



Inver Grove Heights City Council
Monday, May 23, 2022 at 6:00 PM
8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, May 23, 2022, will be provided to the Council at or before the May 23, 2022 meeting.

1. Call to Order

2. Roll Call

3. Presentations

A. Recognition of Retiring Fire Marshal Jeff Schadeegg

4. Consent Agenda

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

A. Minutes from the March 28, 2022 City Council Meeting

B. Minutes from the April 4, 2022 City Council Work Session

C. Minutes from the April 11, 2022 City Council Meeting

D. Minutes from the April 25, 2022 City Council Meeting

E. Approval of Disbursements

F. Approval of Personnel Actions

G. Approval of Amendment No. 2 to the Preliminary Design Engineering Contract for 117th Street Reconstruction

H. Approve Stormwater Facilities Maintenance Agreement for 6402 Alvina Ct.

I. Approve Stormwater Facilities Maintenance Agreement for 2306 99th St.

J. Approval of Adjustments to Municipal State Aid Street Designations

K. Resolution Accepting a Pathways to Policing Grant and Approving the Grant Agreement

L. Approval of Rubbish Hauler City License Renewals

M. Acceptance of Monument Donation for Heritage Village Park

N. Resolution Declaring Costs to be Assessed and Resolution Calling for a Hearing on Proposed 2021 Nuisance Assessments

5. Public Hearing

6. Regular Business

- A.** Consider Approval of Rental Licenses
- B.** Resolution Approving a Major Site Plan Approval for Salem Hills Elementary School located at 5869 Babcock Trail
- C.** Second Reading of Ordinance Restricting Truck and Refrigeration Unit Idling In or Adjacent to Residential Zones
- D.** Consider Approval of Application for COPS Hiring Program (CHP) Grant
- E.** Consider Amendments to Public Expenditure Policy

7. Public Comment

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

8. Mayor and Council Comments

9. Adjourn

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

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, MARCH 28, 2022 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, March 28, 2022, in person. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Bartholomew, Council Members: Piekarski Krech, Dietrich, Murphy, Gliva; City Attorney McCauley Nason, City Administrator Wilson, City Clerk Kiernan, Public Works Director Connolly, Community Development Director Rand, Finance Director Hove, Parks and Recreation Director Lares, Assistant City Engineer Dodge, Associate Planner Botten.

3. PRESENTATIONS:

A. Neighbors Inc. 50th Anniversary.

The group from Neighbor's was not present for this Agenda Item.

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

Finance Director Amy Hove gave a formal presentation for the Certificate of Achievement for Excellence in Financial Reporting. It is issued by the Government Finance Officer's Association (GFOA). It is a significant accomplishment in our financial reporting; the transparency, accuracy of the data, and the comprehensiveness of the information presented in the financial statements. The city has earned this award since 1986. She stated staff would like to thank the council for their ongoing support for the transparency in our financial reporting. She also wanted to thank staff because it takes an entire team to pull all of this together. She mentioned that this is on our 2020 Financial Statement. The city just received notification. It's a process that takes quite a few months for them to review and get back to all of the jurisdictions that submit. Staff anticipates they will be submitting for the 2021 Financial Statements once those are completed in early summer.

Mayor Bartholomew stated he has the Certificate of Achievement from the GFOA that he would like to present to Finance Director Hove. It is for period ending December 31, 2020. It is a Certificate of Achievement for Excellence in Financial Reporting. He congratulated the Finance Director and Staff.

Mayor Bartholomew said they cannot underestimate the value of this. It goes a long way in the bond rating and in the respect in the community. It is the way finances are approached. He, along with the council, appreciate Finance Director Hove and her staff and all of the hard work and diligence they put in.

4. CONSENT AGENDA:

A. Approval of Disbursements. **Resolution 2022-061**

B. Approval of Personnel Actions.

C. Resolution 2022-062 Accepting \$2,000 in Donations for Fire & Police Departments.

D. Resolution 2022-063 Authorizing Application to the Transportation Advisory Board (TAB) for 2022 Regional Solicitation Grant Funds to Support Construction of a Multi-Use Trail along Babcock Trail.

E. Resolutions 2022-064 & 2022-065 Awarding Contract and Approving Budget for the 2022 Pavement Management Program, City Project No. 2022-09A - Crack Seal.

F. Resolutions 2022-066 & 2022-067 Awarding Contract and Approving Budget for the 2022 Pavement Management Program, City Project No. 2022-09B - Seal Coat.

G. Resolution 2022-068 Accepting a Proposal from Brin Glass Service and Awarding Contract for Maintenance Building Window Replacement.

H. Resolution 2022-069 Accepting Work for City Project Nos. 2017-03 - Watermain Improvements 65th Street Loop and 2017-24 - T.H. 3 Intersection Improvements for 65th Street including acceptance of Change Order No. 9, Final Compensating Change Order No. 10, Final Pay Voucher No. 13 and Engineer's Report of Acceptance

I. Resolution 2022-070 Approving Community Center 2021 Budget Carryover.

J. Resolution 2022-071 Approving 2021 Transfers to the Community Center.

K. Resolution 2022-072 Approving Project Funding and Closing Funds

Mayor Bartholomew stated Agenda Item 4H has been pulled by the request of Staff to come back at a future meeting.

Councilmember Dietrich requested pulling Agenda Item 4J.

Motion by Dietrich, second by Gliva, to approve the Consent Agenda with the exception of Agenda Items 4H and 4J.

Ayes: 5

Nays: 0 Motion carried.

Agenda Item 4J. Resolution 2022-071 Approving 2021 Transfers to the Community Center.

Finance Director Amy Hove addressed this agenda item and stated as a part of the budget process, staff takes a look at developing a budget for the community center. Part of their funding comes from a transfer from the host community fund.

- In 2021 the total transfer was budgeted at \$1.4 million dollars.
- At the end of 2021 Staff looked back to see how they performed (revenues, expenditures) to figure out exactly what they would need for a supporting transfer.
- In 2021:
 - The Operating Transfer came in at \$288,000 under what was originally anticipated with the 2021 Budget
 - The Capital Transfer came in at \$47,000 under what was originally planned in the 2021 Budget
- Areas where there was stronger revenue performance:
 - Admissions and Memberships
 - Prior to the COVID Pandemic
 - Starting to see those levels return
 - 2020 was an off year
 - 2021 was slowly coming back around
- Areas where there were shortfalls:
 - Kids R.O.C.K. Program
 - Due to parental schedules
 - Program had to be more flexible with the programming guidelines to keep the number count under control
- Major area of savings for expenditures:
 - There was not a full time Parks and Recreation Director for much of 2021
 - Saved about \$233,000 in personnel costs

She referenced page 2 of the council memo where there is detail on what the operating and capital transfers have been over the course of the last five years. It shows:

- The capital transfer will tend to vary based on whatever capital projects the council has decided upon
- Operating transfers will vary based on operations from year to year

She mentioned this was a transfer that is needed to make the community center whole for 2021.

Councilmember Dietrich thanked Parks and Recreation Director Lares for having a conversation with her. She felt like they have been working collaboratively to try to figure out a sustainable way to operate the VMCC without continuously relying on the host community fund. She commented that those monies will not be around forever, there is infrastructure that is suffering and has been for over a decade.

Councilmember Dietrich stated that the Finance Director mentioned the Kids R.O.C.K. Program. The Council was told there was a room that used to be a former gymnastics room that the tenant needed to vacate because they needed the room because they were expecting record numbers for Kids R.O.C.K. This was post-Pandemic; she does not have the date that the conversation took place. Seeing it came in at 42%, it leads her to believe that there may have been some trouble in forecasting, or not a plan in forecasting at all. She asked what tools were used for deciding that was going to be a banner year and needing that room and what tools were being used now to forecast revenues for the VMCC. Finance Director Hove responded she could not speak regarding the forecasting tools that were used to determine the Kids R.O.C.K. Programming for 2021. She mentioned that in 2020 when staff was putting the 2021 budget together it was still very uncertain as to when the community center would be back at full strength. She speculated that staff believed the membership numbers would be higher and the likelihood of having people return to normal programming just didn't happen at the same pace anticipated. She said one of the things that community center staff shared with her is that there were a lot of parents still working from home, so they had to adjust expectations. In the summer of 2021, people were still a little concerned about sending kids into more confined spaces and being more protective.

Councilmember Dietrich said there must have been some pretty strong reason to believe they were going to have to have that other room vacated that was bringing in revenue, albeit not a lot. Enough to say they need the room for Kids R.O.C.K. and then to find out they are at 42%. She said in her business that is an "F". She wondered what they can do going forward. Finance Director Hove responded having a full time Parks and Recreation Director on board will help solidify some of that consistency and those discussions and allow them to provide a better forecast.

Councilmember Dietrich appreciated the Finance Director's transparency with where the money has been going. She thought Parks and Recreation Director Lares is doing a great job. She looks forward to seeing improvement in this area.

Motion by Murphy, second by Gliva, to approve Agenda Item 4J. Resolution 2022-071 Approving 2021 Transfers to the Community Center.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC HEARING:

A. Public Hearing and Resolution Ordering Project and Authorizing Preparation of Plans and Specifications for the Akron Avenue and 50th Street Rehabilitation Project (City Project No. 2022-09K). Resolution 2022-073

Assistant City Engineer Steve Dodge discussed the 50th Street and Akron Avenue rehabilitation public improvement hearing for the 2022 pavement management program. The streets are Akron Avenue and 50th Street, west of Trunk Highway 3 and south of Mendota Road.

Project Background:

- Akron Avenue
 - Reconstructed in 1992 with some maintenance
- 50th Street
 - Reconstructed in 1997 with some maintenance
- The area consists of commercial car sales and repair businesses with one truck repair business

Project Process:

- Initiated by City Council as a part of the Pavement Management Initiative
- Council ordered a Feasibility Report in October 2021
- Staff hosted two meetings with the property owners. A hybrid meeting of virtual and in-person on February 16th to present the Feasibility Report and get feedback
- Council receives Feasibility on February 28th
- Staff held a hybrid information meeting on March 16th to receive further feedback before the Public Improvement Hearing

General Proposed Improvements:

- Mill & Overlay on 50th Street, depicted in green on the map
 - 2-inch Mill & Overlay (take the top 2 inches off and repave it)
- The same would be done with what was depicted in purple on the map
 - The pavement there needed a little more work.
 - There is over 4 inches of pavement
 - Would be a 4-inch Mill & Overlay on the west end of 50th Street
- On Akron Avenue
 - Road is in more need of full depth reclamation or pavement replacement full depth (involves grinding up the pavement along with the base material that is there, rebuild the base, and put new 6 inches of pavement down)

Feasibility Recommendation:

- Improvements
 - Minor utility improvements
 - Manholes, castings, and rings
 - Storm sewer on 50th Street needs some reconstruction (a manhole or two)
 - Adjustments of castings and rings will be made at grade level

Cost/Funding:

Total Project Cost:

- Total cost estimated at: \$760,000
- Surface improvements take up a majority of that cost at \$660,300
- Watermain improvements
- Sanitary Sewer improvements
- Storm Sewer improvements

Total Project Funding:

- Total Project Funding would come from the Pavement Management Fund: \$212,000
- Special Assessments of \$511,200
- Water Fund
- Sanitary Sewer Fund
- Stormwater Utility Fund

Area Assessments:

Non-Accessed Parcels:

- Parcel #18 on the west end of 50th. This is all Mendota Road/MnDOT/50th Street right of way.
- Parcels #16 and #17 is the Honda site along Trunk Highway 3/Mendota Road. Access points are Mendota Road or Trunk Highway 3. Because they don't access 50th or Akron, they cannot be assessed for this project. They were notified for transparency. For other car property owners in the area Staff wanted to make sure everyone knew that they were included in the review but determined not to be an assessable property.

Special Assessments:

- Per Policy: 80% assessable cost
- For Full Depth Reclamation/Partial Reconstruction; 55% on Akron Avenue
- Combining total cost of the two projects. This would be assessed on an area basis for all of the properties to try to distribute the costs evenly because everybody uses both Akron Avenue and 50th Street for access.
- The per policy assessed amount came in at \$12,898 per acre. Approximately 30 cents per square foot.
- A Special Benefit Analysis was done by an Independent Appraiser, the special Benefit Cap, or the benefit that could be valued was \$43,560 per acre or \$1.00 per square foot. This is below what the Special Benefit would be.
- Based on meetings with property owners, Staff has seen general support for the project.
- The recommended Assessment Term would be 10-years.

Neighborhood Feedback based off the two meetings:

- General support for the project
- Businesses want to make sure that access is key to keeping them open
 - Staff would hold a separate construction meeting with the group.
 - Will also be involved in communications with them when moving into the design phase to make sure to incorporate into the project documents/bid documents the needs they would have in order to keep them in business with only minor disruptions.
 - Comments received on high truck volumes especially on Akron Avenue.
 - Comment received on road weight restrictions.
 - Staff responded to these; a response was also posted on the website.
 - Road weight restrictions to protect investment:
 - 4 ton for Akron Avenue
 - 7 ton for 50th Street

Tentative Project Schedule:

- Hosting the Public Improvement Hearing tonight (March 28, 2022) in order to order the project and authorize plans and specifications
- Come back in April to receive the Contract Documents
- Authorize Ad for Bids and approve them
- Bid Project
- Award Project sometime in June
- Work with the Project Team and Business Owners to make sure there is a constrained time.
 - Once they start the work, want them to finish the work in a certain number of weeks so that they cannot draw the project out for a long time.
- Substantial Completion would be based off of a start and end time.
 - Would want them done by September.
- Host Assessment Hearing at the end of the project.
 - Will adjust assessments accordingly based on the cost of the project.
 - Sometimes there are savings in construction costs that can be helpful to the assessments.

Recommendations:

- Hold a Public Hearing

- Adopt Resolution
 - Ordering the Project
 - Authorizing the Preparations of Plans and Specs by WSB

Councilmember Murphy referenced parcel #18 saying he thought he recalled from the last meeting that there was no owner on that lot. Assistant City Engineer Dodge replied it has an interesting history. There is an underlying owner, the whole area is encumbered by right of way easements so they can't do anything with the parcel.

Mayor Bartholomew opened the public hearing.

Motion by Gliva, second by Piekarski Krech, to close the public hearing at 6:23PM.

Ayes: 5

Nays: 0 Motion carried.

Mayor Bartholomew said the council is being asked to consider a resolution ordering the project and authorizing the preparations of plans and specifications.

Motion by Gliva, second by Dietrich, to approve Resolution 2022-073 Ordering Project and Authorizing Preparation of Plans and Specifications for the Akron Avenue and 50th Street Rehabilitation Project (City Project No. 2022-09K).

Ayes: 5

Nays: 0 Motion carried.

6. REGULAR AGENDA:

A. Consider Resolution Adopting New Park Donation and Memorial Policy. Resolution 2022-074

Parks and Recreation Director Adam Lares presented a proposed Park Donation and Memorial Policy stating that it would cover the current Policy/Guidelines and reason for the potential change.

Current Guidelines:

- In 2010, the city adopted the Park Memorial Guidelines. Currently used for memorial donations and gifts for any city park.
- Provides standards and directions for members of the public wishing to make memorial gifts or donations to the City's Park system.
- Covers:
 - Memorial Trees
 - Memorial Benches
 - Limited Amenities

Evaluate:

Several factors have given Staff reason to evaluate the current guidelines.

1. Request from a resident for the city to accept a donation of a permanent monument to be placed within the city's park system.
2. As the city park system and community grows, does the current guidelines meet the needs of the community and the city.

Upon review and as a result, staff and legal counsel have identified the need to update the donation process and standards in the current guidelines:

- Memorial trees

- Memorial Benches
- Park Amenities

To include:

- Equipment Donations
- Financial Donations
- Permanent Monument Donations
- Official Review and Approval Process

New Park Donation and Memorial Policy would include:

- Memorial Trees
- Memorial Benches
- Donation of Park Amenities
- Donation of Equipment
- Donation of Permanent Monuments
- Financial Contributions
- Donation Review and Approval Process

Memorial Trees:

- Donors would pay for the cost of the tree(s) to be planted.
- Trees will be planted and maintained by City Staff.
- Donors would select from a list of approved trees by the City's Parks Superintendent.
- Placement of the trees is subject to availability and is at the sole discretion of the City's Parks Superintendent.
- Memorial plaques or markers are not permitted for tree donations.
- All donated trees would become the property and responsibility of the City.

Memorial Benches:

- Donors pay for the cost of a memorial bench.
- Donors would select from a list of approved benches.
- The cost of each bench varies depending on the size and style selected.
- Placement is subject to availability and is at the sole discretion of the City's Parks Superintendent.
- Benches may be engraved or come with a memorial plaque and shall be approved by the City's Parks Superintendent.
- All donated benches are the property and responsibility of the City.

Equipment or Amenities:

- Donor will work directly with the City's Parks Superintendent to discuss options.
- All donated equipment and amenities are the property and responsibility of the city.

Equipment:

- Maintenance equipment
- Program equipment
- Etc.

Significant amenities:

- park shelter donations
- basketball court donations
- playground equipment donations
- ball field
- Etc.

Permanent monument within the updated policy:

- Monuments may be accepted for placement in city parks when recommended by the Parks and Recreation Advisory Commission and approved by the City Council.

- Donors would have to contact the Parks and Recreation Director in advance to discuss suitability of their proposed monument.
- Monuments should only be accepted and placed in parks as a form of government speech; city parks are not open to the public as a forum for private speech in the form of permanent monument placement.
- The city council has the sole authority to select the location where a donated monument will be installed.
- Accepted monuments will be installed by the city.
- All donated monuments are the property and responsibility of the city.

Financial contributions:

- Donors seeking to support the city's parks with a financial contribution may make a monetary donation directly to the city via the Parks and Recreation Director for such use.
- Funds may be designated for approved park projects or capital improvements or may be given as unrestricted funds for use as determined by the city council.

Review and approval process:

- Memorial trees and benches may be administratively accepted by the park's superintendent subject to final approval by the city council.
- All tree and bench donations shall be submitted to the city council biannually for final acceptance by the city.
- Proposed donations of permanent monuments, playground equipment, other park amenities, or permanent memorials (other than trees and benches) will be referred to the Parks and Recreation Advisory Commission (PRAC) for review.
- The PRAC shall make a recommendation regarding acceptance of the proposed donation to the City Council.
- All donations are subject to formal acceptance by the City Council and the Council reserves the right to refuse any donation.
- The city will not take possession of any permanent monument, playground equipment, or other park amenity prior to formal Council acceptance.

Recommendation:

- PRAC: At its March 9th, 2022 meeting, the Park and Recreation Advisory Commission (PRAC) voted unanimously to recommend adoption of the park donation and memorial policy.
- Staff: Recommends adoption of the park donation and memorial policy, replacing the existing park memorial guidelines.
- The new Policy provides for the donation of trees and benches to be handled largely through an administrative process but ensures that the city council has the opportunity to specifically accept or decline donations of permanent memorials with input from the PRAC. This ensures the council has the discretion to determine the number, size, and messaging of items placed in our parks.

Councilmember Piekarski Krech requested clarification on permanent monuments/sign. She assumes it means it meets the parameters of current signs, with size, construction, material, or if someone could come in and say they want to do a monument to the steel workers, and it would be quite large. Parks and Recreation Director Lares replied the permanent monument signage would not necessarily correlate with the current signage. It could be anything they would like to put on city grounds. This is where the review process comes in, to review if that seems suitable for park grounds. For example, the reference of a steel monument, that request would go in front of PRAC first, advised through the Parks and Recreation Director to see if it's suitable for the area. He stated that it can go beyond what the current signage is approved for within park sites.

Councilmember Piekarski Krech said she has concerns about the types of materials that would be allowed to be used, safety of the installation, that it could be made out of something that kids are running around or playing and someone rides their bike into it. There are a lot of things that make her leery when they don't have a uniform idea of what can be allowed. She commented then it becomes one PRAC group may say one thing and the next group comes in with different ideas/suggestions. She wants to have transparency and make sure everyone is treated the same. For example: someone comes in with an idea, we don't like it, or don't like that person, so we shut it down. She would like to see some kind of parameters. Parks and Recreation Director Lares responded that the process would involve a review from the Parks and Recreation Director and Parks Superintendent to make sure its suitable and aligns with the aesthetics of the park. It would align more or less with any of the current signage, but things would deviate away from that. It would come to PRAC and the council with a recommendation from staff to approve or decline the acceptance of the permanent monument. He said it wouldn't be spelled out specifically what the requirements are, Staff would make sure it was viable for the area and that it would align with the park in general. Not all monuments would be made out of stone like our current signage calls for.

Councilmember Piekarski Krech was concerned that when they approve a housing development there are rules and regulations that say. With this it could be anything and everything depending on the personalities involved. She was concerned about that when saying we will accept these things and monitorial. For example, someone would give a million-dollar thing or give another monetary donation to parks as long as this thing is placed. She commented that art is very subjective. She knows other cities have run into issues with installation. She thought it was a great idea to do and have people participate and be a part of the parks but thought there needed to be some parameters.

City Attorney Bridget McCauley Nason stated for council to be aware that under this policy what they are really talking about with the council is that a monument policy is a form of government speech. There are issues when the government creates public forums, limited or traditional public forums to how the government can regulate that speech. With respects to city parks and facilities, the monuments that are proposed, if accepted by the council and erected within the park, would be a form of government speech which is immune from some of those First Amendment Free Speech challenges and does not require some of the balancing, opening up, and allowing all different viewpoints in. She wanted to clarify that we are not in the issue of a limited public forum or needing to allow different viewpoints in with respect to the policy on monuments, they are talking about what the government speech would be. That is why it is clarified in the Policy that monuments would be accepted and placed in a park as a form of government speech. Whatever is on the monument, for example, a war memorial or something like it, the government is speaking in that case. It's a little bit different than the typical First Amendment challenges that can arise in other contexts.

Councilmember Piekarski Krech mentioned there is no size limitation, a huge thing could be put up and take up half a park.

Mayor Bartholomew asked what they have as far as guidelines for the longevity of the monument. Who takes care of it after 30 years, how does the city dispose of it, what happens if it becomes an eyesore? Once the city puts it in the ground, we own it. He wanted to make sure there were parameters in place that something they put there is going to last, have some life, and not looking at it in nine or ten years and have to take it out. He questioned if we were prepared for something like that. He mentioned the size is an issue for him; are they prepared to monitor for that and make sure it doesn't overtake a park. He believes they are clear in the protection for speech, it's going to be government speech, not driven by anything other than that. Parks and Recreation Director Lares addressed the first question and said one of the things staff would do with owning the property, is they would treat it just like any other

property. If needing to maintain it, or it starts deteriorating, it would either be fixed or disposed of. For example: A park bench, the city would own it, take care of it, at some point and time if it needed to be rehabbed, replaced, or disposed of, the city has the authority given that the city owns the property. He said if the city has the capabilities to do that, if they want to replace a permanent monument it would have to be done with council action at some point and time to see if there is the capacity to do that.

Parks and Recreation Director Lares requested clarification on the second question. Mayor Bartholomew referenced an overwhelming size. Parks and Recreation Director Lares replied that additional language could be built in around what they are able to accept for a permanent monument. They could be a little clearer on parameters for size and shape that are more suitable for the environment of the park that it would be potentially at. That could be built into the policy.

Mayor Bartholomew said he wanted to make sure they give thought to the longevity of the monument so that it doesn't become an albatross. If someone says they want to put in a monument, the first question is how long they think it would last, will it last, and will it fit. Parks and Recreation Director Lares replied they could add that to the policy.

Councilmember Murphy said aside from some details, he thought this was a fantastic update; a much-needed update to our policy. His question was about government versus private speech. He asked if the seated council will decide what monument goes into a park. Parks and Recreation Director Lares replied that was correct.

Councilmember Murphy asked if all proposed monuments would start as private speech and then the council decides it is government speech by approving it. City Attorney McCauley Nason responded it could be looked at that way, it comes from a private entity. The contemplated path is there is a private entity, civic group, individual, whatever the case may be, that wants to make a donation to the council of some type of monument. The council would, by accepting the donation and choosing to put it in a park, convert it into government speech. Theoretically the council could, on its own initiative, determine it wants a monument in a park regarding any particular matter, or a third party could approach the council and gift a monument. By the council accepting and putting it in a park would be speaking as government speech. There is a transformation along the lines. She said what the Policy attempts to make clear is that the city is not creating any type of public forum, whether it's a limited public forum, etc., for private speech within a city park. There is a traditional public forum analysis for protests and things like that, but that's outside of the scope of this Policy. By adopting this Policy, the city wants to make clear that if the city approves/accepts a donation and places it in a park, it is placing it in the park as a form of its speech as a government unit.

Councilmember Murphy questioned if the Council approves to put in some crazy monument, can the next Council get it out. City Attorney McCauley Nason responded yes.

Mayor Bartholomew said the resolution is asking to adopt a resolution, there isn't a solid policy for yet. He questioned if they should wait until they have a better policy before they look at this. Parks and Recreation Director Lares responded he was just going to suggest that. He will rework some of the policy items the council had concerns/wanted additional information on so they can standardize a little bit more. For example, if accepting a monument, what the expectation is on longevity, size/shape that would be required/allowed to be in our parks. He would return with some of that information updated in the Policy.

Mayor Bartholomew mentioned he would also like to see things clearly on the point made by Councilmember Murphy, that subsequent councils can have the authority to remove, once the verbiage

accepted, its government speech. He said he wanted to be clear on that as is the understanding by City Attorney McCauley Nason. He suggested making sure it encompasses that in the Resolution.

Councilmember Piekarski Krech suggested they also make it clear to someone that if giving \$5,000 to put a monument in a park, the next Council can come and take it away. If that were the case, she'd be angry. Mayor Bartholomew agreed and said it sounded like the Council can do that, there is a need to make sure everyone is all on board. Councilmember Piekarski Krech said they need to be very clear about that, just because it gets put there now, in two years it could get taken away.

Mayor Bartholomew said the city, in good faith, takes a donation for whatever dollar amount to build a monument, two years later the monument is removed. He questioned if there is there any liability, he wanted to make sure that is avoided.

City Attorney McCauley Nason said she assumed there would be a Motion to table this item to a future meeting with direction to Staff as previously provided. Mayor Bartholomew agreed.

Motion by Murphy, second by Piekarski Krech, to table Resolution 2022-074 Adopting New Park Donation and Memorial Policy to a future meeting with direction to Staff as previously provided.

Ayes: 5

Nays: 0 Motion carried.

B. Consider Ordinance Amending City Code, Title 10 in relation to Garage Condos. Ordinance 1425

Associate Planner Heather Botten stated the Applicant has made Application to amend the Zoning Ordinance to allow Garage Condos in the city. Current Code does not address this type of use, it would not be allowed. Garage Condos allow individuals to purchase a garage space for their own personal storage and is often promoted for high end storage items such as luxury or antique cars but also used for RV's, Boats, Motorcycles, or any kind of storage. A lot of the Garage Condo units can be finished with a loft space and could include a bathroom or shower facilities. With a Garage Condo, one would see the private garages and could have community spaces that are operated by an HOA. In front of the Council are Amendments to 3 different parts of the Code:

1. Definition of Garage Condos
2. Land Use Table (to see what Zoning District this type of use would be allowed in)
3. Performance Criteria for all Garage Condo Developments

Staff recommends if this is allowed, it be a Conditionally Permitted Use. There would be a process that each development would come in, there would be the opportunity to add additional Conditions if the Council saw fit. This would be separate from the performance criteria listed.

She stated the Applicants are proposing the Garage Condo Use be allowed in the B-3, General Business District. The B-3 District is established for large scale retail uses and services that serve an entire region. Staff believes this type of use could be considered a high-end mini storage facility. Last year the Council adopted and initiated a Code Amendment to remove mini storage facilities out of the B-3 District as they were found not to be an appropriate use for the Commercial District. Mini storage facilities are allowed in the I-1 and I-2 Districts in the city. She referenced the Staff Report and said there was one map of the city included that had all of the B-3 Districts and another map that had the I-1 and I-2 properties in the City. Staff recommends that Garage Condo uses be allowed in the same District as mini storage facilities, the I-1 and I-2. Staff recommends denial of the B-3 proposal from the Applicant based on the similarity of the use to a mini storage facility and the Council direction not to

allow such uses in commercial districts. Staff recommends approval of the definition as presented along with the land use table conditionally allowing them in I-1 and I-2 and then the performance criteria listed.

