incomplete, Contractor will bring the facts to the attention of City before proceeding with the part of the project affected. The City will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

4 Consideration of Payment:

4.1 Consideration:

The City will pay for all services performed by Contractor under this contract as follows:

4.2 Compensation:

Contractor will be paid for hours worked during each invoice period on a Unit Rate basis not to exceed a maximum aggregate value greater than the Total Obligation shown in Section 4.1.5:

Labor Rate Costs*: $388,855
Direct Expense Costs: $0.00
* Labor Rate includes direct labor, overhead and profit

4.3 Overtime:

The City will not pay directly for any overtime worked by a Contractor or a subcontractor.

4.4 Direct Expense Costs:

Allowable direct expense costs include project specific costs and are items not otherwise included in overhead costs. Travel expenses and open house materials specific to this project are examples of Direct Expense Costs. Any Direct Expense Costs that are necessary for Contractor to reasonably conduct day to day work must be approved, in writing, by the City's Authorized Representative prior to expenditure (i.e., costs that would normally be considered overhead costs).

4.5 Travel Expenses:

The Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "IRS Publication 463, Travel, Gift, and Car Expenses".

4.6 Total Obligation:

The total obligation of City for all compensation and reimbursements to Contractor under this contract will not exceed **$388,854.55**

5 Terms of Payment:

5.1 The City will promptly pay all valid obligations under this work order contract as required.

5.2 The Contractor must submit invoices electronically for payment, monthly, using the cover letter format set forth in *Exhibit B*. Attach supporting hourly breakdown demonstrating work performed over the invoice period.

5.3 The Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to the City's Finance Department, at invoices@ighmn.gov. If the Contractor cannot support electronic submission of the invoice package, the Contractor must contact the City's Authorized Representative for possible alternatives.

6 Contractor's Project Manager:

6.1 Contractor's Project Manager for this work order contract will be:

Name/Title: David Rey, PE
Address: 3300 Fernbrook Lane North, Suite 300, Plymouth, MN 55447
Telephone: (763) 227-6534
E-Mail: dave.rey@bolton-menk.com

7 City's Project Manager and Authorized Representative:

7.1 City's Project Manager and Authorized Representative for this work order contract will be:

Authorized Representative/Project Manager

Name/Title: Jason Ziemer, Community Development Director
Address: 8150 Barbara Ave
Inver Grove Heights, MN, 55077
Telephone: 651-450-2546
E-Mail: jziemer@ighmn.gov

7.2 City's Authorized Representative, or his/her successor, will sign progress reports, review billing statements, and make recommendations to City's Finance Department for certification of payment of each Invoice submitted by the Contractor.

8 Termination and Suspension

8.1 Termination by the City

The City or the City's Administrator may terminate this contract at any time, with or without cause. Upon termination, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

8.2 Termination for Insufficient Funding

The City may immediately terminate this work order contract if it does not obtain funding from the City Council, or other funding source; or if funding cannot be continued at a level sufficient to allow for payment of the services covered here. Termination must be by written notice to the Contractor. The City is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The City will not be assessed any penalty if the work order contract is terminated because of the decision of the City Council, or other funding source, not to appropriate funds. The City must provide the Contractor with notice of the lack of funding within a reasonable time of the City's receiving that notice.

8.3 Suspension

The City may immediately suspend this work order contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Contractor during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

9 Plain Language; Accessibility Standards

9.1 Plain Language

Except for designs, plans, layouts, maps and similar documents, the Contractor must provide all deliverables in "Plain Language". Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the Contractor will take the following steps in the deliverables:

- Use language commonly understood by the public.
- Write in short and complete sentences.
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

In witness whereof, Contractor and City and caused this Agreement to be executed on their behalf by the proper officers.

Date: ___________, 20___

CITY OF INVER GROVE HEIGHTS

BY: ______________________________

John Murphy, Acting Mayor

ATTEST: __________________________

Rebecca Kiernan, City Clerk

Date: ___________, 20___

CONSULTANT

____

BY: ______________________________

IT'S: _____________________________

Exhibit A: Scope of Work

0 Project Overview

0.1 Project Background

The City of Inver Grove Heights ("City") was selected as the future home of the Minnesota Hockey Hall of Fame ("MNHHOF"). The specific site is a 46.43-acre parcel located adjacent to Interstate 494 at the intersection of 65th Street and Argenta Boulevard and just east of the Minnesota Vikings headquarters and training complex and corresponding Vikings Lakes development.

Private investments proposed include a 140,000-square-foot facility with outdoor plaza areas and spaces for special events and community gatherings ("Development"). The facility design proposes a Hall of Fame and museum, featuring interactive exhibits and hands-on experiences; a 1,300-seat ice arena; performance venue; ballrooms and event spaces; and new restaurant and taproom. The draft site plan also proposes a future performance athletic center and second ice rink.

Proposed public investments – to be completed by the City – are intended to provide a development-ready site. Those improvements generally include mass site grading and excavation, installation of public utilities (water, sanitary sewer and stormwater), and construction of roads, parking and public sidewalks and trails. The total public and private investment for MNHHOF development is estimated at $151 Million

0.2 General Statement of Scope of Work

The delivery of this contract includes providing the following items at a schematic-design (30% design) level:

- Grading design for site and public improvements
- Roadway design for internal and public roads, including driveways
- Water service connections and distribution
- Sanitary sewer design internal service connections and extension to adjacent areas
- Stormwater management (ponding, treatment, conveyance, etc.)
- Engineer's estimate
- Traffic Analysis

The adjacent streets, including extensions of Argenta Blvd., and improvements along 65th Street/Argenta Trail, are Dakota County Roads, and will be required to be designed to meet County State Aid standards.

0.3 Project Deliverables

0.3.1 As part of the final project deliverables, the Consultant will provide electronic copies of all documents and source information produced during the preparation of the project.

0.4 City Responsibilities

0.4.1 The City will provide the following supporting documentation to the Consultant:

- Inver Grove Heights Water Resource Management Plan.
- Inver Grove Heights sanitary sewer study for Ace in the Hole site.
- Inver Grove Heights 2017 Northwest Area Water System Study.
- Dakota County Regional Roadway System Visioning Study (RRSVS).
- Northwest Expansion Area Alternative Urban Areawide Review (AUAR).
- Wetland Delineation as completed by the property owner.
- Prior soil borings and geotechnical report as completed by the property owner.

