CITY OF INVER GROVE HEIGHTS

COUNCIL CHAMBERS

CITY COUNCIL WORKSESSION

October 7, 2019 at 6:00 p.m.

A G E N D A

A. CALL TO ORDER – MAYOR TOURVILLE

1. 2020 Budget – ADA, EDA, Recreation, VMCC and Golf Budgets
   (Budget information will be handed out on Monday, please bring your budget books)

2. 2020 I.T. Position

3. Alternative Official Newspaper Selection

4. 2040 Comprehensive Plan Overview

5. Alcohol Compliance Discussion

6. Massage License Ordinance Update

7. Hunting and Weapons Ordinance Update

B. ADJOURN

AGENDA ITEM 1

CITY OF INVER GROVE HEIGHTS **REQUEST FOR COUNCIL ACTION**

2020 Budgets – Updated Information, Fund Balances, Cash Balances and Debt Service

			Fiscal/FTE Impact:
Meeting Date:	October 7, 2019		
Item Type:	Work Session		None
Contact:	Shannon Battles, 651-450-2488		Amount included in current budget
Prepared by:	Shannon Battles, Interim Finance Director		Budget amendment requested
Reviewed by:	Joe Lynch, City Administrator		FTE included in current complement
Enclosures:	2014 Fund Balance Policy 2019 Debt Management Policy		New FTE requested – N/A
		X	Other – 2020 Budget

PURPOSE/ACTION REQUESTED
To provide updated information and review fund balances, cash balances and debt service.

SUMMARY

Updated Information
Updated information is reflected in the 2020 Proposed Budget primarily related to additional review and reduction of General Fund expenditures. The vast majority of the budget pages already presented had some modification(s) so the 2020 General Fund Proposed Budget will be provided in its entirety, along with the preliminary budgets for Recreation, Community Center, EDA, ADA, and Golf at the meeting.

Fund Balances/Cash Balances
In accordance with the Fund Balance Policy, cash and fund balances are being reported as of December 31, 2018 and cash balances are being reported as of July 31, 2019.

The Fund Balance Policy was modified in 2014 and is enclosed for your review. The City has a target unassigned fund balance in the General Fund of 40-45% of expenditures in the subsequent year's budget of the General Fund. The 2020 Budget provides 40.2% of expenditures in fund balance. Use of fund balance for ongoing operation costs is not sustainable long-term. I do not recommend any additional use of General Fund fund balance for the 2020 Budget.

Debt Service
On December 7, 2017, S&P Global Ratings raised its long-term rating to 'AA+' from 'AA' on the City's existing general obligation (GO) bonds at the same time it issued it's 'AA+' rating on the city's 2017B GO improvement bonds.

There have been two additional debt issuances approved by Council since the last budget discussion, $9,785,000 General Obligation Capital Improvement Bonds, Series 2018A were dated December 27, 2018 and $2,500,000 General Obligation Capital Improvement Bonds, Series 2019A were dated January 3, 2019. Proceeds from both of these issues were used to finance Fire Station # 2 construction and maintained the AA+ rating.

The Debt Management Policy was adopted February 11, 2019 and is enclosed for your review. The City has a target maximum annual debt levy repayment of 15% of the total city-wide levy. The 2020 debt service levies account for 11.5% of the city-wide levies.

Included in the 2020 budget:

Debt Service Levies Required	$2,544,094
Increase (Reduction) in Levy	307,989
Adjusted Debt Service Levies Required	$2,852,083

The last page shows a summary of the city's bonds and includes purpose of bond, original issuance amount, outstanding balance at December 31, 2019, payments due in 2020, final maturity, July 31, 2019 cash balance, certified levy amount, change in levy, contribution from Closed Bond Fund as well as funding sources. Water and Sewer related debt will be discussed at the November 4, 2019 work session as those funds will again be budgeted.

City of Inver Grove Heights

Cash and Fund Balances/Net Position

All Funds
12/31/2018

Governmental Funds	Cash Balance	Fund Balance					
		Nonspendable	Restricted	Committed	Assigned	Unassigned	Total
101 - GENERAL FUND	$ 9,979,901	$ 12,679	$ -	$ -	$ -	$ 10,520,461	$ 10,533,140
SPECIAL REVENUE FUNDS							
201 - CONVENTION & VISITORS BUREAU	131,607	3,975	-	126,820	-	-	130,795
204 - RECREATION FUND	353,643	-	-	303,881	-	-	303,881
205 - COMMUNITY CENTER	865,142	101,120	-	-	-	(1,956,878)	(1,855,758)
210 - FRANCHISE FEES	756,977	-	-	1,025,250	-	-	1,025,250
290 - EDA OPERATIONS	179,624	192	-	179,305	-	-	179,497
291 - EDA ACQUISITIONS	(101,118)	-	-	155,498	-	-	155,498
DEBT SERVICE FUNDS							
355 - 2010B GO IMPROVEMENT BONDS	988,245	-	1,006,662	-	-	-	1,006,662
362 - 2014A GO IMPR REFUND BONDS (07B)	202,775	-	211,176	-	-	-	211,176
364 - 2014B GO IMPR REFUND BONDS (08A)	706,456	-	735,453	-	-	-	735,453
365 - 2015A GO IMPROVEMENT BONDS	1,034,029	-	1,081,959	-	-	-	1,081,959
367 - 2016A GO CAPITAL IMPROVEMENT BONDS	656,491	-	681,592	-	-	-	681,592
369 - 2017B GO IMPROVEMENT BONDS	190,672	-	200,369	-	-	-	200,369
389 - G.O. TAX INCRE REF, 2011A	-	-	-	-	-	-	-
392 - G.O. IMPR BONDS 2018A	-	-	-	-	-	-	-
393 - G.O. IMPR BONDS 2019A	-	-	-	-	-	-	-
CAPITAL PROJECT FUNDS							
399 - CLOSED BOND FUND	1,690,002	-	-	-	1,710,725	-	1,710,725
400 - CAPITAL FACILITIES	70,188	-	-	-	70,425	-	70,425
401 - EQUIPMENT ACQUISITION	644,107	-	-	-	646,120	-	646,120
402 - PARK ACQUISITION & DEVELOPMENT	2,978,561	-	2,331,224	-	656,952	-	2,988,176
405 - TIF 2-1 NORTH SIDE WATER STORAGE	-	-	-	-	-	-	-
406 - STATE CONSTRUCTION AID	4,936,467	-	-	-	3,654,321	-	3,654,321
408 - CAPITAL IMPROVEMENT REVOLVING	398,123	-	-	-	399,543	-	399,543
420 - 2000 IMPROVEMENTS	6,317	-	-	-	-	6,319	6,319
421 - 2001 IMPROVEMENTS	(684,509)	-	-	-	-	(679,508)	(679,508)
423 - 2003 IMPROVEMENTS	-	-	-	-	-	(1)	(1)
424 - 2004 IMPROVEMENTS	-	-	-	-	-	-	-
425 - 2005 IMPROVEMENTS	350,946	-	-	-	-	352,616	352,616
427 - 2007 IMPROVEMENTS	(36,496)	-	-	-	-	(33,996)	(33,996)
428 - 2008 IMPROVEMENTS	(6,747)	-	-	-	-	(6,747)	(6,747)
429 - 2009 IMPROVEMENTS	(177,749)	-	-	-	-	(177,328)	(177,328)
430 - 2010 IMPROVEMENTS	169,220	-	-	-	-	170,416	170,416
431 - 2011 IMPROVEMENTS	(107,697)	-	-	-	-	(106,759)	(106,759)
432 - 2012 IMPROVEMENTS	2,659	-	-	-	-	2,664	2,664
433 - 2013 IMPROVEMENTS	3,365	-	-	-	-	3,376	3,376
434 - 2014 IMPROVEMENTS	7,313,441	-	6,921,820	-	-	18,244	6,940,064
435 - 2015 IMPROVEMENTS	(12,500)	-	-	-	-	(12,500)	(12,500)
436 - 2016 IMPROVEMENTS	(871,983)	-	-	-	-	(579,470)	(579,470)
437 - 2017 IMPROVEMENTS	(718,006)	-	-	-	-	(240,822)	(240,822)
438 - 2018 IMPROVEMENTS	(190,584)	-	-	-	-	647,212	647,212
440 - PAVEMENT MANAGEMENT PROGRAM	5,939,235	-	-	-	5,619,860	-	5,619,860
441 - STORM WATER MANAGEMENT	585,846	-	-	-	764,527	-	764,527
443 - TREE PRESERVATION	117,494	-	-	-	125,637	-	125,637
444 - PARKS CAPTIAL REPLACEMENT	1,394,783	-	-	-	1,398,911	-	1,398,911
445 - PERMANENT IMPROVEMENT REVOLVING	46,397	-	-	-	46,542	-	46,542
446 - NORTHWEST AREA IMPROVEMENTS	(3,781,619)	-	-	-	-	(3,980,543)	(3,980,543)
447 - ADA FUND	191,600	-	-	-	192,093	-	192,093
448 - NWA STORM WATER	1,515,541	-	-	-	1,520,049	-	1,520,049
449 - COMMUNITY PROPERTY	26,232	-	-	-	24,905	-	24,905
450 - COMMUNITY PROJECTS	187,569	-	-	-	188,278	-	188,278
451 - HOST COMMUNITY FUND	3,888,961	-	-	-	5,050,724	-	5,050,724
453 - TIF 4-1 SE QUADRANT	3,234,842	-	3,115,746	-	-	-	3,115,746
454 - LANDFILL ABATEMENT	-	-	-	-	-	-	-
455 - TIF #5-1	-	-	-	-	-	-	-

