



Inver Grove Heights City Council
Monday, June 1, 2026 at 6:00 PM
VMCC Community Rm #3,
8055 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 12:00 p.m. on Monday, June 1, 2026, will be provided to the Council at or before the June 1, 2026 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Discussion Items**
 - A. Minnesota Hockey Hall of Fame Updates
 - B. Rental Licensing Program Discussion
 - C. City Administrator Search Discussion
 - D. Interim City Administrator Position Review
5. **Adjourn**

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



Request for Council Action

SUBJECT: **Minnesota Hockey Hall of Fame Updates**

MEETING DATE: June 1, 2026

ITEM TYPE: Discussion Items

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

ACTION REQUESTED

No specific action is requested. The City Council will receive an update regarding the Minnesota Hockey Hall of Fame Development.

BACKGROUND

The City of Inver Grove Heights (“City”) City Council (“Council”) and staff have continued to work with Consumer Science North (CSN) (“Developer”) and the Minnesota Hockey Hall of Fame (“MNHOF”) non-profit organization on the 140,000 square foot Minnesota Hockey Hall of Fame development. The development proposes the following:

- 30,000 square foot Hall of Fame, museum and exhibits
- 48,000 square foot ice arena
- 29,000 square foot performance hall
- events center and event spaces
- hockey-themed restaurant and taproom.

Much of the focus the past several months has followed two tasks: site plan and public improvement design (Schematic Plan Design) and state funding requests from the Minnesota Legislature during the just-ended 2026 session.

Schematic Plan Design

Bolton and Menk (“Consultant”) was contracted by the City to complete Phase 1 plans for the site and public improvements related to the development. This work was completed on May 22, 2026. The budget for this work was \$388,855; funded by a DEED Host Community Grant. Due to time constraints, the work was scaled back by City staff and the Consultant to ensure delivery by the May 26, 2026 deadline, resulting in a total project cost of \$202,916.20.

The main premise of this work was to complete a high-level, yet detailed engineering design of the site plan and public improvements to evaluate all parameters and impacts associated with the project in relation to the site and off-site encumbrances (i.e. future interchange) and “fit” everything to identify pinch points and issues to help guide development decisions. The Consultant met with our different

agency partners (i.e. Dakota County) to help inform plan design, completed a traffic study, provided an updated engineer's cost opinion, and worked with Xcel Energy on new alignment options for the overhead transmission lines.

All of these items are currently being reviewed and will be discussed more thoroughly during the June 1, 2026 worksession. The project lead for Bolton & Menk will also be at the worksession to provide any overview of the plans and answer council questions.

Attached is a colored site rendering of the Schematic Plan Design.

State Funding Request

As has been communicated, the City's ask for General Obligation funding and Developer's and MNHHOF's ask for cash to support the development was not successful this past legislative session. The City had requested \$5 Million to support the planned public improvements; the Developer and MNHHOF requested a \$20 Million cash appropriations to assist with facility construction. Initial responses from Legislators was that local projects that had been 'in waiting' at the Legislature took precedence for bond funding; there was also no cash awarded for local projects.

Lobbyist Katy Sen continues to research any future legislative hurdles this development may have to secure state funding support, assuming either the City or Developer/MNHHOF make another request. The 2027 Session is a biennium budget year, so it is uncertain whether the Legislature will consider another round of capital investments for local projects, or if 2028 will be the next cycle. Ms. Sen will attend the regular Council meeting on July 13, 2026 to provide a general legislative recap and potential future legislative topics of interest to the City.

Project Milestones (Thru May 31, 2026)

- Initial MNHHOF Meeting: September 18, 2025
- Site Purchase Agreement: December 8, 2025
- Public Location Announcement: December 17, 2025
- State Legislature (Project Funding): May 17, 2026
- Schematic Plan Design (Civil, Utility & Engineering): May 22, 2026

Next Project Steps

Purchase Agreement

City staff is currently working on an extension to the purchase agreement with landowner (Ace in the Hole). Our current purchase agreement established an earnest money payment of \$100,000 by July 1, 2026 and a closing date (on or before) October 31, 2026. Given the size and complexity of the development, including ongoing civil and engineering design efforts, and lack of state funding support during this past session and pending ongoing private fundraising efforts, the development timeline has reasonably shifted – certainly into 2027 if not beyond. As a result, an extension to the purchase agreement and terms of that agreement are being sought. No update on this will be made available at the June 1, 2026 worksession.

Phase 2 Engineering Plans

On May 26, 2026, the Council approved the City's FY2026 Host Community grant application for the Phase 2 work – Development Plan Design. This phase of work will resolve identified issues and

refine the civil, utility and engineering plans for the site public improvements. That was submitted the following day to DEED for review and processing. That would be anticipated to commence after July 1, 2026. The grant application request was for \$330,000. Again, the goal was to complete the civil, utility and engineering plan works in phases to allow the City to leverage the Host Community grant dollars to reduce costs to the City. Subsequent phases include finalizing the plans, construction documents, etc.

Developer Discussion

The Developer has indicated a desire to continue working on the project and is currently evaluating options to keep moving forward as well as working raising the private capital via private fundraising and corporate sponsorships. Unfortunately, due to a prior commitment, Developer representatives are unavailable to attend the June 1, 2026 worksession. A list of topics and questions were provided to the Developer's team; responses will be provided at or in advance of the worksession. We understand there is a need for the Council to chat directly with the Developer; a date for this discussion is in the works.