0.4.2 The following data will be provided, either by the City directly or through MNHHOF partners to the Consultant:

- Data and pre-design civil sketch drawings and detailed breakdown of engineering estimates as completed by Loucks Inc.
- Engineering and architectural plans as completed by ESG Architecture & Design and BKBM Engineers on behalf of the MNHHOF.
- CSAH 63 (Argenta Boulevard) and Interstate 494 Interchange Footprint Study as completed by Kimley-Horn (including any preliminary layout CAD files)

0.4.3 The City has contracted with third parties to provide the following supportive documentation to the Consultant, with the estimated availability date noted:

- Surveys – ALTA and Boundary/Topographical *(Completion: March 20, 2026)*
- Soil borings and geotechnical report *(Completion: April 17, 2026)*
- Tree Inventory *(Complete.)*
- Phase 1 Environmental Site Assessment. *(Completion: March 6, 2026)*

0.5 Agency Coordination

0.5.1 The Consultant shall be responsible for coordinating with the following firms, entities and local and state agencies specific to the Basic Services and Deliverables. Initial Agency Coordination shall be for the purpose of receiving and reviewing data and information necessary to achieve Desired Outcomes and assist with completion of the Deliverables.

- Loucks Inc. (Development Pre-Design)
- Kimley-Horn (I-494 Interchange)

- Dakota County (I-494 Interchange)
- Minnesota Department of Transportation, as necessary (I-494 Interchange)
- Xcel Energy (Relocation of Overhead Transmission Lines)

0.6 General Deliverables

0.6.1 The Consultant will provide the following at the completion of the work:

- Written and/or digital documentation of the items noted in ***Section 1.3.1***
- Provide CAD base files used to develop project plans (AutoCAD Civil 3D)
- Provide project plans in CAD format (AutoCAD Civil 3D). The Consultant may bind all references to create a stand-alone plan sheet for each plan section.
- Provide any model information used for the design. Examples of model information may include hydraulic, traffic, etc.

0.6.2 Future Work Options: Pending successful completion of the schematic design effort, and advancement of the project by the City and the MNHHOF, the City intends to continue the partnership with the Consultant to assist with future phases of Civil Design work including Development Design drawings between 50% to 70% completion and Full Design Documents up to 90% to 100% completion. The City shall further coordinate with the Consultant at a future date to complete civil and site engineering Construction Documents to be produced at a full engineered level sufficient for: City Planning approvals, utility coordination, stormwater permitting, and construction document preparation and bidding. This phase of design does not require stormwater compliance by the governing watershed district (LMRWMO).

1 Project Management

1.1 Project Coordination and Administration

1.1.1 Project management includes work necessary for communicating and completing the project tasks on time and within budget. The Consultant must not reassign the project manager or their primary duties without the written consent of the City's project manager. The Consultant's staff must have the training and expertise necessary for the work tasks to which they are assigned.

1.1.2 Meeting summaries should be submitted no later than **three** business days after each meeting.

1.1.3 The Consultant will:

a. Prepare invoices accompanied by:

i. Progress report form (*Exhibit B*).
ii. Supporting data for direct expenses.

iii. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.

b. Update the City's project manager on the status of the project schedule, budget, and general status/progress at the weekly progress meetings.
c. Store all deliverables in an organized electronic document management system and make deliverables available to the City's project manager as needed whether the file is incomplete, in draft form, or the final deliverable.
d. Track issues and action items that develop during the project that either need resolution or implementation. The Consultant will review project issues and action items with the City's project manager at the weekly progress meetings.

1.2 Project Meetings

1.2.1 Kickoff Meeting

a. The Consultant will schedule and facilitate a project kickoff meeting to confirm the basic project objectives, solidify a work plan, and obtain consensus on the project requirements. The meeting will be held via **Microsoft Teams** or at **Inver Grove Heights City Hall**.

1.2.2 Progress Meetings

a. The Consultant will facilitate **weekly to bi-weekly** progress meetings depending on need with the City's project manager and other personnel as identified by the City's project manager. The PMT meetings are intended to provide a management-level view of project development.
b. Progress meeting attendees may vary depending on issues that need discussion. The Consultant's project manager should attend these meetings.

1.3 Existing Documentation Review

a. Obtain and review existing drawings and documentation; identify if any critical information is missing in order to complete the requested scope of work.
b. Establish preliminary site design criteria: grading targets, floor elevations, stormwater performance goals, fire flow, domestic water demand, sanitary loading, and utility material/diameter standards.

2 Preliminary Plat

2.1 Preliminary Plat Sketch

Evaluate general plat configuration to define lots and blocks and outlots for the development of the Hall of Fame building and site amenities; rights of way for 65th Street, Argenta Boulevard extension, and future Vikings Parkway within the development site; estimated public and private utility easements (including proposed Xcel Energy transmission line relocation). Evaluate whether Hall of Fame building and parking areas are condo lots and whether Vikings Parkway is part of larger outlot north and west of the HOF development site.

3 Utility Coordination

3.1 Utility Coordination (Xcel Energy Transmission)

3.1.1 Coordinate with Xcel Energy regarding options and costs associated with relocation of the overhead transmission lines that bisect the development property.

3.1.2 Complete initial understanding of Xcel minimum and maximum easement requirements and height/clearance requirements specific to the relocation of existing overhead transmission lines and the relationship between the size and location of that utility and corresponding easements and City utility easements.

3.1.3 Evaluate site horizontal details and profiles of building, roads and interchange elevations in relation to potential electric utility line sites and relocation analysis.

4 General Site Planning

4.1 Preliminary Site Grading (up to 30%)

4.1.1 Complete initial review of assumptions with development pre-design drawings and estimates, proposed depth of building, fill needs and locations and excess fill available due to excavation. Complete cut/fill analysis of site. Understand relationship between elevations of building, parking, roads, and to depth of infrastructure.

4.1.2 Prepare existing conditions base map, using topographic surveys, utilities, and benchmarks.

4.1.3 Develop a preliminary grading plan to establish building finished floor(s), vehicular/pedestrian grades, service/delivery, accessible routes, and future expansion provisions.

4.1.4 Complete a 30% preliminary grading plan, showing finished grades, spot elevations, slopes, retaining needs, and cut/fill balance.

4.1.5 Provide earthwork quantity takeoff (planning-level) for cost estimating.

4.2 Preliminary Stormwater Management

4.2.1 Complete initial review of surface water management and volume needs and system options; review potential wetland impacts; evaluate ponding needs, sizes and locations and options for site-specific (public vs. private) vs. regional ponding.

4.2.2 Delineate drainage areas and establish hydrologic/hydraulic models (existing vs. proposed) suitable for planning decisions in accordance with current City Code and the City's Water Resource Management Plan. Provide modeling in accordance with one of the following City-approved drainage design software systems:

Software	Possible Vendor	Functions
HydroCAD	HydroCAD Software Solutions LLC	• Generate NRCS (SCS) hydrograph • Develop stage-storage and stage-discharge for ponds • Combine/route hydrographs through ponds and channels
XP-SWMM	Innovyze	• Generate NRCS (SCS) hydrograph or model historical storm • Dynamic routing of hydrographs through ponds, pipes, and channels with varying tailwater/flow conditions

4.2.3 Identify estimated size and layout of storm sewer conveyance structures, and location of stormwater BMPs to meet local rate/volume/quality standards.