City of Inver Grove Heights

Cash and Fund Balances/Net Position

All Funds
12/31/2018

Proprietary Funds	Cash Balance	Net Position: Net Investment in Capital Assets	Net Position: Unrestricted	Total Net Position
ENTERPRISE FUNDS				
501 - WATER UTILITY FUND	$ 2,998,048	$ 32,295,825	$ 3,113,269	$ 35,409,094
403 - WATER CONNECTION	468,892	-	453,269	453,269
442 - WATER SYSTEM IMPROVEMENTS	1,135,207	-	1,142,257	1,142,257
511 - NWA - WATER	3,137,279	-	2,995,957	2,995,957
502 - SEWER UTILITY FUND	5,097,164	15,762,781	19,165,621	34,928,402
354 - 2010A GO SEWER REVENUE BONDS	(1)	-	(332,167)	(332,167)
363 - 2014B GO SEWER REVENUE REFUND BONDS	-	-	(4,259,419)	(4,259,419)
366 - 2015B GO SEWER REVENUE BONDS	(75,533)	-	(4,129,096)	(4,129,096)
368 - 2017B GO SEWER REVENUE BONDS	1,749	-	(5,759,820)	(5,759,820)
404 - SEWER CONNECTION	1,075,343	-	1,073,089	1,073,089
512 - NWA - SEWER	(1,527,296)	-	(1,768,136)	(1,768,136)
503 - INVER WOOD GOLF COURSE	765,528	3,089,532	(2,229,976)	859,556
INTERNAL SERVICE FUNDS				
601 - COMPENSATED ABSENCES	1,930,528	-	6,300	6,300
602 - RISK MANAGEMENT	925,802	-	1,018,275	1,018,275
603 - CENTRAL EQUIPMENT	9,091,784	4,353,439	13,446,384	17,799,823
604 - CENTRAL STORES	477,628	-	477,089	477,089
605 - CITY FACILITIES	243,266	13,828,997	160,220	13,989,217
606 - TECHNOLOGY FUND	976,886	389,578	551,031	940,609

Fiduciary Funds	Cash Balance
702 - AGENCY ESCROW FUND	$ 1,710,855

Interfund loans not reflected in above cash balances as they are intended to be repaid:

Due from Golf Course to Central Equipment	$ 1,965,792	2016 improvement loan
Due from Golf Course to Central Equipment	75,368	2018 Equipment Loan
Due from EDA to Host Community Fund	1,000,000	2012 Golf Course land purchase
Due from VMCC to Central Equipment	392,690	2016 VMCC energy efficiency improvements
Due from VMCC to Central Equipment	794,103	2016 VMCC roof
Due from VMCC to Central Equipment	617,965	2017 VMCC East Rink

City of Inver Grove Heights

Cash Balances

All Funds
7/31/2019

Governmental Funds	Cash Balance
101 - GENERAL FUND	$ 11,436,207
SPECIAL REVENUE FUNDS	
201 - CONVENTION & VISITORS BUREAU	114,928
204 - RECREATION FUND	398,535
205 - COMMUNITY CENTER	599,608
210 - FRANCHISE FEES	1,544,988
290 - EDA OPERATIONS	155,877
291 - EDA ACQUISITIONS	(154,489)
DEBT SERVICE FUNDS	
353 - 2009A GO CAPITAL IMPROVEMENT BONDS	326,965
355 - 2010B GO IMPROVEMENT BONDS	783,237
356 - 2010C GO PIR REFUND BONDS	49
357 - 2010C GO WMTD REFUND BONDS	-
358 - 2011A GO REFUND. IMPROVEMENT BONDS	226
360 - 2012A GO STORM WATER REFUND BONDS	-
362 - 2014A GO IMPR. REFUND BONDS (07B)	52,571
364 - 2014B GO IMPR. REFUND BONDS (08A)	279,423
365 - 2015A GO IMPROVEMENT BONDS	829,011
367 - GO CAPITAL IMPR REF BONDS, 2016A	232,960
369 - GO IMPR. BONDS, 2017B	367,475
389 - GO TAX INCR. REF., 2011A	-
392 - G.O. CAP IMPR BONDS 2018A	338,017
393 - G.O. CAP IMPR BONDS 2019A	(475)
CAPITAL PROJECT FUNDS	
399 - CLOSED BOND FUND	1,951,407
400 - CAPITAL FACILITIES	71,119
401 - EQUIPMENT ACQUISITION	604,644
402 - PARK ACQUISITION & DEVELOPMENT	3,107,698
406 - STATE CONSTRUCTION AID	4,970,529
408 - CAPITAL IMPROVEMENT REVOLVING	403,645
420 - 2000 IMPROVEMENTS	15,304
421 - 2001 IMPROVEMENTS	(625,352)
423 - 2003 IMPROVEMENTS	13
424 - 2004 IMPROVEMENTS	-
425 - 2005 IMPROVEMENTS	359,568
427 - 2007 IMPROVEMENTS	(36,496)
428 - 2008 IMPROVEMENTS	34,209
429 - 2009 IMPROVEMENTS	(140,683)
430 - 2010 IMPROVEMENTS	174,752
431 - 2011 IMPROVEMENTS	(97,215)
432 - 2012 IMPROVEMENTS	2,679
433 - 2013 IMPROVEMENTS	3,409
434 - 2014 IMPROVEMENTS	5,648,929

Governmental Funds (Continued)	Cash Balance
CAPITAL PROJECT FUNDS (Continued)	
435 - 2015 IMPROVEMENTS	(10,000)
436 - 2016 IMPROVEMENTS	(339,305)
437 - 2017 IMPROVEMENTS	(1,059,130)
438 - 2018 IMPROVEMENTS	(744,447)
439 - 2019 IMPROVEMENTS	48,418
440 - PAVEMENT MANAGEMENT PROGRAM	6,717,181
441 - STORM WATER MANAGEMENT	807,687
443 - TREE PRESERVATION	128,272
444 - PARKS CAPTIAL REPLACEMENT	1,397,381
445 - PERMANENT IMPROVEMENT REVOLVING	60,859
446 - NORTHWEST AREA IMPROVEMENTS	(5,260,459)
447 - ADA FUND	193,599
448 - NWA STORM WATER	1,552,929
449 - COMMUNITY PROPERTY	(52,971)
450 - COMMUNITY PROJECTS	177,077
451 - HOST COMMUNITY FUND	5,335,724
453 - TIF 4-1 SE QUADRANT	1,774,303
454 - LANDFILL ABATEMENT	-
455 - TIF 5-1	-