FISCAL IMPACT

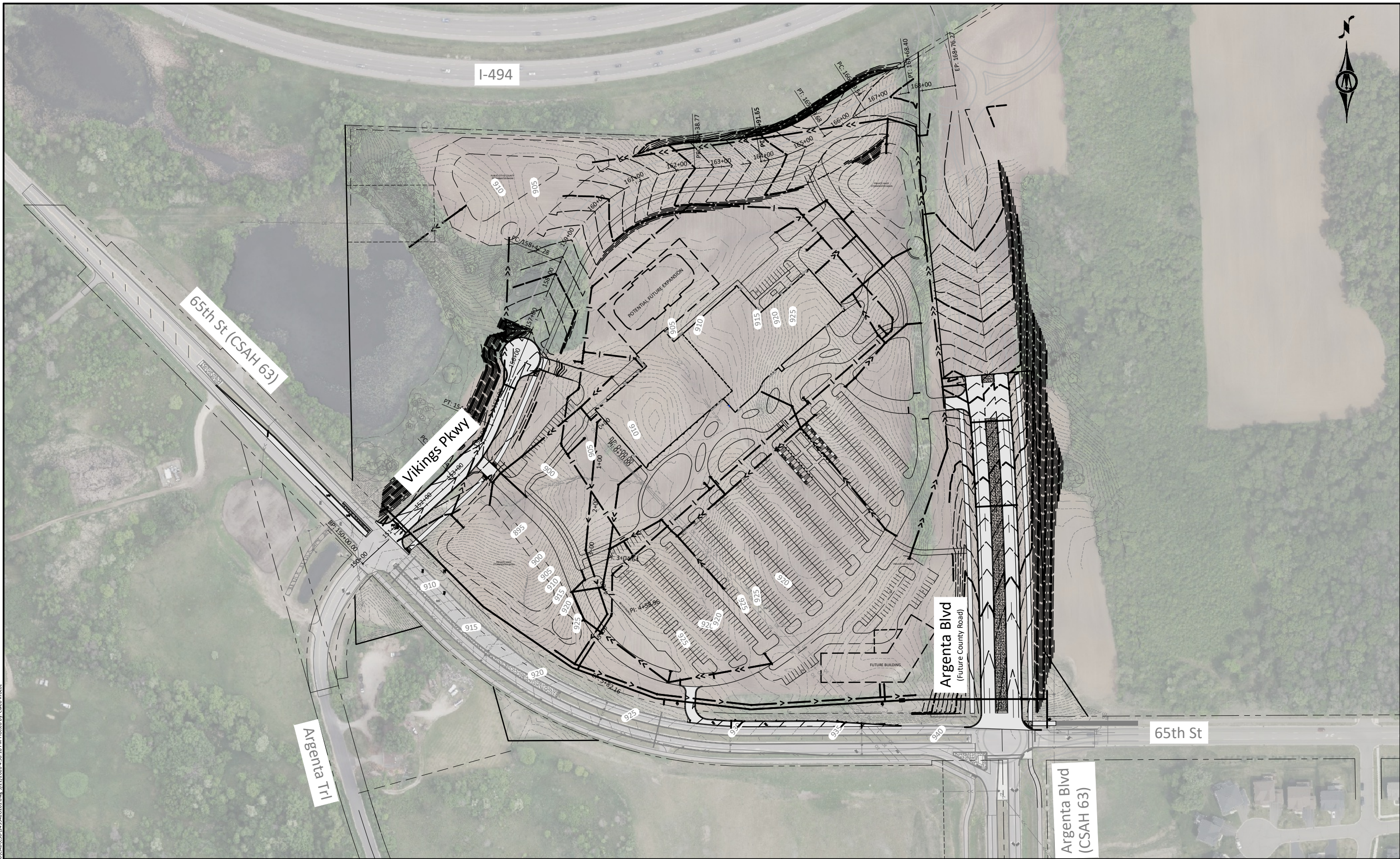
RECOMMENDATION

ATTACHMENTS

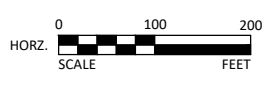
1. 2026-05.22 Hockey Hall Of Fame Plan Render Labeled
2. 2026-05.22 30% HHOF Civil Plans - Excerpts



H:\INGH\26X143542000\3_Design\Graphics\2026-05-22_Plan View Render Files\MISC-143542_Render Base.dwg 5/20/2026 1:55:00 PM



© Bolton & Menk, Inc. 2026. All Rights Reserved
A:\HIGH\26X\143542\CADD\CADD\143542\GSD1.dwg 5/22/2026 4:56:18 PM Plotted by: Carli Kroetz



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
30% DRAFT PLANS
MICHAEL R. WARNER
LIC. NO. 44693 DATE 05/22/2026



3507 HIGH POINT DRIVE NORTH
BLDG. 1 - SUITE E130
OAKDALE, MN 55128
Phone: (651) 704-9970
Email: Oakdale@bolton-menk.com
www.bolton-menk.com








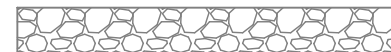
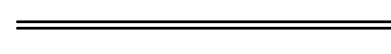
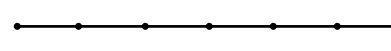



















DESIGNED	NO.	ISSUED FOR	DATE
MAJ			
CJK			
CHECKED			
MRW			
CLIENT PROJ. NO.	26X.143542		

CITY OF INVER GROVE HEIGHTS, MINNESOTA
MN HOCKEY HALL OF FAME
LOCATION PLAN

SHEET
G2.01

LEGEND

-  REFERENCE KEY TO SITE DETAILS
DETAIL I.D. NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
-  PROPOSED CONCRETE WALK
-  PROPOSED CONCRETE SLAB
-  PROPOSED LIGHT DUTY ASPHALT PAVEMENT
-  PROPOSED MEDIUM DUTY ASPHALT PAVEMENT
-  PROPOSED HEAVY DUTY ASPHALT PAVEMENT
-  PROPOSED CONCRETE / POROUS PAVERS
-  PROPOSED GRAVEL SURFACE
-  PROPOSED RETAINING WALL
-  PROPOSED CHAIN LINK FENCING
-  PROPOSED CHAIN LINK FENCING WITH MAINTENANCE STRIP
-  FENCING KEY NOTE
-  PROPOSED TRAFFIC SIGN
-  SIGNAGE KEY NOTE
-  PROPOSED BOLLARD
-  PROPOSED ACCESSIBLE SYMBOL
-  PROPOSED MANHOLE (MH)
-  PROPOSED CATCH BASIN (CB)
-  PROPOSED SURGE BASIN (SB)
-  PROPOSED FLARED END SECTION (FES)
-  PROPOSED HYDRANT (HYD)
-  PROPOSED GATE VALVE (GV)
-  PROPOSED POST INDICATOR VALVE (PIV)
-  PROPOSED FLAGPOLE - REFER TO ARCHITECTURAL PLANS
-  PROPOSED BUILDING STOOP - REFER TO ARCHITECTURAL PLANS
-  PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
-  PROPERTY LINE

