



City of Inver Grove Heights
Meeting Via In Person or Virtual Zoom

City Council Work Session
Monday, June 7, 2021 at 6:00 p.m.

NOTICE TO RESIDENTS: If you are interested in participating, please contact Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@ighmn.gov) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday June 7, 2021, will be provided to the Council at or before the June 7, 2021 Work Session.

A G E N D A

A. Call to Order - Mayor Bartholomew

1. Presentation by Ehlers Financial on the NWA Utility Connection Fees.
2. American Rescue Plan
3. Food Truck License
4. Police Radio Purchase
5. Weather Siren Upgrades

B. Adjourn

TITLE: Presentation by Ehlers Public Finance Advisors on NWA Utility Connection Fees

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	June 7, 2021	None	
Item Type:	Work Session	Amount included in current budget	
Contact:	Heather Rand, Interim Admin, 651-450-2546	Budget amendment requested	
Prepared by:	Heather Rand	FTE included in current complement	
Reviewed by:	H. Rand	New FTE requested - N/A	
		Other	x

SUMMARY:

In the mid-2000's the City of Inver Grove Heights decided to extend utilities into its Northwest Area. At the time the City wanted to facilitate development while not forcing any property owners to sell their land for development if they did not want to. To achieve these dual goals, the City decided to pay for the improvements and recover the costs from fees when development occurred. Water improvements were funded with cash and sewer improvements were financed with bonds.

Since the funding plan for the utilities was put in place almost 15 years ago, several changes have occurred. The great recession suppressed development for several years; the cost to install utilities increased; and development has occurred less densely than initially anticipated due to market forces, difficult terrain, and land use decisions.

We have invited Jessica Cook from Ehlers to attend the June 7, 2021 work session to share the history of the Northwest Area development fees and describe the current financial situation and how it impacts the City, developers, and landowners. She will also provide information about how the Northwest Area water and sewer connection fees compare with other communities. We anticipate this will be the first of two or three meetings to fully explore this topic and its ongoing impacts on the city's annual budget and its development opportunities.

American Rescue Plan (ARP)

City Council Work Session

*Amy Hove, Finance Director
June 7, 2021*



Finance Department

www.ighmn.gov

Public Sector Funds

- Fiscal Recovery Funds (FRF) is just one provision, or “pot” of funding set aside within the American Rescue Plan and equals \$350 billion
 - \$195.3 billion to states & Washington D.C.
 - \$130.2 billion to local governments (split 50/50 cities/counties)
 - IGH Estimate (using 2019 census) $35,672 \times \$105 = \3.75 million
 - \$20 billion to Tribal governments
- How this funding differs from CARES:
 - More \$'s (\$2.67 million vs. \$3.75 million-estimate)
 - More time to plan/spend
 - Broader scope of allowable uses (infrastructure, revenue loss)

Additional Provisions within ARP (above & beyond what cities/counties receive)

- Economic Assistance to Individuals and Families
- Employee Benefits
- Small Business Assistance
- Public Safety
- Transportation and Infrastructure
- Health and Human Services
- Housing and Utility Assistance
- Broadband (for schools and libraries)
- Nutritional Assistance

Timeline

2021

March 3	Covered period for eligible expenses begins
March 11	Enactment of law
Around May 10	Federal distribution of funds to State of MN
June	State of MN - 1 st ½ distribution to municipalities (MN Management & Budget to determine certification process)

2022

May/June	State of MN - 2 nd ½ distribution to municipalities
----------	--

2024

December 31	Deadline to <u>obligate</u> funds (Updated Treasury Guidance)
-------------	---

2026

December 31	Deadline to <u>spend</u> funds (Updated Treasury Guidance)
-------------	--

4 Categories of Eligible Uses

- Respond to public health emergency (public health and economic impacts)
- Respond to workers performing essential work
- Recover revenue losses
- Investments in sewer, water or broadband

Government Finance Officer's Association (GFOA) Considerations/Guiding Principles

- Temporary Nature of ARP Funds
- Scanning & Partnering Efforts with ARP
- Take Time and Careful Consideration

GFOA Considerations/Guiding Principles

Temporary Nature of ARP Funds

- ARP funds are non-recurring so their use should be applied primarily to non-recurring expenditures
 - Care should be taken to avoid creating new programs or add-ons to existing programs that require ongoing financial commitment.
 - Replenishing reserves used to offset revenue declines should be given high priority.
 - Use of ARP funds to cover operating deficits caused by COVID-19 should be considered temporary.
 - Investment in critical infrastructure is a well-suited use because it is a non-recurring expenditure that can be targeted to important long-term assets that provide benefits over many years.
 - Care should be taken to assess any on-going operating costs that may be associated with the project.