4.2.4 Create preliminary Erosion & Sediment concept, as possible and necessary.

4.2.5 Develop 30% stormwater plans and narratives, based on assumptions, summaries, and any modeling results according to geotechnical analysis.

4.3 Preliminary Water and Sanitary Sewer Systems

4.3.1 Complete initial utility sizing and schematic location for public systems and general needs assessment for water pressure/looping and gravity vs. lift stations and future outside development connections; evaluate existing pipe size and capacity compared to project (building) requirements and future IGH development in area.

4.3.2 <u>Potable Water</u>

a. Confirm connection point(s), available water pressures, and fire flow requirements.
b. Identify domestic and fire water services, valves, hydrants, and meter room entry per City standards.
c. Provide preliminary pipe sizing and appurtenance list based on projected demands and fire flow; include separation from sanitary per code and utility standards.

4.3.3 <u>Sanitary Sewer</u>

a. Confirm sanitary connection point(s), rim/invert data, and available capacity with the utility purveyor.

b. Develop a gravity service layout (preferred), or lift-station concept if grades necessitate; provide preliminary slopes, inverts, and pipe sizes to the building entry.

4.4 Preliminary Roadway and Parking Lot Design Layout

4.4.1 Complete initial analysis of roadway locations, roadway design and width requirements; ROW width areas as may be required by Dakota County. Consider optional interim commercial driveway options.

4.4.2 Utilizing footprint data provided by Kimley-Horn through the interchange preliminary study, evaluate site designs to understand various interchange options and impacts of site elements in relation to estimated interchange needs and vice versa.

4.4.3 Review roadway and driveway access configurations on Argenta Blvd. and 65th Street with Dakota County to verify compliance with current County intersection spacing and design requirements.

4.4.4 Evaluate optional driveway considerations in lieu of roadway construction as contemplated by Loucks Inc., notably the construction of a commercial driveway and access connection at 65th Street versus construction of the identified Vikings Parkway extension.

4.4.5 Perform review of MNHHOF parking lot layout and modify as necessary to meet standard design guidelines and City parking requirements.

4.4.6 All design work shall comply with applicable MnDOT State Aid requirements, MnDOT Computer Aided Drafting and Design (CADD) standards, technical memoranda, and any other applicable design standards. Electronic file sharing is required.

4.5 Traffic & Access Analysis

4.5.1 Produce a memorandum that evaluates available data, traffic and land use projections, and guidelines from the Dakota County 2040 Transportation Plan, Regional Roadway System Visioning Study (Dakota County), data from the preliminary layout study for the Argenta/I-494 interchange, Northwest Area AUAR, and data from the MNHHOF regarding anticipate site traffic generation, and determines key design and functional characteristics of the roadway.

4.5.2 Complete traffic assessment for the proposed accesses to/from the MNHHOF site, including turning movements as a result of the development at the following key intersections:

a. Argenta Blvd. and 65th Street (existing)
b. Argenta Blvd. and future MNHHOF driveway access (north of 65th Street) (future)
c. 65th Street and Argenta Trail/Vikings Parkway Extension (future)

4.6 Deliverables

4.6.1 30% grading plan, earthwork summary

4.6.2 30% stormwater plan, preliminary utility profiles, stormwater narrative, stormwater modeling,

4.6.3 30% water and sanitary sewer plans, preliminary utility profiles (as applicable)

4.6.4 30% roadway plan, including initial profiles for public streets (Argenta Blvd., Vikings Parkway), parking lot layout for MNHHOF.

4.6.5 Traffic analysis

4.6.6 Proposed plan sheet/document list for the 30% schematic design plans, including:

a. Cover, general notes, legend
b. Existing conditions and demolition, survey and utilities
c. Site Plan and exhibits
d. Site/grading overall with grading details/sections
e. Storm sewer plan & profiles
f. Water plan & details (valves, hydrants, service entry)
g. Sanitary plan & details (manholes, cleanouts, profiles as needed)

4.6.7 Engineer's Estimates for all site work at the 30% schematic design level, including tabulations, assumptions, and any applicable soft costs and contingencies.

For Invoice No.: ___________________

City Contract No.: 23-27_IGHMSA_E_WO_58 Billing Period: from ___________ to ___________
City Finance ID:

Contract Notice to Proceed Date: **[ ]**
Contract Expiration Date: **[ ]**

From: [ ]
[ ]
[ ]
Consultant Project No. XXXXXXX

2026-XX – MN Hockey Hall of Fame – 30% Site Layout

Notes	Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
	Project Coordination and Administration	56,940			
	Preliminary Plat Sketch	12,096			
	Utility Coordination (Xcel)	11,575			
	Preliminary Site Grading (up to 30%)	74380			
	Preliminary Stormwater Management	51,449			
	Preliminary Water and Sanitary Sewer Systems	58,718			
	Preliminary Roadway and Parking Lot Design Layout	67,182			
	Traffic & Access Analysis	56,515			
	Subtotal	388,855			

____

Consultant's Project Manager Date

Insert Consultant Cost Proposal

Agenda Item 7.F.

Request for Council Action

SUBJECT: **Resolution for Preliminary Plat, Final Plat, Easement Vacation and Variance to create one new lot from the existing 2615 80th Street property.**

MEETING DATE: March 23, 2026
ITEM TYPE: Regular Business
CONTACT: Kevin Shay, Planning Manager, 651-450-2554

ACTION REQUESTED

The Council is asked to adopt the following:

1. Motion to approve a preliminary plat, final plat, variance and easement vacation to split the lot at 2615 80th Street into two lots.

BACKGROUND

The applicant is requesting to create a new lot at 2615 80th Street. The property currently only has access from 80th Street and does not immediately abut Boudreau Court to the east. The City has an existing Right-of-Way easement over the portion of land between Boudreau Court and 2615 80th Street. In order to gain permanent Right-of-Way the city has a purchase agreement for the area with the existing Right-of-Way easement to gain it as permanent dedicated Right-of-Way and provide access to the northern portion of 2615 80th Street. The access portion from Boudreau Court is only 41 feet wide which means the new lot will be below the minimum lot width requirement of 85 feet which is the reason for the variance request.

SURROUNDING USES

The following land uses, zoning districts, and comprehensive plan designations surround the property:

North – Single Family Home; zoned R-1C, One-Family Residential; guided Low Density Residential
East – Single Family Home; zoned R-1C, One-Family Residential; guided Low Density Residential
West – Single Family Home; zoned R-1C, One-Family Residential; guided Low Density Residential
South - Library; zoned P, Public Institutional; guided Public Institutional

EVALUATION OF REQUEST

Preliminary and Final Plat

This section reviews the plans against the development standards in the Zoning Ordinance and Subdivision Ordinance.