She noted that the applicants do have property in mind in the city to construct a garage condo project. The applicants are aware that no matter what happens tonight, if the ordinance amendments are approved, and there would be a subsequent process of some platting and rezoning of comprehensive plan amendments, those subsequent processes does not mean that the proposal would be approved on the properties they are looking at. She added the planning commission had the same recommendation as staff, approving it in the I-1 and I-2 districts and denying it in the B-3 district.

Councilmember Murphy asked if staff's recommendation is a conditional use in I-1 and I-2. Associate Planner Botten replied that was correct.

Doug Johnson, Blue Ribbon Builders, 474 Manor Drive, Spring Lake Park, Minnesota, stated they are looking to do as presented by Associate Planner Botten, but more like an extension of your garage where people have some fancy cars, fancy boats, motorcycles. It is a kind of community within the garage condos. There are several around the State and other States. He mentioned when they first sat with Staff, they were thinking the optimal place would be in Business because with Industrial the Code states a landscaping company could come in and use one of the units for storing lawn care equipment or a plowing business that is more industrial. They were trying to scale it back to more of a community, like a gated community but with garages. They plan on doing a homeowner's association. The garage condos would be owned and occupied, not rentals, which he believes eliminates the mini storage connotation, most of those are rental. This would be an upper scale type extension to a garage.

Councilmember Dietrich asked if there were any other types of photos. She said the one shown by Associate Planner Botten looked fairly industrial, which wasn't her experience with garage condos, they look more like a luxury apartment.

Mr. Johnson displayed a photo of a garage condo in the White Bear Lake area. Those garages had bigger doors so they could accommodate larger boats or RV's. Their design has pitched roofs, are insulated, with two tone siding. They plan on doing a smart board or hardy board type siding so it looks more like an extension of a garage. The photo displayed had windows in the building. He displayed another photo of a building in the same area with a different color scheme. That was something they could also do so they wouldn't all look identical, more individualized. He said he also has pictures of the insides where some may epoxy the floors, some have mezzanines. They plan on putting water/sewer in so people can have a bathroom and a place to shower and clean up.

He mentioned when they presented before the planning commission, one of the commissioners said he goes to these almost every weekend. The commissioner said it was a community where they get together to show off their toys and have fun getting together. It is more of a community instead of having something just stored there. He said he hates to use the word "man cave" as it becomes one directional, it can be used for a lot of other things. Moms can get away from the kids for a few hours, go out there and have a wine tasting, or work on the car/motorcycle too. He said they understand the ordinance is being changed into an I-1 or I-2 zoning, that would be fine. Their homeowner's association can narrow down what is/isn't approved as far as what can go in there. He wanted to make sure if it is an industrial area, it isn't going to be semi's parking because he didn't think that enhances the neighborhood. He said there could be a car show at some point or when the public is welcomed in to look at the cool cars there.

Mayor Bartholomew stated Mr. Johnson was correct that he can limit, by contract, what they could have in their building and keep it to whatever size wanted. They can't limit the neighbor. Mr. Johnson replied he understands that. That was one of the issues he had brought up in discussions with staff. He said there is a parcel they have in mind. If they have a garage condo gated type community and right next door in an industrial parcel there is a cement plant, or a high traffic truck repair place, that takes and diminishes what they are trying to accomplish. That was why they petitioned to do more of a business community. In business communities there could be car repair shops, small stores, or bigger retail, they wouldn't have another refinery or an asphalt plant. That was their conundrum. He said a couple of members on the planning commission shared that same concern when they met the last time. He said they felt it was still better in the I1 and I2, but he still thought the business district would be better. He was looking at more of a mixed use that gives the city better direction on what is wanted in those areas, it gives more leeway.

Councilmember Murphy asked if these are rented or bought. Mr. Johnson replied these are bought. The price range would go from \$125,000 to \$250,000 for a garage condo depending on size and amenity inside, or if they or the buyer finish them out. They would be insulated.

Mr. Johnson displayed a photo and said if driving by this project in Hugo, you wouldn't know this was a bunch of garages. You would think it was an apartment building with a big garage door. That fits into the neighborhood with other residential. He mentioned there was one area that was more industrial, they had a snow plow sales company and stored stuff outside, it looked more industrial. He said that wasn't the kind of look he was trying to accomplish. They want to sell these as a high-end extension of your garage, they want it to look more like coming to your second home.

Councilmember Gliva asked if Mr. Johnson had any facilities already built. Mr. Johnson replied no, none of these. This is a new concept for them. He has built some townhomes, single family homes, and small commercial areas such as an eye clinic and tobacco stores. He has not built anything in an industrial zone. That was one of his concerns, he didn't want to have an industrial looking facility especially if it was going to be closer to a residential neighborhood as opposed to an industrial area.

Mayor Bartholomew said he has seen the recommendation from Staff to approve adding the definition of garage condos to our chapter and statute. Staff is recommending the land use of I-1 and I-2 only, denying B-3, and recommending adding the Garage Condo performance criteria. All of these would be permitted by condition. He said he was not in favor of the B-3 for several reasons. The Council just went through this at great lengths regarding removing/not allowing storage of any type in the B-3. The reasons why are that they are limited/losing the footprint for small business and felt that a bigger use or more aggressive use would be warranted. He said the idea of storage is storage and wanted to keep them away from business areas. This was something the council struggled with for 12-24 months. He said he liked the position of staff. He doesn't want to see them put this in B-3 since they spent a lot of time considering taking storage out of B-3. He thought it would be a mistake to roll that back. He liked the idea and thought garage condos was a good concept, he would see a good fit for it in I-1 and I-2.

Councilmember Piekarski Krech questioned Item C. in the Resolution where it states, "Individual units shall not be made available for business uses open to the public". She asked Associate Planner Botten if that meant they could be business uses. Associate Planner Botten replied staff would hope not. It would be hard to regulate that when someone has their own private unit. Staff figured if it was open to the public, it would be easier to prohibit and regulate.

Councilmember Piekarski Krech asked if they were open to the public because in the Planning Commission discussion, Commissioner Weber had mentioned that he goes to one and a lot of people

come there. Associate Planner Botten replied she wasn't very familiar with this type of use, with the conditional use permit process, where some have HOA gathering spaces. She mentioned that a lot of people that own individual ones can invite family and friends there, it's not just the public coming in. She said she believed Commissioner Weber may know people that own them. She said she also understands there may be car shows where the whole community is opened up for the public to see.

Councilmember Piekarski Krech asked how they put that fine line, so they are not running a business out of these. They are for your own personal use. She mentioned it was similar to when someone wants to put a big pole shed at their home. It's for their personal use, you cannot run a business out of it.

Associate Planner Botten said that staff could change the language in the performance criteria to take out the public part and leave it a blanket "no businesses would be allowed", or when it comes in for the conditional use permit, they could be more specific with that text. From a staff perspective unless someone is complaining about it, they wouldn't know what is going on in there.

Councilmember Piekarski Krech felt they needed to say no business right off the bat. It sounds like a fun thing for people. She agrees with the mayor in that it doesn't belong in the B-3 because it's not going to generate employment. Associate Planner Botten replied the text can be removed about the public part and left at no businesses would be allowed to be operated.

Councilmember Murphy said he thought it was a nice addition to Inver Grove Heights and understands Councilmember Piekarski Krech's point. He agrees with staff's recommendation.

Councilmember Dietrich stated it was a great product for Inver Grove Heights. She likens it to having a lot of enthusiasts out there, especially for automobiles for summer nights at A&W. She liked that it has the potential to bring people together, to bring more folks to Inver Grove, everybody grabbing a coffee at one of the Caribou's here. She would support this.

Mayor Bartholomew asked City Attorney McCauley Nason if the striking of the no businesses could be done this evening. If they could say as a condition that they are dropping and simply stating that no business shall be transacted. City Attorney McCauley Nason replied if the council wishes to clarify that provision, what could be done is to approve the ordinance with the following language: "The individual units shall not be used for business purposes". She said that business is a defined term in the zoning ordinance with the definition being: "Any occupation employment at your own enterprise where merchandise is exhibited or sold or where services are offered for compensation". If that definition encapsulates what the council is seeking to prohibit, that could be something that could be done. She recommends if the intent is to not allow it for business purposes, that be included under the performance standard in the ordinance as opposed to trying to add it as a condition to the conditional use permit. It's either not allowed period, or it would be allowed.

Mayor Bartholomew requested clarification on which amendment was being discussed. Associate Planner Botten replied it would be 10-15-36, garage condos performance criteria.

Mayor Bartholomew asked the city attorney if she was ok with lining it out as shown by Associate Planner Botten or if a longer dissertation is needed.

City Attorney McCauley Nason replied the language she suggested was "the individual units shall not be used for business purposes". That can be added if that is the direction the council is seeking.

Mayor Bartholomew recommended taking each one, one at a time. Look at the Amendment to Chapter 10-2-2, Amendment to Chapter 10-6-2 for Land Use, dropping the B-3, and then the Amendment to Chapter 10-15-36 as noted by Councilmember Piekarski Krech and Associate Planner Botten.

Councilmember Piekarski Krech said she thought they were all in the same document. Mayor Bartholomew said they would just do it in one.

Motion by Piekarski Krech, second by Gliva, to approve all three in one Resolution to Ordinance 1425 Amending City Code, Title 10 in relation to Garage Condos with the noted changes.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Dietrich stated she voted Aye but doesn't agree with changing the language. She thinks it's over-legislation and an over reach of power. For example: All of these vehicles are out there, and someone comes up with a great wax product. She thinks about all of the great businesses that have started out of a garage, like Bill Gates. She hates to put those types of provisions on people and limit folks like that, she doesn't think that is her business.

C. Consider an Ordinance Amendment to Allow a Recreation Center Use in a portion of the Inver Grove Market Building, 5828 Blaine Avenue. Ordinance 1426

Associate Planner Botten stated the request is for property located south of Upper 55th Street, east of Blaine Avenue, zoned PUD, Planned Unit Development. The Applicant is requesting an amendment to the southeast quadrant PUD. The area is known as the Bishop Heights area. The Applicant would like to open up an axe throwing/recreation center business to be located within an existing building. The Bishop Heights PUD was set up as each parcel having its own listed uses that are allowed to be in each building that was constructed. Current approvals for this property include retail, a sit-down restaurant, and a fast-food restaurant without drive thru. The proposed recreation center use does not fall under any of those categories. The PUD needs to be amended to allow the Recreation Center use. She stated the amount of retail space is going from 14,000 square feet down to 10,000 square feet and adding 3,809 square feet of the recreation center use. In the future, if the Applicant would expand into more space he would have to come back and request another PUD amendment because staff would be looking at some of the performance criteria that may be different for parking that a retail place would allow versus a recreation center. As mentioned, the uses are going into an existing building. Access is not changing. Code does not have any parking requirements for an axe throwing business but found a similar use with a bowling alley which requires 6 parking spaces per alley. According to the submitted plans there would be either 6 or 7 throwing arenas. Using the bowling alley criteria there would be 42 parking spaces required. The property has about 114 spaces. Staff believes there would be adequate parking for the proposed use. Staff recommends approval of the request as presented for the changes to parcel 14. She mentioned at the March 15th Public Hearing the applicant was present. There were no neighbors that testified at the meeting. Planning commission recommended approval as presented.

Councilmember Murphy questioned if there was a sit-down restaurant included in the area now. Associate Planner Botten replied there is a sit-down restaurant at this parcel.

Councilmember Murphy asked if alcohol was being served. Associate Planner Botten replied it is being served at the existing restaurant.

Dustin Kerr, 4485 Cinnamon Ridge Trail, Eagan, stated he has heard the recommendations from staff and the planning commission. He is in agreement with all of the conditions and is fine with the staff and the planning commission's recommendation. He had no questions.

Motion by Murphy, second by Dietrich, to approve Ordinance Amendment to Allow a Recreation Center Use in a portion of the Inver Grove Market Building, 5828 Blaine Avenue. Ordinance 1426

Ayes: 5

Nays: 0 Motion carried.

D. Consider Third Reading and Adoption of Ordinance Amending Certain Park Dedication Fees. Ordinance 1423

Parks and Recreation Director Adam Lares gave a brief update on the proposed ordinance change to park dedication fees to be increased for residential zoning districts.

Dedication fees:

- Cash contributions by the developer for each residential unit.
- Cash contributions are deposited in the city's park acquisition and development fund.

Background:

- The city has not updated its park dedication fees since 2014. Over seven years ago.
- September of 2021, the Parks and Recreation Advisory Commission (PRAC) reviewed a presentation regarding the city's current park dedication fees and proposed an increase in fees for 5 residential zoning districts.
- October of 2021, at a city council work session, the council reviewed PRAC's recommendation to increase park dedication fees.

Proposed ordinance:

- Based on PRAC's recommendation and council feedback from the October work session, a proposed ordinance has been prepared to increase dedication fees by \$1,000 for 5 residential zoning districts, from \$2,850 to \$3,850/unit.

Residential Zones Impacted – Single Family:

- A = Agricultural district
- E-1 = 2 ½ acre estate district
- E-2 = 1 ¾ acre estate district
- R-1 = One family residential district
- R-2 = Two family residential district

Dedication Fee Increase:

- The recommended fee increase is based on the factors listed in Minn. Stat. 462.358, subd. 2b(c), mainly a review and determination by Staff of the fair market value of unplatted land in the northwest area for which park fees have not been paid.
- At its February 9, 2022 meeting, the PRAC voted unanimously to recommend approval of the ordinance change to increase park dedication fees.

2020 Metro area dedication fees:

- City of Inver Grove Heights ranks 21st among cities in the metro for park dedication fees.
- If Council adopts the ordinance change and increases \$1,000 per residential dedication fee, the city would rank 15th amongst cities.

Development Fee Comparison:

- At the March 14th city council meeting the council requested additional information.
- That information was in reference to all development fees for comparison for cities like our size.

- For that information, staff would be using the report from the city's financial advisors from the fall of 2021.
- After reviewing the Report, the city's fees are near the upper end of comparable cities, particularly in the northwest area.
 - Due to the city's higher water and sewer connection fees.
 - Resulted from a historical decision to not assess property owners at the time utilities were extended.

A development fee comparison chart was shown depicting the City of Inver Grove Heights as a whole.

- Adding just the northwest area, it is noticed to be much higher.
- Park dedication fees were compared to other cities.
- Also included: storm water, sanitary sewer, and water.

A chart by the numbers was shown by comparison.

- In the middle is Inver Grove Heights, as a city, the total fees per unit is a little over \$10,000. Includes all development fees, not just park development.
- Isolating Inver Grove Heights' northwest area: it is higher at \$21,000.

Development Fee Comparison:

- The city's park dedication fees for single family development are lower than the market.
- There will be no changes to park dedication fees, or other fees, for multi-family development.

Recommendation:

- Staff recommends council approve the third reading of the ordinance adopting the ordinance as proposed.
- Adoption of the ordinance will generate additional revenue for the city's park acquisition and development fund. These much-needed funds will allow for future park and trail development in the northwest area and throughout the city.

Mayor Bartholomew asked if there has been any input or concerns since this is the last Reading. Parks and Recreation Director Lares responded he has not received anything.

Mayor Bartholomew asked if there were any changes to the third reading. Parks and Recreation Director Lares replied no changes were made.

Mayor Bartholomew asked when this would go into effect. City Clerk Rebecca Kiernan responded it would go into effect 10 days after publishing, which would be April 13th.

Mayor Bartholomew stated everything they are working on as a plat would not be included. He asked at what point do they move up. If there is something they are working on now. He asked how they make the fine judgement, how do they decide, what is that point. City Attorney McCauley Nason responded typically under the Statute it would be once a final application is received, then it would be under the old fee. Moving forward, anything that comes forward for a final application after this date, that is submitted to the city would be subjected to these fees. She mentioned in particular, Highlands at Settler's Ridge will be subject to these fees, that was one of the conditions of preliminary approval back in December that they would pay park dedication fees in effect at the time they came in with the development contract. That has been communicated to the developer. She said she doesn't believe there is anything out there pending that would be impacted by this change at this time. Moving forward is affected by these changed fees which are just the single-family developments, those would be subject to these new and higher fees.

Motion by Dietrich, second by Gliva, to approve the Third Reading and Adoption of Ordinance 1423 Amending Certain Park Dedication Fees.

Ayes: 5

Nays: 0 Motion carried.

E. Consider Request for Approval of Rental Housing Licenses.

Community Development Director Heather Rand requested the council consider approval of 11 additional rental housing licenses in the city. Staff and the police department found the applications to be complete, everything is in order. Staff recommends approval of the following:

1. 5220 GREYSTONE DRIVE - GREYSTONE HEIGHTS TOWNHOMES LIMITED PARTNERSHIP
2. 3840 67TH STREET - GIAM NGUYEN
3. 3832 67TH STREET - GIAM NGUYEN
4. 3100 65TH STREET - KIMBERLY RINEHART
5. 1455 UPPER 55TH STREET - CONDOR CORPORATION
6. 8213 COLLEGE TRAIL - GRANITE BLUFFS PARTNERS LLC
7. 5359 AUDOBON AVENUE - BRIAN ROSENSTEIN
8. 1181 80TH STREET - RODGER ESPESETH
9. 6020 CAHILL AVENUE - NANCY CASHMAN
10. 1860 52ND STREET - ROBERT HAIGHT
11. 7512 BANNING WAY - HPA II BORROWER 2020-1 GA LLC

Motion by Gliva, second by Dietrich, to approve the Rental Housing Licenses as presented.

Ayes: 5

Nays: 0 Motion carried.

7. PUBLIC COMMENT:

Mayor Bartholomew wanted to acknowledge that someone was in attendance from Neighbors, which was scheduled for a presentation at the beginning of the meeting. He asked if it was fine to proceed with the presentation at this time.

Charlie Thompson, President, and CEO of Neighbor's Inc., gave the following presentation: Neighbors is providing opportunities for our neighbors to thrive, by connecting volunteers to people in need.

- This began 50 years ago, this year. 1972-2022.
- This year they would be celebrating all of the service, the volunteers, and the communities that have supported Neighbors during that time.
- They are remembering the past, celebrating the present, and planning for the future.
- They were founded by six local churches.
- They have been providing for the needs of the community they serve.
- This year they are commemorating being a pillar of support to their communities.

Background of Neighbors, Inc.:

- Nonprofit human services organization.
- Serves 7 communities including Inver Grove Heights. South St. Paul, West St. Paul, Mendota Heights, Mendota, Sunfish Lake, and Lilydale.
- Volunteer Based model.
- Funded primarily through individual donors, foundations, and community partners.

There is definitely a need for Neighbors. The past couple of years have highlighted that with the pandemic. There is any number of reasons someone may find themselves coming to them for assistance such as: rising costs, low wages, unexpected expenses, to name a few.

Remembering the Past:

Original Mission: Providing neighborly assistance in an organized fashion, primarily through the use of volunteers.

- There have been several programs, some of which they are still doing to this day.

Celebrating the present:

- Four areas they focus on:
 1. Hunger Relief:
 - a. Curbside pickup
 - b. In person shopping
 - c. Home delivery
 - d. There are five Neighbors express sites located throughout the communities they serve. These are like pop-up food shelves in high need/high density areas.
 2. Resiliency:
 - a. Clothes closet thrift store
 - b. Small sums grants
 - c. Holiday gift program
 3. Financial Empowerment:
 - a. Decrease debt
 - b. Increase savings
 - c. Achieve financial well being
 4. Community Engagement:
 - a. Volunteers
 - b. Community partners
 - c. Internships
 - d. Events

Planning for the Future:

- 50th Anniversary Celebration
 - A lot of things happening online through social media to commemorate.
 - Community wide celebration on September 16th and 17th.
 - Open house
 - Picnic
 - Events
- The building has been rebranded as the Community Engagement Center.
 - Adding new signage
 - Wall mural to commemorate the first 50 years
 - Remodeling throughout the building
- As they plan for the financial future:
 - Generous Donor's have put forward \$50,000 challenge match that dollar for dollar they would match up to \$50,000.

Join Us:

- Support:
 - neighborsmn.org

He thanked everyone for their support. He mentioned that the city has been a great supporter of Neighbors and are so glad we are here for them so that they can be here for our neighbors in need.

Mayor Bartholomew thanked Mr. Thompson for his service and thanked him for the 50 years of Neighbors in the Community. It was hard to believe it has gone by that quickly. He mentioned that his children went to Parochial School in the area and had the opportunity to visit Neighbors, they thought highly of it, they did volunteer work there, their memories are with that.

8. MAYOR AND COUNCIL COMMENTS:

9. ADJOURN:

Motion by Murphy to adjourn the meeting at 7:32 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, APRIL 4, 2022 - 6:00 PM - 8150 BARBARA AVENUE

1. Call to Order: The City Council of Inver Grove Heights met in person for a Work Session on Monday, April 4, 2022. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present In-Person: Mayor Bartholomew; Council Members; Piekarski Krech, Gliva, Dietrich, Murphy; City Administrator Kris Wilson, City Clerk Rebecca Kiernan, City Attorney Bridget McCauley Nason, Community Development Director Heather Rand.

2. Discussion Item:

A. Discuss 6500 Block of Concord Blvd Redevelopment Opportunity

Community Development Director/Economic Development Authority (EDA) Director Heather Rand stated there are many new residential and commercial development projects. There are some good changes to our retail store fronts in terms of new businesses, some of which have been successful despite the challenges of the Pandemic. She stated sometimes, cities of this age have opportunities for re-development. The location they would be discussing is the northern section of Concord Boulevard and the surrounding areas located a couple of blocks to the east and west of the riverfront. There are Marinas, some of which have restaurants, in the immediate area.

A map was displayed of the Heritage Village Park area that is being developed as a park with County and State Grants. Directly across Concord Boulevard from the Park is an area Dakota CDA (Community Development Agency) has been purchasing blighted properties from within the triangular location circled. The CDA's intent is to construct, hopefully in the next two years, a workforce housing project. Some proposals have been seen of the section. She mentioned, as residents likely noticed in the news, there was a drug bust in that area. The County purchased that property and pulled permits, that were approved by city, and it is expected the building will be demolished soon. There are two more properties the County is working to acquire, then they could move forward. It won't be a large project, not more than 50 units, but something that will fit in the neighborhood and provide new housing opportunities for residents.

She noted further down the block there is a project area, the 6500 block of Concord on the Swing Bridge side of the park. For over 15 years, City Leadership (Community Development) has gone out seeking Grants the Council has approved from the County, the DNR, or the Minnesota Department of Employment and Economic Development, for assembly of blighted parcels in the area. A lot of these properties are in the flood plain. With those Grants, the city purchased old homes affected by flood or not having routine maintenance. For example, on Concord, next to Turrito's, the city, using Grants or other means had purchased a lot of property for stormwater management which has happened elsewhere in the area. She has noticed, as she reviews the files, a common theme for the city is increasing flood plain protection for that area, whether its residents or visitors, and better stormwater management. The DNR has contributed Grants so the city could purchase property, the County/DEED, and the city have made investments. The city is involved because they are wanting to advance the concept of a Mississippi River Gateway. In strategic planning sessions, this Council and others have talked about how wonderful it would be to have residents and visitors have good access to the river

and enjoy that as a public amenity. The Council, in working with other Government Agencies, have invested in the Swing Bridge, Regional Trails, and Heritage Village Park.

When it comes to the North Concord Redevelopment, she has noticed a lot of efforts being undertaken to encourage a future private sector investment and eliminate blight. There are a lot of older homes in that area, many have been converted to rental and might be on their last legs in terms of their viability going forward. She stated very often, the city, county, or state, will work together to try to spur some really specific investment so the surrounding area, hopefully the private sector, will step up and invest even more.

Community Development Director Rand stated she mentioned the CDA's Workforce Housing Project at the 6200 block of Concord. At this time, she wanted to focus more on the opportunity of the 6500 block of Concord. The city already owns four parcels in that block. Grant money was received from the state to purchase those. Republic Services, previously Allied Services, owns the remaining parcels. All together there are nine parcels on that block. The city already has an investment. She is asking the Council to think about an opportunity, something that has been in a 2012 Concord Boulevard Redevelopment Plan. She said she has been having conversations with private sector Developers and Ehlers Finance about what could happen with this block. She said Republic Services, who owns those parcels, is relocating their business on that block to the Swift Building on the 117th Street Exit of Highway 52. The part of the business being relocated is the trash hauling trucks, roll off containers, the maintenance of those, and the payroll/back-office functions in the building. She said the city was told their intent was to relocate closer to Pine Bend Landfill. It has also been heard that if/when they were ready to relocate, the city may have interest in purchasing the property to spur redevelopment of that block. In the last Host Community Agreement that was executed with Republic Services, for Pine Bend Landfill it said that the city would have Right of First Refusal when they are ready to sell those properties.

She stated staff has suggested in terms of a concept, in looking at reality and the Comprehensive Plan, is a Mixed-Use Development. There could be up to 150 apartment units with underground parking, if possible (this is a concept that would have to be further studied) and up to 6,000 square feet of retail. For example: A bakery, coffee shop, ice cream shop. Something that would fit within the neighborhood but also be an amenity that is private sector driven by those that attend and frequent the park. That would require changes in the 2040 Comprehensive Plan. That block was guided for public park. She said she asked City Planner Allan Hunting why and was told the thought was that someday the city would probably hire Consultants and undergo a Small Area Plan, and that the zoning would change due to that.

She suggested the Council, based on input from City Planners, the new Parks and Recreation Director, and the City Administrator, they strongly believe this is not a block the city needs for an additional park. Heritage Village Park, with the improved trail connections, has adequate green space that can continue to be developed. They believe it would be nice to continue to have discussions with the marinas about some future walkways and/or trails so access to the river is even more improved. Staff recommends the Council begin to consider a change to the Comprehensive Plan guidance from Public Park to Mixed

Use and if going in that direction, it would also require the current Industrial Zoning be changed to a Mixed-Use PUD because Republic was there, the area is Zoned Industrial, I-1.

Community Development Director Rand mentioned in having conversations with the City Attorney, it is suggested if/when the city wants to get involved with this redevelopment and provide some additional leadership, an acquisition, be it City Council or EDA, purchase/acquire the last five parcels for the whole block of nine parcels. They would want to transfer that to the EDA, of which the City Attorney can give more information on. There are legal benefits to have the EDA control this site. If the EDA is the owner of those nine parcels/blocks, the intent (conceptual) for the EDA would get in the position of issuing a Request for Proposals (RFP) to Private Sector Developers to develop that block. The RFP, if Council is comfortable with it, is for a Mixed-Use Development. The EDA would make a recommendation and enter into agreements. She requested the council contemplate that.

She displayed an aerial photo of the area and pointed out like any redevelopment site there are a few challenges. There is an overhead transmission line from Xcel Power, railroad tracks, and a flood plain in the corner. It is somewhat of a challenging site. There is not an updated Phase 1 Environmental. The entire area had been railroad. She said she has always been taught in development work that whenever there is a railroad in an area, contamination is possible. Having a government get involved, setting the table, and preparing a block for redevelopment, the City/County has access to grants from the federal government and state government for contamination cleanup. That is something that can be pursued/explored if wanting to move forward with doing due diligence on this opportunity for redevelopment.

She stated she has heard some of the public may ask why a city would take on this role and provide some leadership for a potential redevelopment site. The reasons why are twofold:

- City Staff/City Council/EDA, as Government, has the resources/tools to do due diligence. Whether it's exploring the mixed-use concept and if it has economic feasibility for our market, they can also do further evaluation on the site limitations. What they have found is that without Government stepping up and doing that work, typically the private sector does not.
- City Staff/City Council/EDA has resources and tools to prepare that block to a more transformative private sector purpose. It's highest and best use. It can be pushed forward and accelerated as opposed to a private sector. For example, if Republic were to choose to lease their parcels to another industrial business or to sell, the Council would have to consider if that is what is wanted next to Heritage Village Park. She questioned if they wanted to take chances or step up and guide, if important to the Council to seize this opportunity.