GFOA Considerations/Guiding Principles

Scanning & Partnering Efforts with ARP

- Local jurisdictions should be aware of plans for ARP funding throughout their community.
 - Local jurisdictions should be cognizant of state-level ARP efforts, especially regarding infrastructure, potential enhancement of state funding resources, and existing or new state law requirements.
 - Consider regional initiatives, including partnering with other ARP recipients.
 - It is possible there are many beneficiaries of ARP funding within your community such as schools, transportation agencies and local economic development authorities.
 - Be sure to understand what they are planning and augment their efforts; alternatively, creating cooperative spending plans to enhance the structural financial condition of your community.

GFOA Considerations/Guiding Principles

Take Time and Careful Consideration

- ARP funds will be issued in two payments to local governments. Throughout the years of ARP spending, and until the end of calendar year 2026, consider how the funds may be used to address rescue efforts and lead to recovery.
 - Use other dedicated grants and programs first whenever possible and save ARP funds for priorities not eligible for other federal or state assistance programs.
 - Whenever possible, expenditures related to the ARP funding should be spread over the qualifying period (through December 31, 2026) to enhance budgetary and financial stability.
 - Adequate time should be taken to carefully consider all alternatives for the prudent use of ARP funding prior to committing the resources to ensure the best use of the temporary funding.

What's Next?

- Planning, Planning, Planning
- Analysis of Revenue Loss
- Wait on Additional Treasury Guidance (public comment period on interim rules closes July 16, 2021)
- Continued discussion with Community Partners

Thank You - Any Questions?

**CITY ADMINISTRATION**

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

www.ighmn.gov



Minnesota
GreenStep Cities





Memorandum

TO: Mayor and City Council

FROM: Rebecca Kiernan, City Clerk

SUBJECT: Mobile Food Units (Food Trucks)

DATE: June 1, 2021

CC: Heather Rand, Interim City Administrator

BACKGROUND:

The City of Inver Grove Heights is seeing more Mobile Food Units (Food Trucks) in the City since the Governor's Emergency Declaration was enacted in 2020. The City of Inver Grove Heights would like to be able to license these Mobile Food Units annually to make sure they are up to safety code. This would require a City Ordinance amendment to include Mobile Food Units.

OVERVIEW:

The City of Inver Grove Heights has also received complaints from the Brick-and-Mortar Restaurants about having mobile food units in their joint parking lots taking business from them.

Therefore, the City of Inver Grove Heights proposes an annual license of \$50.00 with a Mobile Food Unit License Application that includes:

- Written consent of the property owner from which the mobile food unit sale will be conducted or permission from the City of Inver Grove Heights Park and Recreation Department if in a park location;
- An Insurance Affidavit form verifying that the applicant is insured against claims arising out of all operations such as applicant for the sum of at least \$1,000,000 against liability for bodily injuries and for at least \$1,000,000 against liability for damage or destruction of property;
- A copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit;
- Site plan showing the exact location of the mobile food truck unit (Google Maps, e.g.);
- Call to schedule an inspection to be conducted during normal business hours (M-F 8:00 am - 4:30 pm) by a City Fire Official prior to operation of the mobile food unit.

The City of Inver Grove Heights Parks and Recreation Department will process the license for mobile food units when the vendor wishes to use one of the designated parks in Inver Grove Heights since they are currently scheduling a Food Truck Event at the Rich Valley Athletic Complex in July.

Included in this memo are copies of the City of Lakeville's City Code and Ordinance Amendments regarding Mobile Food Units. We are looking to model our ordinance after them since theirs seems to be the most comprehensive in Dakota County.

Questions that have arisen so far that need to be addressed are:

1. Should this be event driven, location driven or time driven? Fire code requires a fire code permit for each vehicle at each event.
2. The Parks and Recreation department requires a reservation date, time, and location for their events. Should this continue?
3. Should the City limit the times available to vend?
4. Should the area of vending be designated just to Commercial areas that allow this? It is assumed that there will not be any mobile food units in residential areas.

Staff will work with Police, Fire, Building Inspections, Parks & Recreation, and Planning to bring to you the City of Inver Grove Height's version at the June 28, 2021 City Council Meeting for the first reading.

CHAPTER 23

MOBILE FOOD UNITS

SECTION:

3-23-1: Purpose And Intent

3-23-2: Definition

3-23-3: License Required

3-23-4: Performance Standards

3-23-1: PURPOSE AND INTENT:

To allow and regulate mobile food units in the City and provide additional limitations for mobile food units in the C-CBD, Commercial-Central Business District.