Proprietary Funds	Cash Balance
ENTERPRISE FUNDS	
501 - WATER UTILITY FUND	$ 3,628,867
359 - 2012A GO WATER REVENUE REFUND BONDS	-
361 - 2012A WATER REVENUE REFUND BONDS	-
403 - WATER CONNECTION	450,983
442 - WATER SYSTEM IMPROVEMENTS	1,629,979
511 - NWA - WATER	3,442,800
502 - SEWER UTILITY FUND	5,835,306
354 - GO SEWER REVENUE BONDS, 2010A	5,487,653
363 - 2014B GO SEWER REVENUE REFUND BONDS	(453)
366 - GO SEWER REVENUE BONDS, 2015B	(62,025)
368 - GO SEWER REVENUE REFUND 2017A	77,209
404 - SEWER CONNECTION	1,202,491
512 - NWA - SEWER	(2,118,052)
503 - INVER WOOD GOLF COURSE	681,665
INTERNAL SERVICE FUNDS	
601 - COMPENSATED ABSENCES	1,954,968
602 - RISK MANAGEMENT	960,684
603 - CENTRAL EQUIPMENT	9,436,329
604 - CENTRAL STORES	489,946
605 - CITY FACILITIES	394,752
606 - TECHNOLOGY FUND	1,037,012

Fiduciary Funds	Cash Balance
702 - AGENCY ESCROW FUND	$ 3,463,192
710 - INVESTMENT TRUST FUND	235,965

CITY OF INVER GROVE HEIGHTS, MN
FUND BALANCE POLICY
ADMINISTRATIVE CODE CHAPTER LVIII
ADOPTED: June 22, 1998
REVISED: December 12, 2011
REVISED: September 22, 2014

POLICY

The City of Inver Grove Heights is accountable to its citizens to carefully account for public funds, to manage municipal finances prudently and to plan the adequate funding of City services including the provision and maintenance of public facilities and services. The City is also accountable for its short-term and long-term financial stability. The City must insure that it is capable of, and will continue to be capable of, adequately funding and providing local government services needed by the community. This fiscal policy provides the framework for the overall fiscal management of the fund balance of the City's General Fund.

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Inver Grove Heights, MN will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Inver Grove Heights, MN will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

Minimum Fund Balance Policy

The City has a target unassigned fund balance in the General fund of 40-45% of expenditures in the subsequent year's budget of the General Fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be reviewed by the City Administrator and a recommendation will be brought forward to Council.

III. MONITORING AND REPORTING

The City Administrator shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

CITY OF INVER GROVE HEIGHTS, MN
DEBT MANAGEMENT POLICY
ADOPTED: FEBRUARY 11, 2019

PURPOSE

This policy establishes goals, guidelines and limits on the use of general obligation long-term debt by the city to ensure ongoing financial stability and health and the appropriate use of limited resources in conjunction with meeting and maintaining its capital asset needs.

INTRODUCTION

Under Minnesota Statutes Chapter 475 and the City Code, the City of Inver Grove Heights has the authority to issue long-term obligations to finance non-current expenses for various municipal purposes. The use of borrowing and debt is an important and flexible resource source available to the city. Debt is a mechanism which allows capital improvements to proceed when needed, in advance of when it may otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future beneficiaries.

Debt should only be issued within the confines of sound cash management and structurally sound budgets. Adequate resources must be provided for the repayment of debt and the level of debt incurred by the city must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the city's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy or fee level requirements to ensure that the obligations can be repaid and prevent default. The fiscal and service flexibility advantages of debt issuance must be balanced against overuse, which can otherwise place a burden on the fiscal resources of the city and its taxpayers.

General obligation debt guidelines

The city will comply with all state and federal laws for debt issuance and ongoing debt management. The following polices provide a framework and limit on the use of long-term debt of the city:

- It is the city's intent to restrict the use of general obligation long-term borrowing to planned capital improvements adopted in the five-year Capital Improvement Plan, however, long-term borrowing may be used in emergencies outside the city's control.
- For non-utility capital spending, the city will review possible internal funding sources along with any other grants and/or loans available so as to limit the use of debt. Recommended funding sources should be considered the most prudent use of those funds.
- For the city's rate-based utilities, the city will issue debt as needed for capital construction and may be done in conjunction with an update to rate analysis.
- Total general obligation debt of the city will not exceed the state limitation of three percent of the total market valuation of taxable property in the city.
- The city will limit the term of any bonds issued such that the repayment period does not exceed the expected useful life of the asset(s) being financed.

- The city will work with a qualified, third-party municipal financial advisor and bond counsel in all aspects related to the sale and monitoring of every bond issued including written recommendations. The city will not use a single firm to act as both financial advisor and underwriter of a bond issue in order to avoid potential conflicts of interest.
- The city will select a method of sale that achieves its debt management and affordability objectives while maximizing the financial benefit to the city. Such sales may be competitive or negotiated, depending upon the project and market conditions but will be recommended by the financial consultant along with reasoning for the chosen method.
- The city will maintain open communications with bond rating agencies regarding its financial condition and will follow all disclosure, monitoring and maintenance requirements.
- The city will periodically review refunding mechanisms available to reduce interest costs and will exceed state guidelines and conform to best practice standards as to minimum present value savings to be attained through such refunding.
- The city will strive to maintain the highest level of bond rating as determined by at least one of the major bond rating agencies, i.e. Moody's, Standard & Poor's and Fitch.

Bank qualified bonds

Under federal law, local governments may issue a maximum annual level of tax-exempt bonds qualified for specific bank tax deduction purposes, which under most market conditions has the effect of lowering the rate of interest for issuance by the city. If in any given calendar year, the government issues more than the maximum annual level of bank qualified (BQ) debt provided in federal law, none of that year's issuance receives the lower rate qualification.

The city will prioritize its use of its annual allocation of BQ debt. Obligations issues in any calendar year by the City of Inver Grove Heights for its own primary purposes and/or assets will take priority for use of the city's BQ Allocation before considering any tax-exempt financing for other local governments or other entities as conduit debt.

Self-imposed limitations on the amount of debt

The City of Inver Grove Heights elects to limit the amount of debt to be repaid in any given year to a maximum debt levy amount of approximately 15% of the total city-wide levy. The city should not purposefully structure principal repayments simply to comply with this requirement. City staff shall report compliance with the maximum self-imposed debt levy limit during each bond issuance and minimally as part of the annual budget debt review.

Debt Service

Bond	Project Name	Original Amount	12/31/2019 Bond Payable Balance	2020 Debt Payment	Final Maturity	7/31/19 Cash Balance	Certified Levy Amount	Increase (Reduction) in Levy	Funding Sources*
City Share of Assessments	SA on city properties	2,291,156	805,102	205,703	10/15/28	-	205,703	-	Levy
2010B GO Impr. Bonds (Fund 355)	South Grove	4,885,000	2,350,000	430,981	2/1/27	783,237	284,399	(107,149)	Levy, SA
2014B GO Impr. Refund Bonds (Fund 364)	Refund of 2008A (Fund 352), South Grove	1,735,000	225,550	237,350	2/1/20	279,423	-	-	Levy, SA
2015A GO Impr. Bonds (Fund 365)	Argenta Trail Realignment and 47th St & Neighborhood St Reconstruction	7,745,000	6,395,000	662,200	2/1/31	829,011	636,762	-	Levy, SA
2016A GO Refund Cap Impr. Bonds (Fund 367)	Refund of 2009A (Fund 353), City Hall/Public Safety Remodel/Expansion	8,515,000	8,190,000	581,688	2/1/34	232,960	636,759	-	Levy
2017B GO Impr. Bonds (Fund 369)	Bancroft Area and 60th Street Neighborhood Reconstruction	3,505,000	3,485,000	331,738	2/1/33	367,475	262,910	-	Levy, SA
2018A GO Cap. Impr. Bonds (Fund 392)	Fire Station #2	9,785,000	9,785,000	480,460	2/1/39	338,017	737,714	-	Levy
2019A GO Cap. Impr. Bonds (Fund 393)	Fire Station #2	2,500,000	2,500,000	85,700	2/1/39	(475)	194,985	-	Levy
Total		**$ 40,961,156**	**$ 33,735,652**	**$ 3,015,820**		**$ 2,829,648**	**$ 2,959,232**	**$ (107,149)**	