She stated in conversations with the City Administrator she was advised not to get too far ahead and to have dialog with the City Council before spending time on things like Phase 1 Environmental investigations, survey, or title work. Staff wanted to have this discussion with the City Council to see how the council feels about things before spending a lot of time or hiring consultants to help them explore this opportunity.

She mentioned Republic believes they would be out of their space on the 6500 block within the next 60 days. Republic has asked that the city seriously consider our interest in a potential acquisition. Republic does not want those buildings to sit empty and have holding costs for another six months. She believed

that was fair and reasonable for them to request the city tell them where things are at. She said tonight is just the beginning of that conversation. She acknowledges there will still be much work that has to be done in terms of due diligence.

Councilmember Murphy said a mixed-use development there makes a ton of sense right now. He questioned the locations of the 5 lots and the 4 the city has. Community Development Director Rand referenced the parcel map indicating 4 parcels in red which are city owned, and the 5 gold parcels that are Republic owned.

Mayor Bartholomew said it was mentioned that the City Attorney could fill the Council in on the benefits of EDA ownership versus city ownership. He questions why they need the EDA involved; he doesn't see a clear benefit. He was hopeful the City Attorney could outline what the clear benefit is of EDA ownership versus city ownership.

City Attorney Bridget McCauley Nason responded for a project such as this, in order for the city to acquire property it has to have a public purpose. The city acquisition is for city purposes. There is not typically an intent to resell the property or to convey it to a developer. When the city buys property, they typically buy it to own the property. The EDA has additional flexibility under its Statutory authorization as to what it can do and how it can be utilized to facilitate and spur on economic development and growth. The EDA is the entity the Council has used in the past and is recommended to be used if the Council intent is not to hold the property and use it for a public purpose such as a park, but to instead utilize it to leverage economic development in the area. For example, all of the property to the north that was acquired for Heritage Village Park was acquired by the city for City Park purposes. The EDA did/has acquired a number of properties utilizing the EDA as the entity to acquire those properties to the south of this area, the Dixie and Dickman Trail area. The EDA has acquired a number of parcels over the last 10 years. Those parcels were acquired with the purpose of spurring on economic redevelopment in the future. Because of public purpose requirements related to when the city can acquire property and because of some additional flexibilities the EDA has and the ability to leverage EDA Statutory powers, it is recommended that the EDA would acquire the Republic parcels. Then those properties currently publicly owned by the city, the city could convey those properties to the EDA, then the EDA could convey out/or sell those properties to a third-party developer. She mentioned this is a focus based on what the intent is of the acquisition, what the public purpose behind it is, and what are the flexibilities afforded by Statute to the EDA that it can utilize those properties for if it wants to end up selling them to a third-party redeveloper.

Mayor Bartholomew stated the thought is that they are moving a step and streamlining the event. If the city owns the property and it's guided I-2, we own it. The city can then transfer the property to the EDA and go through the process of selling the property, getting approval by the Planning Commission that it is an appropriate use and the ability to sell. He struggles with the fact about why they interject the EDA. He said it has been made very clear that there are some benefits and ease. To paraphrase, it sounds like they are removing a step. He asked if that was what he was hearing.

City Attorney McCauley Nason replied the EDA is really the entity that is designed for this type of facilitated economic development, unlike the city. That is the entity she would recommend legally

pursue the purchase of the property. There is a Right of First Refusal between the city and the property owner. The city could acquire the property. At one point there was some intent that this would be part of Heritage Village Park. As Staff understands it for the area, that is no longer the vision. She said it would make sense if the Right of First Refusal was with the city because that was part of the Host Community Agreement negotiations. The parties at the table were the City and the Landfill. If the Council is interested in seeing this move forward, or direction, it would be the EDA that would be recommended being the entity that would acquire those properties.

Mayor Bartholomew said he doesn't have a problem with the EDA owning it. He liked the idea of the acquisition perform other than a park. He wanted to make sure they were not putting in another roadblock or more gates than needed. He thought it made sense for the EDA to own it, he struggles with another entity involved. He said there is the ownership with the city and then they would have ownership of another quasi-city entity. He said he would just like to challenge that. He understands where Staff are coming from.

Councilmember Piekarski Krech mentioned when the city buys property it's for the public purpose of the city. The city buys property to put in stormwater ponds and streets. If buying a piece of property and then turning around and selling it, they are in the real estate business as the city. She thought that was the issue. Then they would have to have why did you buy that, what is your purpose, and why are you selling it if you said you needed it for the city.

Mayor Bartholomew agreed. There are occasions when the city sells property, and they have to go through that process. He requested the thoughts of the City Administrator.

City Administrator Kris Wilson stated this is guided as more parkland in the Comprehensive Plan. As city staff, with the Community Development Director and the Parks and Recreation Director, she has spoken with both and advises to change the land use to a mixed use. She suggested taking planning/action steps towards making this a development that is an asset to the neighborhood, park, and the tax paying parcel in the city rather than more acreage in Heritage Village Park. If Council doesn't like that recommendation and wants to see it as an expansion of the parkland in the area, Staff requests council let staff know that as soon as possible. If the council is interested in learning more and taking initial baby steps down the road to land assembling, acquiring land from multiple owners, in this case the city already has four other parcels. There is a single owner of the remaining parcels who is a willing seller.

Steps that Staff would take in the coming weeks:

- More research with the assistance of Legal, Engineers, and Planners to better understand the easements that are on the property. Such as:
 - The presence of the railroad
 - Overhead power lines
 - Flood plain areas surrounding this block

She questioned what it means for what could realistically be built/developed on the site. Would they run into height or setback restrictions? Getting a better sense of those things as a Staff research item with the help of Legal.

Other additional early steps (not requesting Council authorization this evening):

- Spend money to do a Phase 1 Environmental study or analysis
 - Try to get a better handle on if there is any contamination in the ground
 - How that might impact potential future use

Those two things, what could they fit on the site given the surrounding challenges and if there is any contamination, helps the city arrive at what is a reasonable price to pay for these parcels. Staff's goal would be to do the research and have a fairly good idea of what they think a reasonable price for this site is prior to the Council's EDA/Work Session Meeting the first Monday in May. Staff and the City Attorney would take guidance on whether to have it on the EDA Agenda or the Work Session Agenda.

She mentioned there are some grants available from the Dakota County CDA to cities in the county to do redevelopment planning for sites like this. They may have some money that helps to do the environmental analysis and possibly even some environmental cleanup if finding out there is some clean up that would need to be done. Staff is not looking to spend any money in the next four weeks, it's more Staff time and investment to bring this further down the road. When it comes time for the council to decide if it wants to spend any money, funding sources consist of a grant the city received. The city is eligible for an annual grant from the Minnesota Department of Employment and Economic Development (DEED). Because the city is a Landfill host, there is access to a particular grant program that cities that don't have landfills don't have access to. The city has recently applied for and received this year's grant in the amount of \$415,000, which would be a source of funds for acquisition of the site. The other potential would be temporarily using host community funds to acquire the site, assemble it, and seek proposals from people that want to buy it from the city. They would refund the money back into the host community fund at that time. Main questions for council are:

- Does the council see a need for that as park land?
- If not, is the council interested in staff continuing to work towards a future conversation, possibly a month from now, where they would go into closed session and discuss what the city might offer the current owners of the property for their parcels.

Councilmember Piekarski Krech said she thought they needed to spend the money and start an Environmental Study because she is concerned that they actually can develop this. It may need to remain industrial because of the contamination and cost of the cleanup, which is why Heritage Village Park is what it is, because the cost to clean up the contamination there was so great you could not develop on the property. She mentioned that would be her first concern before they get too excited about what they can do and before they start making offers to Republic. She would really like, if Republic gives permission, to get some of those initial studies done on spots on the property. She asked if those were houses on Doffing that the city purchased. Community Development Director Rand responded yes.

Councilmember Piekarski Krech did not believe the city did anything with those. She said the city could look on some of those areas. She said she would say in the next couple of weeks to spend some money and start the environmental before getting too far ahead and too excited. She mentioned there was a plan at one time that Concord was to be all kinds of mixed use with shops below and houses above. She would like to see the environmental information first because she doesn't want to get into something that is going to be millions of dollars to clean up.

Mayor Bartholomew stated that part of the reason the park is there is because it was all capped. Four feet of fill was placed on top of the less than desirable ground below.

Councilmember Piekarski Krech agreed and said if wanting to put in underground parking excavation would be needed. If excavating, there may be issues.

Councilmember Dietrich asked if the Council could receive a map including Doffing and Dickman showing the parcels that the City or EDA owns. She also requested seeing what the city and EDA owns across Concord. She asked what those areas were intended for in the comprehensive plan. Her concern is that some areas of Inver Grove appear to have been developed kind of haphazard and she wants to make sure this all fits together as a part of the plan.

Community Development Director Rand said she would get that information out to all of the Council.

Councilmember Gliva said she likes the sound of mixed use here but was concerned how things are hodgepodge and how the EDA owns different pieces. She mentioned that would be good to see. She said she looks at that space and goes right across the street and sees on 66th is the King of Diamonds. She wondered if anyone has approached them if that is a viable spot. There is a huge parking lot, she was unsure of the environmental, but they could have the same issues. She was curious if anyone has spoken with them and if there is any interest.

City Administrator Wilson responded at this time the city has not approached King of Diamonds. They have been focusing on this area and land assembly south of 66th and River Road. Staff does not know what the plans of that current business are.

Councilmember Murphy said he is looking at it like the city doesn't need more park, he likes the mixed-use idea. He would like to see staff moving it forward. He liked Councilmember Piekarski Krech's suggestion; he doesn't think we need baby steps, he liked more of a medium step to the point of where they are spending money. He said seeing the bigger picture, as mentioned by Council member Dietrich, would also be helpful. He looks at this as maybe the original plan they had with the redevelopment of Concord that went into South St. Paul and included that community. He said if our Step 1 was the park, this feels almost like a Step 2. He said it could be a Step 3 or 4 when they are able to see the bigger map. He thought mixed use there makes a ton of sense.

Councilmember Gliva referenced the circled area that was the County and asked if it was known where the County was at with development plans.

City Administrator responded the County presented very preliminary concepts a few years ago, it's laid somewhat quiet since then.

Community Development Director Rand replied about a year ago the CDA brought a proposal forward to the Planning Commission. It was for workforce housing, up to two stories, so it fit within the scale of the existing neighborhood. It was not a four story or five story apartment building that Dakota County

CDA would develop. Workforce Housing similar to Ron Clark where these are people who are in the workforce with rents that are slightly subsidized. She said it was for about 34 units, but at that time many of the lots in the area were still not acquired. Now Staff has been told the home that had the drug bust has been purchased and they are working on the acquisition of the final two parcels so that they would own the entire triangle. The CDA would come back with another proposal. She said when the Phase 1 development with 34 units, 2 stories, not an apartment building forward, the input from the Planning Commission was to change the Comprehensive Plan to more of a mixed use or high density from single family residential. A few of the planning commissioners had some concerns about housing being developed on Concord and that Concord could be a very busy street. Staff suggested doing traffic studies and demonstrate that traffic is controlled at certain intersections and volumes are not so high that it would warrant not having a project in this area. She said that is where the Dakota County CDA Staff have left it with the city staff, to let them continue their land assembly and then pick this up and try to move it forward.

Mayor Bartholomew questioned which areas she just spoke of that were CDA ownership. He said if unsure, that information could be sent to the council.

Community Development Director Rand said she would update the council because she was guessing which was the home with the drug bust that was just acquired. There is one next to it that they are in the process of and in final discussions with the third parcel owner. She said she could send that information to the council members separately in order to be accurate.

Mayor Bartholomew said it sounded like a pace to move forward, some priority to some kind of environmental search/discovery, and whatever they can do to reassure ourselves that would be the best preliminary environmental. He requested steps on how it would be proposed to go forward. If it would be a comprehensive plan amendment. He asked what it would take to fill in the council as requested by Councilmember's Dietrich and Gliva, about the other parcels currently owned by the city in the entire area.

Councilmember Murphy said he thought it was important they endeavor to spend Dakota County's money before the cities. Mayor Bartholomew agreed.

B. City Administrator Performance Evaluation (Pursuant to Minnesota Statute Chapter 13D.05, subd.3a, this portion of the meeting may be closed to the public).

Mayor Bartholomew stated this Agenda Item will be going into a Closed Session once the City Attorney describes the process.

City Attorney McCauley Nason stated that it was her understanding that the City Council would like to consider moving the meeting into a Closed Session Pursuant to Minnesota Statute 15D.05 subd.3., for the purpose of evaluating the performance of City Administrator Kris Wilson. Once the Closed Meeting is completed, the City Council will reconvene the Open Meeting portion of tonight's Council Work Session. She said she would look to someone to make that Motion. In addition, she would like clarification on if the Council will be conducting a Closed Session here in Council Chambers or in the Mayors Conference Room. That should also be included as a part of the Motion.

Councilmember Piekarski Krech said she thought they should do it in the Mayor's Conference Room, this room is too wide open to do something like that. Mayor Bartholomew agreed.

Mayor Bartholomew mentioned that City Attorney McCauley Nason would be in the meeting along with City Administrator Wilson and the five Council Members.

City Attorney McCauley Nason requested the council move to close the meeting as mentioned Pursuant to Minnesota Statutes 15D.05 subd.3 for the purpose of evaluating City Administrator Kris Wilson. The closed portion of tonight's meeting will be held in the Mayor's Conference Room. Once the closed portion of this evening's meeting is completed, the city council will reconvene the open portion of tonight's council work session, back in chambers. The council will come back to the council chambers, reconvene the open meeting, and then adjourn from the council chambers.

Mayor Bartholomew asked if they could adjourn in the conference room and be done. He asked if the council would have to come back to council chambers and adjourn.

City Attorney McCauley Nason replied they could adjourn in the conference room if they would like. She clarified that for the public in case anyone is out and what the expectation is; that there would be a reconvening of the meeting in the Council Chambers, or the meeting will be opened back in the Mayor's Conference Room.

Mayor Bartholomew stated they would open and convene in the Mayor's Conference Room.

Mayor Bartholomew clarified that it was important that City Attorney McCauley Nason attend the meeting and take notes so there can be a presentation on the Consent Agenda, or the mayor reads it out, whatever is agreed upon in the Closed Session.

3. Adjourn:

Motion by Gliva, second by Piekarski Krech, to close the meeting Pursuant to Minnesota Statute 15D.05 subd.3a for the purpose of evaluating City Administrator Kris Wilson. The closed portion of tonight's meeting will be held in the Mayor's Conference Room and will be adjourned in the Mayor's Conference Room. Meeting adjourned to Closed Session at 6:46 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, APRIL 11, 2022 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, April 11, 2022, in person. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Bartholomew, Council Members: Dietrich, Murphy, Gliva; City Attorney McCauley Nason, City Administrator Wilson, City Clerk Kiernan, Community Development Director Rand, Parks and Recreation Director Lares, Operations and Maintenance Supervisor Stier,
Absent: Council Member Piekarski Krech

3. CONSENT AGENDA:

- A.** Minutes from the February 28, 2022 City Council Meeting.
- B.** Approval of Disbursements. **Resolution 2022-075**
- C.** Approval of Personnel Actions.
- D.** Approval of Summary of Conclusions Regarding Performance Evaluation of City Administrator.
- E. Resolution 2022-076** Authorizing Summary Publication of Ordinance No. 1426.
- F.** Adopt **Resolution 2022-077** Calling for Public Hearing to Obtain a DNR Work in Public Waters Permit for City Project No. 2020-12, Argenta Trail Drainage Improvements.
- G.** Awarding Contract for City Project No. 2021-10, Schaaf Drainage Improvement. **Resolution 2022-078**
- H.** Letter of Support for Dakota County Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application.
- I. Resolution 2022-079** Approving the Final Plat/Final Planned Unit Development for Canvas at Inver Grove Heights Second Addition.
- J.** Approval of a Front Setback Variance at 4067 87th St. **Resolution 2022-080**

Motion by Dietrich, second by Gliva, to approve the Consent Agenda.

Ayes: 4

Nays: 0 Motion carried.

4. PUBLIC HEARING:

5. REGULAR AGENDA:

A. Consider Approval of Rental Licenses

Community Development Director Heather Rand presented four (4) rental licenses for council approval. All were found to be complete by staff and the police department. Staff recommends approval.

- 3797 75th Street - Joshua Hazel
- 4835, 4855, 4865 Babcock Trail (Southview Greens) - Scott Mann
- 7515 Cloman Way - Open Doors Network and Investments LLC
- 7535-7537 Banning Way - Jesse Overby

Motion by Gliva, second by Murphy, to approve the 4 Rental Licenses as presented.

Ayes: 4

Nays: 0 Motion carried.

**B. Consider Resolution Adopting New Park Donation and Memorial Policy (continued).
Resolution 2022-081**

Parks and Recreation Director Adam Lares presented an update as requested/continued from the March 28th City Council meeting on the new park donation and memorial policy. Permanent monuments were the main focus:

- Distinct from signs
- Would be evaluated by PRAC (Parks and Recreation Advisory Commission) and Staff; safety consideration can be taken into account by Council
- Council could determine monuments be made out of appropriate material to withstand the climate
- Council can choose to reject a donation that does not appear to be viable outdoors
- There is no specific duration for maintenance. Could be removed or have maintenance ceased
- Upon acceptance, the monument becomes City property. Placement within a park is deemed to be government speech

At the March PRAC meeting, the Commission voted unanimously to recommend adoption. Staff also recommends adoption replacing the existing park memorial guidelines.

Questions from council members were answered:

- The parks superintendent and staff would work on the evaluation of anything within the parks regarding possible maintenance requirements/replacements.
- Staff would go over checklist items before it goes before PRAC and Council.

Motion by Murphy, second by Dietrich, to approve Resolution 2022-081 Adopting New Park Donation and Memorial Policy with the new language as presented.

Ayes: 4

Nays: 0 Motion carried.

**C. Consider Resolution Accepting Bids and Awarding Contract for VMCC Pool Filter Project.
Resolution 2022-082**

Parks and Recreation Director Lares discussed the VMCC pool filter project, possible bid acceptance, and the awarding of a contract:

- 7 pool filters need replacement. Will be replaced with 4 new higher efficiency filters
- Original manufacturer is no longer in business
- Replacement parts are no longer in existence
- On March 14, 2022, Council approved final plans and specifications and authorized advertisement for bids
- One sealed bid was received from Global Specialty Contractors Inc. for \$842,770. Staff added a 5% contingency adding \$42,140 to the overall cost for a total of \$903,110
- The city's consulting firm, US Aquatics, provided a letter of support to accept the bid and award the contract
- Timeline: August 12, 2022: Lap/Diving completion/October 14, 2022: Leisure/Spa completion
- Impacts based on the timeline:
 - Significant revenue programming impacts during completion.
 - Programming impacts depending on the area being completed: swim lessons, aqua fitness programs, and lap swims. open swim, parent/tot swimming lesson program.
 - Some programming will continue. Able to continue to employ 20+ aquatics staff.

Staff recommends acceptance of the bid from Global Specialty Contractors, Inc., in the amount of \$842,770 and awarding the contract. Staff requests council approve a 5% construction contingency in the amount of \$42,140.

Operations and Maintenance Supervisor Phil Stier, shared the following information:

- New filters will use 90% less water and 40% less chemical usage.
- Reason for split system construction has to do with the way the system was originally designed.
 - Current filters are 10 years old, manufacturer is no longer in existence, parts are no longer available
 - Design of the pool filter room makes construction challenging
 - Split schedule allows for easier maintenance, some aquatics programming, and allows usage for the school district's contract for the swim season

The condensing unit (modified air conditioner) in the fitness studio, located on the roof, has damage from the elements and is rusting out. Over \$8,000 was spent on repairs last year.

To note: All city rooftop units run on R-22, which is no longer manufactured. It is \$122.00 per pound with 7-15 pounds needed per unit.

Motion by Dietrich, second by Gliva, to approve Resolution 2022-082 Accepting Bids and Awarding Contract for VMCC Pool Filter Project.

Ayes: 4

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

Daniel came up and introduced himself for a project requirement.

7. MAYOR AND COUNCIL COMMENTS:

Councilmember Murphy asked if the city has/had a resident commissioner or staffer that works on the city's history. Community Development Director Heather Rand replied former mayor/current County Commissioner Joe Atkins takes an interest in the city's history. The library could be another source.

Councilmember Murphy was interested in the long-term protection of historic sites in the city.

Mayor Bartholomew suggested someone in communications help. He mentioned Judy Wonick is very knowledgeable about Union Cemetery. There was some information about an Anniversary Celebration from a few years ago.

Councilmember Dietrich gave an update on the Pavement Management Task Force stating a recommendation would be put together this coming week. She mentioned she just started attending the Police Citizen's Academy, learning about day-to-day situations.

8. ADJOURN:

Motion by Murphy to adjourn the meeting at 6:36 p.m.

Ayes: 4

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, APRIL 25, 2022 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, April 25, 2022, in person. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Bartholomew, Council Members: Dietrich, Murphy, Gliva; City Attorney McCauley Nason, City Administrator Wilson, City Clerk Kiernan, City Engineer Kaldunski, Community Development Director Rand

Absent: Council Member Piekarski Krech

Others Present In-Person: Ron Leaf, Kimley-Horn

3. PRESENTATIONS:

4. CONSENT AGENDA:

A. Minutes from the March 7, 2022 Work Session.

B. Approval of Disbursements. **Resolution 2022-083**

C. Approval of Personnel Actions.

D. Resolution 2022-084 Accepting Proposal and Entering into Contract for Well #4 Electric Service Upgrade.

E. Approve Final Plans and Specifications and Authorize Advertisement for Bids for the 2022 Pavement Management Program, City Project 2022-09K - Akron Avenue and 50th Street Rehabilitation.

Resolution 2022-085

F. Award Contract and Approve Budgets for City Project No. 2022-09E - Alison Way Area Street Rehabilitation, City Project No. 2022-09F - Tyne Lane Area Street Rehabilitation, and City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation. **Resolution 2022-086** and **Resolution 2022-087**

G. Approve Additional Professional Services for the Consultant Administration of the Pavement Management Program Citizen Task Force. **Resolution 2022-088**

H. Approve a Joint Powers Agreement (JPA) with Dakota County for the Feasibility Study and Preliminary Engineering for a Pedestrian & Bicycle Facility Along Babcock Trail. **Resolution 2022-089**

I. Resolution 2022-090 Approving Vacation of Drainage and Utility Easements in the plat of Scenic Hills First Addition.

J. Resolution 2022-091 Approving Conditional Use Permit Amendment for River Heights Marina, 4455 66th St E.

K. Approval of a Shoreland Setback Variance for 8450 Alta Avenue. **Resolution 2022-092**

L. Approval of Updated Job Ratings and Salary Grade Chart.

Councilmember Dietrich pulled Agenda Item 4H.

Motion by Dietrich, second by Gliva, to approve the Consent Agenda with the exception of Agenda Item 4H.

Ayes: 4

Nays: 0 Motion carried.

Agenda Item 4H. Approve a Joint Powers Agreement (JPA) with Dakota County for the Feasibility Study and Preliminary Engineering for a Pedestrian & Bicycle Facility Along Babcock Trail. Resolution 2022-089

City Administrator Kris Wilson presented the following information regarding this agenda Item:

- For a trail along Babcock Trail from Upper 55th Street south to 63rd Street
- Estimated study cost: \$100,000. City responsibility: 15% = \$15,000

Council action on this item commits the city to financially participate in the feasibility study. It does not mean a trail would be built.

This comes from a School Travel Safety Assessment that Dakota County conducted on a County-wide scale. Results from the Assessment indicated two areas for the city:

1. Lighting and safety improvements around Simley High School. Near Boyd and 80th. (Has been put in place).
2. Pedestrian access to Salem Hills Elementary.

This would be a competitive project for a Program called Safe Routes to School. There is Federal and sometimes State money available for this type of improvement around schools. In order to compete for funding this Feasibility Study would need to be done.

One outcome of the study could indicate that broader improvements need to be done to the roadway.

Councilmember Dietrich was concerned this would be an additional draw on funds from Pavement Management. She questioned if there would be County involvement. She requested information on timing and funding. City Engineer Tom Kaldunski replied it comes down to having an agreement with the County. City Administrator Wilson replied the Feasibility Study needs to be completed within one year. The Study would come back to Council early 2023.

Motion by Dietrich, second by Gliva, to approve Agenda Item 4H. Approve a Joint Powers Agreement (JPA) with Dakota County for the Feasibility Study and Preliminary Engineering for a Pedestrian & Bicycle Facility Along Babcock Trail. Resolution 2022-089

Ayes: 4

Nays: 0 Motion carried.

5. PUBLIC HEARING:

A. Public Hearing for City Project No. 2020-12, Argenta Trail Drainage Improvements. Resolution 2022-093

City Engineer Tom Kaldunski presented the Argenta Trail Drainage Improvements Project done in conjunction with Dakota County. This project is fully funded by Dakota County.

- The County has changed the procedure to an 85/15% split
- Project area consists of Franke Lake, Old Argenta, 494, new alignment for 65th Street
- Project consists of new culvert and ditching along Argenta Trail

Ron Leaf, Kimley-Horn, discussed the project further:

- Will result in a reduction in high water levels throughout the corridor; 2 feet lower
- Allows the city to meet safety/freeboard goals
- Reduce the extent of flooding and water level conditions long term

Reason for the DNR Public Hearing requirement:

- Landlocked basin, new culvert under the driveway, new control structure (storm sewer outlet) on the northwest corner portion of the basin

Project Cost/Financing:

- Total estimated project cost: \$466,000 including easements and property acquisition costs
- Utilizing funds from the larger CSAH 63 project
- Costs will be specified in the JPA (Joint Powers Agreement)

Long range plans and turnback from the county to city may take place in 2023/2024. There would be a pavement project coming forward.

Project Schedule:

- Bid opening: June 2022
- City council receives bids and authorizes construction: July 2022
- Construction: August – September 2022

John Todd, 6689 Argenta Trail, located on the north side of Franke Lake, his driveway is the one shown underwater. He backs the project 100% and asked that the project be completed as soon as possible.

Motion by Murphy, second by Gliva, to close the Public Hearing at 6:30 PM

Ayes: 4

Nays: 0 Motion carried.

Motion by Gliva, second by Murphy, to approve Resolution 2022-093 for holding the Public Hearing for City Project No. 2020-12, Argenta Trail Drainage Improvements.

Ayes: 4

Nays: 0 Motion carried.

6. REGULAR AGENDA:

A. Consider Approval of Rental Licenses

Community Development Director Heather Rand presented six (6) rental licenses for council approval. All were found to be complete by staff and the police department. Staff recommends approval.

- 8132 Clifford Circle – Bridge SFR IV Borrower I LLC
- 1358 Courthouse Blvd – Adam Miller
- 4683 Blaine Ave – Jacqueline Loye
- 4696 Blaine Ave – Jacqueline Loye
- 3298-3302 78th St – Ladonna Joseph
- 6569 Craig Ave – Matthew Urban

Motion by Dietrich, second by Gliva, to approve the 6 Rental Licenses as presented.

Ayes: 4

Nays: 0 Motion carried.

7. PUBLIC COMMENT:

There were no public comments.

6B. Closed Session to Consider Purchase of Real Property

City Attorney Bridget McCauley Nason requested a motion be made by the council to move into a closed session pursuant to Minnesota Statutes, Section 13D.05, Subd. 3(c)(3), to develop or consider offers or counter offers for the purchase of real property located at 6460 Doffing Avenue, Inver Grove Heights. (Parcel ID No. 20-36500-35-050). The closed portion will be recorded.

Motion by Gliva, second by Murphy, to move into a Closed Session to Consider Purchase of Real Property at 6:35 p.m.

Ayes: 4

Nays: 0 Motion carried.