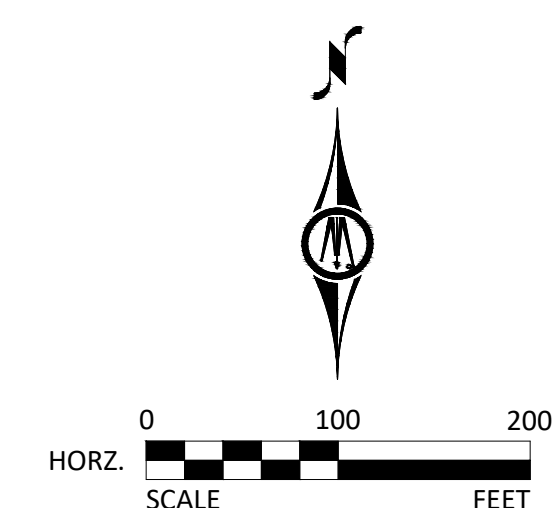
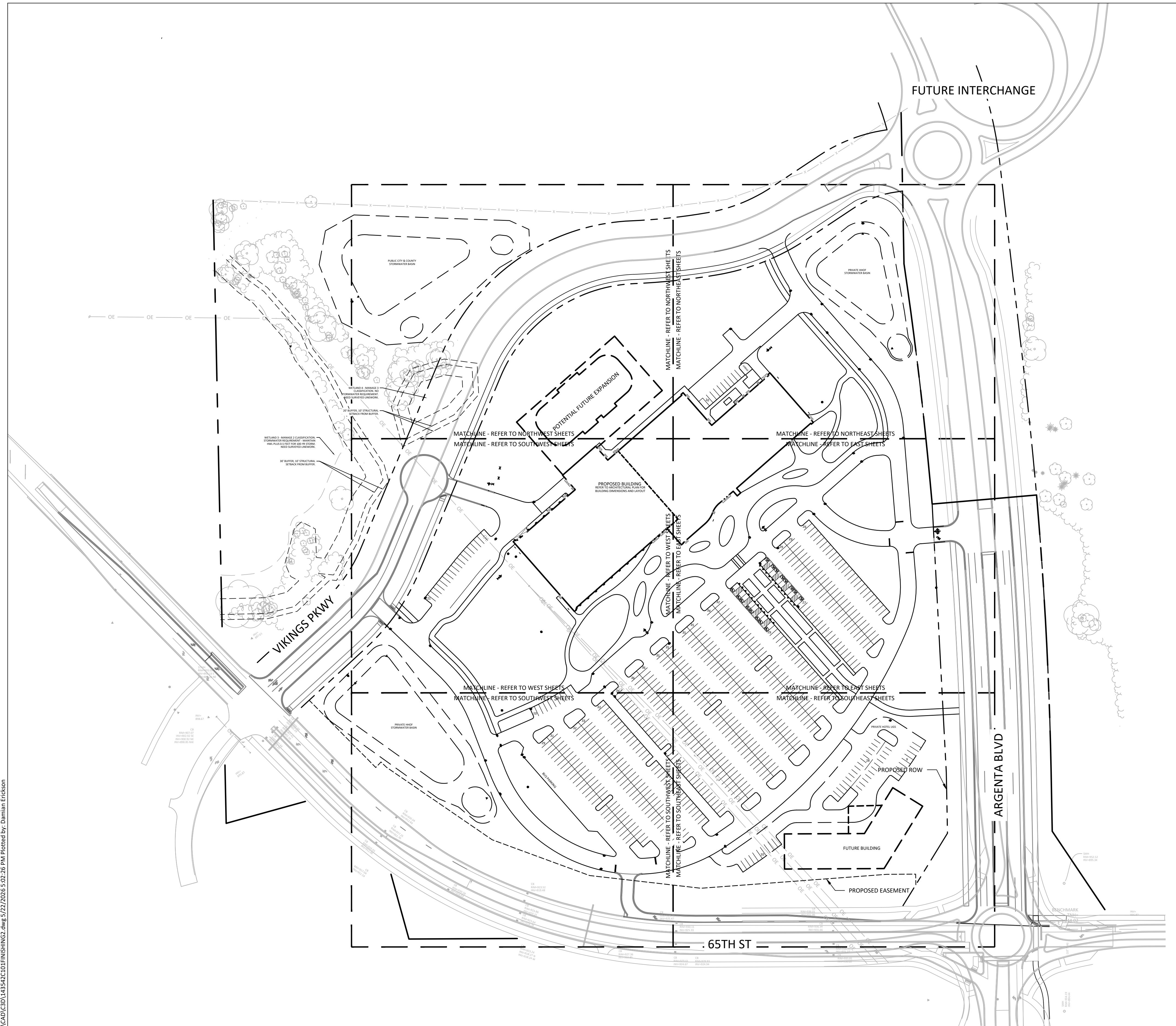
NOTES

1. REFER TO SHEET CXXX, XXXXXX, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. TRAFFIC SIGNS SHALL BE INSTALLED 18" BEHIND THE BACK OF CURB OR EDGE OF PAVEMENT.
4. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD, WHICH ARE NOT DESIGNATED TO BE PAVED OR RECEIVE AGLIME, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED. ALL AREAS NOT DESIGNATED FOR SOD OR A SPECIFIC SEED MIX, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
5. WHERE NEW SOD MEETS EXISTING SOD, CUT A CLEAN, SHARP EDGE TO ALLOW FOR A CONSISTENT, UNIFORM, AND STRAIGHT JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS. JAGGED OR UNEVEN JOINTS WILL NOT BE ACCEPTED. REMOVE TOPSOIL AT THE JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS, AS REQUIRED, TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING TURFGRASS SURFACE.
6. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SOD OR RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.

SITE STATISTICS

REQUIRED PARKING COUNTS PER CITY: 625
 PROPOSED PARKING COUNTS: 649

ACCESSIBLE PARKING STALL REQUIREMENTS = 15 STALLS
 ACCESSIBLE PARKING STALLS PROVIDED = 16 STALLS



© Bolton & Menk, Inc. 2026. All Rights Reserved. PL:\IN\2026\143542\CAD\CAD\143542\143542.DWG 5/22/2026 5:02:26 PM Plotted by: Darrin Erickson

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
30% DRAFT PLANS
 DAVID A. REY
 LIC. NO. 40180 DATE 05/22/2026



3300 FERNBROOK LANE NORTH, SUITE 300
 PLYMOUTH, MN 55447
 Phone: (763) 544-7129
 Email: Plymouth@bolton-menk.com
 www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
1			
DRAWN	3		
CHECKED			
DAR			
CLIENT PROJ. NO.	26X.143542		

INVER GROVE HEIGHTS, MINNESOTA
 MINNESOTA HOCKEY HALL OF FAME
 FINISHING PLAN OVERALL

SHEET
C1.01

BENCHMARKS (FIELD VERIFY BEFORE USING)

- 1.) XXX
Elevation = XXX
- 2.) XXX
Elevation = XXX
- 3.) XXX
Elevation = XXX

Holddown Cut/Fill Calculator

Project: Hockey Hall of Fame
Date: 5/22/2026

Consider topsoil thickness
NOTE: The calculations presented above do not account for spread footings, mat foundations, basements, or any excavation associated with utility installation. These quantities are for estimation only and are not intended to represent final cut/fill values. Topsoil depth and fill factors are subject to change per Geotechnical Site Evaluation.