2012A GO Utility Revenue Refund (Fund 361)	Refund of 2006C (Fund 347), Water Revenue	2,950,000	1,170,000	400,200	2/1/22				Water, WCF
2014B GO Refunding (Fund 363)	Refund of 2007C (Fund 350), Sewer Revenue	5,015,000	3,989,450	443,288	2/1/29				NWA Sewer
2015B GO Sewer Revenue (Fund 366)	NWA Sewer System	4,185,000	3,570,000	358,300	2/1/31				NWA Sewer
2017A GO Sewer Revenue Refund (Fund 368)	Refund of 2010A (Fund 354), Sewer Revenue	5,685,000	5,685,000	415,925	2/1/36				NWA Sewer, portion paid by escrow
		$ 17,835,000	**$ 14,414,450**	**$ 1,617,713**					

2018 Debt Service Levies	Adjusted Levy Amt
City Share of Assessments	$ 205,703
2010B GO Impr. Bonds (Fund 355)	177,250
2014B GO Impr. Refund Bonds (Fund 364)	-
2015A GO Impr. Bonds (Fund 365)	636,762
2016A GO Refund Cap. Impr. Bonds (Fund 367)	636,759
2017B GO Impr. Bonds (Fund 369)	262,910
2018A GO Cap. Impr. Bonds (Fund 392)	737,714
2019A GO Cap. Impr. Bonds (Fund 393)	194,985
Total Debt Service Levies	**$ 2,852,083**

* Funding Sources
Levy - Debt Service Levy
SA - Special Assessments
Water - Water Enterprise Fund
WCF - Water Connection Fund
NWA Sewer - Northwest Area Sewer Enterprise Fund

AGENDA ITEM NO. 2

Background

It is evident from the OST IT Staffing Recommendations report, and my assessment of the Information Technology needs at Inver Grove Heights, that a Systems Administrator position is warranted. The OST staffing recommendations identified the position as an Infrastructure Technician. I feel a more accurate title for this position would be Systems Administrator. The Systems Administrator position is going to be crucial in supporting Inver Grove Heights IT services as we move towards a more collaborative, effective service department.

Adding this level of IT support to Inver Grove Height would allow the IT Manager to focus on necessary duties to ensure a successful department. Feedback provided from IGH staff in the OST findings identified the strongest IT need as Business Relations and IT Project Management. These responsibilities are crucial to successful implementation of applications, establishing working relationships between IT and the departments we service. The Systems Administrator position would reduce the need to rely on outside consulting support. Internal staff allows problems to be addressed in a timely manner and address the root cause. We would also be better positioned to provide a holistic approach to solutions and a higher level of accountability.

As a department we are responsible for providing and servicing technology needs for over 500 internal users as well as the city as a whole. This includes telecommunications, cell phones, Wide Area Network, computers, tablets, servers, network infrastructure, storage infrastructure, WIFI, cameras, police vehicles, fire vehicles, and dozens of applications. This necessary addition will assist in achieving the goals and objectives as an IT department.

Item 3

LEVANDER, GILLEN & MILLER, P.A.

ATTORNEYS AT LAW

ROGER C. MILLER
TIMOTHY J. KUNTZ
DANIEL J. BEESON
ROLLIN H. CRAWFORD
*KENNETH J. ROHLF
○STEPHEN H. FOCHLER
✧JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
ANN C. O'REILLY
□*DONALD L. HOEFT
DARCY M. ERICKSON
ROBIN M. HENNIX
DAVID S. KENDALL
JEROME M. PORTER
BRIDGET McCAULEY NASON

HAROLD LEVANDER
1910-1992

ARTHUR GILLEN
1919 - 2005

*ALSO ADMITTED IN WISCONSIN
✧ALSO ADMITTED IN NORTH DAKOTA
○ALSO ADMITTED IN MASSACHUSETTS
□ALSO ADMITTED IN OKLAHOMA

MEMO

TO: **Inver Grove Heights Mayor and Councilmembers**
FROM: **Timothy J. Kuntz, City Attorney**
DATE: **October 1, 2019**
RE: **Resolution Designating St. Paul Pioneer Press as the Official Newspaper for the Remainder of 2019; October 7, 2019 Council Work Session**

Section 1. Background. State law requires that the Council designate an official newspaper for the City. Minnesota Statute § 331A.04 provides that the governing body of every political subdivision must designate a newspaper for publication of public notices.

Minnesota Statute § 412.831 also states:

> The council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.

At the January 2019 Council meeting, the Council, by resolution, designated the South-West Review as the official newspaper for the City of Inver Grove Heights for 2019.

The City was informed today that the South-West Review will no longer be publishing legal notices. Accordingly, the City must now designate a new official newspaper for the remainder of 2019. So far as we can determine, it appears that the only newspaper that qualifies as an official newspaper is the St. Paul Pioneer Press.

Section 2. Council Action. Attached for consideration at the October 7, 2019 Council work session is a Resolution that designates the St. Paul Pioneer Press as the official newspaper for the City of Inver Grove Heights for the remainder of 2019.

633 SOUTH CONCORD STREET • SUITE 400 • SOUTH SAINT PAUL, MINNESOTA 55075 • 651-451-1831 • FAX 651-450-7384
OFFICE ALSO LOCATED IN SPOONER, WISCONSIN

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 19-_____

RESOLUTION DESIGNATING THE ST. PAUL PIONEER PRESS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF INVER GROVE HEIGHTS FOR THE REMAINDER OF 2019

WHEREAS, Minnesota Statutes § 412.831 states that the City Council shall annually, at the first City Council regular session, designate a legal newspaper as its official newspaper.

WHEREAS, in January 2019, the City designated the *South–West Review* newspaper published by Lillie Suburban Newspapers, as the City of Inver Grove Heights official newspaper.

WHEREAS, the *South–West Review* newspaper is no longer publishing legal notices in the *South-West Review* newspaper.

WHEREAS, the City must designate a new legal newspaper as its official newspaper for the remainder of 2019.

WHEREAS, the St. Paul Pioneer Press qualifies as an official newspaper.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA to hereby designate the St. Paul Pioneer Press as the official newspaper for the City of Inver Grove Heights, Minnesota for the remainder of 2019.

Adopted this 7th day of October, 2019, by the City Council of the City of Inver Grove Heights.

_____
George Tourville, Mayor

ATTEST:

_____
Joe Lynch, City Administrator/Deputy Clerk

AGENDA ITEM 4

INVER GROVE HEIGHTS **REQUEST FOR COUNCIL ACTION**

2040 COMPREHENSIVE PLAN

Meeting Date:	October 7, 2019	
Item Type:	Work Session	☐
Contact:	Allan Hunting 651.450.2554	☐
Prepared by:	Allan Hunting, City Planner	☐
Reviewed by:		☐
		☐
		☐

PURPOSE/ACTION REQUESTED

The 2040 Comprehensive Plan is entering its final approval phase. The Metropolitan Council will take action to approve the plan on October 9, 2019 and then final City Council approval would be your October 28 meeting.

After adoption, the plan must continue to be a breathing document that is used to shape city decisions. It will also require amendments from time to time as land use development continues and shifts to ever changing market demands.

At the work session, I will have a few powerpoint slides that will focus on aspects of the plan that must be remembered when making decisions and address implementation of the plan.

Item No. 5 – Alcohol Compliance Discussion (Oct. 7, 2019 Worksession)

There are no handouts for this item.