8. MAYOR AND COUNCIL COMMENTS:

The Council returned from Closed Session at 6:56 p.m.

Councilmember Murphy asked if staff has looked into the situation of idling trucks on Concord Street. City Administrator Wilson replied there is a meeting at 8:45 a.m. tomorrow on that subject.

Councilmember Dietrich shared her experience during her 3rd week on the Police Citizen's Academy. She learned about new tactics that are used to stop people (not lethal), she toured the Dakota County Jail, and took part in a prisoners panel. She mentioned that the police department is doing a great job.

9. ADJOURN:

Motion by Murphy, second by Gliva, to adjourn the meeting at 6:58 p.m.

Ayes: 4

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Ryan Albright, Accounting Technician, 651.450.2515

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving disbursements for the period of May 4 – May 17, 2022.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period May 4 – May 17, 2022. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$406,845.54
Special Revenue	25,900.58
Debt Service	0
Capital Projects	69,599.26
Enterprise	57,916.27
Internal Service	73,069.68
Escrows	6,090.24
Total - All Funds	\$639,421.57

FISCAL IMPACT

The disbursements are within adopted budgets for the associated funds or have otherwise been approved by Council.

RECOMMENDATION

Staff recommends approval of the disbursements as presented.

ATTACHMENTS

1. Resolution
2. Disbursements 5.4.2022 - 5.17.2022

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

RESOLUTION NO. 4H

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD OF May 4 – May 17, 2022**

WHEREAS, a detailed listing of disbursements for the period of May 4 – May 17, 2022 was presented to the council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that payment of the disbursements for the following fund types are approved:

Fund Type	Amount
General Fund	\$406,845.54
Special Revenue	25,900.58
Debt Service	0
Capital Projects	69,599.26
Enterprise	57,916.27
Internal Service	73,069.68
Escrows	6,090.24
Total - All Funds	\$639,421.57

Adopted this 23rd day of May 2022 by the City Council of Inver Grove Heights, MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Expense Approval Report

By Fund

Payment Dates 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
HEALTH PARTNERS	4/1/2022	04/01/2022	MED INS DEDUCT PAY (Active)	101.203.2030700	164,218.33
HEALTH PARTNERS	4/1/2022	04/01/2022	COBRA-MED INS DEDUCT PAY	101.203.2030710	5,663.74
HEALTH PARTNERS	4/1/2022	04/01/2022	DENTAL INS DEDUCT PAY (Activ...	101.203.2030800	8,788.50
HEALTH PARTNERS	4/1/2022	04/01/2022	COBRA-DENTAL INS DEDUCT PAY	101.203.2030810	400.68
WASHINGTON, OLIVIA	4/26/2022B	05/05/2022	Refund massage therapist licen...	101.41.0000.3217500	55.00
MEDSURETY ACH ONLY	4/28/2022	04/28/2022	2ND QTR HSA EMPLOYER CONT...	101.203.2032510	333.00
MEDSURETY ACH ONLY	4/28/2022	04/28/2022	2ND QTR HSA EMPLOYER CONT...	101.203.2032510	36,630.00
PERA	INV0135315	04/29/2022	PERA COORDINATED PLAN	101.203.2030600	1,147.58
PERA	INV0135316	04/29/2022	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	88.28
PERA	INV0135317	04/29/2022	PERA POLICE & FIRE PLAN	101.203.2030600	1,290.21
PERA	INV0135318	04/29/2022	EMPLOYER SHARE (POLICE & FI...	101.203.2030600	1,935.33
EFTPS	INV0135319	04/29/2022	FEDERAL WITHHOLDING	101.203.2030200	3,216.57
MN DEPT OF REVENUE (PAYROL...	INV0135320	04/29/2022	STATE WITHHOLDING	101.203.2030300	1,251.33
EFTPS	INV0135321	04/29/2022	MEDICARE WITHHOLDING	101.203.2030500	688.34
EFTPS	INV0135322	04/29/2022	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,252.72
ING DIRECT	INV0135324	04/29/2022	MSRS-HCSP	101.203.2032200	38.35
MEDSURETY ACH ONLY	4/30/2022	04/30/2022	FLEX COMP SPEND DED PAY (M...	101.203.2031500	1,295.76
MEDSURETY ACH ONLY	4/30/2022	04/30/2022	FLEX COMP SPEND DED PAY (D...	101.203.2031500	576.93
PERA	CM0003799	05/04/2022	PERA COORDINATED PLAN	101.203.2030600	-4.42
PERA	CM0003800	05/04/2022	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	-0.34
EFTPS	CM0003801	05/04/2022	FEDERAL WITHHOLDING	101.203.2030200	-3.18
MN DEPT OF REVENUE (PAYROL...	CM0003802	05/04/2022	STATE WITHHOLDING	101.203.2030300	-1.70
EFTPS	CM0003803	05/04/2022	MEDICARE WITHHOLDING	101.203.2030500	-0.98
EFTPS	CM0003804	05/04/2022	SOCIAL SECURITY WITHHOLDING	101.203.2030400	-4.22
OCCUPATIONAL HEALTH CENTE...	103559790	05/05/2022	Pre-employment physical (VMC...	101.41.1100.413.30500	150.00
INSIGHT PUBLIC SECTOR	1100929394	05/05/2022	Microsoft License	101.47.1400.413.40035	2,167.85
MINNESOTA SODDING COMPA...	11092	05/05/2022	field layouts at RV & Skyview	101.44.6000.451.30700	3,346.35
FIRST IMPRESSION GROUP	127399	05/05/2022	Spring 22 brochure	101.44.6100.459.50030	4,636.00
FIRST IMPRESSION GROUP	127524	05/05/2022	Animal Forms	101.42.4000.421.50030	265.00
FIRST IMPRESSION GROUP	129118	05/05/2022	school flyer	101.44.6100.459.50030	270.00
MARTIN-MCALLISTER	14588	05/05/2022	Fit For Duty Assessment	101.41.1100.413.30500	2,200.00
MADISON NATIONAL LIFE INSU...	1496597	05/05/2022	Premium 5.2022	101.203.2031700	3,338.79
MCKESSON MEDICAL-SURGICAL ..	19294367	05/05/2022	medical scissors for med bags	101.42.4200.423.60065	17.98
PRECISE MRM	200-1036548	05/05/2022	Truck data tracker	101.43.5200.443.30700	87.92
NORTHERN LIGHTS DISPLAY LLC	22-0152	05/05/2022	Cahill flags	101.44.6000.451.40047	2,220.00
COLLINS ELECTRICAL CONST.	2230927.01	05/05/2022	Traffic light repair	101.43.5200.443.40046	230.17
COLLINS ELECTRICAL CONST.	2231302.01	05/05/2022	Traffic light out	101.43.5200.443.40046	232.82
4IMPRINT	22814484	05/05/2022	table cloths for events	101.44.6100.459.60009	368.20
BLACKTOP PROS, LLC	25-0119	05/05/2022	Pavement Maintenance	101.43.5200.443.40046	20,350.00
M & J SERVICES, LLC	2516	05/05/2022	casting repair	101.43.5200.443.60016	3,850.00
M & J SERVICES, LLC	2517	05/05/2022	stormwater casting repairs	101.43.5200.443.40046	4,470.00
NATIONAL ASSOCIATION OF SC...	29034	05/05/2022	SRO training- Eid & Tyler	101.42.4000.421.50080	495.00
ST. PAUL PIONEER PRESS	322572521	05/05/2022	Ordinance 1424 - Small Cell R...	101.41.1100.413.50025	68.62
ST. PAUL PIONEER PRESS	322572521	05/05/2022	Ad for Bid Pool Filters	101.44.6000.451.50025	400.44
VERIFIED HOLDINGS, LLC	330188	05/05/2022	Pre-employment Background c...	101.41.1100.413.30500	1,461.75
VALLEY IMAGES PHOTOGRAPHY...	3489	05/05/2022	Karina Sheehan photo shoot	101.42.4000.421.50030	50.00
OXYGEN SERVICE COMPANY, INC	3521683	05/05/2022	oxygen 4.2022	101.42.4000.421.60065	64.95
RJ LEE GROUP INC	364117	05/05/2022	Gun Shot Residue test	101.42.4000.421.30700	612.10
CREDIT ONE BANK	4/14/2022	05/05/2022	Search Warrant	101.42.4000.421.30700	98.25
LEDOUX, ROGER	4/27/2022	05/05/2022	EMT class through Allied	101.42.4200.423.50080	972.50
LEDOUX, ROGER	4/27/2022	05/05/2022	Emergency care textbook & wo...	101.42.4200.423.60018	181.02
MUELLNER, JASON	4/28/2022	05/05/2022	cancelled park shelter sales tax ...	101.207.2070300	12.31
MUELLNER, JASON	4/28/2022	05/05/2022	cancelled park shelter	101.44.6100.3471000	172.69

Expense Approval Report

Payment Dates: 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOLCIUS LLC	4/28/2022	05/05/2022	Refund duplicate permit	101.45.0000.3221500	841.09
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	Dakota County monthly Mhz- 3....	101.42.4000.421.70501	1,819.74
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	Dakota County monthly Mhz- 2....	101.42.4000.421.70501	1,819.74
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	MHZ monthly subscriber fee for...	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	MHZ monthly subscriber fee for...	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	PW monthly radios 3.2022	101.43.5200.443.30700	46.66
DAKOTA CTY FINANCIAL SVCS	43638	05/05/2022	PW monthly radios 2.2022	101.43.5200.443.30700	46.66
MIDWEST FENCE & MFG CO	5/4/2022	05/05/2022	Refund permit #PRFN20220010...	101.45.0000.3226000	50.00
HOLMES DESIGN, INC.	5363	05/05/2022	misc flyers, social media, poster...	101.44.6100.459.50025	696.50
HOLMES DESIGN, INC.	5364	05/05/2022	misc flyers, social media, poster...	101.44.6100.459.50025	591.50
HOLMES DESIGN, INC.	5365	05/05/2022	Spring/Summer 22 Brochure des...	101.44.6100.459.30700	1,240.00
HOLMES DESIGN, INC.	5378	05/05/2022	misc flyers, social media, posters	101.44.6100.459.50025	619.50
NORTHERN SAFETY TECHNOLO...	53953	05/05/2022	Outfit F-150 Cadet Truck	101.42.4000.421.80700	9,968.63
WINFIELD SOLUTIONS, LLC	64917213	05/05/2022	herbicide	101.44.6000.451.60035	3,662.86
HEALTHEAST MEDICAL TRANSP...	7/20/2021	05/05/2022	Molly Meyer CN 21-38586	101.42.4000.421.30700	88.40
HOLIDAY COMPANIES	80901052200	05/05/2022	Squad Washes 4.2022	101.42.4000.421.40041	60.00
UNIFIRST CORPORATION	900690461	05/05/2022	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900690461	05/05/2022	Uniforms	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900691821	05/05/2022	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900691821	05/05/2022	Uniforms	101.44.6000.451.60045	14.24
GERTENS	95049/6	05/05/2022	Dirt for sod repair	101.43.5200.443.60016	51.90
COMMERCIAL INFRASTRUCTUR...	I10230	05/05/2022	Wiring for Golf Maint	101.47.1400.413.30700	715.00
MUNICIPAL EMERGENCY SERVI...	IN1699797	05/05/2022	uniforms shirts	101.42.4200.423.60045	2,505.96
INNOVATIVE OFFICE SOLUTIONS	SUM-066799	05/05/2022	Election Supplies	101.41.1200.414.60065	24.98
NEWMAN SIGNS INC	TRFINV038878	05/05/2022	Sign materials	101.43.5200.443.60016	1,009.74
CDW GOVERNMENT INC	V887544	05/05/2022	Squad paper	101.42.4000.421.50030	534.08
WI SCTF (WI SUPPORT COLLECT...	INV0135292	05/06/2022	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IUOE	INV0135296	05/06/2022	UNION DUES IUOE	101.203.2031000	1,325.68
LELS SERGEANTS	INV0135310	05/06/2022	UNION DUES (LELS SGT)	101.203.2031000	455.00
ING DIRECT	INV0135323	05/06/2022	MSRS-HCSP	101.203.2032200	7,118.48
OCCUPATIONAL HEALTH CENTE...	103563768	05/12/2022	Pre-employment physical (P.D.)	101.41.1100.413.30500	150.00
IVERSON REUVERS, LLC	16417	05/12/2022	Investigation - File #825.2101	101.41.1100.413.30500	8,976.00
RATTRAY, ROSS	2022-037	05/12/2022	Elections - voting booths	101.41.1200.414.60040	4,150.00
GALLS INC	20994376	05/12/2022	defense spray- Reserves	101.42.4000.421.60045	111.11
PINE BEND PAVING, INC.	22-1505	05/12/2022	asphalt	101.43.5200.443.60016	1,346.80
RENEE DUBS ELLENA	22-5083	05/12/2022	Design and layout of Insights n...	101.41.1300.413.30700	2,225.00
NATIONAL ASSOCIATION OF SC...	29035	05/12/2022	Tyler SRO Training	101.42.4000.421.50080	495.00
MN LIFE INSURANCE CO	309764	05/12/2022	Premium 5.2022	101.203.2030900	4,284.76
MN LIFE INSURANCE CO	309764	05/12/2022	Premium-COBRA 5.2022	101.203.2030910	124.93
TOTAL CONSTRUCTION & EQUIP.	33206	05/12/2022	RV backstop receptacles	101.44.6000.451.40047	883.42
METROPOLITAN COUNCIL	5/1/2022 CR	05/12/2022	4.2022 SAC Fees	101.41.0000.3414000	-621.25
ICMA MEMBERSHIP RENEWALS	5/4/2022	05/12/2022	ICMA Membership	101.41.1100.413.50070	1,376.00
MINNESOTA CITY/COUNTY MA...	5/4/2022	05/12/2022	MCMA Membership	101.41.1100.413.50070	206.40
LAURENTINA DEJONG	5/4/2022	05/12/2022	spring planting & winter cleanup	101.44.6000.451.30700	1,052.50
SANDERS, CAREY	5/4/2022	05/12/2022	Refund - scheduling conflict	101.44.6100.3470000	114.00
ROUGH DIAMOND PROPERTIES	5/5/2022	05/12/2022	Declutter Sustainably Workshop..	101.45.3000.420.30700	410.00
LOCAL GOVERNMENT INFORM...	52061	05/12/2022	Monthly LOGIS charges 4.2022	101.42.4000.421.70501	2,275.00
NORTHERN SAFETY TECHNOLO...	53993	05/12/2022	Geo Tabs	101.42.4000.421.80700	77.00
WINFIELD SOLUTIONS, LLC	64897751	05/12/2022	misc grounds supplies	101.44.6000.451.60016	28,532.00
WINFIELD SOLUTIONS, LLC	64897751	05/12/2022	herbicides	101.44.6000.451.60030	9,440.00
GERTENS	748445/1	05/12/2022	sod	101.44.6000.451.60016	148.29
UNIFIRST CORPORATION	900693157	05/12/2022	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900693157	05/12/2022	Uniforms	101.44.6000.451.60045	14.24
GRAINGER	9298689895	05/12/2022	parts for building toilets	101.44.6000.451.40040	134.89
ENTERPRISE FM TRUST	FBN4463142	05/12/2022	Monthly lease charges 5.2022	101.42.4000.421.70300	14,522.95
STREICHER'S	I1565840	05/12/2022	Ammo	101.42.4000.421.60018	414.00
STREICHER'S	I1566712	05/12/2022	Less lethal device	101.42.4000.421.60018	1,619.46
SAINT PAUL, CITY OF	IN49076	05/12/2022	Firearms Instructors class	101.42.4000.421.50080	200.00
PIONEER ATHLETICS	INV834662	05/12/2022	field marking paint	101.44.6000.451.60016	2,872.91

Expense Approval Report

Payment Dates: 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AGASSIZ SEED & SUPPLY	SINV049154	05/12/2022	ground fabric & staples	101.44.6000.451.60065	365.00
				Fund 101 - GENERAL FUND Total:	406,845.54
Fund: 201 - C.V.B. FUND					
RIVER HEIGHTS CHAMBER OF C...	11284	05/05/2022	Chamber monthly contract 5.2...	201.44.1600.465.30700	6,918.33
LIME VALLEY ADVERTISING, INC.	22011.03	05/05/2022	CVB advertising	201.44.1600.465.50025	100.00
STACY ANN BROOKS	410	05/05/2022	IGH blog posts	201.44.1600.465.50025	225.00
				Fund 201 - C.V.B. FUND Total:	7,243.33
Fund: 205 - COMMUNITY CENTER					
FIRST IMPRESSION GROUP	127399	05/05/2022	Spring 22 brochure	205.44.6200.453.50030	6,954.00
FIRST IMPRESSION GROUP	129118	05/05/2022	school flyer	205.44.6200.453.50030	270.00
TAHO SPORTSWEAR	22TS1260B	05/09/2022	Staff Shirts	205.44.6200.453.60045	507.00
TAHO SPORTSWEAR	22TS1261B	05/12/2022	Instructor Shirts	205.44.6200.453.60045	729.55
TAHO SPORTSWEAR	22TS1298B	05/09/2022	Tees for lifeguards	205.44.6200.453.60045	591.50
MASS/MRPA	4/29/2022	05/05/2022	Annual membership	205.44.6200.453.50070	25.00
HOLMES DESIGN, INC.	5363	05/05/2022	misc flyers, social media, poster...	205.44.6200.453.50025	1,044.75
HOLMES DESIGN, INC.	5364	05/05/2022	misc flyers, social media, poster...	205.44.6200.453.50025	887.25
HOLMES DESIGN, INC.	5365	05/05/2022	Spring/Summer 22 Brochure des...	205.44.6200.453.30700	1,860.00
HOLMES DESIGN, INC.	5378	05/05/2022	misc flyers, social media, posters	205.44.6200.453.50025	929.25
INNOVATIVE OFFICE SOLUTIONS	SUM-066799	05/05/2022	VMCC supplies 3.2022	205.44.6200.453.60065	39.48
TWIN SOURCE SUPPLY	00497280	05/12/2022	cleaning supplies	205.44.6200.453.60011	1,072.31
TWIN SOURCE SUPPLY	00497280	05/12/2022	cleaning supplies	205.44.6200.453.60011	1,072.30
ULINE	147475179	05/12/2022	stools	205.44.6200.453.60040	813.80
ULINE	147595694	05/12/2022	bench	205.44.6200.453.60040	477.38
ULINE	147595694	05/12/2022	bench	205.44.6200.453.60040	477.38
PLUNKETT'S PEST CONTROL	7500303	05/12/2022	2022 annual contract	205.44.6200.453.40040	453.15
PLUNKETT'S PEST CONTROL	7500303	05/12/2022	2022 annual contract	205.44.6200.453.40040	453.15
				Fund 205 - COMMUNITY CENTER Total:	18,657.25
Fund: 402 - PARK ACQ. & DEV. FUND					
HYDRO VAC INC	15849	05/12/2022	64th Street Outfall Storm sewer...	402.44.6000.451.30700	1,060.00
				Fund 402 - PARK ACQ. & DEV. FUND Total:	1,060.00
Fund: 404 - SEWER CONNECTION FUND					
METROPOLITAN COUNCIL	5/1/2022	05/12/2022	4.2022 SAC Fees	404.217.2170000	62,125.00
				Fund 404 - SEWER CONNECTION FUND Total:	62,125.00
Fund: 425 - CONCORD BLVD FLOODPLAIN					
DCA TITLE	53289	05/12/2022	title work re 6460 Doffing Ave	425.72.5900.725.30700	575.00
				Fund 425 - CONCORD BLVD FLOODPLAIN Total:	575.00
Fund: 437 - 2017 IMPROVEMENT FUND					
XCEL ENERGY	769145776C	05/12/2022	Natural Gas - Kundla property 1...	437.73.5900.737.40010	483.36
				Fund 437 - 2017 IMPROVEMENT FUND Total:	483.36
Fund: 440 - PAVEMENT MANAGEMENT PROJ					
ST. PAUL PIONEER PRESS	322572521	05/05/2022	Ad for Bid	440.74.5900.740.50025	119.85
				Fund 440 - PAVEMENT MANAGEMENT PROJ Total:	119.85
Fund: 441 - STORM WATER MANAGEMENT					
ST. PAUL PIONEER PRESS	322572521	05/05/2022	Ad for WMO Positions	441.74.5900.741.50025	30.55
				Fund 441 - STORM WATER MANAGEMENT Total:	30.55
Fund: 444 - PARK CAPITAL REPLACEMENT					
HOISINGTON KOEGLER GROUP ...	021-002-13	05/05/2022	SV/NV consulting/engineering	444.44.5900.744.30700	1,485.00
				Fund 444 - PARK CAPITAL REPLACEMENT Total:	1,485.00
Fund: 451 - HOST COMMUNITY FUND					
CITYGATE ASSOCIATES, LLC	30895	05/12/2022	FD evaluations	451.42.4000.421.30700	698.25
GREENE ESPEL PLLP	85714	05/12/2022	Legal service Pine Bend Landfill	451.75.5900.751.30420	3,052.80
				Fund 451 - HOST COMMUNITY FUND Total:	3,751.05
Fund: 501 - WATER UTILITY FUND					
BLACKTOP PROS, LLC	21-5601	05/05/2022	Street repair after mainbreaks	501.50.7100.512.40046	12,300.00
JM HAULING LLC	4/29/2022 CR	05/05/2022	Less: hydrant sales tax permit 2...	501.207.2070300	-17.90
JM HAULING LLC	4/29/2022 CR	05/05/2022	Less: hydrant usage permit 2207	501.50.0000.3813000	-251.18
LONE OAK COMPANIES	89616	05/05/2022	Statement Processing (50%) 4.2...	501.50.7100.512.30700	480.11

Expense Approval Report

Payment Dates: 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LONE OAK COMPANIES	89616 CR	05/05/2022	Postage Credit (50%)	501.50.7100.512.50035	-18.30
GRAINGER	9294467965	05/05/2022	rebuild kit for booster station	501.50.7100.512.40042	230.20
CORE & MAIN LP	Q587082	05/05/2022	New 2 meter	501.50.7100.512.75500	1,734.09
CORE & MAIN LP	Q751386	05/05/2022	New Hydrant	501.50.7100.512.60016	5,618.00
ELROY'S ELECTRIC SERVICE	007695	05/12/2022	Equipment repair	501.50.7100.512.40042	103.00
MID CITY SERVICES, INC.	181724	05/12/2022	Rugs for the treatment plant	501.50.7100.512.40065	52.35
GOPHER STATE ONE-CALL	2040483	05/12/2022	Locate tickets	501.50.7100.512.30700	735.75
BLACKTOP PROS, LLC	22-5607	05/12/2022	Road repair for main break	501.50.7100.512.40046	1,450.00
OPTION ONE MECHANICAL LLC	2478	05/12/2022	Building repair	501.50.7100.512.40040	6,450.00
M & J SERVICES, LLC	2520	05/12/2022	curb repair for mainbreak	501.50.7100.512.40046	1,000.00
MN POLLUTION CONTROL AGE...	4/11/2022	05/12/2022	Water license - Kyle Dohmen	501.50.7100.512.50070	45.00
MINNESOTA DEPARTMENT OF ...	4/18/2022	05/12/2022	Water License - Luke Jacobson	501.50.7100.512.50070	23.00
SAFE-FAST, INC.	INV260621	05/12/2022	Calibration	501.50.7100.512.40042	198.00
SAFE-FAST, INC.	ORD262161	05/12/2022	Calibration of gas detectors	501.50.7100.512.40042	198.00
CORE & MAIN LP	Q573699	05/12/2022	New meter	501.50.7100.512.75500	1,488.21
CORE & MAIN LP	Q801874	05/12/2022	Meter parts	501.50.7100.512.40043	1,260.09
CORE & MAIN LP	Q811645	05/12/2022	Meter parts	501.50.7100.512.40043	1,461.30
Fund 501 - WATER UTILITY FUND Total:					34,539.72

Fund: 502 - SEWER UTILITY FUND

MN GLOVE & SAFETY, INC.	335486	05/05/2022	Al Schwartz uniforms	502.51.7200.514.60045	99.99
LONE OAK COMPANIES	89616	05/05/2022	Statement Processing (50%) 4.2...	502.51.7200.514.30700	480.12
LONE OAK COMPANIES	89616 CR	05/05/2022	Postage Credit (50%)	502.51.7200.514.50035	-18.30
Fund 502 - SEWER UTILITY FUND Total:					561.81

Fund: 503 - INVER WOOD GOLF COURSE

HEGGIES PIZZA	1041200009	05/05/2022	for resale	503.52.8300.524.76050	198.60
PHILLIPS WINE & SPIRITS	125656	05/05/2022	liquor for resale	503.52.8300.524.76150	446.82
M. AMUNDSON LLP	340217	05/05/2022	snacks for resale	503.52.8300.524.76050	740.60
BREAKTHRU BEVERAGE MINNE...	343786613	05/05/2022	beer for resale	503.52.8300.524.76150	692.25
ARTISAN BEER COMPANY	3531459	05/05/2022	liquor for resale	503.52.8300.524.76150	452.40
TAYLOR MADE GOLF COMPANY ...	35832452	05/05/2022	hats for resale	503.52.8200.523.76200	150.40
DRAFT TECHNOLOGIES	4212213	05/05/2022	line cleaning	503.52.8300.524.40042	55.00
WILSON SPORTING GOODS	4537775680	05/05/2022	putter for resale	503.52.8200.523.76250	76.18
HORNUNG'S GOLF PRODUCTS, ...	519393	05/05/2022	grips for resale	503.52.8200.523.76400	693.95
VISTA OUTDOOR SALES LLC	551928	05/05/2022	laser ranging equip for resale	503.52.8200.523.76400	1,486.00
ARAMARK	6007625	05/05/2022	coffee for resale	503.52.8300.524.76100	246.90
PHILLIPS WINE & SPIRITS	6364934	05/05/2022	liquor for resale	503.52.8300.524.76150	349.60
PERFORMANCE FOOD GROUP I...	64201173	05/05/2022	GC supplies	503.52.8300.524.60065	405.97
PERFORMANCE FOOD GROUP I...	64201173	05/05/2022	food & supplies	503.52.8300.524.76050	1,254.17
PERFORMANCE FOOD GROUP I...	64201173	05/05/2022	beverages & supplies	503.52.8300.524.76100	71.97
PERFORMANCE FOOD GROUP I...	64277497	05/05/2022	GC supplies	503.52.8300.524.60065	287.33
PERFORMANCE FOOD GROUP I...	64277497	05/05/2022	food for resale	503.52.8300.524.76050	477.78
PERFORMANCE FOOD GROUP I...	64277497	05/05/2022	bev supplies	503.52.8300.524.76100	78.00
AMERICAN MANUFACTURING &..	689501	05/05/2022	towels for resale	503.52.8200.523.76400	720.00
TITLEIST	912919715	05/05/2022	clubs for resale	503.52.8200.523.76250	149.45
TITLEIST	912943103	05/05/2022	bag for resale	503.52.8200.523.76350	179.34
TITLEIST	912973617	05/05/2022	clothing for resale	503.52.8200.523.76200	64.05
TITLEIST	913022266	05/05/2022	hats for resale	503.52.8200.523.76200	51.45
TITLEIST	913034938	05/05/2022	apparel for resale	503.52.8200.523.76200	99.38
TITLEIST	913051263	05/05/2022	clothing for resale	503.52.8200.523.76200	121.69
TITLEIST	913107115	05/05/2022	Golf gloves for resale	503.52.8200.523.76300	154.29
TITLEIST	913124114	05/05/2022	hats for resale	503.52.8200.523.76200	235.20
CUTTER & BUCK	96097168	05/05/2022	clothing for resale	503.52.8200.523.76200	403.87
CUTTER & BUCK	96110721	05/05/2022	clothing for resale	503.52.8200.523.76200	385.44
YAMAHA GOLF & UTILITY, INC.	01-245568	05/12/2022	cart keys	503.52.8400.525.40041	217.09
PING	16279068	05/12/2022	putter for resale	503.52.8200.523.76250	148.90
PING	16292450	05/12/2022	putter for resale	503.52.8200.523.76250	188.80
JJ TAYLOR DIST. COMPANY OF ...	3304236	05/12/2022	alcohol for resale	503.52.8300.524.76150	775.00
BREAKTHRU BEVERAGE MINNE...	344019888	05/12/2022	beer for resale	503.52.8300.524.76150	293.30
COCA COLA BOTTLING COMPA...	3607214019	05/12/2022	pop & water for resale	503.52.8300.524.76100	1,476.74
COCA COLA BOTTLING COMPA...	3607214020	05/12/2022	pop for resale	503.52.8300.524.76100	87.22