	CUT	FILL	HOLD DOWNS
Pavements	100,000 SF	2.83 Ft	50,447 CY
Building	50,000 SF	0.83 Ft	5,006 CY
Total			
MORE CUT = EXPORT SOIL			
MORE FILL = IMPORT SOIL			
(POSITIVE # = RAISE SITE)			-26,922 CY

Calculations below reflect a 20% shrinkage factor
Cut is positive, Fill is negative
Manual Input orange cells



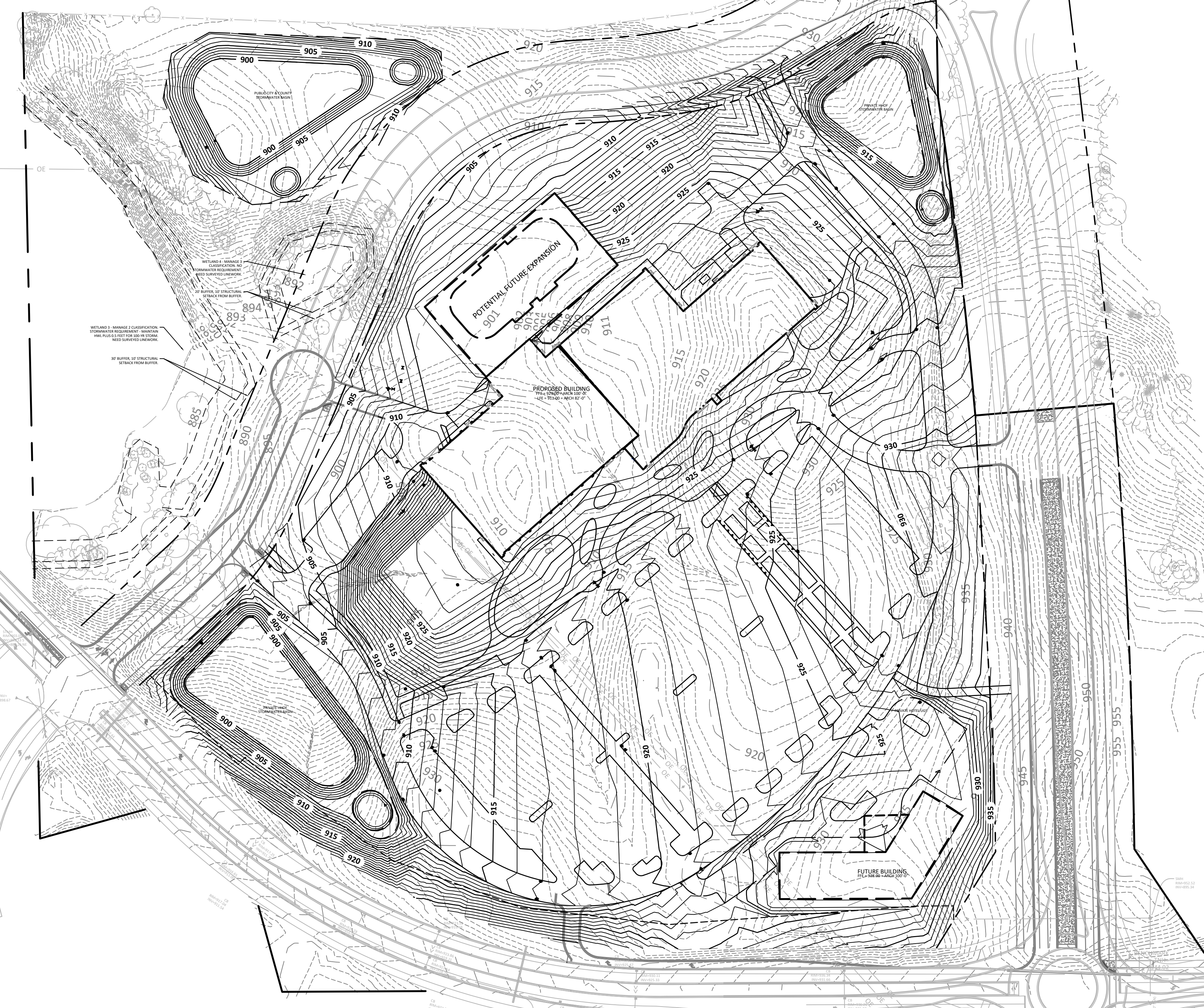
Real People. Real Solutions.