Setbacks	Required	Proposed
Front Yard Setback	30 feet	30 feet
Side Yard Setback	10 feet	10 feet
Rear Yard Setback	30 feet	30 feet
Lot Size	12,000 SF	43,597 SF
Lot Width	85 feet	41 feet

The proposed preliminary and final plat meet the requirements except for the lot width standard for new lot 2 which requires a variance.

Variance
Variances are required to satisfy the following criteria in City Code Section 10-3-4:

1. The variance request is in harmony with the general purpose and intent of the City Code and consistent with the Comprehensive Plan.

Staff analysis: The general intent of lot width standards is to create a similar style is neighborhoods and ensure adequate access to city services. The proposed lot width of 41 feet will be for a small portion of the lot and the majority of the lot has a much greater lot width. The driveway and utility services can be accommodated through the lot width provides and meets the intent of the City Code. **This criterion is met.**

2. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

Staff analysis: The use of the property as a single family home is reasonable in the R-1C zoning district. **This criterion is met.**

3. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

Staff analysis: The land to the east of the 2615 80^{th} Street lot was subdivided in 1982. At that time the cul-de-sac and Right-of-Way should have been extended to abut the property lot for the 2615 80^{th} Street property but instead had a right-of-way easement granted over the land. Right-of-way easement is not the same as dedicated right-of-way for determining lot frontage. This situation was created outside of the landowners control and the applicant has worked with staff to find a way to request the smallest variance necessary to create the second lot. **This criterion is met.**

4. The variance will not alter the essential character of the locality.

Staff analysis: The creation of the second lot is similar to the surrounding neighborhood as it larger than minimum size requirement and while the lot width does not meet the minimum lot width requirement at its access point the lot is much wider than the requirement almost immediately after entering. Overall this lot blends well into the existing neighborhood and will not alter the character of the neighborhood. **This criterion is met.**

5. The request does not rely on economic conditions alone

The request does not appear to be driven solely on economic considerations. **This criterion is met.**

Easement Vacation
The easement vacation is to vacate the existing right-of-way easement that will now be formally dedicated as right-of-way.

Planning Commission
The Planning Commission held a public hearing for this request at their March 3, 2026 meeting. There were multiple residents who spoke at the hearing. The residents expressed concerns related to stormwater management, the increased traffic and the additional unit on the cul-de-sac. Following the hearing, the Commission discussed the application and voted unanimously to recommend approval of the requests.

FISCAL IMPACT

RECOMMENDATION
City staff recommend approval of the preliminary plat, final plat, variance and easement vacation request given that it satisfies all the criteria noted in this report.

ATTACHMENTS
1. Resolution_PP and FP 2026-03-23
2. Resolution_Street Easement Vacation 2026-03-23
3. Variance Resolution 2026-03-23
4. Application Narrative
5. PLAT
6. Plans_Description Sketch for Easement Vacation

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2026-______

RESOLUTION APPROVING THE PRELIMINARY PLAT AND FINAL PLAT FOR A TWO LOT SUBDIVISION TO BE KNOWN AS KRECHS LANDING

WHEREAS, Vernon Krech ("Applicant") has requested approval of a Preliminary Plat and Final Plat for Krechs Landing ("Plat") to create two lots on one existing parcel ("Development"), legally described in Exhibit A and referred to collectively hereafter as the "Subject Property;" and,

WHEREAS, the Subject Property is guided LDR, Low Density Residential and zoned R-1C, One-Family Residential; and,

WHEREAS, pursuant to Minnesota Statute §462.357 ("Statute") the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on March 3, 2026, to received public comment regarding said Plat; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed to all owners of affected properties, as required by Statute; and,

WHEREAS, the Commission considered verbal and written public comment received prior to and at the Hearing, and following the Hearing, the Commission unanimously recommended approval of the Plat for Krechs Landing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the Preliminary Plat and Final Plat for Krechs Landing is hereby approved, subject to the following conditions:

1. Park dedication shall be made in the form of a cash contribution per the City Code and paid prior to release of the plat.

2. Before the plat can be recorded, the City shall close on the purchase of the "right of way parcel" identified as the Subject Property in that purchase agreement between the City of Inver Grove Heights and Ken & Joan L.P., dated August 25, 2025, as amended.

3. Prior to execution of the Final Plat by the City and prior to recording of the Final Plat with the County, the Applicant must pay the City utility plat connection fees consisting of a Water Utility Fee, Sanitary Sewer Utility fee and Storm Water Sewer Utility fee according to the formulas adopted by city ordinance.

4. A building permit is required prior to any site or development work occurring on the newly created lot.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights on this 23rd day of March, 2026.

Ayes:
Nays:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

SUBJECT PROPERTY
LEGAL DESCRIPTION

All that part of the South 417.42 feet of the East 776.5 feet of the Southwest Quarter of the Southeast Quarter of Section 9, Township 27, Range 22, Dakota County, Minnesota lying west of the west line and its extensions of Lot 12, Block 1, DEMMA ADDITION, said Dakota County

All that part of Lot 12, Block 2, DEMMA ADDITION according to the recorded plat thereof, Dakota County, Minnesota lying south of a line 30.00 feet north of and parallel with the westerly extension of the centerline of Bowman Court as delineated and dedicated on said DEMMA ADDITION.

All that part of Lot 12, Block 2, DEMMA ADDITION according to the recorded plat thereof, Dakota County, Minnesota lying north of a line 30.00 feet north of and parallel with the westerly extension of the centerline of Bowman Court as delineated and dedicated on said DEMMA ADDITION.

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2026-____

RESOLUTION APPROVING THE VACATION OF A RIGHT OF WAY EASEMENT DEDICATED ON LOTS 12 AND 13, BLOCK 2, DEMMA ADDITION

WHEREAS, a Right of Way Easement ("Easement") was dedicated on a portion of Lots 12 and 13, Block 2, Demma Addition as described in Exhibit A; and,

WHEREAS, Vernon Krech, the applicant, has requested the vacation of said Easement for the purpose of developing 2615 80th Street into two residential lots; and,

WHEREAS, the City Engineer has reviewed said request and has determined said Easement may be vacated as there are no existing public road located within the Easement area and there is no current or future public purpose for said Easement; and,

WHEREAS, pursuant to Minnesota Statutes §462.358, subd. 7 and §412.851 ("Statute") the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on March 3, 2026 to receive public comment regarding the proposed Easement to be vacated; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed as required by said Statutes; and,

WHEREAS, no verbal or written comments were received for or against the vacation of said Easement prior to or at the Hearing; and,

WHEREAS, following the Hearing, the Commission found the Easement, as legally described and depicted herein, is no longer necessary for public purposes and, therefore, has no interest to the public and may be vacated.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that that portion of the Right of Way Easement located on Lots 12 and 13, Block 2, Demma Addition, recorded as Document No. 620520, which is legally described on the attached Exhibit A and depicted in Exhibit B, is hereby vacated, subject to the occurrence of the following conditions precedent:

1. The City shall close on the purchase of the "right of way parcel" identified as the Subject Property in that purchase agreement between the City of Inver Grove Heights and Ken & Joan L.P., dated August 25, 2025, as amended.