Expense Approval Report

Payment Dates: 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GEAR FOR SPORTS	41909642	05/12/2022	apparel for resale	503.52.8200.523.76200	1,012.99
WILSON SPORTING GOODS	4537867959	05/12/2022	balls for resale	503.52.8200.523.76450	5,206.28
HORNUNG'S GOLF PRODUCTS, ...	519426	05/12/2022	cart key tags	503.52.8400.525.40041	118.99
PHILLIPS WINE & SPIRITS	6391579	05/12/2022	alcohol for resale	503.52.8300.524.76150	262.50
PERFORMANCE FOOD GROUP I...	64216984	05/12/2022	misc supplies	503.52.8300.524.60065	55.21
PERFORMANCE FOOD GROUP I...	64216984	05/12/2022	food resale supply	503.52.8300.524.76050	36.02
PERFORMANCE FOOD GROUP I...	64216984	05/12/2022	bev resale supply	503.52.8300.524.76100	11.04
PERFORMANCE FOOD GROUP I...	64232112	05/12/2022	bev resale supply	503.52.8300.524.76100	19.75
PERFORMANCE FOOD GROUP I...	64349757	05/12/2022	supplies	503.52.8300.524.60065	52.46
PERFORMANCE FOOD GROUP I...	64349757	05/12/2022	food supplies for resale	503.52.8300.524.76050	626.32
PERFORMANCE FOOD GROUP I...	64358708	05/12/2022	food for resale	503.52.8300.524.76050	14.41
CLEVELAND GOLF/SRIXON	6922414	05/12/2022	club for resale	503.52.8200.523.76250	111.24
COLLEGE CITY BEVERAGE	793199	05/12/2022	beer for resale	503.52.8300.524.76150	673.00
TITLEIST	913124113	05/12/2022	balls for resale	503.52.8200.523.76450	185.36
TITLEIST	913146171	05/12/2022	apparel for resale	503.52.8200.523.76200	45.75
TITLEIST	913176805	05/12/2022	bag for resale	503.52.8200.523.76350	179.34
CALLAWAY GOLF	934731995	05/12/2022	hats for resale	503.52.8200.523.76200	258.40
Fund 503 - INVER WOOD GOLF COURSE Total:					22,784.19

Fund: 603 - CENTRAL EQUIPMENT

HOSE / CONVEYORS INC	00097764	05/05/2022	532 Hydraulic plug	603.00.5300.444.40041	2.14
MN POLLUTION CONTROL AGE...	10000142773	05/05/2022	MPCA Hazardous Waste Genera...	603.00.5300.444.50070	304.65
H&L MESABI	10085	05/05/2022	carbide plow blades and curb g...	603.140.1450050	20,775.00
MTI DISTRIBUTING CO	1340204-00	05/05/2022	Switch-Rocker for Mower 532	603.00.5300.444.40041	70.34
MTI DISTRIBUTING CO	1340205-00 CR	05/05/2022	Credit- Return	603.00.5300.444.40041	-69.61
FACTORY MOTOR PARTS COMP...	1-7555816	05/05/2022	Roller filters	603.00.5300.444.40041	51.13
FACTORY MOTOR PARTS COMP...	1-229008	05/05/2022	Stock Battery	603.140.1450050	207.88
SWEEPER SERVICES	22044	05/05/2022	Rubber deflectors for sweeper	603.00.5300.444.40041	94.30
L.T.G. POWER EQUIPMENT	266864	05/05/2022	Mower Parts	603.00.5300.444.40041	379.13
L.T.G. POWER EQUIPMENT	267015	05/05/2022	Mower Repair	603.00.5300.444.40042	301.40
WORLD FUEL SERVICES	282778421281-41801	05/05/2022	Stock oil	603.140.1450050	2,639.22
TOWMASTER TRAILERS INC	442791	05/05/2022	Dump Truck (#323) pins	603.00.5300.444.40041	255.47
TOWMASTER TRAILERS INC	442894	05/05/2022	trailer dolly leg	603.00.5300.444.40041	297.42
TOWMASTER TRAILERS INC	446369	05/05/2022	Dump Truck (#319) solenoid val...	603.00.5300.444.40041	90.30
NUSS TRUCK AND EQUIPMENT	4707352P	05/05/2022	Dump Truck brake parts	603.00.5300.444.40041	1,040.22
INVER GROVE FORD	5313973	05/05/2022	2027 Police squad spark plugs	603.00.5300.444.40041	25.74
INVER GROVE FORD	5314010	05/05/2022	2027 Police squad brake parts	603.00.5300.444.40041	225.53
INVER GROVE FORD	6363347	05/05/2022	Unmarked squad diagnosis	603.00.5300.444.40042	119.99
COMO LUBE & SUPPLIES	686016	05/05/2022	Used Oil	603.00.5300.444.40025	35.00
FACTORY MOTOR PARTS COMP...	69-448212	05/05/2022	Stock fuel filters	603.140.1450050	33.10
FACTORY MOTOR PARTS COMP...	70-483827	05/05/2022	Stock fuel filters	603.140.1450050	33.10
UNIFIRST CORPORATION	900690461	05/05/2022	Rentals - Bags, Rags, Towels etc.	603.00.5300.444.40065	135.75
UNIFIRST CORPORATION	900690461	05/05/2022	Uniforms	603.00.5300.444.60045	21.14
UNIFIRST CORPORATION	900691821	05/05/2022	Rentals - Bags, Rags, Towels etc.	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900691821	05/05/2022	Uniforms	603.00.5300.444.60045	21.14
POMP'S TIRE SERVICE, INC.	980091861	05/05/2022	Trailer tires	603.00.5300.444.60014	720.00
SAFE-FAST, INC.	INV260003	05/05/2022	Safety Supplies	603.00.5300.444.60045	826.20
MACQUEEN EMERGENCY GRO...	P06930	05/05/2022	Fire Truck repair	603.00.5300.444.40041	63.28
MACQUEEN EQUIPMENT INC	P37906	05/05/2022	Vactor Truck (#403) Parts	603.00.5300.444.40041	77.02
TRI-STATE BOBCAT INC.	P73738	05/05/2022	Stock fuel filter	603.140.1450050	278.37
TRI-STATE BOBCAT INC.	P73739	05/05/2022	Tool Cat air cleaner	603.00.5300.444.40041	152.66
ROAD MACHINERY & SUPPLIES ...	S1689701	05/05/2022	Roller parts	603.00.5300.444.40041	39.10
MACQUEEN EMERGENCY GRO...	W04235	05/05/2022	Fire Truck (E17) Repair	603.00.5300.444.40042	1,546.06
MACQUEEN EQUIPMENT INC	W08426	05/05/2022	Vactor Truck (#403) Repair	603.00.5300.444.40042	5,477.89
PIONEER RIM & WHEEL CO	01CL5714	05/12/2022	Trailer parts	603.00.5300.444.40041	408.61
PIONEER RIM & WHEEL CO	01CL5720	05/12/2022	Trailer brake parts	603.00.5300.444.40041	104.14
MN LOCKS	101118918	05/12/2022	Master Padlock	603.00.5300.444.40040	2.95
TOWMASTER TRAILERS INC	113553	05/12/2022	Credit	603.00.5300.444.40041	-27.04
OVERHEAD DOOR CO OF THE N...	126444	05/12/2022	East Gate	603.00.5300.444.40040	335.15
HOTSY EQUIPMENT OF MINNE...	13027	05/12/2022	Power washer	603.00.5300.444.40040	368.38
MTI DISTRIBUTING CO	1337930-00	05/12/2022	Sand Pro	603.00.5300.444.40041	174.33

Expense Approval Report

Payment Dates: 5/4/2022 - 5/17/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MTI DISTRIBUTING CO	1339867-00	05/12/2022	Mower parts	603.00.5300.444.40041	86.04
FACTORY MOTOR PARTS COMP...	1-7571255	05/12/2022	Stock oil filters	603.140.1450050	22.44
FACTORY MOTOR PARTS COMP...	1-7574601	05/12/2022	Stock oil filters	603.140.1450050	49.52
FACTORY MOTOR PARTS COMP...	1-7574837	05/12/2022	Stock Hyd filter	603.140.1450050	10.46
MID CITY SERVICES, INC.	181257	05/12/2022	Rugs PW	603.00.5300.444.40065	99.25
MID CITY SERVICES, INC.	181725	05/12/2022	Rugs PW	603.00.5300.444.40065	99.25
MID CITY SERVICES, INC.	182033	05/12/2022	Rugs PW	603.00.5300.444.40065	99.25
L.T.G. POWER EQUIPMENT	266918	05/12/2022	Mower parts	603.00.5300.444.40041	60.23
WORLD FUEL SERVICES	284613206426-41801	05/12/2022	Stock	603.140.1450050	131.45
TOWMASTER TRAILERS INC	448105	05/12/2022	Returned	603.00.5300.444.40041	27.04
TOWMASTER TRAILERS INC	448737	05/12/2022	Truck Parts	603.00.5300.444.40041	142.00
LAURENTINA DEJONG	5/4/2022	05/12/2022	spring planting & winter cleanup	603.00.5300.444.40040	393.33
INVER GROVE FORD	5314274	05/12/2022	Squad car brake parts.	603.00.5300.444.40041	268.31
INVER GROVE FORD	5314275	05/12/2022	Squad car exhaust pipe	603.00.5300.444.40041	202.40
INVER GROVE FORD	5314379	05/12/2022	Squad car Exhaust pipe	603.00.5300.444.40041	449.65
INVER GROVE FORD	5314398	05/12/2022	Squad car exh bracket	603.00.5300.444.40041	24.50
INVER GROVE FORD	5314532	05/12/2022	Squad car tune up	603.00.5300.444.40041	19.44
INVER GROVE FORD	5314557	05/12/2022	Squad car brake parts	603.00.5300.444.40041	268.31
INVER GROVE FORD	5314560	05/12/2022	Squad car part	603.00.5300.444.40041	24.84
INVER GROVE FORD	5314569	05/12/2022	Squad car tune up	603.00.5300.444.40041	21.45
INVER GROVE FORD	5314570	05/12/2022	Squad car brake parts	603.00.5300.444.40041	254.83
INVER GROVE FORD	5314635	05/12/2022	Unmarked squad	603.00.5300.444.40041	3.78
INVER GROVE FORD	5314660	05/12/2022	Squad car parts	603.00.5300.444.40041	493.84
UNIFIRST CORPORATION	900693157	05/12/2022	Rentals - Rags, Bags, Towels, etc.	603.00.5300.444.40065	129.40
UNIFIRST CORPORATION	900693157	05/12/2022	Uniforms	603.00.5300.444.60045	160.44
GRAINGER	9260564530	05/12/2022	Fire Truck	603.00.5300.444.40041	25.88
FACTORY MOTOR PARTS COMP...	95-342890	05/12/2022	Stock hyd filter	603.140.1450050	35.07
FLEETPRIDE	98597579	05/12/2022	Small tools	603.00.5300.444.60040	39.97
KIMBALL MIDWEST	9878742	05/12/2022	Shop Supplies	603.00.5300.444.60012	117.01
ZIEGLER INC	IN000440732	05/12/2022	Tool cat hydrant hoses	603.00.5300.444.40041	133.11
MACQUEEN EQUIPMENT INC	P42050	05/12/2022	325 Sweeper Hyd cooler.	603.00.5300.444.40041	1,020.84
MACQUEEN EQUIPMENT INC	P42119	05/12/2022	Sweeper parts	603.00.5300.444.40041	116.14
MACQUEEN EQUIPMENT INC	P42167	05/12/2022	Sweeper parts	603.00.5300.444.40041	821.65
MACQUEEN EQUIPMENT INC	P42214	05/12/2022	Returned. Pay Freight	603.00.5300.444.40041	332.55
MACQUEEN EQUIPMENT INC	P42247	05/12/2022	Sweeper parts	603.00.5300.444.40041	355.41
MACQUEEN EQUIPMENT INC	P42255	05/12/2022	Credit	603.00.5300.444.40041	315.80
MACQUEEN EQUIPMENT INC	P42267	05/12/2022	Sweeper parts	603.00.5300.444.40041	164.17
TRI-STATE BOBCAT INC.	P73998	05/12/2022	Tool cat tires	603.00.5300.444.60014	1,072.84
Fund 603 - CENTRAL EQUIPMENT Total:					45,834.22
Fund: 604 - CENTRAL STORES					
INNOVATIVE OFFICE SOLUTIONS	SUM-066799	05/05/2022	VMCC supplies 3.2022	604.00.2200.416.60005	331.92
INNOVATIVE OFFICE SOLUTIONS	SUM-066799	05/05/2022	Innovative supplies 3.2022	604.00.2200.416.60010	2,136.04
CDW GOVERNMENT INC	W409203	05/05/2022	Printer Ink	604.00.2200.416.40050	294.88
CDW GOVERNMENT INC	W470509	05/05/2022	Printer ink	604.00.2200.416.40050	147.44
CDW GOVERNMENT INC	W533827	05/05/2022	Printer paper	604.00.2200.416.40050	521.87
CDW GOVERNMENT INC	W596234	05/05/2022	Printer Ink	604.00.2200.416.40050	147.44
Fund 604 - CENTRAL STORES Total:					3,579.59
Fund: 605 - CITY FACILITIES					
INNOVATIVE OFFICE SOLUTIONS	CIN106570	04/28/2022	Standup desks & installation	605.00.7500.460.40047	1,705.01
GIP III ZEPHYR ACQUISITION PA...	INVRGRV-12204	05/05/2022	2.2022 solar gardens	605.00.7500.460.40020	19,836.35
CRAWFORD DOOR SALES COM...	45766	05/12/2022	weather stripping	605.00.7500.460.60016	140.00
LAURENTINA DEJONG	5/4/2022	05/12/2022	spring planting & winter cleanup	605.00.7500.460.30700	1,454.17
INNOVATIVE OFFICE SOLUTIONS	CIN105959	05/12/2022	standing desk	605.00.7500.460.40040	520.34
Fund 605 - CITY FACILITIES Total:					23,655.87
Fund: 702 - ESCROW FUND					
ST. PAUL PIONEER PRESS	322572521	05/05/2022	River Heights Marina	702.229.2296903	31.02
ST. PAUL PIONEER PRESS	322572521	05/05/2022	Alliant Ventures	702.229.2297703	59.22
JM HAULING LLC	4/29/2022	05/05/2022	Refund hydrant deposit permit ...	702.229.2294300	1,000.00
LENNAR CORPORATION - U.S. ...	4/29/2022	05/05/2022	Refund permit for 6519 Arctic ...	702.229.2299800	2,500.00

Expense Approval Report**Payment Dates: 5/4/2022 - 5/17/2022**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELEVATE BUILDERS	4/29/2022	05/05/2022	Refund permit #PRF020210013...	702.229.2299800	2,500.00
Fund 702 - ESCROW FUND Total:					6,090.24
Grand Total:					639,421.57

Request for Council Action

SUBJECT: Approval of Personnel Actions

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

The Council is asked to confirm and approve the personnel actions listed below.

BACKGROUND

Full-time Employment:

Cole Holmes, Golf Course Technician (rehire)

Seasonal/Temporary Employment:

Dave Gustafson, Temporary Fire Inspector

Leo Milan, Street Maintenance Helper

Jesse Reinhardt, Fitness Attendant

Kevin Balm, Golf Course Starter/Ranger

Kenneth Polta, Park Maintenance Helper

Adam Kuntz, Park Maintenance Helper

Jacob Kuntz, Park Maintenance Helper

Jace Sperl, Park Maintenance Helper

Cameron House, Golf Maintenance Helper

Emma Swoboda, Kids Rock Assistant

Joseph Taylor, Park Maintenance Helper

Serena Nelson, Certified Swim Instructor

Makayla Goldschmitz, Birthday Party Host

Voluntary Resignations, Retirements and/or Terminations:

Michael Stellmach, Engineering Intern

Laura Garcia, Fitness Instructor

FISCAL IMPACT

All positions to be filled are funded within the adopted City budget.

RECOMMENDATION

Staff recommends approval of the above-listed personnel actions.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Approval of Amendment No. 2 to the Preliminary Design Engineering Contract for 117th Street Reconstruction**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving an amendment to the completion date and the City's authorized representative for City Project No. 2016-17 – 117th Street Reconstruction.

BACKGROUND

On April 21, 2021, the City Council approved a contract with SRF Consulting Group, Inc., (SRF) for preliminary engineering of the 117th Street Reconstruction Project (City Project No. 2016-17). The contract had a completion date of June 10, 2022 and listed the City's Interim Public Works Director as the authorized representative and the City's project liaison.

As noted at the City Council work session on March 7, 2022, revisions to the general roadway layout at the western end of the project at Rich Valley Blvd. (CR 71) were recommended by City and County project staff to address key safety issues. This revised layout resulted in some additional geotechnical and survey work needs, as well as some revisions to the environmental review documents that are required as part of the federal funding that is being utilized for this project. While the geotechnical and survey work was completed in short order, the environmental review will require additional time and coordination with MnDOT to complete. It is anticipated that the environmental review will be completed during the summer, and the feasibility and preliminary design report will be completed in the early-fall, to ensure that this project remains on-schedule.

Since the original contract has a completion date of June 10, 2022, it is necessary to extend this date to allow completion of the noted environmental review. Staff recommends an extension through the end of 2022, to ensure that all preliminary design items can be completed, even if there is an additional unforeseen delay in the environmental review process. The contract remains within budget, so there is currently no requested change to the contract value.

Additionally, this change in completion date affords staff the opportunity to make an administrative adjustment to the contract, changing the City's authorized representative from the prior Interim Public Works Director to the current Public Works Director.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. 20220523-RESOLUTION-Amendment No 2
2. Amendment-No-2-Contract-Extension (SRF Signed)

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING AMENDMENT NO. 2 TO THE PRELIMINARY ENGINEERING
CONTRACT WITH SRF CONSULTING GROUP, INC. FOR THE 117TH STREET RECONSTRUCTION
PROJECT (CITY PROJECT NO. 2016-17)**

WHEREAS, the City of Inver Grove Heights (City) and SRF Consulting Group, Inc. (SRF) entered a Contract for preliminary engineering of 117th Street (City Project No. 2016-17) on April 12, 2021; and

WHEREAS, the Contract term expires on June 10, 2022; and

WHEREAS, due to ongoing design review and coordination needs at the State level, particularly as it relates to the project environmental review requirements, the required State-level preliminary design review will not be completed until the fall of 2022; and

WHEREAS, the Contract had listed the Interim Public Works Director at the time as the City's authorized representative and liaison; and

WHEREAS, the City hired a new Public Works Director in January, 2022 and wishes to amend the contract to reflect the current Public Works Director as the City's authorized representative and liaison for this project.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota as follows:

1. The City hereby approves Amendment No. 2 to extend the completion date of the Contract to December 31, 2022, and to change the City's authorized representative to the current Public Works Director.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of May 2022.

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Amendment No. 02
To
117th Street from CSAH 71 to TH 52 in Inver Grove Heights

SRF Consulting Group, Inc. ("Contractor") and the **City of Inver Grove Heights** ("City") agree that the Agreement entered on April 12, 2021, relating to 117th Street from CSAH 71 to TH 52 in Inver Grove Heights is amended as follows:

Section 1. Term: The contents of this section are hereby deleted and replaced with the following:

This Contract is effective and enforceable on the date the last party executes this Contract ("Effective Date") and expires on December 31, 2022 or the date on which all Services have been satisfactorily performed and final payment is made, whichever occurs first.

Section 14. Authorized Representative: The City's authorized representative as stated in Section 14.1 is changed to the following:

Brian Connolly
Public Works Director
8350 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2571
Email: bconnolly@ighmn.gov

Section 15. Liaison: The City's liaison as stated in Section 15.1 is changed to the following:

Brian Connolly
Telephone: 651-450-2571
Email: bconnolly@ighmn.gov

In witness Whereof, the Parties hereto have executed this Agreement on, or as of, the date first written above.

SRF Consulting Group, Inc.
(with delegated authority)

Signed: 

Title: CFO

Date: 05.09.2022

City of Inver Grove Heights
(with delegated authority)

Signed: _____

Title: _____

Date: _____

Request for Council Action

SUBJECT: **Approve Stormwater Facilities Maintenance Agreement for 6402 Alvina Ct.**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Thomas Kaldunski, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve a Stormwater Facilities Maintenance Agreement for the property located at 6402 Alvina Ct.

BACKGROUND

The owners of 6402 Alvina Ct. are affected by City Ordinance Title 9, Chapter 5, Section 9-5-5. This ordinance requires properties of record which do not have recorded contracts or agreements with the City to provide information to ensure proposed site improvements meet current City standards for grading, erosion control and storm water management.

The owners, Jeremy Suess and Rebecca Suess, have provided the required plans. A raingarden will be constructed on the lot. They have signed the attached Storm Water Facilities Maintenance Agreement which spells out the conditions to be met. An engineering escrow of \$1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends Council approve the Stormwater Facilities Maintenance Agreement for 6402 Alvina Ct.

ATTACHMENTS

1. Storm Water Facilities Maintenance Agreement 5-2-22 (Suess)

STORM WATER FACILITIES MAINTENANCE AGREEMENT
FOR LOT 15, BLOCK 2, SETTLERS RIDGE NORTH
DAKOTA COUNTY, MINNESOTA

THIS STORM WATER FACILITIES MAINTENANCE AGREEMENT (Agreement) is made, entered into and effective this _____ day of May, 2022, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Jeremy Suess and Rebecca Suess, husband and wife (hereafter referred to as Landowner and Responsible Owner). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

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

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

1.3 Landowner. “Landowner” means Jeremy Suess and Rebecca Suess, husband and wife, and their successors and assigns.

1.4 Storm Water Facilities. “Storm Water Facilities” means each and all of the following, individually and collectively, to the extent located within the Landowner Property:

Any existing or future raingardens and storm water storage areas lying within the Landowner Property.

The Storm Water Facilities includes the raingarden and appurtenances shown on the Storm Water Facility Plan.

1.5 Storm Water Facility Plan. “Storm Water Facility Plan” means that certain sketch prepared by Urban Escapes and dated February, 2022, and the accompanying two (2) documents being the Eco Blox detail prepared by Urban Escapes and the calculation sheet prepared by Urban Escapes. The Storm Water Facility Plan was approved by the City Engineer on April 12, 2022. All exhibits attached hereto as **Exhibit D** are a part of the Storm Water Facility Plan on file with the City.

1.6 Landowner Property. “Landowner Property” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described on **Exhibit A**.

1.7 Responsible Owner. “Responsible Owner” means, jointly and severally, all of the following:

The fee title owner of the property legally described on Exhibit A attached hereto, and the successors and assigns of such fee title owner.

The current Responsible Owner is the Landowner.

1.8 NWA Stormwater Manual. “NWA Stormwater Manual” means the Inver Grove Heights Northwest Area Storm Water Manual prepared by Emmons & Olivier Resources dated July 2006, and as adopted by the City of Inver Grove Heights and codified in Section 10-13J-5 (H) of the Inver Grove Heights City Code, as amended from time to time by amendment of general applicability.

ARTICLE 2 **RECITALS**

Recital No. 1. Landowner owns the Landowner Property.

Recital No. 2. Landowner has requested that the City approve the Storm Water Facility Plan to allow additional impervious surface on the Landowner Property in excess of what would otherwise be allowed by the City without the raingarden. Due to the increase of impervious surface on the Landowner Property, the City is requiring Landowner to install and maintain a raingarden on the Landowner Property pursuant to the Storm Water Facility Plan.

Recital No. 3. The City is willing to approve the Storm Water Facility Plan, if, among other things, Landowner executes this Storm Water Facilities Maintenance Agreement.

Recital No. 4. By this Agreement the parties seek to:

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

- b.) provide a mechanism where the City may charge-back to the Responsible Owner any maintenance work that the City performs with respect to the Storm Water Facilities in the event the Responsible Owner fails to perform its obligations to maintain the Storm Water Facilities.
- c.) provide the City with right of access over the Landowner Property to access the Storm Water Facilities, when needed.

ARTICLE 3 **RESPONSIBILITY FOR MAINTENANCE**

3.1 Construction of Storm Water Facilities. Responsible Owner agrees that in conjunction with construction of the additional impervious surface on the Landowner Property, the Storm Water Facilities shall be constructed and installed in accordance with the Storm Water Facility Plan at the sole expense of Responsible Owner at a location and in a configuration as approved by the City.

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

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

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

- a. The Standard of Maintenance shall comply with the standards contained in Title 9, Chapter 5 of the Inver Grove Heights City Code (as amended from time to time, by amendment of general applicability); and
- b. The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the **NWA Stormwater Manual** (as amended from time to time, by amendment of general applicability). The NWA Stormwater Manual is on file with the City's Director of Public Works. The NWA Stormwater Manual shall apply to the Storm Water

Facilities notwithstanding the fact that the Landowner's Property is located outside of the Northwest Area Overlay District; and

- c. The Standard of Maintenance shall comply with the City approved Operations & Maintenance Plan hereafter referenced;
- d. The Standard of Maintenance shall comply with the Storm Water Facility Plan, attached hereto as **Exhibit D**;
- e. The Standard of Maintenance shall comply with the 2011 Watershed Management Plan for the Lower Mississippi Watershed Management Organization (LMRWMO) dated August 2011;
- f. The Standard of Maintenance shall include but not be limited to each of the following:
 - i.) The Responsible Owner shall monitor the Storm Water Facilities and shall as soon as possible correct any malfunction or deficiency in the operation of such structure so as to ensure that the structure operates in conformance with the design parameters.
 - ii.) Responsible Owner must comply with Section IV of the NWA Stormwater Manual which outlines the requirements for the operations and maintenance of Long Term Best Management Practices (BMP's) for storm water facilities. The City has prepared an Operations & Maintenance Plan to show how the Responsible Owner shall operate and maintain Long Term Best Management Practices for the Storm Water Facilities being constructed on the Landowner Property. The Operations & Maintenance Plan is attached hereto as **Exhibit B**. The Responsible Owner and the successors and assigns thereof shall be responsible for following the Operations & Maintenance Plan as approved by the City. The Operations & Maintenance Plan shall be on file with the City's Director of Public Works.
 - iii.) The Operations & Maintenance Plan shall contain the following information:
 - a. Detailed inspection requirements;
 - b. Inspection and maintenance schedules;
 - c. Contact information for the Responsible Owner;
 - d. As built plans of the Storm Water Facilities;

- e. The requirement for an annual report to the City to demonstrate that post construction maintenance is being accomplished per the Operations & Maintenance Plan;
- f. The GPS coordinates for the Storm Water Facilities shall be provided to the City after construction is completed. Storm Water Facilities smaller than 200 square feet can be located with one GPS coordinate. Storm Water Facilities larger than 200 square feet shall have outlet coordinates and the corners of the Storm Water Facilities located by GPS. The GPS readings shall be provided to the City before the Storm Water Facilities are covered.

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

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

3.4 Notice of Non-Compliance with Section 3.3 and 3.4; Cure Period. If the City's Director of Public Works ("DPW") determines, at his reasonable discretion, that the Responsible Owner has not complied with the Standard of Maintenance, the DPW shall provide written notice to the Responsible Owner of such failure to comply with the Standard of Maintenance. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with the Standard of Maintenance, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as determined by the DPW, to cure the default provided the Responsible Owner has commenced a suitable cure within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with the Standard of Maintenance, in the event of an emergency as determined by the DPW, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with the Standard of Maintenance. If the City performs emergency service work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency service work, and the City shall follow those procedures set forth in Sections 3.5 and 3.6 with respect to the billing, collection and/or tax certification of such costs.