(From C3D)
213,928 CY
296,303 CY

CUT
FILL

GENERAL NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
3. OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
5. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
6. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
7. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
8. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
9. REFER TO ARCHITECTURAL PLANS FOR BUILDING AND STOOP DIMENSIONS AND LAYOUT.
10. REFER TO THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE, SHEET XXX, FOR EROSION CONTROL REQUIREMENTS. SECTION 31.00.00 SHALL BE RESPONSIBLE FOR FULL IMPLEMENTATION OF THE SWPPP.
11. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
12. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
13. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
14. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
15. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
16. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 10.1 OR 10 SHALL BE UNDERSTOOD TO MEAN 1010.1 OR 1010.
17. SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE. SPOT ELEVATIONS WITH LABELS OUTSIDE THE BUILDING PERIMETER INDICATE PROPOSED GRADES OUTSIDE THE BUILDING. SPOT ELEVATIONS WITH LABELS INSIDE THE BUILDING PERIMETER INDICATE PROPOSED FINISH FLOOR ELEVATIONS.
18. IT IS INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. SUBMIT THE QUANTITY OF MATERIAL AND AMOUNT OF ANTICIPATED GRADE ADJUSTMENT FOR REVIEW BY THE ENGINEER A MINIMUM OF FOUR WEEKDAYS PRIOR TO MAKING ADJUSTMENTS. ALL GRADE ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR WORK ASSOCIATED WITH GRADING ADJUSTMENTS, INCLUDING, BUT NOT LIMITED TO, EARTHWORK OPERATIONS, STORM SEWER PIPING AND STRUCTURE ADJUSTMENTS, CONSTRUCTION SURVEYING FOR ADJUSTING FEATURE LOCATIONS ACCORDINGLY, SILT FENCE, ETC.
19. NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
20. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD, WHICH ARE NOT DESIGNATED TO BE PAVED OR RECEIVE AGRICULTURE, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED. REFER TO LANDSCAPING PLANS FOR SOD AND SEED LOCATIONS. ALL AREAS NOT DESIGNATED FOR SOD OR A SPECIFIC SEED MIX, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
21. WHERE NEW SOD MEETS EXISTING SOD, CUT A CLEAN, SHARP EDGE TO ALLOW FOR A CONSISTENT, UNIFORM, AND STRAIGHT JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS. JAGGED OR UNEVEN JOINTS WILL NOT BE ACCEPTED. REMOVE TOPSOIL AT THE JOINT BETWEEN NEW SOD AND EXISTING TURFGRASS, AS REQUIRED, TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING TURFGRASS SURFACE.
22. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.
23. ALL WATERMAIN PIPE SHALL BE DIP CLASS 52. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE). DIP SHALL BE ENCASED WITH POLYETHYLENE FILM CONFORMING TO ASTM D 1248-889.
24. ALL WATERMAIN SHALL BE AWWA C900, CAST IRON OD, DR 18, PVC PIPE INSTALLED IN ACCORDANCE WITH ASTM D2321. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE).
25. ALL WATER SERVICE PIPE SHALL BE COPPER TYPE K CONFORMING TO ASTM B 88-62. ALL WATER SERVICE PIPING SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE).
26. ALL SANITARY SEWER PIPE SHALL BE PVC PIPE (ASTM D 3034, SDR 26), UNLESS OTHERWISE NOTED. SANITARY SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.
27. ALL SANITARY SEWER PIPE CROSSING WATERMAIN, OUTSIDE OF THE PUBLIC RIGHT-OF-WAY, SHALL BE ASTM D2665, SCHEDULE 40 PVC WITH SOLVENT WELD JOINTS.
28. ALL STORM SEWER PIPE SHALL BE RCP CLASS III (MIN.) WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
29. ALL STORM SEWER PIPE CROSSING WATERMAIN, OUTSIDE OF THE PUBLIC RIGHT-OF-WAY, SHALL BE ASTM D2665, SCHEDULE 40 PVC WITH SOLVENT WELD JOINTS.
30. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
 - a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
 - b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
 - i. FERROCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
 - ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
 - iii. OR APPROVED EQUAL.
31. INSTALL WATERMAIN AT LEAST 10 FEET HORIZONTALLY FROM ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAIN TILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
32. INSTALL MANHOLES, CATCH BASINS, STORM SEWER, SANITARY SEWER, DRAIN TILE, AND OTHER POTENTIAL SOURCES OF CONTAMINATION AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MN PLUMBING CODE. THIS ISOLATION DISTANCE IS MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR SIMILAR).
33. LOCATE ALL EXISTING UTILITIES. VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. BEFORE BEGINNING CONSTRUCTION.
34. PRIOR TO CONSTRUCTION OF PROPOSED BUILDING UTILITY SERVICES (STORM, SANITARY SEWER, WATERMAIN), VERIFY ALL PROPOSED BUILDING UTILITY SERVICE PIPE SIZES, LOCATIONS AND ELEVATIONS WITH MECHANICAL PLANS. COORDINATE CONSTRUCTION AND CONNECTIONS WITH MECHANICAL CONTRACTOR.
35. MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER, INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, AND SIMILAR. DO NOT REMOVE EXISTING STORM SEWER UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.
36. STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS, AND MANHOLES. ADJUST GATE VALVE AND MANHOLE LOCATIONS TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. STAKE CURB AND GUTTER ALIGNMENTS TO ALLOW CURB INLET TYPE CATCH BASINS TO PROPERLY ALIGN WITH CURB AND GUTTER.



© Bolton & Menk, Inc. 2026. All Rights Reserved. PL:\INVT\2026\143542\CAD\C3D\GRADING.dwg, 5/22/2026 5:02:54 PM. Plotted by: Damian Erickson

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
30% DRAFT PLANS
DAVID A. REY
LIC. NO. 40180 DATE 05/22/2026

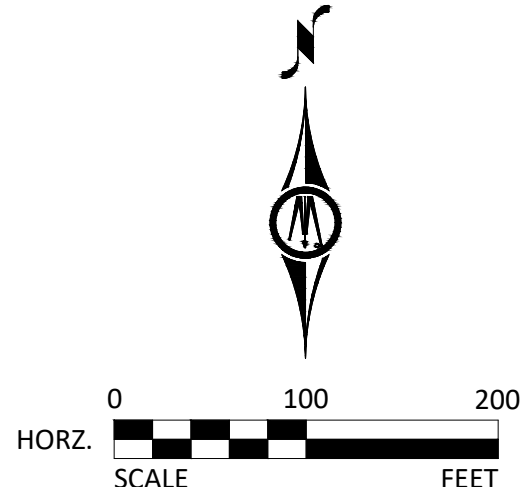


3300 FERNBROOK LANE NORTH, SUITE 300
PLYMOUTH, MN 55447
Phone: (763) 544-7129
Email: Plymouth@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
1			
DRAWN	3		
CHECKED			
DAR			
CLIENT PROJ. NO.	26X.143542		

INVER GROVE HEIGHTS, MINNESOTA
MINNESOTA HOCKEY HALL OF FAME
GRADING PLAN OVERALL



SHEET
C3.01



Request for Council Action

SUBJECT: Rental Licensing Program Discussion

MEETING DATE: June 1, 2026

ITEM TYPE: Discussion Items

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

ACTION REQUESTED

The City Council is asked to provide direction regarding the City's rental licensing program. No specific action is requested at this time.

BACKGROUND

On November 10, 2025, the City Council adopted revisions to the City's rental housing licensing requirements (Chapter 4, Title 13), and certain code sections under Building Development (Title 9, Chapter 1) related to property maintenance requirements. As a quick reminder, updates to the rental housing section did the following:

- streamlined the application and approval process
- reduced application requirements
- changed to annual license renewals
- established a proximity radius of 75-miles for property managers from the City, and
- enhanced enforcement related to rental license renewals and license violations.

The renewal and rental license periods remained unchanged. At that November meeting, the City Council added one additional code revision regarding the background check period, requiring background checks every 12 months versus every 24 months. The 24-month period had been part of the previous code since its initial adoption.