LEVANDER, GILLEN & MILLER, P.A.
ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
KENNETH J. ROHLF
STEPHEN H. FOCHLER
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DONALD L. HOEFT
BRIDGET McCAULEY NASON
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGRAM

MEMO

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Bridget Nason, Assistant City Attorney
DATE: October 2, 2019
RE: Worksession Discussion of Proposed Massage Licensing Ordinance Draft

Section 1. Background. Title 4, Chapter 8 of the Inver Grove Heights City Code ("Code") contains a number of provisions related to the licensing of massage therapists and massage therapy businesses. While Chapter 8 was updated within the past few years, since it was last updated, a number of cities have seen challenges arise with massage business serving as a front for prostitution activities. The attached draft ordinance amends several provisions of Chapter 8 in order to ensure that the City's code provisions related to the licensing of massage businesses and massage therapists are up to date and provide the City with all of the information necessary for it to make informed decisions related to the issuance of massage business and massage therapist licenses.

Section 2. Key Provisions of Draft Ordinance. The attached draft ordinance includes provisions related to the following key areas:

A. Licensing History. All applicants are required to provide information regarding any proposed or actual adverse licensing action taken against an individual massage therapist or business license that the applicant has had an interest in within the past ten (10) years.

B. License Transferability. Clarifies that massage business licenses are non-transferable, and that a change in ownership of the entity holding the license requires approval of a new license.

C. Residency Requirement. Requires license holders to reside within one hundred fifty (150) miles of the massage business where massage services are provided (massage therapist) or where the business is located (massage business). Business owners may satisfy this requirement by having an on-site manager who lives within one hundred fifty (150) miles of the licensed premises.

D. Posting Requirements. Massage therapy businesses are required to prominently post their licenses and rates on the premises of the business.

Additionally, the Council is asked to provide direction regarding whether the City wants to limit the number of massage business and/or massage therapist license available in the City.

Section 3. Council Action. The Council is asked to review the attached draft ordinance and provide feedback to staff regarding the proposed ordinance revisions. Should the Council choose to proceed with the consideration of the attached draft ordinance or a revised ordinance containing alternate provisions, the matter will be placed on the agenda for consideration at an upcoming Council meeting.

Attachments

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 8, SECTION 1, RELATED TO MASSAGE BUSINESS AND MASSAGE THERAPIST LICENSES

The City Council of Inver Grove Heights does hereby ordain:

Section 1. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(F)(1)(a)(5) (4-8-1(F)(1)(a)(5)) is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

(5) Whether the applicant has had an interest ~~in~~, as an individual or as part of a corporation, partnership, association, enterprise, business ~~or~~ firm, or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked, ~~or~~ suspended, or not renewed in any other city within the last ~~five~~ ten (~~5~~10) years from ~~of~~ the date the license application is submitted to the City ~~issuing authority~~.

Section 2. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(F)(1)(b) (4-8-1(F)(1)(b)) is hereby amended to add the following language. The underlined text shows the language added to the code:

(6) Whether the applicant has had an interest, as an individual or as part of a corporation, partnership, association, enterprise, business, firm, or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked, suspended, or not renewed in any other city within the last ten (10) years from ~~of~~ the date the license application is submitted to the City.

Section 3. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (J) (4-8-1(J)) is hereby amended to add the following language. The underlined text shows the language added to the code:

14. The applicant has had an interest in, as an individual or as part of a partnership, corporation, or other entity, a massage business or individual massage therapist license that was denied, revoked, suspect, recommended for denial, or not renewed within ten (10) years from the date the license application was submitted to the City.

Section 4. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (D) (4-8-1(D) is hereby amended to add the following language. The underlined text shows the language added to the code:

3. License Transfers. No license may be transferred to another person or entity. Where the ownership of an entity holding a massage business changes following the issuance of a massage business license, the new owners of the entity must apply for a new massage business license for the business.

Section 5. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (F)(1)(a) (4-8-1(F)(1)(a)) is hereby amended to add the following language. The underlined text shows the language added to the code:

(7) Proof of residency of the managing partner or manager of the massage business within one hundred fifty (150) miles from the location of the business premises.

Section 6. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (F)(2) (4-8-1(F)(2) is hereby amended to add the following language. The underlined text shows the language added to the code:

k. Proof of residency within one hundred fifty (150) miles from the business premises where the massage therapist will be providing therapeutic massage services.

Section 7. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (K)(2) (4-8-1(K)(2) is hereby amended to add the following language. The underlined text shows the language added to the code:

k. Restrictions on Food Preparation. Food preparation on-site shall only occur in locations specifically designed for that purpose for which a proper building permit has been obtained.

l. Restrictions on Habitation. The premises of a licensed massage business, other than a massage business legally conducted as a home occupation, shall not contain sleeping quarters or living spaces of any kind intended for habitation. In all massage businesses, including massage businesses legally conducted as a home occupation. no beds, cots, futons or mattresses shall be located in any area where massage services are provided.

m. Restrictions on Window Covering. The exterior windows of a premises where a massage business is located must not be one hundred percent (100%) opaque during hours that the licensed premises is open for business, except for windows in massage rooms and restrooms.

n. Equipment. All therapeutic massage services shall be provided on a raised massage therapy table or chair or on a mat similar to those used in yoga.

o. Posting of Rates and Licenses. Massage businesses shall post rates for all massage services offered at the business as well as the massage business license in a prominent location in the lobby of the business.

p. Compliance with Building and Fire Codes. Massage business premises shall comply with all applicable fire and building code requirements.

Section 8. Effective Date. This Ordinance shall become effective and be in full force and effect after its adoption and publication as provided by law.

Passed in regular session of the City Council on the __ day of _____, 2019.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Joe Lynch, Interim Deputy Clerk

Item 7

CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: Mayor and Council members

FROM: Deputy Chief Sean Folmar

SUBJECT: Amending city ordinance 5-6-1

DATE: October 7, 2019

At the October 7, 2019 work session, the Police Department will be recommending changes to city ordinance 5-6-1 WEAPONS.

The first change requested would be to eliminate all of section C, and add Shotguns to section B.

Currently section C has 5 subsets (1-5). Subset 1-3 are the same in section B. Subset 4 is no longer relevant due to the lack of farm animals or farmland in the city and discharging a shotgun to protect domestic animals is dangerous and unnecessary. In 2016 the City Council eliminated Canada Goose hunting in the city and thereby rendered subset 5 useless.

The other change would be to section D. The changes requested to section D, would be to eliminate subset 1(a) and all of subset 2, 3, and 4.

Subset 1(a) "*While hunting or engaged in target practice in that geographic portion of the city designated on the map, effective September 17, 2016, on file with the city clerk as the area available for hunting or target practice, subject to the conditions hereafter set forth; the above identified map is hereby approved and hereby incorporated by reference and made a part of this section.*"

Subset 2 "*Provided, however, the shooting or discharge of a bow and arrow under the circumstances described in subsection D1 of this section relating to hunting or target practice in that geographic portion of the city designated on the map, effective September 17, 2016, on file with the city clerk shall only occur if the following conditions are met:*
a. All persons who are hunting must register with the police department and must also provide a copy of their hunting license. Hunters who will be hunting on someone else's property will be required to show written permission from the property owner and must also provide proof of proficiency. Property owners/tenants, and all those related individuals as hereafter defined by this

section, who hunt on their own property will not need to provide proof of proficiency. Proof of proficiency may be obtained at a local or regional archery range or outdoor sporting goods store, the measure of which is the ability to shoot five (5) of five (5) arrows into a four inch (4") target at twenty (20) yards. The proficiency test must be completed every twenty four (24) months from the original certification date.

b. There shall be no shooting or discharge of any bow and arrow within three hundred feet (300') of any residential or commercial structure; provided, however, the prohibition contained in this subsection D2b shall not apply: 1) if the person shooting or discharging the bow and arrow owns the residential or commercial structure or 2) if the owner of the residential or commercial structure consents in writing to allow shooting or discharge of a bow and arrow within three hundred feet (300') of such residential or commercial structure and the written consent is filed with the city police department prior to the shooting or discharge.

c. There shall be no shooting or discharge of any bow and arrow within two hundred feet (200') of any driveway not owned by the person engaged in the shooting or discharge, unless the owner of the driveway consents in writing and files the written consent with the city police department prior to the shooting or discharge.

d. There shall be no shooting or discharge of any bow and arrow within two hundred feet (200') of any public street or private roadway.