3.5 Payment of Costs Incurred by City. If the Responsible Owner fails to comply with the Standard of Maintenance within thirty (30) days after delivery of the written notice, or in the case of an emergency situation as determined by the DPW, the City may perform those tasks necessary for compliance and the City shall have the right of access to the areas where the Storm Water Facilities are located to perform such work. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance to the Responsible Owner.

The amount of costs charged by the City to the Responsible Owner shall be the usual and customary amounts charged by the City given the task, work, or improvement performed by the City to ensure compliance with the Standard of Maintenance. The Responsible Owner shall make payment directly to the City within twenty (20) days after invoicing ("Due Date") by the City. Bills not paid by the Due Date shall incur the standard penalty and interest established by the City for utility billings within the City.

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

Further, as an alternate means of collection, if the written billing is not paid by the Responsible Owner, the City, without notice and without hearing, may specially assess the Landowner Property for the costs and expenses incurred by the City. The Responsible Owner hereby waives any and all procedural and substantive objections to special assessments for the maintenance costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Landowner Property. The Responsible Owner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Responsible Owner acknowledges that the benefit from the performance of maintenance tasks by the City to ensure compliance with the Standard of Maintenance equals or exceeds the amount of the charges and assessments for the maintenance costs that are being imposed hereunder upon the Landowner Property. Nothing in this paragraph shall be deemed to impair Responsible Owner's right to dispute the amount assessed as exceeding the usual and customary amounts charged by the City given the task, work, construction or improvement performed by the City to ensure compliance with Section 3.3.

In addition, if payment is not made under Section 3.5 by the Responsible Owner with respect to the Landowner Property, the City may use the funds available under Article 4 to reimburse the City for the cost and expenses incurred by the City.

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

The City hereby grants to the Responsible Owner a temporary right and license to enter public easements and public road rights-of-way for the purpose of performing the maintenance obligations relating to the Storm Water Facilities for the duration of the performance of the maintenance. The Landowner hereby grants to the City a right and license to access and enter the Landowner Property for the purpose of performing maintenance of the Storm Water Facilities for the duration of the performance of the maintenance.

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

- a.) failure by the Responsible Owner to observe or perform any covenant, conditions, obligation or agreement on their part to be observed or performed under this Agreement;
- b.) failure by the Responsible Owner to pay contractors, subcontractors, laborers, or materialmen;
- c.) failure by the Responsible Owner to pay for any materials that may be used by the Responsible Owner to maintain the Storm Water Facilities; and
- d.) construction of the Storm Water Facilities.

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

ARTICLE 4 **ESCROW DEPOSIT**

4.1 Engineering Escrow Amount. The Landowner has deposited \$1,500 in cash with the City (hereafter "Engineering Escrow Amount") prior to execution of this Agreement.

The Engineering Escrow Amount shall be used to pay the City for engineering review and inspection expenses, attorney's fees, consultant fees, erosion and sediment control expenses, staff review time associated with coordination, review, design, preparation and inspection of the Storm Water Facility Plan and this Agreement and other associated City costs. Fees will be calculated at the City's standard rates charged for such tasks.

Upon satisfactory completion of the Storm Water Facilities, the City shall return to the Landowner any remaining portion of the Engineering Escrow Amount not otherwise previously charged the Landowner.

To the extent the engineering inspection charges or the amount needed to correct any deficiencies and problems relating to grading, drainage, erosion control, or landscaping exceed the initially deposited \$1,500 Engineering Escrow Amount, the Landowner is responsible for payment of such excess within thirty (30) days after billing by the City.

ARTICLE 5

CITY'S COVENANTS

5.1 Approval of Plans. The City agrees that if Landowner executes this Storm Water Facilities Maintenance Agreement and if the other conditions set forth by the City are met, the Council will approve the plans associated with the additional impervious surface being placed on the Landowner Property.

ARTICLE 6

MISCELLANEOUS

6.1 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Landowner Property and shall be binding upon the parties and the successors and assigns of the parties. This Agreement shall also be binding on and apply to any title, right and interest of the Landowner in the Landowner Property acquired by Landowner after the execution date of this Agreement or after the recording date of this Agreement.

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

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

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

6.5 Consent. Landowner consents to the recording of this Agreement.

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

If to City: City of Inver Grove Heights
Attention: City Administrator
8150 Barbara Avenue
Inver Grove Heights, MN 55077

If to Landowner: Jeremy Suess and Rebecca Suess
6402 Alvina Court
Inver Grove Heights, MN 55077

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

[The remainder of this page has been intentionally left blank]

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

CITY OF INVER GROVE HEIGHTS

By: _____
Tom Bartholomew
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of May , 2022, before me a Notary Public within and for said County, personally appeared Tom Bartholomew and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**RESPONSIBLE OWNER AND
LANDOWNER:**

Jeremy Suess

Rebecca Suess

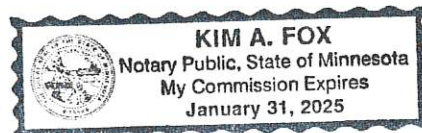
STATE OF MINNESOTA)

ss.

COUNTY OF DAKOTA)

On this 3rd day of May 2022, before me a Notary Public within and for said County, personally appeared Jeremy Suess and Rebecca Suess, husband and wife, to me personally known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public



This Instrument Was Drafted By:

Timothy J. Kuntz
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831

After Recording Return This Instrument To:

Timothy J. Kuntz
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831

EXHIBIT B
OPERATIONS & MAINTENANCE PLAN

MAINTENANCE PLAN

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

TABLE 1.1 – MAINTENANCE ACTIVITIES

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

EXHIBIT C
ANNUAL INSPECTION FORM

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

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

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

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

EXHIBIT D **STORM WATER FACILITY PLAN**

	SEALS DATE: _____ TIME: _____	
	PROJECT: _____ SHEET: _____	



EXHIBIT D
STORM WATER FACILITY PLAN

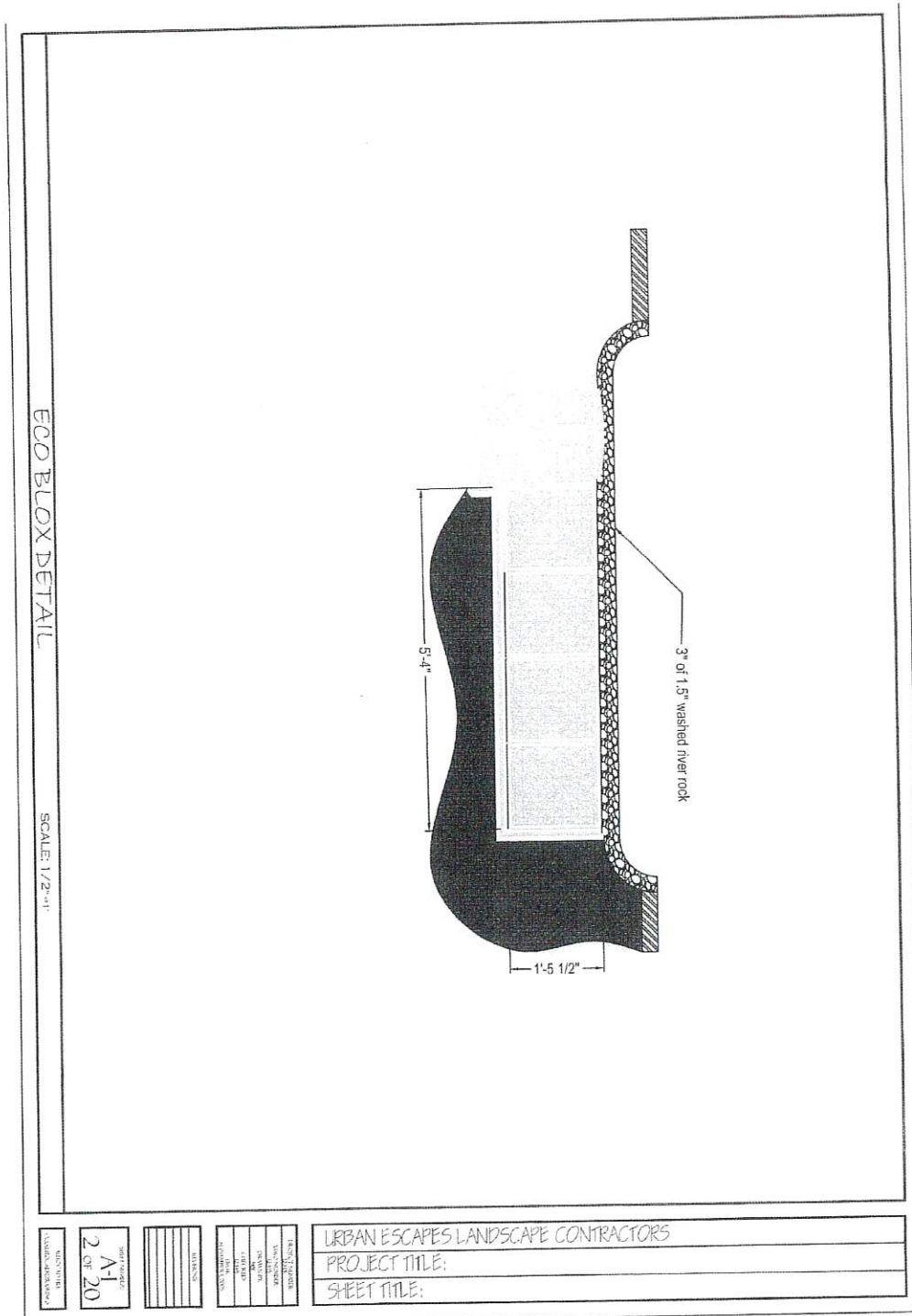


EXHIBIT D
STORM WATER FACILITY PLAN

6402 Alvina Ct, Inver Grove Heights

Existing Hardcover

House	2104
Porch	161
Driveway and Sidewalk	878

Total 3143

Lot SF 10682

Allowable Hardcover 3727

New Pool Deck	788
New Retaining Wall	204

Total 992

Existing	3143
New Hardcover	992

Total Proposed Hardcover 4135

Minus Allowable 3727

Total Overage	408
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408 sf with a 1" rainfall = 255 Gallons

9 eco Blox will hold 283.5 gallons

Raingarden eco blox area will be 7' x 4' with 9 Eco Blox with 1.5" River Rock Filling any voids.

Half of the patio will be captured and directed into the raingarden (238 sf, 148.36 gal). Also the down spout will be directed to the rain garden.



Request for Council Action

SUBJECT: **Approve Stormwater Facilities Maintenance Agreement for 2306 99th St.**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Thomas Kaldunski, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve a Stormwater Facilities Maintenance Agreement for the property located at 2306 99th St.

BACKGROUND

The owners of 2306 99th St. are affected by City Ordinance Title 9, Chapter 5, Section 9-5-5. This ordinance requires properties of record which do not have recorded contracts or agreements with the City to provide information to ensure proposed site improvements meet current City standards for grading, erosion control and storm water management.

The owners, Timothy Salscheider and Tia Salscheider, have provided the required plans for a rain garden to be constructed on the lot. They have signed the Storm Water Facilities Maintenance Agreement (attached) which spells out the conditions to be met. An engineering escrow of \$1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends Council approve the Stormwater Facilities Maintenance Agreement for 2306 99th St.

ATTACHMENTS

1. Storm Water Facilities Maintenance Agreement 5-2-22

STORM WATER FACILITIES MAINTENANCE AGREEMENT
FOR LOT 4, BLOCK 1, MASO VALLEY VIEW ADDITION,
DAKOTA COUNTY, MINNESOTA

THIS STORM WATER FACILITIES MAINTENANCE AGREEMENT (Agreement) is made, entered into and effective this ____ day of May, 2022, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Timothy J. Salscheider and Tia R. Salscheider, husband and wife (hereafter referred to as Landowner and Responsible Owner). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

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

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

1.3 Landowner. “Landowner” means Timothy J. Salscheider and Tia R. Salscheider, husband and wife, and their successors and assigns.

1.4 Storm Water Facilities. “Storm Water Facilities” means each and all of the following, individually and collectively, to the extent located within the Landowner Property:

Any existing or future raingardens and storm water storage areas lying within the Landowner Property.

1.5 Storm Water Facility Plan. “Storm Water Facility Plan” means that certain exhibit prepared by 4 Life Builders and approved by the City Engineer on April 12, 2022. The Storm Water Facility Plan is on file with the City and attached hereto as **Exhibit D**.

1.6 Landowner Property. “Landowner Property” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described on **Exhibit A.**

1.7 Responsible Owner. “Responsible Owner” means, jointly and severally, all of the following:

The fee title owner of the Landowner Property legally described on Exhibit A attached hereto, and the successors and assigns of such fee title owner.

The current Responsible Owner is the Landowner.

1.8 NWA Stormwater Manual. “NWA Stormwater Manual” means the Inver Grove Heights Northwest Area Storm Water Manual prepared by Emmons & Olivier Resources dated July 2006, and as adopted by the City of Inver Grove Heights and codified in Section 10-13J-5 (H) of the Inver Grove Heights City Code, as amended from time to time by amendment of general applicability.

ARTICLE 2 **RECITALS**

Recital No. 1. Landowner owns the Landowner Property.

Recital No. 2. Landowner has requested that the City approve the Storm Water Facility Plan to allow additional impervious surface on the Landowner Property in excess of what is allowed by the City. Due to the increase of impervious surface on the Landowner Property, the City is requiring Landowner to install Stormwater Facilities by way of a raingarden on the Landowner Property.

Recital No. 3. The City is willing to approve the Storm Water Facility Plan, if, among other things, Landowner executes this Storm Water Facilities Maintenance Agreement.

Recital No. 4. By this Agreement the parties seek to:

- a.) impose upon the Responsible Owner the responsibility of maintaining the Storm Water Facilities, notwithstanding the fact that the Storm Water Facilities may exist within easements dedicated or granted to the City and the public.
- b.) provide a mechanism where the City may charge-back to the Responsible Owner any maintenance work that the City performs with respect to the Storm Water Facilities in the event the Responsible Owner fails to perform its obligations to maintain the Storm Water Facilities.
- c.) provide the City with right of access over the Landowner Property to access the Stormwater Facilities, when needed.

ARTICLE 3

RESPONSIBILITY FOR MAINTENANCE

3.1 Construction of Storm Water Facilities. Responsible Owner agrees that in conjunction with construction of the additional impervious surface on the Landowner Property, the Storm Water Facilities shall be constructed and installed by Responsible Owner in accordance with the Storm Water Facility Plan at the sole expense of Responsible Owner at a location and in a configuration as approved by the City.

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

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

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

- a. The Standard of Maintenance shall comply with the standards contained in Title 9, Chapter 5 of the Inver Grove Heights City Code (as amended from time to time, by amendment of general applicability); and
- b. The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the **NWA Stormwater Manual** (as amended from time to time, by amendment of general applicability). The NWA Stormwater Manual is on file with the City's Director of Public Works. The NWA Stormwater Manual shall apply to the Storm Water Facilities notwithstanding the fact that the Landowner's Property is located outside of the Northwest Area Overlay District; and
- c. The Standard of Maintenance shall comply with the City approved Operations & Maintenance Plan hereafter referenced;
- d. The Standard of Maintenance shall comply with the Residential Bioretention Basin (STM-15) dated January 2017, attached hereto as **Exhibit E**;

- e. The Standard of Maintenance shall comply with the 2011 Watershed Management Plan for the Lower Mississippi Watershed Management Organization (LMRWMO) dated August 2011;
- f. The Standard of Maintenance shall include but not be limited to each of the following:
 - i.) The Responsible Owner shall monitor the Storm Water Facilities and shall as soon as possible correct any malfunction or deficiency in the operation of such structure so as to ensure that the structure operates in conformance with the design parameters.
 - ii.) Responsible Owner must comply with Section IV of the NWA Stormwater Manual which outlines the requirements for the operations and maintenance of Long Term Best Management Practices (BMP's) for storm water facilities. The City has prepared an Operations & Maintenance Plan to show how the Responsible Owner shall operate and maintain Long Term Best Management Practices for the Storm Water Facilities being constructed on the Landowner Property. The Operations & Maintenance Plan is attached hereto as **Exhibit B**. The Responsible Owner and the successors and assigns thereof shall be responsible for following the Operations & Maintenance Plan as approved by the City. The Operations & Maintenance Plan shall be on file with the City's Director of Public Works.
 - iii.) The Operations & Maintenance Plan shall contain the following information:
 - a. Detailed inspection requirements;
 - b. Inspection and maintenance schedules;
 - c. Contact information for the Responsible Owner;
 - d. As built plans of the Storm Water Facilities;
 - e. The requirement for an annual report to the City to demonstrate that post construction maintenance is being accomplished per the Operations & Maintenance Plan;
 - f. The GPS coordinates for the Storm Water Facilities shall be provided to the City after construction is completed. Storm Water Facilities smaller than 200 square feet can be located with one GPS coordinate. Storm Water Facilities larger than 200 square feet shall have outlet coordinates and the corners of the Storm Water Facilities located by GPS. The GPS readings shall be provided to the City before the Storm Water Facilities are covered.

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

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

3.4 Notice of Non-Compliance with Section 3.3 and 3.4; Cure Period. If the City's Director of Public Works ("DPW") determines, at his reasonable discretion, that the Responsible Owner has not complied with the Standard of Maintenance, the DPW shall provide written notice to the Responsible Owner of such failure to comply with the Standard of Maintenance. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with the Standard of Maintenance, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as determined by the DPW, to cure the default provided the Responsible Owner has commenced a suitable cure within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with the Standard of Maintenance, in the event of an emergency as determined by the DPW, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with the Standard of Maintenance. If the City performs emergency service work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency service work, and the City shall follow those procedures set forth in Sections 3.5 and 3.6 with respect to the billing, collection and/or tax certification of such costs.

3.5 Payment of Costs Incurred by City. If the Responsible Owner fails to comply with the Standard of Maintenance within thirty (30) days after delivery of the written notice, or in the case of an emergency situation as determined by the DPW, the City may perform those tasks necessary for compliance and the City shall have the right of access to the areas where the Storm Water Facilities are located to perform such work. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance to the Responsible Owner.

The amount of costs charged by the City to the Responsible Owner shall be the usual and customary amounts charged by the City given the task, work, or improvement performed by the City to ensure compliance with the Standard of Maintenance. The Responsible Owner shall make payment directly to the City within twenty (20) days after invoicing ("Due Date") by the City. Bills not paid by the Due Date shall incur the standard penalty and interest established by the City for utility billings within the City.

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

Further, as an alternate means of collection, if the written billing is not paid by the Responsible Owner, the City, without notice and without hearing, may specially assess the Landowner Property for the costs and expenses incurred by the City. The Responsible Owner hereby waives any and all procedural and substantive objections to special assessments for the maintenance costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Landowner Property. The Responsible Owner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Responsible Owner acknowledges that the benefit from the performance of maintenance tasks by the City to ensure compliance with the Standard of Maintenance equals or exceeds the amount of the charges and assessments for the maintenance costs that are being imposed hereunder upon the Landowner Property. Nothing in this paragraph shall be deemed to impair Responsible Owner's right to dispute the amount assessed as exceeding the usual and customary amounts charged by the City given the task, work, construction or improvement performed by the City to ensure compliance with Section 3.3.

In addition, if payment is not made under Section 3.5 by the Responsible Owner with respect to the Landowner Property, the City may use the funds available under Article 4 to reimburse the City for the cost and expenses incurred by the City.

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

The City hereby grants to the Responsible Owner a temporary right and license to enter public easements and public road rights-of-way for the purpose of performing the maintenance obligations relating to the Storm Water Facilities for the duration of the performance of the maintenance. The Landowner hereby grants to the City a right and license to access and enter the Landowner Property for the purpose of performing maintenance of the Storm Water Facilities for the duration of the performance of the maintenance.

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

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

- b.) failure by the Responsible Owner to pay contractors, subcontractors, laborers, or materialmen;
- c.) failure by the Responsible Owner to pay for any materials that may be used by the Responsible Owner to maintain the Storm Water Facilities; and
- d.) construction of the Storm Water Facilities.

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

ARTICLE 4 **ESCROW DEPOSIT**

4.1 Engineering Escrow Amount. The Landowner has deposited \$1,500 in cash with the City (hereafter "Engineering Escrow Amount") prior to execution of this Agreement.

The Engineering Escrow Amount shall be used to pay the City for engineering review and inspection expenses, attorney's fees, consultant fees, erosion and sediment control expenses, staff review time associated with coordination, review, design, preparation and inspection of the Storm Water Facility Plan and this Agreement and other associated City costs. Fees will be calculated at the City's standard rates charged for such tasks.

Upon satisfactory completion of the Storm Water Facilities, the City shall return to the Landowner any remaining portion of the Engineering Escrow Amount not otherwise previously charged the Landowner.

To the extent the engineering inspection charges or the amount needed to correct any deficiencies and problems relating to grading, drainage, erosion control, or landscaping exceed the initially deposited \$1,500 Engineering Escrow Amount, the Landowner is responsible for payment of such excess within thirty (30) days after billing by the City.

ARTICLE 5 **CITY'S COVENANTS**

5.1 Approval of Plans. The City agrees that if Landowner executes this Storm Water Facilities Maintenance Agreement and if the other conditions set forth by the City are met, the Council will approve the plans associated with the additional impervious surface being placed on the Landowner Property.

ARTICLE 6
MISCELLANEOUS

6.1 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Landowner Property and shall be binding upon the parties and the successors and assigns of the parties. This Agreement shall also be binding on and apply to any title, right and interest of the Landowner in the Landowner Property acquired by Landowner after the execution date of this Agreement or after the recording date of this Agreement.

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

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

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

6.5 Consent. Landowner consents to the recording of this Agreement.

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

If to City: City of Inver Grove Heights
Attention: City Administrator
8150 Barbara Avenue
Inver Grove Heights, MN 55077

If to Landowner: Timothy J. Salscheider and Tia R. Salscheider
2306 99th Street
Inver Grove Heights, MN 55077

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

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]

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

CITY OF INVER GROVE HEIGHTS

By: _____
Tom Bartholomew
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of May, 2022, before me a Notary Public within and for said County, personally appeared Tom Bartholomew and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**RESPONSIBLE OWNER AND
LANDOWNER:**



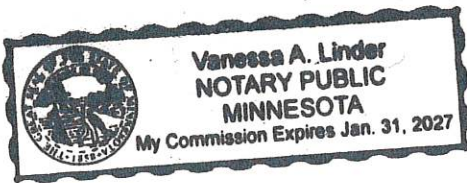
Timothy J. Salscheider



Tia R. Salscheider

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

On this 4 day of May, 2022, before me a Notary Public within and for said County, personally appeared Timothy J. Salscheider and Tia R. Salscheider, husband and wife, to me personally known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.





Notary Public

This Instrument Was Drafted By:

Timothy J. Kuntz
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831

After Recording Return This Instrument To:

Timothy J. Kuntz
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831

EXHIBIT A
LEGAL DESCRIPTION OF LANDOWNER PROPERTY

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

Lot 4, Block 1, Maso Valley View, Dakota County, Minnesota.

EXHIBIT B
OPERATIONS & MAINTENANCE PLAN

MAINTENANCE PLAN

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

TABLE 1.1 – MAINTENANCE ACTIVITIES

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

EXHIBIT C
ANNUAL INSPECTION FORM

CITY OF INVER GROVE HEIGHTS NPDES INSPECTION PROGRAM

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

MAINTENANCE PERFORMED:			
SIGNED:		DATE:	

- * Minor Maintenance: i.e. regROUT joint, repair trash guard; Major Maintenance: structure separating(ed) from pipe
- ** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed
- *** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed

* Follow City 15 Residential Diversion Basin

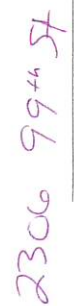
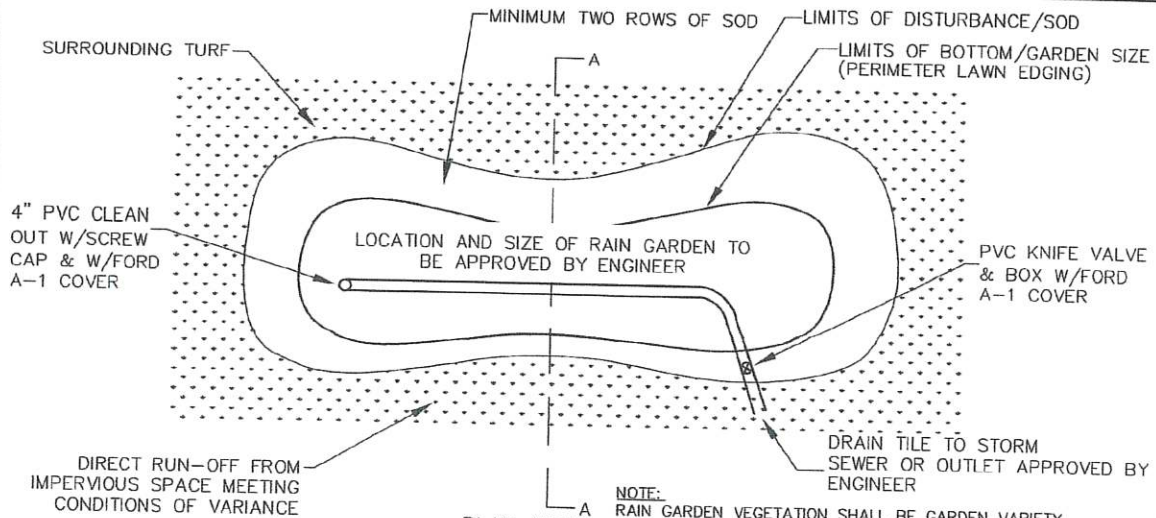


EXHIBIT E **RESIDENTIAL BIORETENTION BASIN (STM-15)**

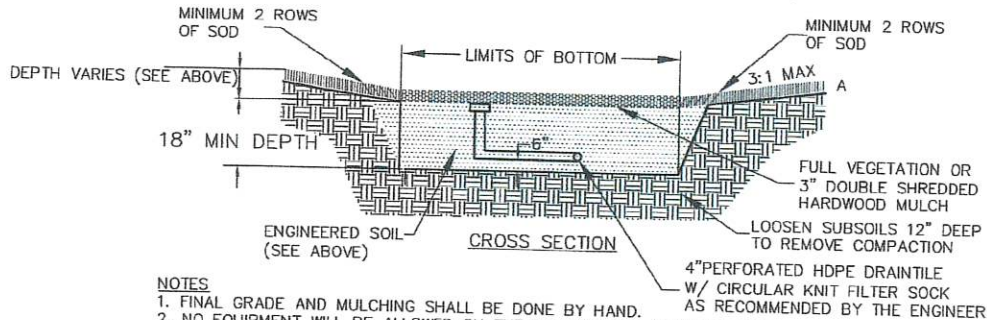


SUBSOIL TYPE	SUBSOIL TYPE	RECOM. DEPTH
A	SAND/GRAVEL	12"-18"
B	SAND WITH CLAY OR SILT	9"-12"
C	CLAY OR SILT WITH SAND	6"-9"
D	CLAYS OR SILTS	6"

NOTE:
 RAIN GARDEN VEGETATION SHALL BE GARDEN VARIETY PERENNIALS, SHRUBS, OR NATIVE PLANTS FROM A CONTAINER (PLUG TO HALF GALLON SIZE) PLACED ACCORDING TO RECOMMENDED PLANT SPACING REQUIREMENTS OR AS APPROVED BY THE ENGINEER.

ENGINEERED SOIL (DCSWCD MIX B)
 80% COARSE-WASHED SAND (MNDOT 3126)
 20% LEAF-LITTER COMPOST (ORGANIC, GRADE 2, MNDOT 3890)
 NO TOPSOIL OR ON-SITE SOILS MAY BE USED IN ENGINEERED SOIL MIX UNLESS APPROVED BY THE ENGINEER.
 3 RING INFILTRATOR TESTING AND INFILTRATION TEST ON ENGINEERED SOILS MAY BE REQUIRED AS DIRECTED BY THE ENGINEER.