(Ord. 980, 6-5-2017; amd. Ord. 1042, 3-15-2021)

3-23-2: DEFINITION:

MOBILE FOOD UNIT: A food and beverage service establishment that is: a) a vehicle mounted unit, either motorized or trailered; b) readily movable without disassembling for transport to another location; or c) a nonmotorized vehicle self-propelled by the operator. (Ord. 980, 6-5-2017)

3-23-3: LICENSE REQUIRED:

A. Prohibited: No person shall operate a mobile food unit in the City without a valid license required under this Chapter.

B. Application Form: An application for a license under this chapter shall be made on a form provided by the City and shall contain the following information:

1. The applicant must be the owner of the mobile food unit.
2. The applicant's full legal name, other names the applicant uses or is known by, date of birth, and driver's license number or other acceptable identification of the person applying.
3. The permanent and any temporary home and business address, phone numbers, and email addresses of the applicant.
4. The license plate number of the vehicle to be used in conjunction with the activity.
5. A certificate of insurance that has been issued to the applicant by an insurance company authorized to do business in the State of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000.00) against liability for bodily injuries and for at least one million dollars (\$1,000,000.00) against liability for damage or destruction of property.
6. Written consent of the property owner from which the mobile food unit sales will be conducted.
7. A copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit.
8. The dates and hours of the mobile food unit operations must be specified.
9. A site plan showing the exact location of the mobile food unit must accompany the application.

C. License Fee: The fee shall be in an amount determined by City Council resolution.

(Ord. 995, 5-7-2018; amd. Ord. 1042, 3-15-2021)

3-23-4: PERFORMANCE STANDARDS:

A. Mobile food units in the C-CBD District shall only be allowed on private or public parking lots with the written consent of the property owner, and on Upper 208th Street and 209th Street between Holyoke and Howland Avenues provided the service window is facing the sidewalk and provided the food truck is located at least thirty feet (30') from any street intersection.

B. Mobile food units shall operate only between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M.

C. Mobile food units shall not interfere with vehicle and pedestrian circulation or emergency vehicle access and shall comply with all traffic and parking laws.

D. There shall be adequate parking on the lot or public street to provide space for the mobile food unit as well as satisfy all parking requirements for the property.

E. Mobile food units shall not have a drive-through.

F. Signage shall comply with title 11, chapter 23 of this Code.

G. Mobile food units shall not use any outside sound amplifying equipment, televisions or similar visual entertainment devices, lights, or noisemakers such as bells, horns or whistles.

H. All waste, garbage, litter and refuse shall be contained in leak proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and properly disposed of. No waste, garbage, litter or refuse shall be dumped or drained onto sidewalks, streets, gutters, storm drains, or public trash receptacles.

I. Mobile food units shall provide an independent power supply that is screened from public view if it is not located on the food truck.

J. Mobile food units shall comply with all applicable Fire Codes and shall be inspected by a City fire official prior to operation of the mobile food unit.

K. The approved license shall be prominently displayed on the mobile food unit for the duration of the event.

(Ord. 995, 5-7-2018; amd. Ord. 1042, 3-15-2021)

ORDINANCE NO. 980

**CITY OF LAKEVILLE
DAKOTA COUNTY, MINNESOTA**

AN ORDINANCE AMENDING TITLE 3 OF THE LAKEVILLE CITY CODE

THE CITY COUNCIL OF THE CITY OF LAKEVILLE ORDAINS:

Section 1. Title 3 of the City Code is hereby amended to include the following provisions:

**CHAPTER 23
MOBILE FOOD UNITS**

- 3-23-1: Purpose and Intent
- 3-23-2: Definition
- 3-23-3: License Required
- 3-23-4: Performance Standards

3-21-1: PURPOSE AND INTENT: To allow and regulate mobile food units in the C-CBD, Commercial - Central Business District.

3-21-2: DEFINITION:

MOBILE FOOD UNIT: A food and beverage service establishment that is: 1) a vehicle mounted unit, either motorized or trailered; 2) readily movable without disassembling for transport to another location; or 3) a nonmotorized vehicle self-propelled by the operator.

3-21-3: LICENSE REQUIRED:

- A. Unless otherwise allowed in conjunction with community events such as Pan-O-Prog and Block Bash, no person shall operate a mobile food unit in the C-CBD District without a valid license required under this chapter.
- B. Application Form: An application for a license under this chapter shall be made on a form provided by the City and shall contain the following information:
 - 1. The applicant must be the owner of the mobile food unit.
 - 2. The applicant's full legal name, other names the applicant uses or is known by, date of birth, and driver's license number or other acceptable identification of the person applying.