e. On an individual parcel less than five (5) acres in size, no shooting or discharge of a bow and arrow shall occur unless allowed under subsections D2f and D2g of this section.

f. On an individual parcel of two and one-half (2.5) acres or more in size but less than five (5) acres in size, the owners of the parcel, the tenants of the parcel and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants may shoot or discharge a bow and arrow on such parcel for hunting or target purposes.

g. On contiguous parcels that are cumulatively five (5) acres or more in size when combined, the owners of the parcels, the tenants of the parcels and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants and those receiving written permission from all the owners may shoot or discharge a bow and arrow on such parcels for hunting or target purposes if the owners of the contiguous parcels in writing consent to the use of the parcels for such purposes and the owners have filed the written consent with the city police department prior to the shooting or discharge.

h. On an individual parcel of five (5) acres or more in size, only the owners of the parcel, the tenants of the parcel and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants and those receiving written permission from the owner may shoot or discharge a bow and arrow on such parcel for hunting or target practice purposes.

i. In those instances stated above, where written permission from the owner is required, the following additional conditions must be met:

(1) Prior to any shooting or discharge of a bow and arrow, the person receiving the written permission shall file with the city police department the following

information in writing: name, address and telephone number of the fee owner and of the persons receiving the permission; the beginning and end dates when hunting or target practice is to occur; a general description of the location of the subject parcel; a copy of the written permission received from the fee owner; as well as proof of proficiency to be obtained at a local or regional archery range or outdoor sporting goods store, the measure of which is the ability to shoot five (5) of five (5) arrows into a four inch (4") target at twenty (20) yards; the license plate number of the vehicle that the person will be driving to the subject parcel; evidence that the person has a valid Minnesota archery license; and emergency contact information.
(2) The written permission from the fee owner must specifically state the beginning and end dates for which permission has been granted. The person receiving such permission must have the written permission in possession at all times while hunting or target practicing on the subject parcel. Discharge of the bow and arrow on the subject parcel shall only occur on the dates stated on the written permission. No shooting or discharge of a bow and arrow and no hunting shall occur on the subject parcel if the fee owner revokes the written permission.
j. The person discharging the bow and arrow for hunting purposes must comply with all the laws and regulations of the state of Minnesota relating to hunting."

Subset 3. "To facilitate inquiries with respect to which parcels of land are not available for hunting or target practice because the owners thereof decline to grant permission for such activities, the clerk shall maintain a list by owner name and address for such nonavailable parcels. In order for the owner name and parcel address to be placed on the list, the parcel owner must in writing notify the clerk that the owner wishes to be on the list and has decided not to grant permission for hunting or target practice. The name of the owner and the parcel address shall be removed from the list if the owner files a written request with the clerk to remove the owner name and parcel address. The creation of the list is a voluntary program. There is no requirement that an owner and parcel be on the list in order for the owner to decline permission to anyone for hunting or target practice. The purpose of the list is to present an opportunity for an owner to make known that the owner has decided not to grant permission with the result that contacts with the owner are reduced or eliminated."

Subset 4. "The council, by resolution, may in its discretion on an annual basis add parcels to that geographic portion of the city available for hunting or target practice referenced in subsection D1a of this section. If the council adds additional parcels by resolution, the authorization granted by the resolution and the inclusion of such parcels within the above referenced geographic area shall expire on December 31 of the year when the resolution was passed. If an owner wishes the council to include the owner's parcel within the above referenced geographic area, the owner must make an application to the city no later than August 15 of the year the owner wishes the parcel to be included. (Ord. 1320, 8-22-2016)"

The removal of D(1)a, 2, 3, and 4 will remove all hunting possibilities in the city of Inver Grove Heights, but would still allow target practice within an enclosed structure, at a posted and designated archery range in a city park, on school or college grounds as part of an instructional course, and at a licensed commercial archery range.

We are recommending this action for many reasons;

The cost of staff and officer time spent registering hunters, dealing with exception requests, and handling questions and complaints from residents is not in our opinion justified to allow a few hunters a recreational activity.

In 2012—41 registered hunters 8 calls for service
In 2013—27 registered hunters 14 calls for service
In 2014—29 registered hunters (24 nonresidents) 15 calls for service
In 2015—30 registered hunters (17 nonresidents) 15 calls for service
In 2016—50 registered hunters (25 nonresidents) 11 calls for service
In 2017—45 registered hunters (28 nonresidents) 21 calls for service
In 2018—34 registered hunters (18 nonresidents) 15 calls for service, already 4 calls in 2019.

During the years 2012-2018 there were 105 calls for police service directly related to hunting in the city. Those calls ranged from suspicious vehicles, trespassing complaints, and general hunting complaints and questions. This does not mean that every call for service was because someone was doing something illegal. However, each call for service costs the city $38.23, plus the officer's time to respond, investigate, and resolve the issue.

The application process for obtaining a permit to hunt in the city is handled by the PD support staff and is outlined below. It takes a support staff member approximately 20-30 minutes to process these applications. This also does not consider the number of customers (hunters) that walk up to the front counter and are helped by the support staff.

The City of Inver Grove Heights is in MN DNR permit area 601 for bowhunting. Area 601 encompasses all the 7-county metro and is the only permit area in the state the DNR does not do aerial surveys, due to the MSP Airport. Therefore, we have no idea how many animals or the sex of the animal that are harvested in Inver Grove Heights.

Since 1-1-17, there have only been 13 car vs. deer accidents, which does not indicate there is a large dense population endangering the driving public. In the event the city felt we did have an overpopulation problem there are alternatives such as the USDA sharpshooters to quickly and humanely thin the population.

Also, each year the maps need to be updated due to the growing developed area and the website needs to be updated with current forms along with a current map. Below is a breakdown generally, of the process:

BOW HUNTING

Person hunting on own land

1. Review property owner bow hunter registration form for completeness.
2. Check on the Dakota property information website to verify there is enough land to hunt. (2.5 acres)
3. Find property on the big bow hunting map to make sure it's within the hunting zone.
4. Get copy of driver's license and hunting license (dl if applying in person)
5. Make copies for department and give originals back to the hunter
6. Add hunter information on excel form on computer and scan in documents

Person hunting on someone else's land

1. Review non property owner registration form if hunting more than one property making sure they have all required landowner approvals and signatures.
2. Check on the Dakota property information website to verify there is enough land to hunt. (5 acres)
3. Find property on the big bow hunting map to make sure in the hunting zone and if more than one property they are connected.
4. Make sure sharpshooter proficiency is current they are good for 24 months from the date of issue
5. Make copies of registration, dl, proficiency and hunting license.
6. Add hunter information to excel form on computer and scan in documents

Landowner applying by email-monitor email box

1. Review property owner registration form
2. Make sure they also sent copy of hunting license.
3. Check county website to make sure enough land
4. Scan in documents and enter on excel form

When documents are missing

1. Monitor excel form and keep contacting individuals that are missing documents that are needed, example: hunting license/proficiency.

Chapter 6
WEAPONS

5-6-1 : USE OF FIREARMS AND BOWS AND ARROWS:

A. Definitions: For purposes of this section, the terms defined in this subsection have the meanings given them:

AIR PISTOLS: Any hand weapon that propels a projectile by means of compressed air or carbon dioxide.

AIR RIFLES: Any shoulder weapon that propels a projectile by means of compressed air or carbon dioxide. Air rifles shall include BB guns.

FIXED AMMUNITION: Gun ammunition of the type comprising a cartridge case with primer, a propellant charge and a projectile or projectiles (fused or unfused), all of these components being assembled as a unit for one firing.

PISTOL: Any handgun capable of propelling fixed ammunition.

RIFLE: Any shoulder weapon designated as a rifle, capable of propelling fixed ammunition.