2. The plat of Krechs Landing shall be approved by the Council and shall be recorded immediately following the recording of the notice of completion of vacation for this right of way easement.

BE IT FURTHER RESOLVED, the City Clerk is hereby directed to prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk and recorded with the Office of the Dakota County Recorder following occurrence of the conditions precedent noted above.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 23rd day of March, 2026.

Aye:
Nay:

____
Brendia Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

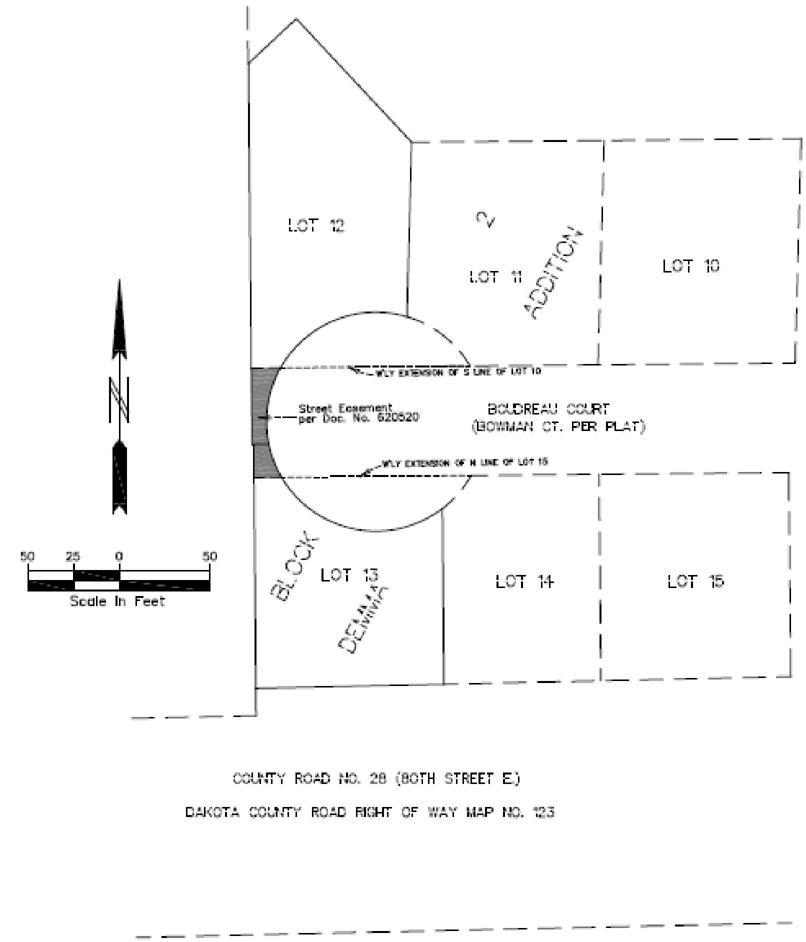
RIGHT OF WAY EASEMENT VACATION
LEGAL DESCRIPTION

That portion of the street easement described in document number 620520 recorded with the Dakota Conty Recorder's office, which is located on property legally described as follows:

That part of Lots 12 and 13, Block 2, DEMMA ADDITION, as platted and of record in the Office of the County Recorder, Dakota County, Minnesota, lying Southerly of the Westerly extension of the Southerly Line of Lot 10, said Block 2 also lying Northerly of the Westerly extension of the Northerly line of Lot 15, said Block 2.

EXHIBIT B

SKETCH OF EASEMENT AREA TO BE VACATED



Denotes proposed easement to be vacated

Proposed legal description for easement vacation

All of the street easement as described in document number 620520, Dakota County Minnesota described as follows:

That part of Lots 12 and 13, Block 2, DEMMA ADDITION, as platted and of record in the Office of the County Recorder, Dakota County, Minnesota, lying Southerly of the Westerly extension of the Southerly Line of Lot 10, said Block 2 also lying Northerly of the Westerly extension of the Northerly line of Lot 15, said Block 2.

Sheet 1 of 1

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

Cad File: 125116-EASEMENT VACATION.dwg
Date: 2/3/2026
Folder #: 9059
Drawn by: PJH

Description Sketch for:
Vern and Tammy Krech

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2026-_____

RESOLUTION APPROVING A VARIANCE TO ALLOW A REDUCED LOT WIDTH OF 41 FEET WHERE 85 FEET IS REQUIRED FOR A NEWLY CREATED LOT AT 2615 80TH STREET

WHEREAS, Vernon Krech ("Applicant") has requested a Variance from City Code Section 10-9A-2, which requires 85 feet of lot width for a lot in the R-1C zoning district; and,

WHEREAS, the Subject Property, legally described in Exhibit A, is zoned R-1C, One-Family Residential; and,

WHEREAS, the Applicant is proposing to create a new lot with 41 feet of lot width; and,

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, upon satisfaction of criteria as stated in City Code Section 10-3-4D; and,

WHEREAS, pursuant to Minnesota Statute §462.357 ("Statute") the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on March 3, 2026, to received public comment regarding said Variance; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed to all owners of affected properties, as required by Statute; and,

WHEREAS, verbal and written comments were received for the proposed Variance at or before the Hearing; and,

WHEREAS, following the Hearing, the Commission found the Variance satisfies Variance criteria in City Code and established the following findings:

1. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.
2. A single family home is a reasonable use on the Subject Property.
3. The land to the east of the 2615 80th Street East lot was subdivided in1982. At that time, the cul-de-sac and right-of-way should have been extended to abut the property lot for the 2615 80th Street East property but instead had a right-of-way easement granted over the land. A right-of-way easement is not the same as a dedicated right-of-way for determining lot frontage. This situation was created outside the landowner's control and the applicant worked with staff to find a way to request the smallest Variance necessary to create the second lot.
4. The creation of a new lot with a reduced lot width will not alter the essential character of the locality.
5. The Applicant's request does not rely solely on economic factors.

NOW, **THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA,** the variance to allow a lot with 41 feet of lot width is approved.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 23rd day of March, 2026.

____

Brenda Dietrich, Mayor

ATTEST:

____

Rebecca Kiernan, City Clerk

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot 2, Block 1, Krechs Landing, Dakota County, Minnesota

Vernon and Tamra Krech seek a variance to permit the dedication of the new right of way as access to the rear lot of the newly platted Krech's Landing. The variance is needed as the roadway frontage of the northern lot of the new plat is insufficient, but the applicant has arranged for the city to take ownership of enough land at the western end of Boudreau Court to provide direct access to the newly Platted lot. That land is depicted on the sketch entitled "125116 - Easement Vacation". Vacating the easement creates an abutment of Boudreau Court to the north lot of the new plat. The variance will then allow the use of the dedicated extension of Boudreau Court for access to the north lot.