3. The permanent and any temporary home and business address, phone numbers, and email addresses of the applicant.
 4. A description of the food and beverages to be sold and the license plate number and description of the vehicle to be used in conjunction with the activity.
 5. The names of at least two (2) references who will substantiate the applicant's good character and business respectability or other evidence of good character and business responsibility of the applicant.
 6. A statement as to whether the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed, written authorization for the City to conduct a criminal history background check, and acknowledgment that failure to disclose previous convictions will disqualify the applicant.
 7. An insurance policy that has been issued to the applicant by an insurance company authorized to do business in the state of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least Two Million Dollars (\$2,000,000.00) against liability for bodily injuries and for at least Two Million Dollars (\$2,000,000.00) against liability for damage or destruction of property.
 8. Written consent of the property owner from which the mobile food unit sales will be conducted.
 9. A copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit.
 10. The dates and hours of the mobile food unit operations must be specified.
 11. A site plan showing the exact location of the mobile food unit must accompany the application.
- C. License Fee: The fee shall be in an amount determined by City Council resolution.

3-21-4: PERFORMANCE STANDARDS:

- A. Mobile food units in the C-CBD District shall only be allowed on private or public parking lots and with the written consent of the property owner.
- B. Only one (1) mobile food unit will be permitted on a property at any time.

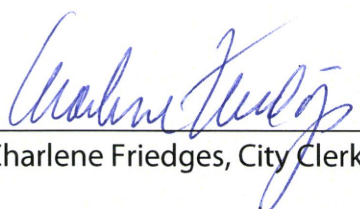
- C. Mobile foods units shall operate only on Fridays, Saturdays, and federal government holidays between the hours of 7:00 a.m. and 10:00 p.m.
- D. Mobile food units shall not interfere with vehicle and pedestrian circulation or emergency vehicle access.
- E. There shall be adequate parking on the lot to provide space for the mobile food unit as well as satisfy all parking requirements for the property.
- F. Mobile food units shall not have a drive-through.
- G. Signage shall comply with Chapter 11-23 of the City Code.
- H. Mobile food units shall not use any outside sound amplifying equipment, televisions or similar visual entertainment devices, lights, or noisemakers such as bells, horns or whistles.
- I. All waste, garbage, litter and refuse shall be contained in leak proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and properly disposed of. No waste, garbage, litter or refuse shall be dumped or drained onto sidewalks, streets, gutters, storm drains, or public trash receptacles.
- J. Mobile food units shall provide an independent power supply that is screened from public view.
- K. Mobile food units shall comply with all applicable Fire Codes and may be inspected by a City Fire Official prior to operation of the mobile food unit.
- L. The approved permit shall be prominently displayed on the mobile food unit for the duration of the event.

Section 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the Lakeville City Council this 5th day of June 2017

CITY OF LAKEVILLE

BY: 
Douglas P. Anderson, Mayor

ATTEST: 
Charlene Friedges, City Clerk

ORDINANCE NO. 995

**CITY OF LAKEVILLE
DAKOTA COUNTY, MINNESOTA**

AN ORDINANCE AMENDING TITLE 3 OF THE LAKEVILLE CITY CODE

THE CITY COUNCIL OF THE CITY OF LAKEVILLE ORDAINS:

Section 1. Title 3, Chapter 23, Sections 3 and 4 of the City Code are hereby amended as follows:

3-23-3: LICENSE REQUIRED:

- A. Unless otherwise allowed in conjunction with community events such as Pan-O-Prog and Block Bash, no person shall operate a mobile food unit in the C-CBD District or in a City park without a valid license required under this chapter.
- B. Application Form: An application for a license under this chapter shall be made on a form provided by the City and shall contain the following information:
 - 1. The applicant must be the owner of the mobile food unit.
 - 2. The applicant's full legal name, other names the applicant uses or is known by, date of birth, and driver's license number or other acceptable identification of the person applying.
 - 3. The permanent and any temporary home and business address, phone numbers, and email addresses of the applicant.
 - 4. The license plate number of the vehicle to be used in conjunction with the activity.
 - 5. A certificate of insurance that has been issued to the applicant by an insurance company authorized to do business in the state of Minnesota verifying that the applicant is insured against claims arising out of all operations of such applicant under this chapter for the sum of at least one million dollars (\$1,000,000.00) against liability for bodily injuries and for at least one million dollars (\$1,000,000.00) against liability for damage or destruction of property.
 - 6. Written consent of the property owner from which the mobile food unit sales will be conducted.