SHOTGUN: Any smooth bore weapon designated as a shotgun capable of propelling fixed ammunition. (1974 Code§ 925.02)

B. Rifles, Shotguns, Pistols, Air Rifles and Air Pistols: The shooting or carrying of rifles, shotguns, pistols, air rifles and air pistols which are not encased or dismantled is prohibited in the city except in the following circumstances:

1. By law enforcement officers in the line of duty; or
2. By a person discharging any rifle or pistol when in the lawful defense of person, property or family, or the necessary enforcement of the law; or
3. By any person discharging a rifle or pistol on a licensed shooting range within the city; or
4. By a person shooting or carrying an uncased .22 caliber rifle with CCI Quiet .22 caliber long rifle ammunition only when such shooting and carrying occurs while participating in a gun safety instructional program administered and sponsored by the Minnesota department of natural resources on land zoned E-1 where the zoning requirements for the program have been met and where the landowner has given written consent and only at specific locations on the land that have been approved and designated in writing by the city's chief of police. In granting approval of the specific locations, the city's chief of police may impose conditions, limitations and restrictions with respect to the number of participants, the number of instructional sessions, the times and dates of the instructional sessions, the number and placement of warning signs and the duration of the program. (Ord. 1257, 9-10-2012)
5. Employees of any government entity approved by the Chief of Police, when needed to harvest or reduce populations of animals within the city limits.

C. Restrictions on Use of Bow and Arrow:

1. The shooting or discharge of any bow and arrow within the city is hereby prohibited except in any of the following circumstances:

   a. While engaged in target practice within an enclosed structure; or

b. While engaged in target practice at a posted and designated archery range in a city park; or

c. While engaged in target practice on school or college grounds as part of an instructional course or supervised recreational activity and only with the permission of the school or college; or

d. While engaged in target practice at a licensed commercial archery range.

D. Shooting Ranges: All owners of commercial rifle ranges, commercial trap ranges, commercial target ranges and commercial archery ranges at any place within the city shall, from and after the effective date hereof, be required to pay a license fee in the amount established by resolution of the city council. Such ranges shall be operated to result in maximum safety to the residents and property of the city, and the owners and operators of such ranges shall comply with all regulations for such ranges that the city may hereinafter enact. Violation of any of the terms of such regulations constitutes a violation of this section and is cause for revocation of the license granted under the terms of this section. (1974 Code§ 925.05)

5-6-2 : REGULATION OF FIREARMS, PISTOLS AND WEAPONS:

A. Definitions: For purposes of this section, the terms defined in this subsection have the meanings given to them:

FIREARMS: Any weapon, other than a pistol, from which is propelled any missile, projectile or bullet by means of explosives or gas and shall include air and BB guns.

PISTOL: Shall have the meaning defined by Minnesota statutes section 624.712.

WEAPONS: Dagger, metal knuckles, switchblade, stiletto or other dangerous or deadly weapon. (1974 Code§ 927.01)

B. Concealed Weapons Prohibited: No person shall carry, or wear concealed about his person any dagger, metal knuckles, switchblade, stiletto or other dangerous or deadly weapon within the city. (1974 Code§ 927.03)

C. Tampering With Firearm And Pistol Identification Marks: No person shall change, alter or obliterate the name of the make, model, manufacturer's number or other mark of identification, and no person shall keep in his possession or under his control any such firearm or pistol upon which the name of the make, model, manufacturer's number, or other mark of identification has been, to his knowledge, changed, altered, renewed, or obliterated. (1974 Code§ 927.05)

D. Transporting Firearms, Pistols and Weapons:

1. A person not in possession of a valid permit as provided in Minnesota statutes section 624.714 shall not carry a firearm, pistol or weapon except unloaded and completely enclosed in a container. When said firearm, pistol or weapon is transported in a vehicle, it shall be stored in the trunk or the most inaccessible part of the vehicle.

2. No person, including all those who have been granted a permit to carry pistols, shall carry firearms, pistols or weapons on their person or in the passenger compartment of any motor vehicle while under the influence of alcohol, hallucinatory chemicals or narcotic drugs. (1974 Code§ 927.07)

E. Penalties: Any person convicted of any violation of this section may be punishable as provided in section 1-4-1 of this code. In addition, any firearm, pistol or weapon in possession of such person at the time of such violation, and used therein, shall be confiscated. Conviction of any violation shall work automatic revocation of all registrations, permits and licenses held thereunder by the violator. (1974 Code§ 927.09; amd. 2008 Code)

F. Disposition of Confiscated Firearms, Pistols And Weapons: Any firearms, pistols or weapons confiscated for violation of this section shall be stored by the chief of police. All such confiscated firearms, pistols and weapons shall, from time to time, be destroyed or disposed of under the supervision of the chief of police or his agent. Destruction of such firearms, pistols and weapons shall be done in a manner which renders them incapable of being used for their intended purpose. (1974 Code§ 927.11)

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Chapter 6
WEAPONS

5-6-1: USE OF FIREARMS AND BOWS AND ARROWS:

A. Definitions: For purposes of this section, the terms defined in this subsection have the meanings given them:

AIR PISTOLS: Any hand weapon that propels a projectile by means of compressed air or carbon dioxide.

AIR RIFLES: Any shoulder weapon that propels a projectile by means of compressed air or carbon dioxide. Air rifles shall include BB guns.

FIXED AMMUNITION: Gun ammunition of the type comprising a cartridge case with primer, a propellant charge and a projectile or projectiles (fused or unfused), all of these components being assembled as a unit for one firing.

PISTOL: Any handgun capable of propelling fixed ammunition.

RIFLE: Any shoulder weapon designated as a rifle, capable of propelling fixed ammunition.

SHOTGUN: Any smooth bore weapon designated as a shotgun capable of propelling fixed ammunition. (1974 Code § 925.02)

B. Rifles, Pistols, Air Rifles And Air Pistols: The shooting or carrying of rifles, pistols, air rifles and air pistols which are not encased or dismantled is prohibited in the city except in the following circumstances:

1. By law enforcement officers in the line of duty; or

2. By a person discharging any rifle or pistol when in the lawful defense of person, property or family, or the necessary enforcement of the law; or

3. By any person discharging a rifle or pistol on a licensed shooting range within the city; or

4. By a person shooting or carrying an unencased and undismantled .22 caliber rifle with CCI Quiet .22 caliber long rifle ammunition only when such shooting and carrying occurs while participating in a gun safety instructional program administered and sponsored by the Minnesota department of natural resources on land zoned E-1 where the zoning requirements for the program have been met and where the landowner has given written consent and only at specific locations on the land that have been

approved and designated in writing by the city's chief of police. In granting approval of the specific locations, the city's chief of police may impose conditions, limitations and restrictions with respect to the number of participants, the number of instructional sessions, the times and dates of the instructional sessions, the number and placement of warning signs and the duration of the program. (Ord. 1257, 9-10-2012)

C. Shotguns: The shooting of any shotgun within the city is hereby prohibited except in the following circumstances:

1. By law enforcement officers in the line of duty; or

2. By a person discharging any shotgun when in the lawful defense of person, property, or family, or in the necessary enforcement of the law; or

3. By any person discharging a shotgun on a licensed shooting range within the city; or

4. By a landowner on his own property discharging a shotgun to prevent an animal from killing, wounding or worrying any horses, cattle, sheep, lambs or other domestic animals or by a landowner on his own property discharging a shotgun to prevent animals or birds from damaging crops; or

5. Pursuant to specific authorization granted by the city council from time to time for a special goose hunting activity for the purpose of reducing the Canadian goose population. (Ord. 1162, 9-24-2007)

D. Restrictions On Use Of Bow And Arrow:

1. The shooting or discharge of any bow and arrow within the city is hereby prohibited except in any of the following circumstances:

   a. While hunting or engaged in target practice in that geographic portion of the city designated on the map, effective September 17, 2016, on file with the city clerk as the area available for hunting or target practice, subject to the conditions hereafter set forth; the above identified map is hereby approved and hereby incorporated by reference and made a part of this section; or

   b. While engaged in target practice within an enclosed structure; or

   c. While engaged in target practice at a posted and designated archery range in a city park; or

   d. While engaged in target practice on school or college grounds as part of an instructional course or supervised recreational activity and only with the permission of the school or college; or

   e. While engaged in target practice at a licensed commercial archery range.