KRECHS LANDING

KNOW ALL PERSONS BY THESE PRESENTS: That Theresa Krech and Vernon Michael Krech and Rita Burg and Brian Krech, as tenants in common, Ken & Joan L.P., a Minnesota limited partnership and The City of Inver Grove Heights, a Minnesota Municipal Corporation of the following described property:
All that part of The South 417.42 feet of the East 776.5 feet of the Southwest Quarter of the Southeast Quarter of Section 9, Township 27, Range 22, Dakota County, Minnesota lying west of the west line and its extensions of Lot 12, Block 1, DEMMA ADDITION, said Dakota County.

All that part of Lot 12, Block 2, DEMMA ADDITION according to the recorded plat thereof, Dakota County, Minnesota lying north of a line 30.00 feet north of and parallel with the westerly extension of the centerline of Bowman Court as delineated and dedicated on said DEMMA ADDITION.

All that part of Lot 12, Block 2, DEMMA ADDITION according to the recorded plat thereof, Dakota County, Minnesota lying south of a line 30.00 feet north of and parallel with the westerly extension of the centerline of Bowman Court as delineated and dedicated on said DEMMA ADDITION.

Has caused the same to be surveyed and platted as KRECHS LANDING and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Theresa Krech and Vernon Michael Krech and Rita Burg and Brian Krech, as tenants in common, has caused these presents to be signed this _____ day of __________________ , 20_____ .

______________________ Theresa Krech

______________________ Rita Burg

______________________ Vernon Michael Krech

______________________ Brian Krech

STATE OF MINNESOTA
COUNTY OF ______________

This instrument was acknowledged before me on ________________________ , by ________________________ as ____________________ of Theresa Krech and Vernon Michael Krech and Rita Burg and Brian Krech, on behalf of the tenants in common.

____
Signature

____
Printed Name

Notary Public, ____________ , County, Minnesota

My Commission Expires ______________________

In witness whereof said Ken & Joan L.P., a Minnesota limited partnership, has caused these presents to be signed by its proper officer this _____ day of __________________ , 20_____ .

Ken & Joan L.P., a Minnesota limited partnership

____

________________ as ________________

STATE OF MINNESOTA

This instrument was acknowledged before me on ________________________ , by ________________________ as ____________________ of Ken & Joan L.P., on behalf of the limited partnership

____
Signature

____
Printed Name

Notary Public, ____________ , County, Minnesota

My Commission Expires ______________________

In witness whereof said The City of Inver Grove Heights, a Minnesota Municipal Corporation, has caused these presents to be signed by its proper officer this _____ day of __________________ , 20_____ .

Ken & Joan L.P., a Minnesota limited partnership

____

________________ as ________________

STATE OF MINNESOTA

This instrument was acknowledged before me on ________________________ , by ________________________ as ____________________ of The City of Inver Grove Heights, on behalf of the limited Municipal Corporation.

____
Signature

____
Printed Name

Notary Public, ____________ , County, Minnesota

My Commission Expires ______________________

SURVEYOR'S CERTIFICATE

I, Peter J. Hawkinson, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of ________________ 20_____ .

____
Peter J. Hawkinson, Licensed Land Surveyor
Minnesota License No. 42299

STATE OF MINNESOTA
COUNTY OF ______________

This instrument was acknowledged before me on ________________________ , by Peter J. Hawkinson.

____
Signature

____
Printed Name

Notary Public, ____________ , County, Minnesota

My Commission Expires ______________________

CITY COUNCIL, Inver Grove Heights, County of Dakota, State of Minnesota

This plat was approved by the City Council of the City of Inver Grove Heights, Minnesota, this _____ day of ________________ , 20_____ , and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By: ______________________ Mayor

By: ______________________ Clerk

CITY PLANNING COMMISSION, Inver Grove Heights, County of Dakota, State of Minnesota

Approved by the Planning Commission of the City of Inver Grove Heights, Minnesota this _____ day of ________________ , 20___

By: ______________________ Chair

By: ______________________ Secretary

COUNTY SURVEYOR, Dakota County, State of Minnesota

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of ________________ , 20_____ .

By: ______________________
Todd B. Tollefson
Dakota County Surveyor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, County of Dakota, State of Minnesota

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9., taxes payable in the year 20_____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of ________________ , 20_____ .

By: ______________________
Amy A. Koethe
Director, Department of Property Taxation and Records

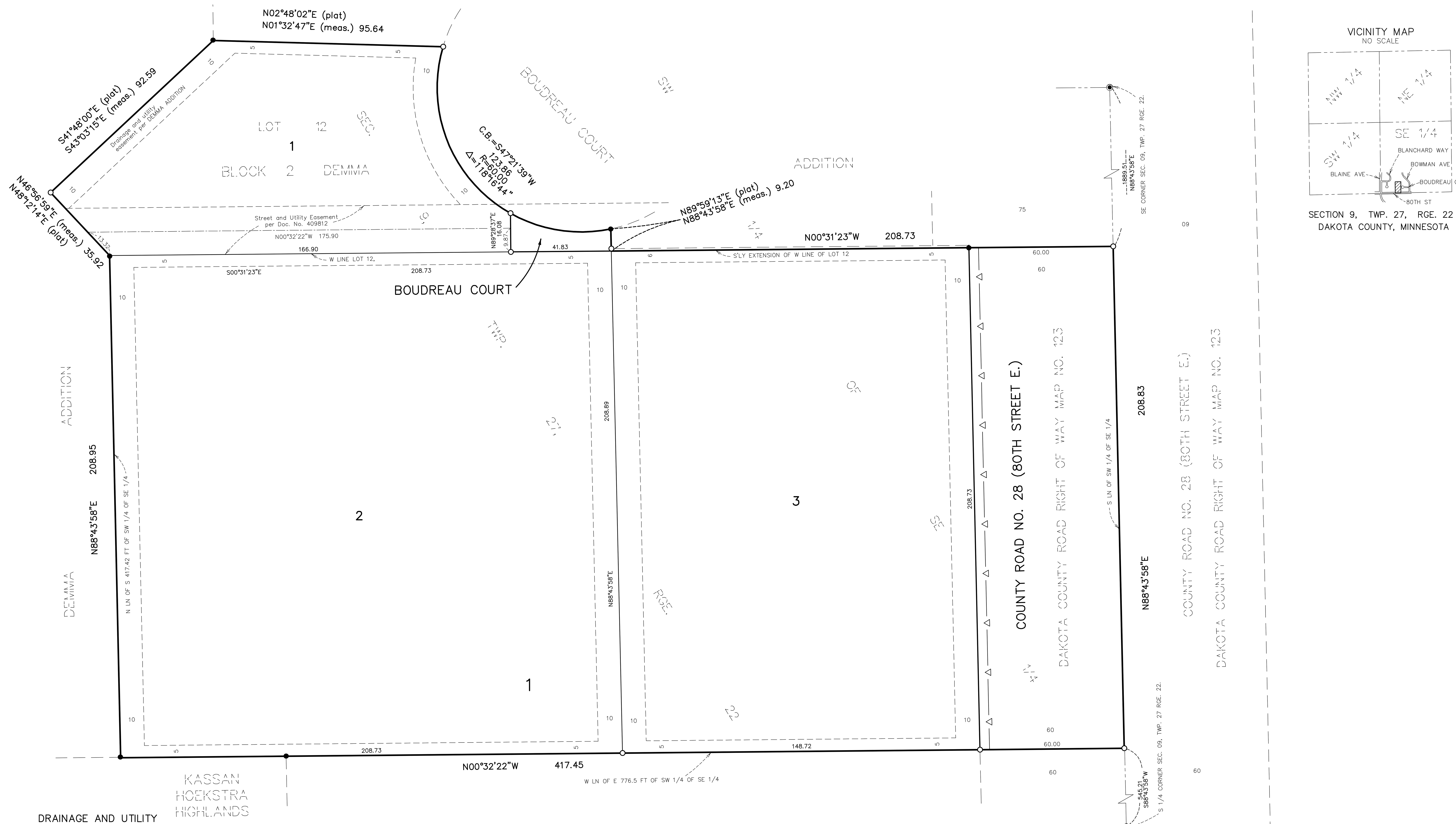
COUNTY RECORDER, County of Dakota, State of Minnesota