AREA OF ADDED IMPERVIOUS SURFACE AGREED TO BE TREATED (A) = 3599 (SF)
 VOLUME OF STORM WATER TO BE STORED (0.29 X A) = 1044 (CF)



NOTES

1. FINAL GRADE AND MULCHING SHALL BE DONE BY HAND.
2. NO EQUIPMENT WILL BE ALLOWED ON THE RAIN GARDEN AFTER EXCAVATION BEGINS.
3. PERIMETER EROSION CONTROL SHALL BE INSTALLED AND REMAIN IN PLACE UNTIL TURF IS ESTABLISHED AROUND RAIN GARDEN.
4. OWNER IS RESPONSIBLE FOR NOTIFYING ENGINEER FOR INSPECTION OF RAIN GARDEN FOR
 - (1) FINALIZING RAIN GARDEN SIZE AND LOCATION.
 - (2) OBSERVATION OF EXCAVATION AND SCARIFYING OF SUBSOIL.
 - (3) APPROVAL TO BACKFILL WITH ENGINEERED SOILS.
 - (4) FINAL INSPECTION WITH MULCH AND PLANTS INSTALLED.
5. GARDEN SIZE SHALL BE IN ACCORDANCE WITH THE MINIMUM GARDEN BOTTOM SIZE CALCULATED OR 12 SQUARE FEET, WHICHEVER IS GREATER.
6. OWNER SHALL MAINTAIN PER SMFMA AND REPORT O & M ACTIVITY ANNUALLY TO CITY ENGINEER.
7. FOLLOW CURRENT DAKOTA COUNTY SWCD LID STANDARDS.



RESIDENTIAL BIORETENTION BASIN

CITY OF INVER GROVE HEIGHTS
 ENGINEERING DEPARTMENT

01/17

PLATE NO.
 STM-15



Request for Council Action

SUBJECT: **Approval of Adjustments to Municipal State Aid Street Designations**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Thomas Kaldunski, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve changes to the Municipal State Aid Street System (MSAS) to reflect Inver Grove Heights future transportation needs within State Aid guidelines.

BACKGROUND

The City is allowed to designate up to 20 percent of its local street mileage as its Municipal State Aid Street (MSAS) system. Existing or planned streets meeting certain criteria can be requested to be designated as a MSAS system street. The annual calculation of the City's MSAS needs allotment is a factor of total mileage designated. The City endeavors to designate as much of the allotted mileage as possible to maximize the total MSAS funding allocated to the City. Designated streets are also eligible for MSAS funding if they are constructed, or reconstructed, to MSAS standards.

Staff are proposing to designate 0.21 miles of Akron Avenue from 50th Street to Mendota Road (CSAH 14) as an MSAS street. The street meets the criteria for designation, as it provides a direct connection between two other state aid routes, and sees higher traffic volume due to the commercial nature of the surrounding businesses.

FISCAL IMPACT

This item will help maximize the City's future MSAS funding allocations, beginning in 2023.

RECOMMENDATION

Staff recommends the Council approve the attached resolution concerning the City's MSAS system.

ATTACHMENTS

1. 2022-05-26_State Aid Designation (Akron from 50th to Mendota Rd)
2. Inver Grove Hgts - Allowed MSAS Designation - 2022

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

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREET (MSAS)

RESOLUTION NO. _____

WHEREAS, it appears to the City Council of the City of Inver Grove Heights that the streets hereinafter described should be designated Municipal State Aid streets under the provisions of Minnesota law; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inver Grove Heights that the roads described as follows, to-wit:

Additional Designations to the MSAS System

Akron Avenue, from 50th Street E. to Mendota Road (CSAH 14) (0.21 Miles)
MSAS 132

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon the Commissioner's approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as Municipal State Aid streets of the City of Inver Grove Heights.

Adopted this 23rd day of May by the City Council of Inver Grove Heights, MN.

Tom Bartholomew

ATTEST:

Rebecca Kiernan, City Clerk

TO: Tom Kaldunski
Inver Grove Heights City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: May 16, 2022

SUBJECT: Municipal State Aid Designation

The following Municipal State Aid Street designation will be approved when the *City Council resolution* has been received.

MSAS 132: Akron Avenue – from 50th Street E. to Mendota Road (CSAH 14) (0.21 miles)

A Commissioner's Order will follow.

Needs Update Comments:

Routes can receive Needs and be used in the calculation of your 2023 allotment. Include this revision with your 2022 spring Needs update. *(the Needs are still open for revisions).*

Certification of Mileage Update Comments:

You can include these revisions on the *2022 Annual Certification of Mileage* that is due in January 2023.

	Available Mileage	0.39	2021 Certified Mileage
+	Revoked Mileage	0.00	
-	<u>Designated Mileage</u>	<u>0.21</u>	
	Remaining Available Mileage	0.18	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.

Request for Council Action

SUBJECT: **Resolution Accepting a Pathways to Policing Grant and Approving the Grant Agreement**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting a Pathways to Policing Grant and approving the grant agreement for the period of April 1, 2022, through June 30, 2023.

BACKGROUND

The Minnesota Department of Public Safety operates a Pathways to Policing grant program to support local programs which are intended to bring persons with nontraditional backgrounds into law enforcement. The IGH Police Department applied for a grant earlier this year and was recently notified that its application has been approved.

The grant makes the Department eligible for \$30,000 in reimbursement for costs associated with the wages or training of Police Cadets. There is a one-to-one match requirement, which is already satisfied by budgeted funds for the Cadet program.

FISCAL IMPACT

This will provide the Police Department with additional fiscal resources for our Cadet program.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution - Pathways to Policing 2022

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN
THE CITY OF INVER GROVE HEIGHTS AND MINNESOTA DEPARTMENT OF
PUBLIC SAFETY FOR THE PATHWAY TO POLICING REIMBURSEMENT GRANT
FOR APRIL 1, 2022, THROUGH JUNE 30, 2022**

RESOLUTION NO.____

WHEREAS, The City of Inver Grove Heights and the Minnesota Department of Public Safety agree to have a reimbursement grant for the Pathways to Policing program for April 1, 2022, through June 30, 2023.

NOW, THEREFORE BE IT hereby RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

1. The City Council hereby approves entering into a grant agreement with the Minnesota Department of Public Safety for a reimbursement grant for the Pathways to Policing program for April 1, 2022, through June 30, 2023.
2. The City Council hereby authorizes Police Chief Melissa Chiodo to execute such agreements and amendments as are necessary to receive the grant on behalf of the Inver Grove Heights Police Department and to administer the grant in accordance with program rules and regulations.

Adopted by the City Council of Inver Grove Heights this 23rd day of May, 2022.

Ayes:

Nays:

Tom Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Approval of Rubbish Hauler City License Renewals**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Judy Wonick, Administrative Support Specialist, 651.450.2464

ACTION REQUESTED

The Council is asked to approve the renewal of two Rubbish Hauler Licenses for the period of May 1, 2022 through April 30, 2023.

BACKGROUND

There are currently 15 rubbish haulers licensed to do business in the City of Inver Grove Heights. Of those, 13 completed renewal applications accompanied by the necessary fees and insurance certificates and had their license renewals approved at the May 9 City Council meeting.

The remaining two businesses have now completed the licensing requirements and are listed below.

<u>Doing Business As</u>	<u>Business Address</u>
Advanced Disposal	309 Como Ave St. Paul, MN 55103
Waste Management	1901 Ames Drive Burnsville, MN 55306

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends renewal of the licenses for Advanced Disposal and Waste Management.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **Acceptance of Monument Donation for Heritage Village Park**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to accept the donation of a permanent monument and approve its placement at Heritage Village Park.

BACKGROUND

In 2021, a local resident made a request to donate a permanent monument to the City's Park System, recognizing essential workers and first responders for their service during the COVID-19 pandemic. At that time, the City did not have a policy for accepting such donations. However, earlier this spring, the Council adopted such a policy (copy attached) to establish a process for considering such donations. The resident now wishes to proceed with the donation.

The proposed donation is made of St. Croix Valley Limestone and is approximately 4,000 lbs. It stands 60" wide, 33" tall, and has a depth of 44". The inscription reads "Thank you – To Our Essential Workers, First Responders and Medical Personnel for Their Service and Sacrifice in Response to COVID-19". The imagery includes three essential workers with an American flag background. (See attached photo.)

Staff have reviewed the request and believe the monument meets the City's standards for appearance and safety and is suitable for outdoor placement. Staff believe a monument of this nature is best placed within a Community Park such as Heritage Village Park, which is the donor's preferred location. Staff would not recommend placement at any of the City's smaller, neighborhood parks.

Following the newly-adopted policy process, the proposed donation was taken to the Park and Recreation Advisory Committee (PRAC) for review. At its May 11 meeting, the PRAC unanimously voted to recommend to the Council acceptance of this permanent monument and for it to be placed at Heritage Village Park.

FISCAL IMPACT

There is an installation cost of \$600, which the donor has agreed to pay. Otherwise, there is minimal maintenance cost after installation, which includes future paint touch-up on the imagery, if needed.

RECOMMENDATION

The PRAC unanimously voted to recommend acceptance of the monument for placement at Heritage Village Park.

ATTACHMENTS

1. Permanent Monument Photo - HVP
2. Proposed Monument Placement - HVP
3. Final Approved - Donation and Memorial Policy (4.11.2022)

Imagery of proposed monument at Heritage Village Park



Approximate Placement of Monument

(see red arrow)



City of Inver Grove Heights
Park Donation and Memorial Policy

The City welcomes donations that enhance public spaces, facilities and parks. There are also several options for individuals, businesses, civic groups, and others wishing to memorialize or pay tribute to an individual in a manner that supports the City. All donations are subject to final approval by the City Council, and the Council reserves the right to refuse any donations.

A. Donation Options

1. Memorial Trees

Individuals may pay for the cost of a tree to be planted in a City park as a living tribute that benefits present and future generations of park users. Trees will be planted and maintained by City staff. Donors may select from a list of trees approved by the City's Parks Superintendent, who will work with the donor to select appropriate placement within a City Park. Placement in a particular park will be subject to availability and is at the sole discretion of the City's Parks Superintendent. The cost of a memorial tree varies based on the species and size. Memorial plaques or markers are not permitted for tree donations. All donated trees are the property and responsibility of the City.

2. Memorial Benches

Individuals may pay for the cost of a memorial bench for placement within a City park. Donors may select from a list of approved benches provided by the Parks Superintendent. The cost of each bench varies depending on size and style selected. Donors will work with the City's Parks Superintendent to select appropriate park placement. Placement in a particular park will be subject to availability and is at the sole discretion of the City's Parks Superintendent. Benches may be engraved or come with a memorial plaque. The plaque location, size, materials, text and graphics shall be approved by the City's Parks Superintendent. All donated benches are the property and responsibility of the City.

3. Donation of Equipment or Park Amenities

Donations of equipment or other park amenities provide an opportunity for businesses, civic organizations, and individuals to support the City's parks by adding significant amenities to existing parks and enhancing the recreational opportunities for all. Individuals or groups interested in donating equipment or other park amenities, such as playground elements and park shelters should contact the City's Parks Superintendent to discuss options for such donations. All donated equipment and amenities are the property and responsibility of the City.

4. Donation of Permanent Monuments

Permanent monuments may be accepted for placement in City parks when recommended by the Parks and Recreation Advisory Commission and approved by the City Council. Donors should contact the Parks and Recreation Director to discuss the suitability of a proposed monument in advance. Permanent monuments shall only be accepted and placed in parks as a form of government speech; City parks are not open to the public as a forum for private speech in the form of permanent monument placement. The City Council has the sole authority to select the location where a donated monument will be installed. At a minimum, all monuments must be comprised of materials suitable for outdoor placement and of a size suitable for placement within a particular park or public open space. Accepted monuments will be installed by the City. All donated monuments become the property of the City upon acceptance. The City makes no representations regarding the length of time a donated item will be maintained or remain within the park where it is originally placed. The City reserves the right to remove donated monuments at any time.

5. Financial Contributions

Individuals seeking to support the City's parks with a financial contribution may make a monetary donation directly to the City via the Parks and Recreation Director for such use. Funds may be designated for approved park projects or capital improvements, or may be given as unrestricted funds for use as determined by the City Council.

B. Donation Review and Approval Process

Park staff will work with potential contributors regarding the donation process. Memorial trees and benches may be administratively accepted by the Parks Superintendent, subject to final approval by the City Council. All tree and bench donations shall be submitted to the City Council biannually for final acceptance by the City.

Proposed donations of permanent monuments, playground equipment, other park amenities, or permanent memorials (other than trees and benches) will be referred to the Parks and Recreation Advisory Commission (PRAC) for review for consistency with the City's Park Plans and any master plan for the individual park where the proposed equipment or other amenity will be located. The PRAC shall make a recommendation regarding acceptance of the proposed donation to the City Council. All donations are subject to formal acceptance by the City Council, and the Council reserves the right to refuse any donation. The City will not take possession of any permanent monument, playground equipment, or other park amenity prior formal Council acceptance.

Request for Council Action

SUBJECT: **Resolution Declaring Costs to be Assessed and
Resolution Calling for a Hearing on Proposed 2021
Nuisance Assessments**

MEETING DATE: May 23, 2022

ITEM TYPE: Consent Agenda

CONTACT: Nicole Cook, Rental & Code Compliance, 651.450.2491

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, (1) Declaring Costs to be Assessed and Ordering the Preparation of the Proposed Assessments for 2021 Nuisance Abatements, and (2) Calling for a Hearing on Proposed Special Assessments.

BACKGROUND

When the City receives a complaint of tall grass/weeds or the storage of junk or garbage, an inspection is done. The property owner is contacted and given seven (7) days in which to cut their grass or remove the junk or garbage. If the work is not done by the property owner, the City will abate the nuisance and assess the property owner for the cost.

City Code 5-9-4 (D) stipulates grass cannot exceed 8 inches in height and City Code 5-9-6 allows for the abatement of public nuisances on property. Public nuisances include long grass and weeds as well as the storage of junk and refuse. The property owners have been given the opportunity to submit payment for the work but have not done so.

There is a total of \$3,929.58 in proposed nuisance assessments for 2021. The hearing would be held during the June 27 City Council meeting.

FISCAL IMPACT

Collecting the proposed assessments will alleviate the costs incurred by the City for these nuisance abatements.

RECOMMENDATION

Staff recommends adoption of the attached resolutions declaring the costs to be assessed and calling for a hearing on proposed nuisance assessments.

ATTACHMENTS

1. RESOLUTION DECLARING COSTS TO BE ASSESSED
2. RESOLUTION CALLING FOR HEARING ON SPECIAL ASSESSMENTS

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

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION
OF PROPOSED ASSESSMENTS**

**CITY PROJECT NUISANCE ABATEMENT 2021
RESOLUTION NO. _____**

WHEREAS the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

2021 Nuisance Abatement

WHEREAS the total final project cost is \$3,929.58

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

1. The amount to be specially assessed for City Project Nuisance Abatement 2021 is hereby declared to be \$3,929.58
2. The City Clerk, with the assistance of the City Administrator, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall be filed in the City Clerk's office for public inspection.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of May 2022.

AYES:

NAYS:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION CALLING FOR HEARING ON SPECIAL ASSESSMENTS

CITY PROJECT NUISANCE ABATEMENT 2021

RESOLUTION NO. _____

WHEREAS, by a resolution of the City Council on May 23, 2022, the City Clerk was directed to prepare proposed assessments of the costs of abatement as follows:

2021 Abatements

WHEREAS, the City Clerk has notified the City Council that such assessments have been completed and filed in the City Clerk's office for public inspection.

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

1. A hearing shall be held on June 27th, 2022, in the City Council Chambers, 8150 Barbara Avenue at 6:00 p.m. to consider upon the proposed assessments; and, at such time and place, all persons owning property affected by such improvements shall be given an opportunity to be heard with reference to such assessments.
2. The City Clerk is hereby directed to cause a notice of hearing on the proposed assessments to be published once in the official newspaper and be mailed to the owner of each parcel described in the assessment roll.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of May 2022.

AYES:

NAYS:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Consider Approval of Rental Licenses

MEETING DATE: May 23, 2022

ITEM TYPE: Regular Business

CONTACT: Nicole Cook, Rental & Code Compliance, 651.450.2491

ACTION REQUESTED

The Council is asked to consider approval of rental housing licenses.

BACKGROUND

The City Council adopted a rental licensing ordinance that requires all rental property owners to obtain a rental license every two years. The purpose of the ordinance is to assure proper maintenance of structures to preserve neighborhood stability, protect the quality of existing rental housing stock and maintain property values. The ordinance provides for basic safety and living standards for rentals.

The following rental license applications have been submitted:

4750 Brent Avenue – SFR Acquisitions 2 LLC

6840 Benton Way – Timothy Wenzel

6533 Craig Ave – James Peng

2600 75th St #215 – Soeurm Motilall

2600 75th St #217 – Soeurm Motilall

3275 80th St #303 – Brandon Corcoran

1162 82nd St – Wendy Carter

5445 Babcock Trl #104 – Daniel Loefelholz

The above applications have been found to be complete. The applications include the necessary fee payments, and BCA background checks. The City of Inver Grove Heights Police Chief/Designee has also reviewed and approved the license applications

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends approval of the above-listed rental licenses.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **Resolution Approving a Major Site Plan Approval for Salem Hills Elementary School located at 5869 Babcock Trail**

MEETING DATE: May 23, 2022

ITEM TYPE: Regular Business

CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to consider the attached Resolution for a Major Site Plan Approval for a parking lot expansion at Salem Hills Elementary School.

- Requires 3/5th vote
- 60-day deadline: June 12, 2022 (second 60 days)

BACKGROUND

This proposed project consists of improvements to the parking lot and traffic circulation on the Salem Hills Elementary School property. Improvements include reconstructing the parking lot in front of the building to improve bus/vehicle drop-off circulation by separating the two traffic flows, and adding a new parking lot on the north side of the school and two new outdoor play areas. The traffic improvements are needed to provide more stacking space for vehicles waiting to drop-off or pick-up students and to separate the bus flow from the vehicle flow.

The proposed improvements are designed to increase stacking space on the lot to eliminate backups onto Babcock Trail. Bus traffic will be separated from the drop-off/pick-up traffic. A second curb opening will be constructed to separate the traffic flows. The revised parking areas will increase parking spaces by 15. All setbacks, screening and landscaping requirements have been met.

Engineering has reviewed the stormwater plans and notes the stormwater design components of this site have been a particular focus of efforts by the applicant, due to the site location, space constraints, and infiltration restrictions. Staff solicited third-party review assistance from Barr Engineering to assist in reviewing the stormwater components and verifying compliance with the City's stormwater codes and ordinances. These requirements have been vetted and it is the opinion of Barr Engineering that the plans meet or exceed the requirements set forth in the City's stormwater codes and ordinances.

It is the opinion of the Engineering staff that all comments from the preliminary review have been adequately addressed by the applicant, and that the final plans meet the City's design requirements with the noted drain tile comment in the attached file and are acceptable from an engineering perspective.

The owners of several neighboring properties did appear during a public hearing before the Planning Commission regarding this item. Their concerns are summarized in the attached Planning Commission recommendation.

FISCAL IMPACT

N/A

RECOMMENDATION

Planning and Engineering staff recommend approval of the resolution.
The Planning Commission also recommends approval of the resolution (7-2)

ATTACHMENTS

1. Resolution and legal description
2. Civil Plan Set
3. Staff report
4. Planning Commission recommendation
5. Engineering approval memo

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

RESOLUTION NO. 2022-

**RESOLUTION APPROVING A MAJOR SITE PLAN APPROVAL FOR A PARKING LOT
EXPANSION FOR SALEM HILLS ELEMENTARY SCHOOL**

Case No. 22-10PR

WHEREAS, the request is for the property located at 5869 Babcock Trail and legally described as:

See Exhibit A

WHEREAS, an application for a Major Site Plan Approval has been submitted to allow a parking lot expansion at Salem Hills Elementary School;

WHEREAS, the aforescribed property is zoned P, Institutional;

WHEREAS, the request has been reviewed against Title 10, Chapter 15, Article J.6, Major Projects;

WHEREAS, a public hearing concerning the Major Site Plan Approval was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on March 15, 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Major Site Plan Approval to allow a parking lot expansion is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the plan set dated 5/3/2022. Plans are on file with the Planning and Engineering Departments.

***The final list of approved plans and date of plans shall be the set approved and signed by the City Engineer.**

2. Access permits must be obtained from Dakota County and the plans must meet all requirements of the County.

3. Any parking lot and building lighting on site shall be a down cast, "shoe-box" style and the bulb shall not be visible from property lines.
4. All plans shall be subject to the review and approval of the City Fire Marshal.
5. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.
6. Final site, grading, storm water management, erosion control plans and utility plans shall be approved by the City Engineer.
7. The developer shall meet the conditions outlined in the City Engineers review memo dated 2/23/2022 and any subsequent correspondence.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 23rd day of May, 2022.

AYES:

NAYS:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

Legal Description:

Commencing at a point in the center of State Aid Road No. 21 or the German Road (so-called) said point being 575 feet north and 656.7 feet west of the southeast corner of Section thirty-two (32) Township twenty-eight (28), Range twenty-two (22) thence North 21 degrees East, along the center of said road 150 feet, thence North 72 degrees 27 minutes West 360.5 feet, thence North 14 degrees 30 minutes East 252 feet, thence North 100 feet, thence West 535 feet to a point which is the northwest corner of the property now owned by Otto Klein, thence South 6 degrees 15 minutes West 596 feet to a point 575 feet north of the south line of said Section 32, thence East 825.8 feet to the point of beginning.

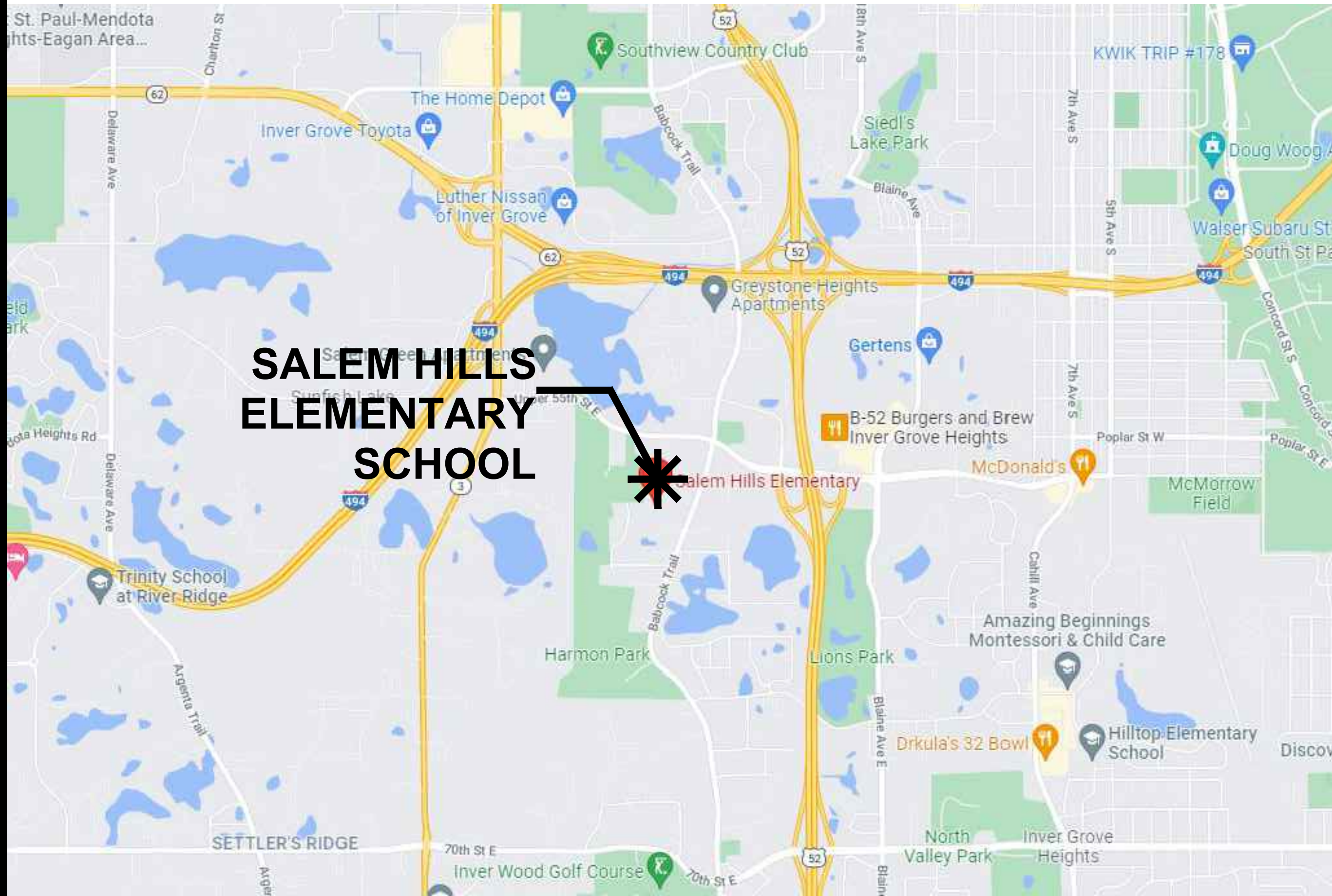
Dakota County, Minnesota

SALEM HILLS ELEMENTARY SCHOOL

PARKING LOT IMPROVEMENTS

Salem Hills Elementary School
5899 Babcock Trail
Inver Grove Heights, MN 55077

VICINITY MAP



GENERAL NOTES

- ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
- OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS, INCLUDING THE NPDES PERMIT FROM THE MPCA. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL SIGNAGE (CONSTRUCTION ZONES) NECESSARY TO CONSTRUCT PROPOSED IMPROVEMENTS. ALL SIGNAGE LAYOUTS MUST BE DESIGNED BY THE CONTRACTOR AND APPROVED BY LOCAL AUTHORITIES.
- INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
- INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
- REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
- CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
- REFER TO THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE, ON SHEET C1.8, FOR EROSION CONTROL REQUIREMENTS.
- MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
- MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
- ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
- MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
- PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
- PROPOSED ELEVATIONS SHOWN TYPICALLY AS 70.1 OR 70 SHALL BE UNDERSTOOD TO MEAN 970.1 OR 970.
- SPOT ELEVATIONS SHOWN IN PARKING LOTS, DRIVES AND ROADS INDICATE GUTTER GRADES, UNLESS NOTED OTHERWISE. SPOT ELEVATIONS WITH LABELS OUTSIDE THE BUILDING PERIMETER INDICATE PROPOSED GRADES OUTSIDE THE BUILDING.
- THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
- NO FINISHED SLOPES SHALL EXCEED 3' HORIZONTAL TO 1' VERTICAL (3:1), UNLESS OTHERWISE NOTED.
- ALL DISTURBED AREAS WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED OR SEEDED.
- WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.
- FAILURE OF TURF DEVELOPMENT, IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD OR RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- ALL WATERMAIN PIPE SHALL BE DIP, CLASS 52. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE). DIP SHALL BE ENCASED WITH POLYETHYLENE FILM CONFORMING TO ASTM D 1248-899.
- ALL SANITARY SEWER PIPE SHALL BE PVC PIPE (ASTM D 3034, SDR 26), UNLESS OTHERWISE NOTED. SANITARY SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.
- ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
- FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
 - IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
 - ACCEPTABLE MANUFACTURERS / PRODUCTS:
 - FERROCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
 - PRESS-SEAL, WATERSTOP GROUTING RINGS"
 - OR APPROVED EQUAL.
- WATERMAIN SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
- MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES AS REQUIRED.
- STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS AND MANHOLES. GATE VALVE AND MANHOLE LOCATIONS SHALL BE ADJUSTED TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. CURB AND GUTTER SHALL BE STAKED TO ALLOW CURB INLET TYPE CATCH BASINS TO BE PROPERLY LOCATED IN LINE WITH CURBING.
- ALL 3:1 SLOPES SHALL BE AMENDED WITH A MINIMUM OF 2.5 INCHES OF COMPOST ROTOTILLED TO A DEPTH OF 8 INCHES AND REINFORCED WITH EROSION CONTROL BLANKET WITH NATURAL NETTING AND STITCHING.