2. Provided, however, the shooting or discharge of a bow and arrow under the circumstances described in subsection D1 of this section relating to hunting or target

practice in that geographic portion of the city designated on the map, effective September 17, 2016, on file with the city clerk shall only occur if the following conditions are met:

a. All persons who are hunting must register with the police department and must also provide a copy of their hunting license. Hunters who will be hunting on someone else's property will be required to show written permission from the property owner and must also provide proof of proficiency. Property owners/tenants, and all those related individuals as hereafter defined by this section, who hunt on their own property will not need to provide proof of proficiency. Proof of proficiency may be obtained at a local or regional archery range or outdoor sporting goods store, the measure of which is the ability to shoot five (5) of five (5) arrows into a four inch (4") target at twenty (20) yards. The proficiency test must be completed every twenty four (24) months from the original certification date.

b. There shall be no shooting or discharge of any bow and arrow within three hundred feet (300') of any residential or commercial structure; provided, however, the prohibition contained in this subsection D2b shall not apply: 1) if the person shooting or discharging the bow and arrow owns the residential or commercial structure or 2) if the owner of the residential or commercial structure consents in writing to allow shooting or discharge of a bow and arrow within three hundred feet (300') of such residential or commercial structure and the written consent is filed with the city police department prior to the shooting or discharge.

c. There shall be no shooting or discharge of any bow and arrow within two hundred feet (200') of any driveway not owned by the person engaged in the shooting or discharge, unless the owner of the driveway consents in writing and files the written consent with the city police department prior to the shooting or discharge.

d. There shall be no shooting or discharge of any bow and arrow within two hundred feet (200') of any public street or private roadway.

e. On an individual parcel less than five (5) acres in size, no shooting or discharge of a bow and arrow shall occur unless allowed under subsections D2f and D2g of this section.

f. On an individual parcel of two and one-half (2.5) acres or more in size but less than five (5) acres in size, the owners of the parcel, the tenants of the parcel and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants may shoot or discharge a bow and arrow on such parcel for hunting or target purposes.

g. On contiguous parcels that are cumulatively five (5) acres or more in size when combined, the owners of the parcels, the tenants of the parcels and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants and those receiving written permission from all the owners may shoot or discharge a bow and arrow on such parcels for hunting or target purposes if the owners of the contiguous parcels in writing consent to the use of the parcels for such purposes and the owners have filed the written consent with the city police department prior to the shooting or discharge.

h. On an individual parcel of five (5) acres or more in size, only the owners of the parcel, the tenants of the parcel and the spouses, parents, children, grandparents, aunts, uncles, brothers and sisters of the owners or tenants and those receiving written permission from the owner may shoot or discharge a bow and arrow on such parcel for hunting or target practice purposes.

i. In those instances stated above, where written permission from the owner is required, the following additional conditions must be met:

(1) Prior to any shooting or discharge of a bow and arrow, the person receiving the written permission shall file with the city police department the following information in writing: name, address and telephone number of the fee owner and of the persons receiving the permission; the beginning and end dates when hunting or target practice is to occur; a general description of the location of the subject parcel; a copy of the written permission received from the fee owner; as well as proof of proficiency to be obtained at a local or regional archery range or outdoor sporting goods store, the measure of which is the ability to shoot five (5) of five (5) arrows into a four inch (4") target at twenty (20) yards; the license plate number of the vehicle that the person will be driving to the subject parcel; evidence that the person has a valid Minnesota archery license; and emergency contact information.

(2) The written permission from the fee owner must specifically state the beginning and end dates for which permission has been granted. The person receiving such permission must have the written permission in possession at all times while hunting or target practicing on the subject parcel. Discharge of the bow and arrow on the subject parcel shall only occur on the dates stated on the written permission. No shooting or discharge of a bow and arrow and no hunting shall occur on the subject parcel if the fee owner revokes the written permission.

j. The person discharging the bow and arrow for hunting purposes must comply with all the laws and regulations of the state of Minnesota relating to hunting.

3. To facilitate inquiries with respect to which parcels of land are not available for hunting or target practice because the owners thereof decline to grant permission for such activities, the clerk shall maintain a list by owner name and address for such nonavailable parcels. In order for the owner name and parcel address to be placed on the list, the parcel owner must in writing notify the clerk that the owner wishes to be on the list and has decided not to grant permission for hunting or target practice. The name of the owner and the parcel address shall be removed from the list if the owner files a written request with the clerk to remove the owner name and parcel address. The creation of the list is a voluntary program. There is no requirement that an owner and parcel be on the list in order for the owner to decline permission to anyone for hunting or target practice. The purpose of the list is to present an opportunity for an owner to make known that the owner has decided not to grant permission with the result that contacts with the owner are reduced or eliminated.

4. The council, by resolution, may in its discretion on an annual basis add parcels to that geographic portion of the city available for hunting or target practice referenced in subsection D1a of this section. If the council adds additional parcels by resolution, the

authorization granted by the resolution and the inclusion of such parcels within the above referenced geographic area shall expire on December 31 of the year when the resolution was passed. If an owner wishes the council to include the owner's parcel within the above referenced geographic area, the owner must make an application to the city no later than August 15 of the year the owner wishes the parcel to be included. (Ord. 1320, 8-22-2016)

E. Shooting Ranges: All owners of commercial rifle ranges, commercial trap ranges, commercial target ranges and commercial archery ranges at any place within the city shall, from and after the effective date hereof, be required to pay a license fee in the amount established by resolution of the city council. Such ranges shall be operated so as to result in maximum safety to the residents and property of the city, and the owners and operators of such ranges shall comply with all regulations for such ranges that the city may hereinafter enact. Violation of any of the terms of such regulations constitutes a violation of this section and is cause for revocation of the license granted under the terms of this section. (1974 Code § 925.05)

5-6-2: REGULATION OF FIREARMS, PISTOLS AND WEAPONS:

A. Definitions: For purposes of this section, the terms defined in this subsection have the meanings given to them:

FIREARMS: Any weapon, other than a pistol, from which is propelled any missile, projectile or bullet by means of explosives or gas and shall include air and BB guns.

PISTOL: Shall have the meaning defined by Minnesota statutes section 624.712.

WEAPONS: Dagger, metal knuckles, switchblade, stiletto or other dangerous or deadly weapon. (1974 Code § 927.01)

B. Concealed Weapons Prohibited: No person shall carry or wear concealed about his person any dagger, metal knuckles, switchblade, stiletto or other dangerous or deadly weapon within the city. (1974 Code § 927.03)

C. Tampering With Firearm And Pistol Identification Marks: No person shall change, alter or obliterate the name of the make, model, manufacturer's number or other mark of identification, and no person shall keep in his possession or under his control any such firearm or pistol upon which the name of the make, model, manufacturer's number, or other mark of identification has been, to his knowledge, changed, altered, renewed, or obliterated. (1974 Code § 927.05)

D. Transporting Firearms, Pistols And Weapons:

1. A person not in possession of a valid permit as provided in Minnesota statutes section 624.714 shall not carry a firearm, pistol or weapon except unloaded and completely enclosed in a container. When said firearm, pistol or weapon is transported in a vehicle, it shall be stored in the trunk or the most inaccessible part of the vehicle.

2. No person, including all those who have been granted a permit to carry pistols, shall carry firearms, pistols or weapons on their person or in the passenger compartment of any motor vehicle while under the influence of alcohol, hallucinatory chemicals or narcotic drugs. (1974 Code § 927.07)

E. Penalties: Any person convicted of any violation of this section may be punishable as provided in section 1-4-1 of this code. In addition, any firearm, pistol or weapon in possession of such person at the time of such violation, and used therein, shall be confiscated. Conviction of any violation shall work automatic revocation of all registrations, permits and licenses held thereunder by the violator. (1974 Code § 927.09; amd. 2008 Code)

F. Disposition Of Confiscated Firearms, Pistols And Weapons: Any firearms, pistols or weapons confiscated for violation of this section shall be stored by the chief of police. All such confiscated firearms, pistols and weapons shall, from time to time, be destroyed or disposed of under the supervision of the chief of police or his agent. Destruction of such firearms, pistols and weapons shall be done in a manner which renders them incapable of being used for their intended purpose. (1974 Code § 927.11)