I hereby certify that this plat of PINE BEND ESTATES was filed in the office of the County Recorder for public record on this day of ________________ , 20_____ , at ____ o'clock ____ .M. and was duly filed in Book ____________ of Plats, Page as Document No. ________________ .

By: ______________________
Amy A. Koethe
Dakota County Recorder

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

KRECHS LANDING



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

Being 5 feet in width, and adjoining lot lines unless otherwise indicated, and 10 feet in width and adjoining right of way and rear lot lines unless otherwise indicated on the plat.

Scale in Feet
1 Inch = 20 Feet

- DENOTES FOUND CAST IRON MONUMENT
- DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 42299, OR WILL BE SET IN ACCORDANCE WITH MS SECTION 505.021, SUBD. 10.
- DENOTES FOUND 1/2 INCH IRON MONUMENT MARKED BY LICENSE NUMBER 42299 UNLESS OTHERWISE NOTED.
- DENOTES RESTRICTED ACCESS TO DAKOTA COUNTY HIGHWAY PER THE DAKOTA COUNTY CONTIGUOUS PLAT ORDINANCE.

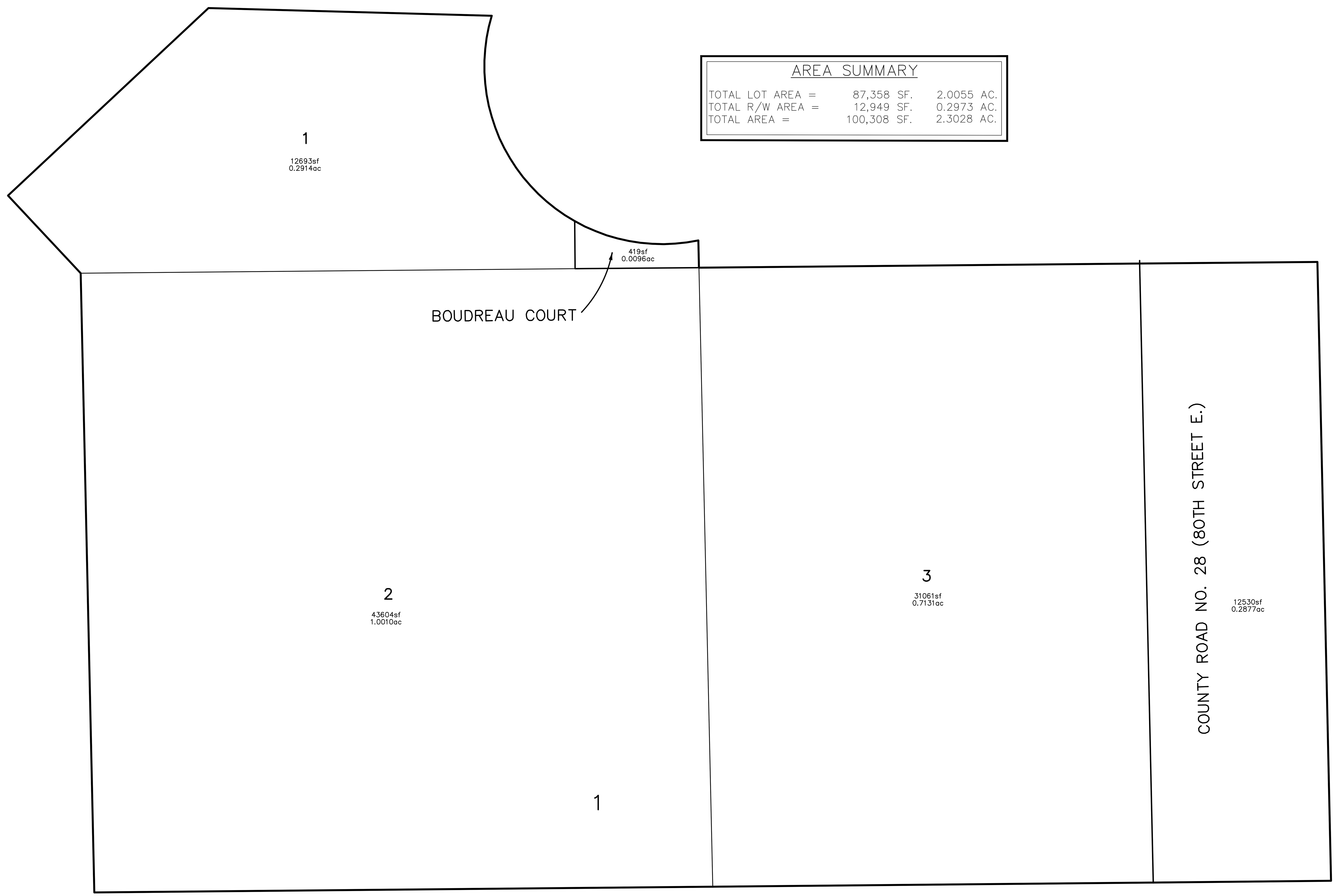
THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF SOUTHWEST 1/4 OF SOUTHEAST 1/4 OS SECTION 09, TOWNSHIP 27, RANGE 22, DAKOTA COUNTY, MINNESOTA WHICH IS ASSUMED TO HAVE A BEARING OF NORTH 88°43'58" EAST.