7. A copy of the related license or permit issued by the State of Minnesota required to operate a mobile food unit.
 8. The dates and hours of the mobile food unit operations must be specified.
 9. A site plan showing the exact location of the mobile food unit must accompany the application.
- C. License Fee: The fee shall be in an amount determined by City Council resolution.

3-23-4: PERFORMANCE STANDARDS:

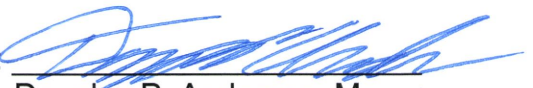
- A. Mobile food units in the C-CBD District shall be allowed on private or public parking lots with the written consent of the property owner, and on Upper 208th Street and 209th Street between Holyoke and Howland avenues provided the service window is facing the sidewalk and provided the food truck is located at least thirty (30) feet from any street intersection.
- B. Mobile foods units shall operate only on Wednesdays through Sundays, and federal government holidays, between the hours of 7:00 a.m. and 10:00 p.m.
- C. Mobile food units shall not interfere with vehicle and pedestrian circulation or emergency vehicle access.
- D. There shall be adequate parking on the lot or public street to provide space for the mobile food unit as well as satisfy all parking requirements for the property.
- E. Mobile food units shall not have a drive-through.
- F. Signage shall comply with Chapter 11-23 of the City Code.
- G. Mobile food units shall not use any outside sound amplifying equipment, televisions or similar visual entertainment devices, lights, or noisemakers such as bells, horns or whistles.
- H. All waste, garbage, litter and refuse shall be contained in leak proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and properly disposed of. No waste, garbage, litter or refuse shall be dumped or drained onto sidewalks, streets, gutters, storm drains, or public trash receptacles.
- I. Mobile food units shall provide an independent power supply that is screened from public view if it is not located on the food truck.
- J. Mobile food units shall comply with all applicable Fire Codes and shall be inspected by a City Fire Official prior to operation of the mobile food unit.

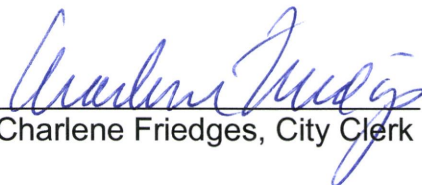
K. The approved license shall be prominently displayed on the mobile food unit for the duration of the event.

Section 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the Lakeville City Council this 7th day of May 2018

CITY OF LAKEVILLE

BY: 
Douglas P. Anderson, Mayor

ATTEST: 
Charlene Friedges, City Clerk

ORDINANCE NO. 1042

CITY OF LAKEVILLE
DAKOTA COUNTY, MINNESOTA

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 23
OF THE LAKEVILLE CITY CODE CONCERNING MOBILE FOOD UNITS**

THE CITY COUNCIL OF THE CITY OF LAKEVILLE, MINNESOTA ORDAINS:

SECTION 1. Section 3-23-1 of the Lakeville City Code is amended to read as follows:

3-23-1: To allow and regulate mobile food units in the City and provide additional limitations for mobile food units in the C-CBD, Commercial-Central Business District.

SECTION 2. Section 3-23-3(A) of the Lakeville City Code is amended to read as follows:

A. Prohibited: No person shall operate a mobile food unit in the City without a valid license required under this Chapter.

SECTION 3. Section 3-23-4(A) of the Lakeville City Code is amended to read as follows:

A. Mobile food units in the C-CBD District shall only be allowed on private or public parking lots with the written consent of the property owner, and on Upper 208th Street and 209th Street between Holyoke and Howland Avenues provided the service window is facing the sidewalk and provided the food truck is located at least thirty feet (30') from any street intersection.

SECTION 4. Section 3-23-4(B) of the Lakeville City Code is amended to read as follows:

B. Mobile food units shall operate only between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M.

SECTION 5. Section 3-23-4(C) of the Lakeville City Code is amended to read as follows:

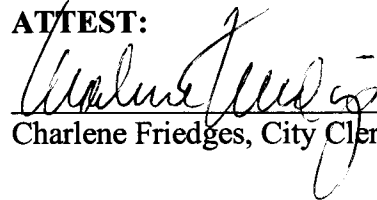
C. Mobile food units shall not interfere with vehicle and pedestrian circulation or emergency vehicle access and shall comply with all traffic and parking laws.

SECTION 6. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 15th day of March 2021 by the City Council of the City of Lakeville, Minnesota.

CITY OF LAKEVILLE

BY: 
Douglas P. Anderson, Mayor

ATTEST:

Charlene Friedges, City Clerk