As we have completed the first set of rental license renewals under the new City Code, Community Development Department staff are currently reviewing the successes and struggles with the new code and other ongoing issues outside of those approved changes. License holders were also asked to voluntarily complete a general survey as to the new process. That staff program review is currently in process; more will be shared as this discussion moves forward.

Next Discussion

With that previous discussion, the City Council asked staff to research topics that could allow for further consideration of a more comprehensive rental licensing program. The two requested topics were: limitations on the concentration of rental properties within neighborhoods and a proactive inspection program. The goal of this memorandum and discussion is to provide a general overview of both topics, impacts and concerns, and seek Council direction as to next steps. We would anticipate additional worksessions to continue working through this subject. As with the last ordinance update, any changes would also require three readings.

Senior Planner Ben Schneider was asked to research the two topics as requested by the City Council. Attached are two spreadsheets that address both topics. It is worthwhile noting the City of Savage is also exploring a comprehensive rental licensing program but is not considering rental license area limitations. The current Savage program is a free registry without license-based inspections; rental registrations also do not require renewal.

Rental Property Count

Based on the attached Rental Properties map:

- 518 Existing licensed rental properties.
- 1,157 Potential rental properties.
- 9,381 Owner-occupied properties.

About the Map: The attached map provides an illustrative view of existing licensed rental properties (green) and what are loosely identified as “potential rental properties” (red). The number of potential rental properties is generally represented by those residential properties listed as non-homestead, owned by entities, etc. For example, when the map was created, some of the properties were (and still may be) under developer ownership. There are other factors why a property show up this way, such as a state-licensed home or anti-doxing requirements for judges and judicial officials. More staff time is required on what are identified as potential rental properties to determine their actual residential use status.

There are approximately 105 properties listed as having LLCs or LPs as owners. City staff are initiating correspondence with those property owners to clarify their actual rental status. If rental, staff would assist them through the licensing process.

Limiting Rental Density

Based on the question whether we should consider rental density limitations, Planner Schneider identified the following details from his research:

Peer City – Rental Density Limits

Number of Cities. As of now, initial research identified only three (3) cities state-wide that limit the number of rental units on a given block: Winona, Mankato and West Saint Paul. The City of Northfield recently repealed their rental density limitations. As previously shared, rental density limits in Winona and Mankato are primarily driven by college campuses in their communities.

Approach. Of those three (3) cities, all have limits based on a percent of lots per block; each uses a different approach.

- Winona: Limit is 30% of lots per block; applies to single family and medium density districts.
- Mankato: Limit is 25% of lots per block; applies to all districts.
- West St. Paul: Limit is 10% of lots block; only applies to R-1 single family district.

West St. Paul staff reported only once in the past three (3) years where an applicant was prevented from obtaining a rental license due to the density cap in that particular area.

Prior to the recent change, Northfield had a rental density limit of 20% on rental units in low-density residential neighborhoods near the colleges. The ordinance change, eliminating the density limit, was approved in May 2025. Central reasons for the change were cited as largely driven by housing availability, community housing affordability, and safety. It was also noted that an increased availability of on-campus options lessened the density concern. As planned, in part, the limitation created an inability for owners to obtain a rental license. The City was aware that those properties were being, or could be, rented and done so without an inspection, creating concerns of unsafe housing conditions.

Existing Concentrations

Based on the Rental Properties map provided, the greatest area of concentration of rental properties are generally around apartments, medium density multi-family housing developments (i.e. townhomes) and planned rental communities, such as Canvas (single-family), Stuart (townhomes; under construction), and future Nord 61 (townhome; preliminary approval) developments.

Comprehensive Program

There are differing reasons why cities would entertain a comprehensive rental licensing program, including rental property inspections. Main reasons: Preservation of both older and future housing, notably condition, value and neighborhood aesthetics.

Despite its recent and sustained residential growth, Inver Grove Heights does have a well-established, older housing supply in many traditional-style neighborhoods. Older, existing homes often present themselves as likely rental housing candidates due to their affordability to buyer(s)/owner(s) (i.e. price and maintenance) and more affordable occupancy costs for prospective renter(s), especially for prospective residents looking for a more affordable option for entry into the community, a desire to live in a more established neighborhood, etc. Rental housing provides housing options for various personal reasons; not just whether someone can afford to enter the housing market as an owner.

Peer City Review – Comprehensive Rental Program

The peer city review of 16 cities identified only three (3) of those cities that did not require inspections with rental licenses; two (2) of those cities do not require license renewals. Of the remaining 13 cities, inspections in all but two (2) cities were completed by City staff. One (1) of those two (2) cities hired a third party to conduct inspections; the other required self-inspections by property owners. Planner Schneider provided this summary:

Inspections

- General Inspection Requirements: Most cities with rental programs require scheduled inspections in general.
- Types of Dwellings Inspected: With one exception, all cities with scheduled inspections require them for all dwelling unit types.
- Frequency of Inspections: Most do every 2 years or every 3 years. It appears less typical to inspect every unit on an annual basis.

Staffing. The departments or divisions in each city with responsibility of administering rental housing programs varied between cities. Building Departments were the most common followed by Fire Departments. Other cities have staff within their Administrative or Community Development departments that work on rental licensing.

Resources Required

Consideration of a comprehensive rental (licensing and inspections) program will require additional resources to fully and effectively execute said program. Although not fully vetted, those resources would likely include technology (i.e. software) and staffing, and funding necessary to support those resources. Staff have discussed whether those additional resources are necessary today, regardless if the City shifts to a comprehensive program.

For all reasons noted above, staff is of the opinion a more robust, physical property inspections approach is necessary over solely self-inspections. It can be debated whether frequency of property inspections are annual versus biennial (every 2 years), with self-inspections required with renewal applications in the off-year. This is an approach some cities do use.

Because the focus would be on life-safety via building code versus fire safety, a licensed building inspector is better suited for conducting rental inspections and working with property owners to resolve identified issues. As we do today, the Inspections Division would still lean on Fire Department staff to complete apartment inspections for common areas, fire alarms and suppression systems. This approach would provide additional staff resources, likely as a licensed building inspector, allowing the Inspections Division to further specialize and diversify its work.

Our current research is through the resource lens to help provide narrative to 'what if' we shift to a more comprehensive program. We are eager to understand the Council lens perspective. Staff understand the costs and cost concerns associated with adding additional personnel. Chief Building Official Steve Johnson has conducted some initial cost comparison research between a contract approach versus full-time equivalent (FTE), and the added benefits of an additional employee versus a purely contract approach and vice versa. Staff will continue to research cost options as to those and other considerations as directed by the City Council.