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

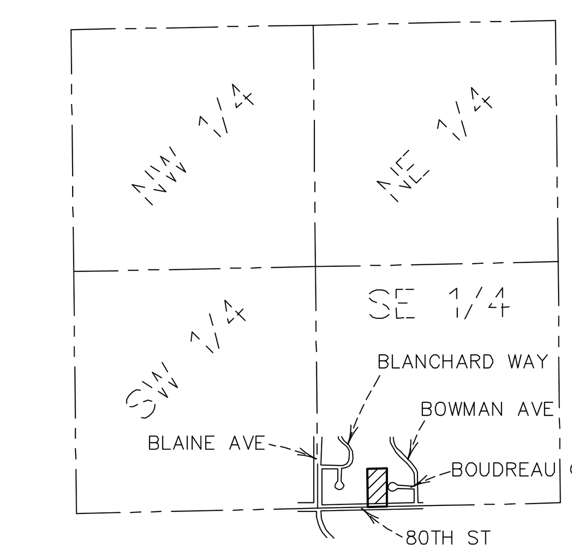
KRECHS LANDING

AREA SKETCH

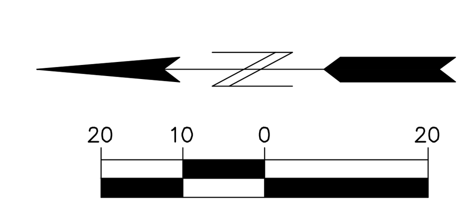
AREA SUMMARY		
TOTAL LOT AREA =	87,358 SF.	2.0055 AC.
TOTAL R/W AREA =	12,949 SF.	0.2973 AC.
TOTAL AREA =	100,308 SF.	2.3028 AC.



VICINITY MAP
NO SCALE

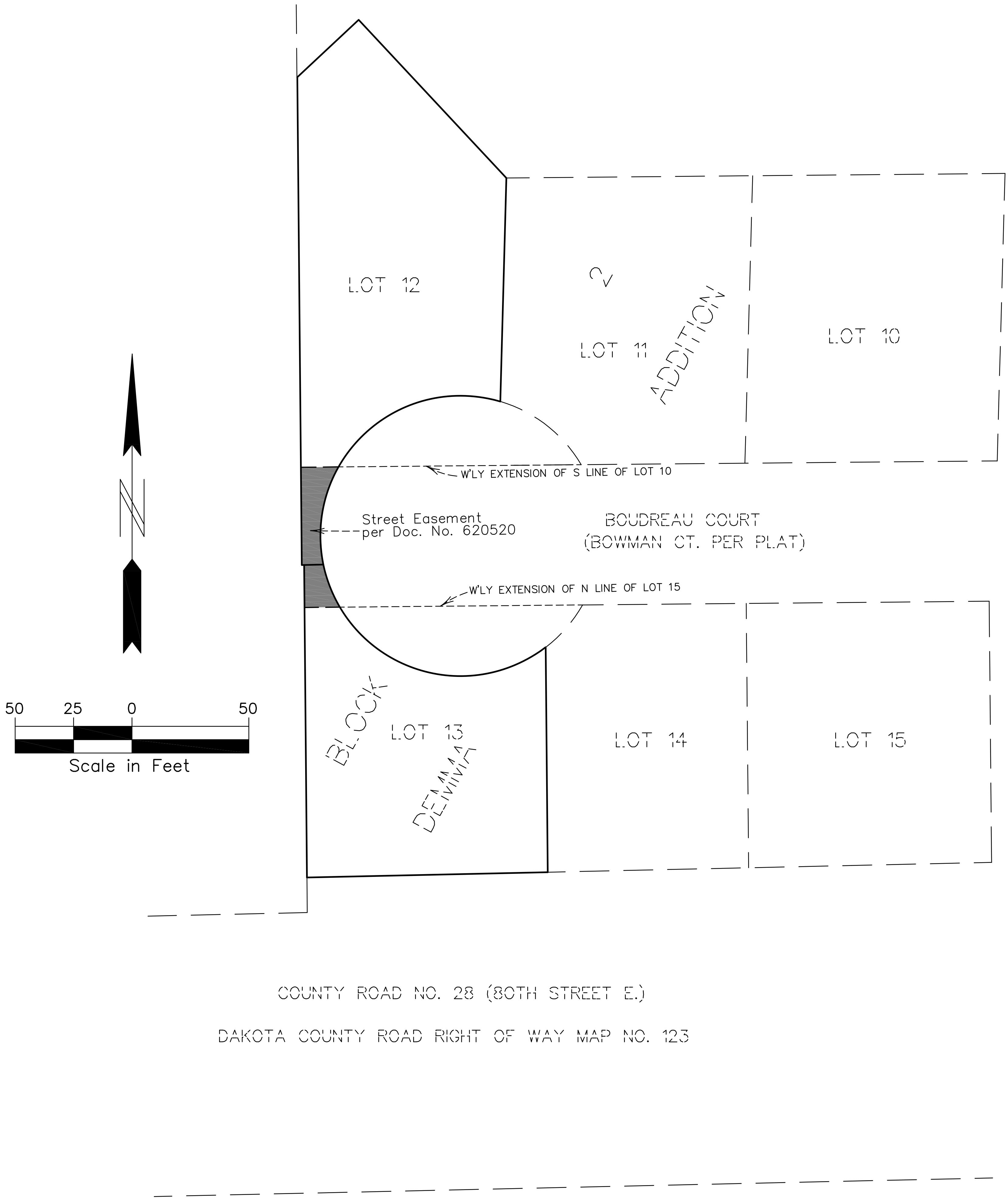


SECTION 9, TWP. 27, RGE. 22
DAKOTA COUNTY, MINNESOTA



Scale in Feet
1 Inch = 20 Feet

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS



Denotes proposed easement to be vacated

Proposed legal description for easement vacation

All of the street easement as described in document number 620520, Dakota County Minnesota described as follows:

That part of Lots 12 and 13, Block 2, DEMMA ADDITION, as platted and of record in the Office of the County Recorder, Dakota County, Minnesota, lying Southerly of the Westerly extension of the Southerly Line of Lot 10, said Block 2 also lying Northerly of the Westerly extension of the Northerly line of Lot 15, said Block 2.

Sheet 1 of 1

PIONEER engineering

CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

2422 Enterprise Drive
Mendota Heights, MN 55120

(651) 681-1914
Fax: 681-9488
www.pioneereng.com

Cad File: 125116 - EASEMENT VACATION.dwg
Date: 2/3/2026
Folder #: 9059
Drawn by: PJH

Description Sketch for:
Vern and Tammy Krech