Issues Analysis

There are reasons why both policy topics have merit and lack merit.

Comprehensive Rental Program

While a comprehensive rental licensing program, notably inspections, would help the City ensure preservation of its housing stock (i.e. condition and value) and the neighborhood aesthetics through sustained maintenance, there are resources needed for the program to be most effective, so there are potential cost concerns and related return on investment questions.

Rental Density Limits

Although not the sole premise, an understood idea for a rental density limitation is to protect the availability of for-sale Naturally Occurring Affordable Housing (NOAH), or starter homes for first-time home buyers, seniors looking to downsize, etc. Conversely, the availability of those homes available for purchase does not equal the financial ability of prospective buyers. A rental density cap can reduce the availability of housing, resulting in increased home prices (for-sale and rental) due to a decreased supply, causing persons or families to seek housing options in other communities. There are legal questions as to whether such restrictions impact private property rights; Winona was challenged and its ordinance prevailed in the Court of Appeals.

Cities may establish a nexus for cost of services and assess a fee appropriate to cover the service delivery cost. The current fee structure is not commensurate with the typical work to process applications, and certainly not with an inspections component. Administratively, a rental density limit could add staff time to processing rental license applications; actual time and cost would require more research. In cities I have worked that conducted rental inspections, there was no “charge” for the initial rental inspection; it was assumed as part of the fee. However, fees were assessed for subsequent follow-up inspection visits. Increased fees could have the opposite effect, causing people to rent without a license, which raises other concerns.

Council Discussion & Direction

The two general questions are:

- Does a Council majority wish to further consider rental density limitations? And, if so, in what capacity and under what factors (i.e. zoning districts, housing types, etc.)?
- Does a Council majority wish to further consider a comprehensive rental licensing program? And, if so, how does the City Council envision such a program working?

City staff are seeking general feedback as to the information provided and what other information the City Council may require, and whether a Council majority wishes to further pursue either or both topics. If there is direction to proceed, with either or both, City staff would seek to understand the policy issues requiring further evaluation so that staff can prepare for a more focused discussion at future Council worksessions.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. City Comparison - Rental Licensing Program
2. City Comparison - Rental Density Limits
3. 2026_01_Rentals

PEER CITIES WITH RENTAL LICENSING PROGRAMS

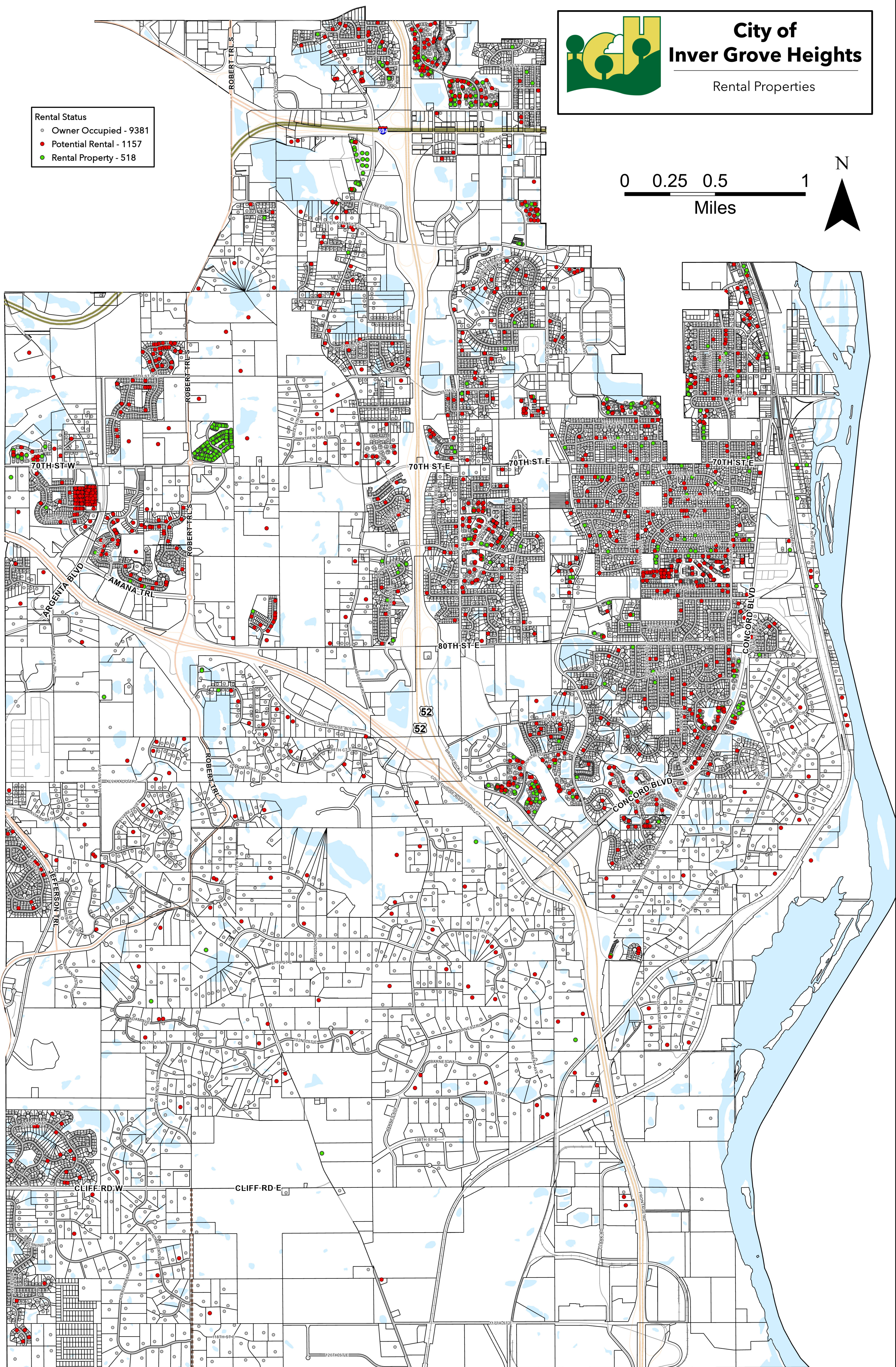
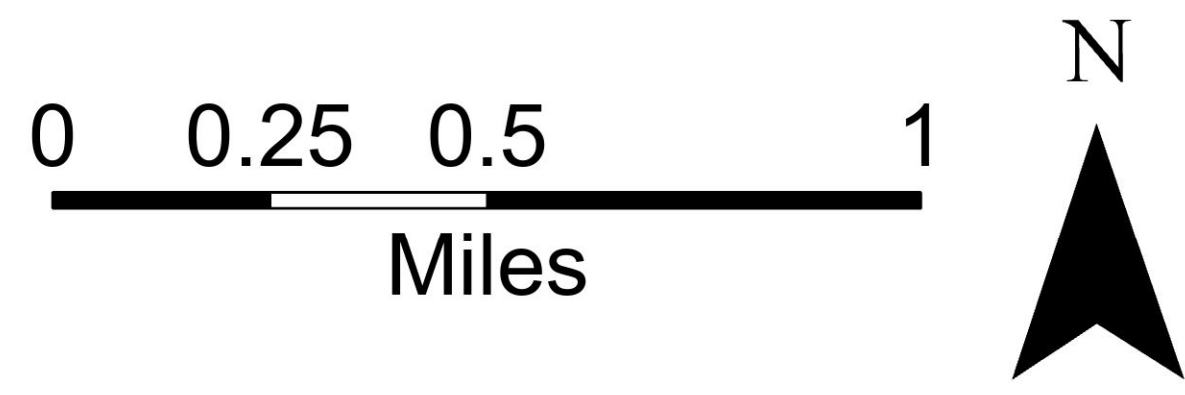
City	Department Responsible	License Renewal	Inspections Required?	Inspections Performed By	Properties Inspected	Frequency of Inspections	Limit on # of Rental Licenses Issued
Inver Grove Heights	Building	Every 2 years	No	N/A	N/A	N/A	No
Eagan	Building	Every year	Yes	Staff	All Licensed Dwellings	Once every 3 years	No
Burnsville	Fire	Every year	Yes	Staff	All Licensed Dwellings	Once every 3 years; multifamily must have fire code inspection annually	No
Rosemount	Building	Every 2 years	Yes	Staff	All Licensed Dwellings	Once every 2 years	No
South Saint Paul	City Clerk's Office intakes applications	Every year	Yes	3rd party does inspections; approved "Licensed Evaluator" list"	All Licensed Dwellings	Once every 3 years	No
West Saint Paul	Building	Every year	Yes	Staff	All Licensed Dwellings	Once every 3 years for 1-3 units, once a year for more units	Yes; no more than 10% of single family lots on a given block can obtain a license.
Apple Valley	Police	No renewal necessary	No	N/A	N/A	N/A	No
Lakeville	Planning; only need to fill out form on website	No renewal necessary	No	N/A	N/A	N/A	No
Mendota Heights	Unknown - no info on website and no application form.	Every Year	No	N/A	N/A	N/A	No
Eden Prairie	Fire	Every Year	Yes	Staff	All Licensed Dwellings	Once a year	No

Bloomington	Environmental Health	Every Year	Yes	Staff	All Licensed Dwellings	Once a year	No
Edina	Public Health	Every Year	Yes	Staff	All Licensed Dwellings	Every 2 years	No
Shakopee	Building	Every 3 years	Yes	Staff	All Licensed Dwellings	Once every 3 years	No
Woodbury	Rental Licensing (Within Admin)	Every Year	Yes	Self	All Licensed Dwellings	Every year	No
Maplewood	Community Development	Every Year	Yes	Staff	All Licensed Dwellings	Dependent on condition of initial inspection; if 4+ units, 25% of units inspected annually	No
Roseville	Fire Department	Every Year; only multi-family dwellings of 5+ units need license	Yes	Staff	Multi-family only (5+ units)	Every 3 years	No
Shoreview	Housing Division	Every Year	Yes	Staff	All Licensed Dwellings	Every other year for SF, 1/3 of units inspected each year for multi-family	No

CITIES WITH RENTAL LICENSE LIMITATIONS

City	Limits Per Block	Types of Units/Districts
Winona	30%	Includes all single family districts as well as their medium density district
Mankato	25%	All districts
West Saint Paul	10%	R-1 District, which only allows detached Single Family

- Rental Status**
- Owner Occupied - 9381
 - Potential Rental - 1157
 - Rental Property - 518





Request for Council Action

SUBJECT: **City Administrator Search Discussion**

MEETING DATE: June 1, 2026

ITEM TYPE: Discussion Items

CONTACT: Ellen Hiniker, Interim City Administrator, 651.450.2511

ACTION REQUESTED

Discuss and confirm direction on next steps in the City Administrator search process

BACKGROUND

DDA Human Resources consultant Liza Donabauer was contracted by the City to facilitate the City Administrator recruitment and hiring process. At its April 27 meeting, the City Council selected three finalists to participate in interviews scheduled for May 4. Shortly thereafter, the consultant was notified that one of the finalists had accepted another position and withdrawn from consideration.

In light of the reduced candidate pool, the Council elected to pause the interview process to allow for consideration of additional options. Since that time, Ms. Donabauer has spoken individually with each Council member to gather feedback regarding next steps. Interim City Administrator Hiniker will review that feedback with the Council during the June 1 work session and confirm direction on how the Council wishes to proceed.

FISCAL IMPACT

N/A

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: Interim City Administrator Position Review

MEETING DATE: June 1, 2026
ITEM TYPE: Discussion Items
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

Discussion regarding role and responsibilities of interim city administrator position.

BACKGROUND

Following the vacancy in the City Administrator position beginning in early January of this year, the City Council entered into an agreement for Ellen Hiniker to serve as the Interim City Administrator until such time as the City completed its hiring process for a new City Administrator. At the time of that contract, it was anticipated that the Interim City Administrator role would last for a period of four to six months, and that the focus of that role would be on facilitating continuity of the day-to-day operations of the City. As the City Administrator hiring process is not yet complete, it is anticipated that the City will have a need for continued support by the Interim City Administrator for an additional period of time. In addition, the Council may wish to consider additional areas of focus for the Interim City Administrator during this continued transition period, including on broader organizational goals such as strategic planning, workplace culture development, and budget and policy recommendations for continued organizational growth.

The Council is asked to discuss the continued Interim City Administrator role, including Council direction related to the focus and responsibilities for the position moving forward, as well as discussion regarding the terms of the existing contract.

FISCAL IMPACT

n/a

RECOMMENDATION

Discuss role and responsibilities of the interim city administrator position.

ATTACHMENTS

None