A1

DRAWING INDEX

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- C1.S EXISTING CONDITIONS: PAGE 1
- C1.S EXISTING CONDITIONS: PAGE 2
- C1.1 REMOVALS PLAN
- C1.2 SITE PLAN
- C1.2a STRIPING AND SIGNAGE PLAN
- C1.2b GEOMETRIC PLAN
- C1.3 GRADING AND DRAINAGE PLAN
- C1.4 UTILITY PLAN
- C1.5 EROSION AND SEDIMENT CONTROL PLAN
- C1.6 SWPPP: SOILS INFORMATION
- C1.7 SWPPP: PROJECT INFORMATION
- C1.8 SWPPP: NARRATIVE
- C2.1 SITE DETAILS
- C2.2 SITE DETAILS
- E0.0 ELECTRICAL TITLE SHEET
- E1.0 ELECTRICAL SITE DEMOLITION PLAN
- E2.0 ELECTRICAL SITE LIGHTING PLAN
- E3.0 ELECTRICAL SCHEDULE AND DETAILS
- L1.1 LANDSCAPING PLAN

Project No. 041125802
Date 04/25/2022
Drawn By JAR
Checked By JAR
Reviewed By JAR
APPENDIX #1 (S3332)

TITLE PAGE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40180 Date 04/25/2022



7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

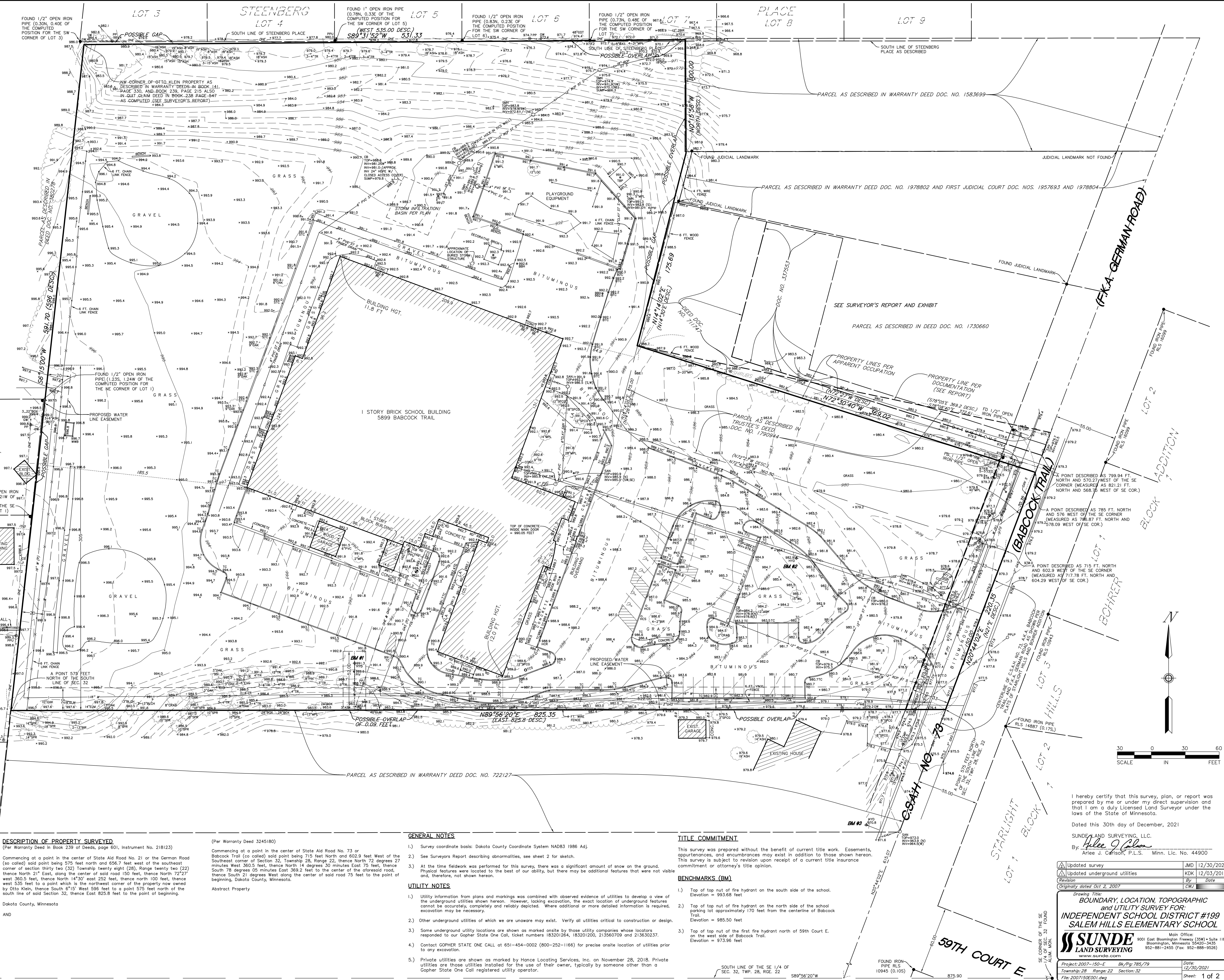
SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

ISD 199, INVER GROVE HEIGHTS SCHOOLS
5899 Babcock Trail
Inver Grove Heights, MN, 55077

Sheet
C1.0

LEGEND

- Denotes found iron monument
- BBH Denotes basketball hoop
- BE Denotes building entrance
- BH Denotes beehive catch basin
- BTC Denotes bituminous curb
- BTCL Denotes beaver tail curb
- CB Denotes catch basin
- CMP Denotes corrugated metal pipe
- CS Denotes curb stop
- DG Denotes drain grate
- EB Denotes electric box
- EM Denotes electric meter
- FES Denotes flared end section
- FF Denotes finished floor
- FH Denotes fire hookup
- FP Denotes flag pole
- G Denotes gutter
- GM Denotes gas meter
- GRDL Denotes ground light
- GW Denotes guy wire
- HCR Denotes handicap ramp
- HCS Denotes handicap sign
- HHE Denotes electric hand hole
- HYD Denotes fire hydrant
- INV Denotes structure invert
- LA Denotes landscaped area
- LP Denotes light pole
- MH Denotes manhole
- OD Denotes overhead door
- OHC Denotes overhead communication line
- OHE Denotes overhead electric line
- OVI Denotes building overhang
- (P) Denotes per plan
- PE Denotes polyethylene pipe
- PIV Denotes post indicator valve
- PKS Denotes parking sign
- PP Denotes power pole
- PLP Denotes power and light pole
- PPU Denotes utility power pole
- PVC Denotes polyvinylchloride pipe
- RCP Denotes reinforced concrete pipe
- RD Denotes roof drain
- SAN Denotes sanitary manhole
- SAN S Denotes sanitary sewer
- SB Denotes soil boring
- SMH Denotes storm manhole
- ST S Denotes storm sewer
- TAD Denotes turnmountable curb
- TCS Denotes truncated domes
- TBP Denotes terebthal pole
- TC Denotes top of concrete curb
- TCS Denotes traffic control sign
- TRANS Denotes transformer
- UGC Denotes underground communication line
- UGE Denotes underground electric line
- VCP Denotes vitrified clay pipe
- W Denotes water line
- WV Denotes water valve
- WMB Denotes wood wall bottom
- ARB Denotes Arborvitae
- BAS Denotes Basswood tree
- BIR Denotes Birch tree
- BLCH Denotes Black Cherry tree
- BOX Denotes Boxelder tree
- CED Denotes Cedar tree
- CRAB Denotes Crabapple tree
- EVC Denotes evergreen tree
- LOC Denotes Locust tree
- MPL Denotes Maple tree
- PIN Denotes Pine tree
- SPCG Denotes Colorado Green Spruce tree
- SPR Denotes Spruce tree
- TR Denotes Trillium tree
- WL Denotes Willow tree



DESCRIPTION OF PROPERTY SURVEYED

(Per Warranty Deed In Book 239 of Deeds, page 601, Instrument No. 218123)

Commencing at a point in the center of State Aid Road No. 21 or the German Road (so called) said point being 575 feet north and 656.7 feet west of the southwest corner of section thirty two (32) Township twenty eight (28), Range twenty two (22) then North 21° East, along the center of said road 150 feet, thence North 72° 22' west 360.5 feet, thence North 14° 30' east 252 feet, thence North 100 feet, thence west 235 feet to a point which is the northwest corner of the property now owned by Otto Klein, thence South 6° 15' West 596 feet to a point 575 feet north of the south line of said Section 32, thence East 825.8 feet to the point of beginning.

Dakota County, Minnesota

AND

(Per Warranty Deed 3245180)

Commencing at a point in the center of State Aid Road No. 73 or Babcock Trail (so called) said point being 715 feet North and 602.9 feet West of the Southeast corner of Section 32, Township 28, Range 22, thence North 72 degrees 27 minutes West 360.5 feet, thence North 14 degrees 30 minutes East 75 feet, thence South 78 degrees 05 minutes East 369.2 feet to the center of the atorepoil road, thence South 21 degrees West along the center of said road 75 feet to the point of beginning, Dakota County, Minnesota.

Abstract Property

GENERAL NOTES

- 1.) Survey coordinate basis: Dakota County Coordinate System NAD83 1986 Adj.
- 2.) See Surveyors Report describing abnormalities, see sheet 2 for sketch.
- 3.) At the time fieldwork was performed for this survey, there was a significant amount of snow on the ground. Physical features were located to the best of our ability, but there may be additional features that were not visible and, therefore, not shown hereon.

UTILITY NOTES

- 1.) Utility information from plans and markings was combined with observed evidence of utilities to develop a view of the underground utilities shown hereon. However, looking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, excavation may be necessary.
- 2.) Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.
- 3.) Some underground utility locations are shown as marked onsite by those utility companies whose locators responded to our Gopher State One Call, ticket numbers 183201264, 183201200, 213560709 and 213630237.
- 4.) Contact GOPHER STATE ONE CALL at 651-454-0002 (800-252-1166) for precise onsite location of utilities prior to any excavation.
- 5.) Private utilities are shown as marked by Hance Locating Services, Inc. on November 28, 2018. Private utilities are those utilities installed for the use of their owner, typically by someone other than a Gopher State One Call registered utility operator.

TITLE COMMITMENT

This survey was prepared without the benefit of current title work. Easements, appurtenances, and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a current title insurance commitment or attorney's title opinion.

BENCHMARKS (BM)

- 1.) Top of top nut of fire hydrant on the south side of the school. Elevation = 993.68 feet
- 2.) Top of top nut of fire hydrant on the north side of the school parking lot approximately 170 feet from the centerline of Babcock Trail. Elevation = 985.50 feet
- 3.) Top of top nut of the first fire hydrant north of 59th Court E. on the west side of Babcock Trail. Elevation = 973.96 feet

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 30th day of December, 2021

SUNDE AND SURVEYING, LLC.

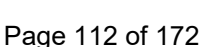
By: *Arlene J. Carlson*
Arlene J. Carlson, P.L.S. Minn. Lic. No. 44900

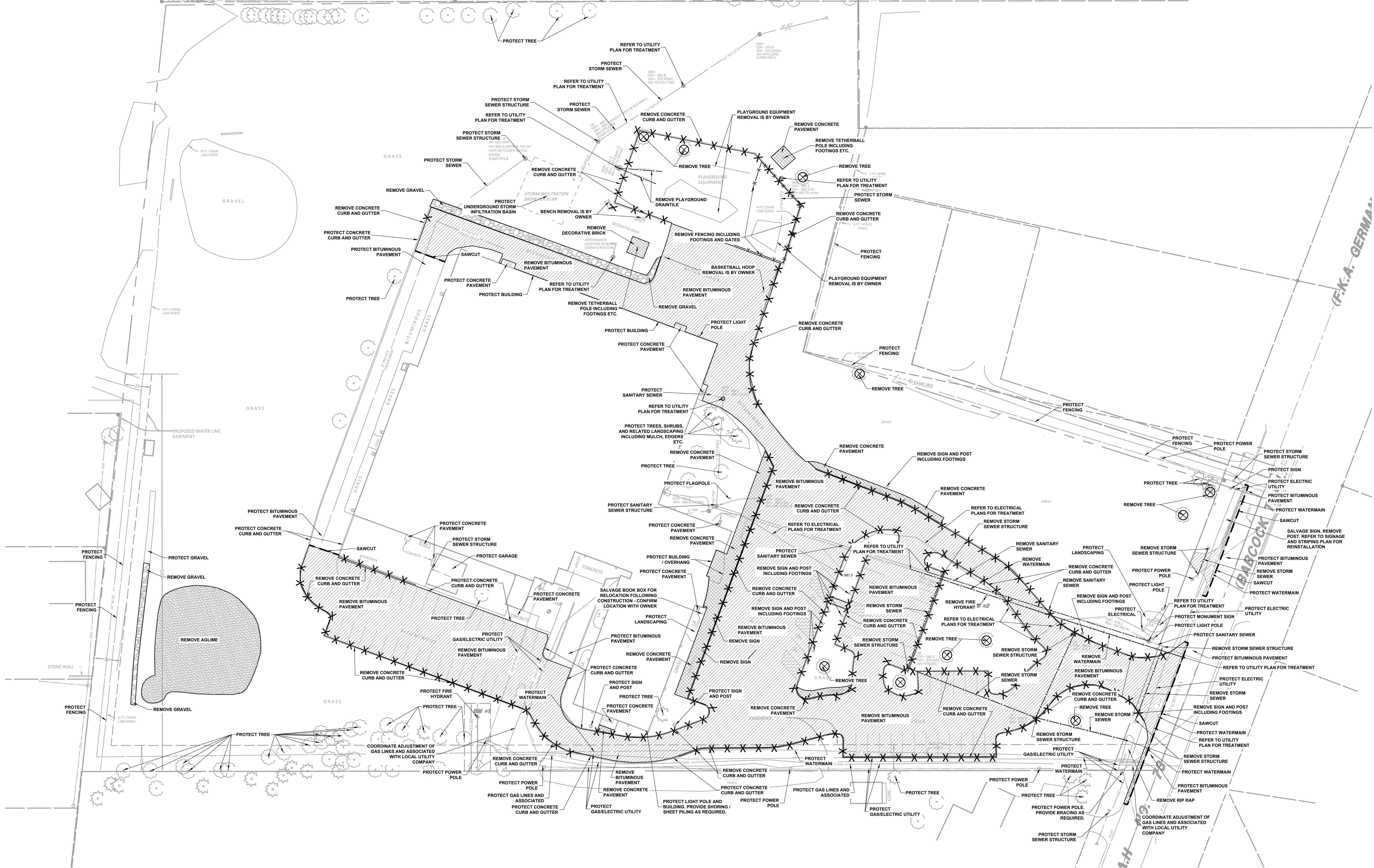
Updated survey	JMD 12/30/2021
Updated underground utilities	KDK 12/03/2018
Revision	By Date
Originally dated Oct. 2, 2007	CWJ

Drawing Title:
**BOUNDARY, LOCATION, TOPOGRAPHIC AND UTILITY SURVEY FOR:
INDEPENDENT SCHOOL DISTRICT #199
SALEM HILLS ELEMENTARY SCHOOL**

SUNDE LAND SURVEYING
www.sunde.com

Project: 2007-150-E
Township: 28 Range: 22 Section: 32
Date: 12/30/2021
Sheet: 1 of 2





LEGEND

- CONCRETE PAVEMENT / DECORATIVE BRICK REMOVALS
- CONCRETE CURB AND GUTTER REMOVALS
- BITUMINOUS PAVEMENT REMOVALS
- GRAVEL SURFACE REMOVALS
- AGLIME REMOVALS
- FENCING REMOVALS
- UTILITY REMOVALS
- TREE REMOVALS
- SAWCUT
- PROPERTY LINE

NOTES:

- REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.
- MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
- REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
- VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
- THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.

Project No.	041125802
Date	04/25/2022
Drawn By	DAVID A. REY
Checked By	DAVID A. REY
Revisions	

REMOVALS PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 40180 Date 04/25/2022

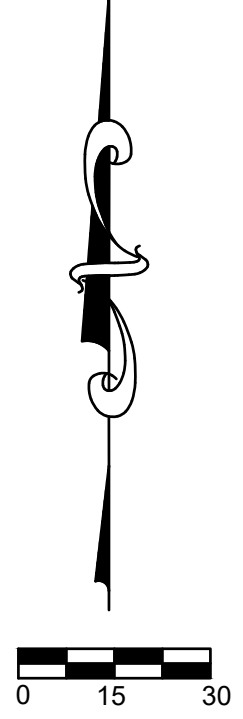


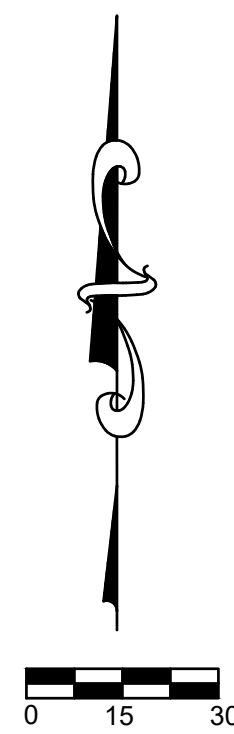
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

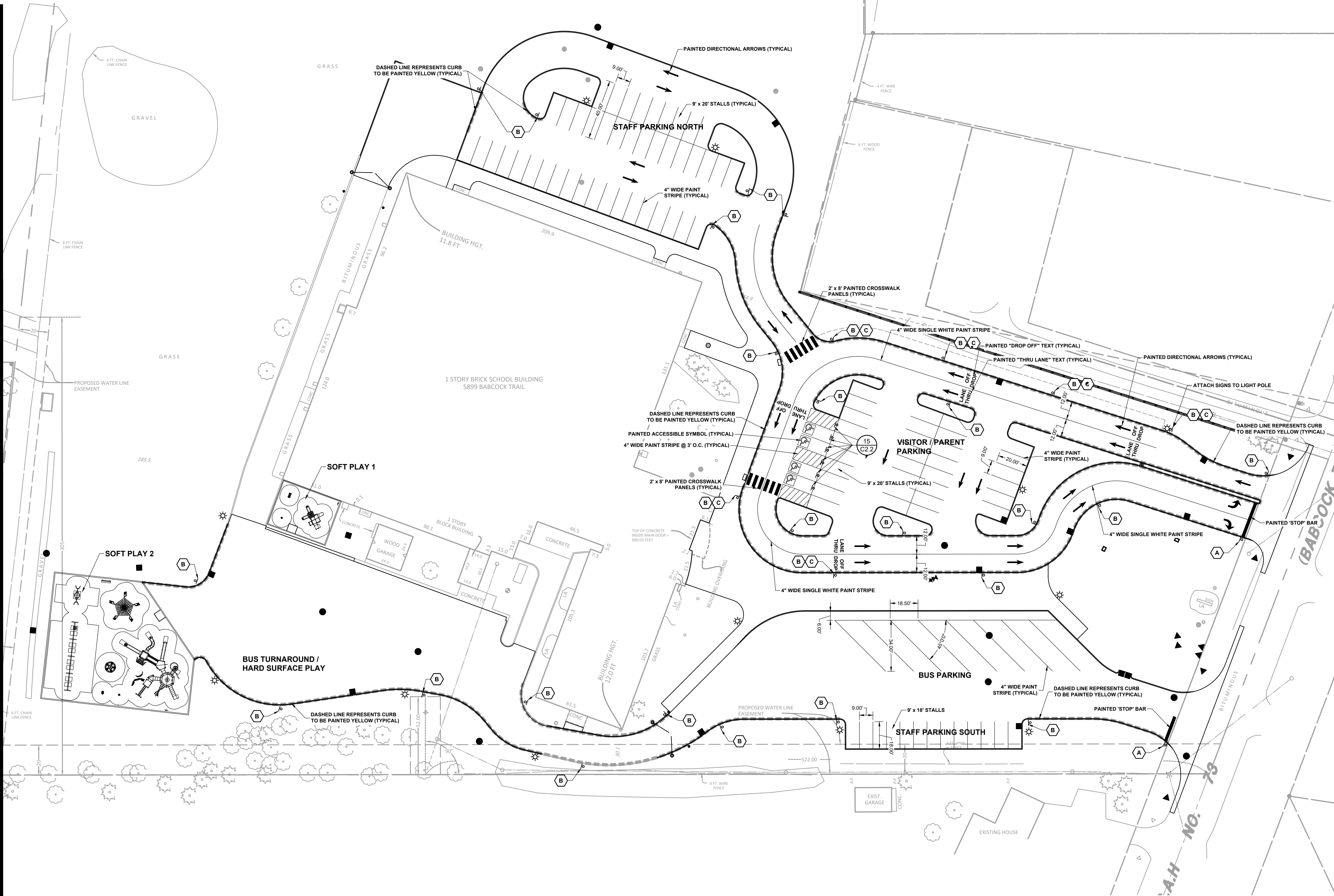
ISD 199, INVER GROVE HEIGHTS SCHOOLS
5809 Babcock Trail
Inver Grove Heights, MN 55077

C1.1





Page 114 of 173



LEGEND

REFERENCE KEY TO SITE DETAILS
DETAIL LD NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)

PROPOSED TRAFFIC CONTROL SIGN

PAINTED ACCESSIBLE SYMBOL

SIGNAGE KEY NOTE

PROPOSED MANHOLE (MH)

PROPOSED CATCH BASIN (CB)

PROPOSED SURGE BASIN (SB)

PROPOSED FLARED END SECTION (FES)

PROPOSED HYDRANT (HYD)

PROPOSED GATE VALVE (GV)

PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS

PROPERTY LINE

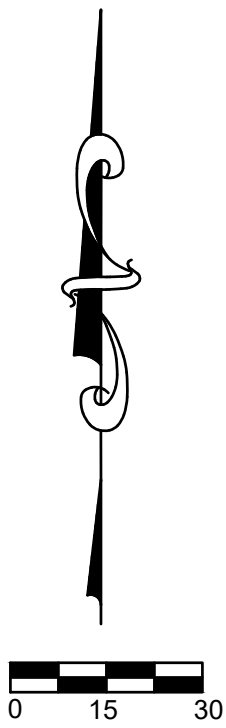
SIGNAGE KEY NOTES

A STOP MnMUTCD R1-1 (30"x30")

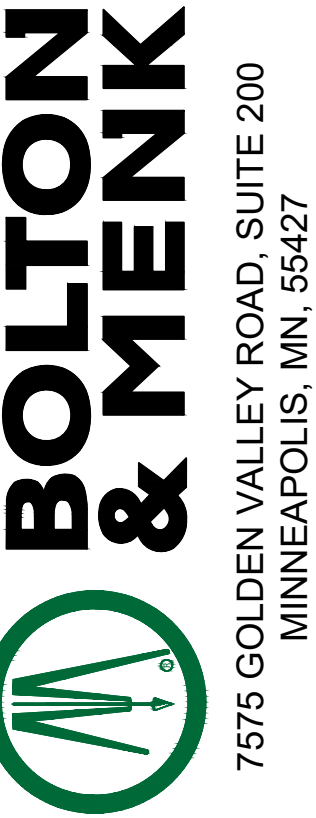
B NO PARKING ONE WAY LINE SIMILAR TO MnMUTCD R7-1 (12"x18")

C THRU LANE DROP OFF LINE SIMILAR TO MnMUTCD R3-8AA (36"x30")

- NOTES:**
- REFER TO SHEET T1.0, TITLE PAGE, FOR GENERAL NOTES.
 - CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
 - SIGNAGE SHALL GENERALLY BE INSTALLED 18" BEHIND THE BACK OF CURB.



**SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS**
ISD 199, INVER GROVE HEIGHTS SCHOOLS
5899 Babcock Trail
Inver Grove Heights, MN, 55077

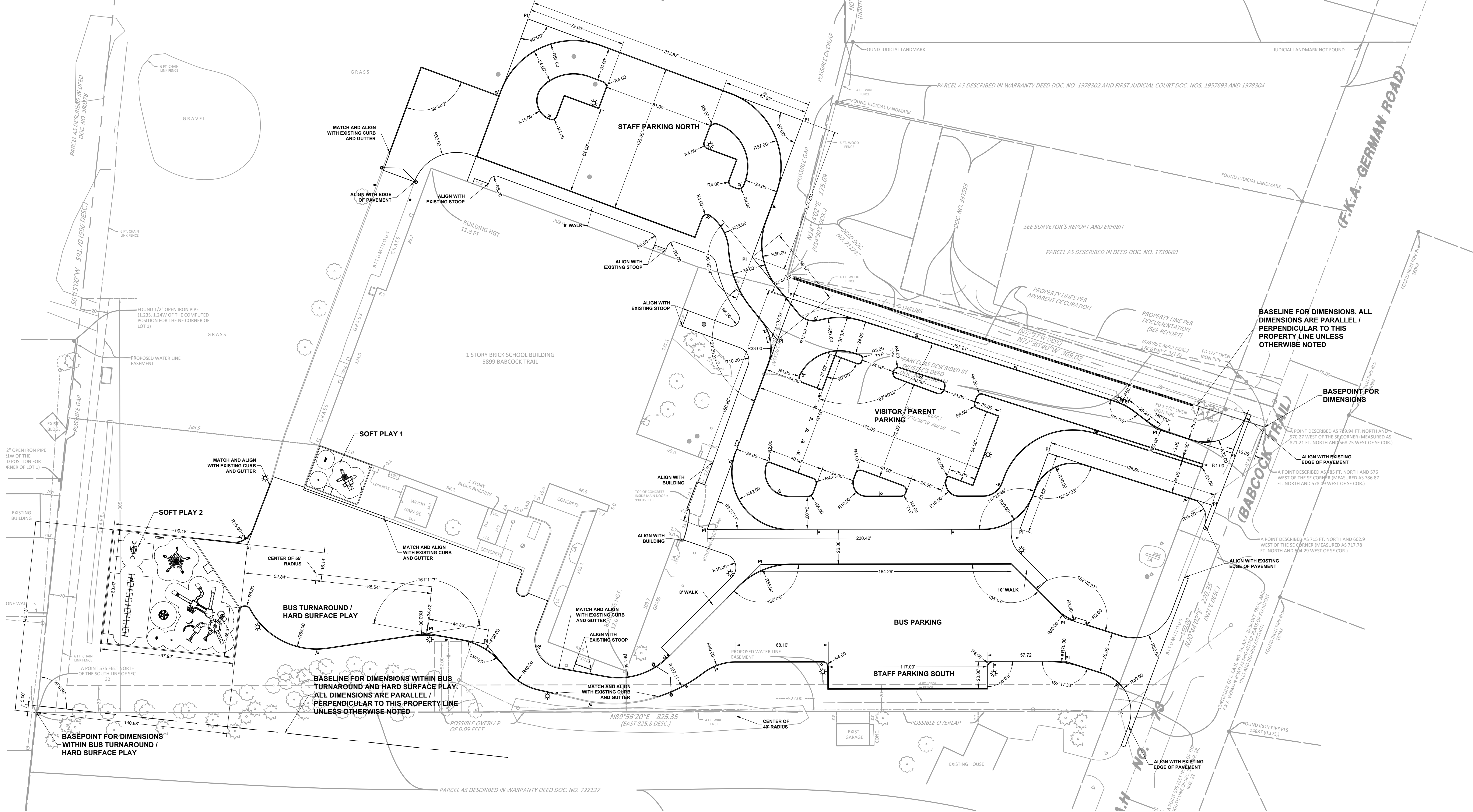


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40180 Date 04/25/2022

STRIPING AND SIGNAGE PLAN

Project No.	031125802
Date	04/25/2022
Drawn By	CD
Checked By	CD
Reviewed By	CD
Revisions	

Sheet
C1.2a

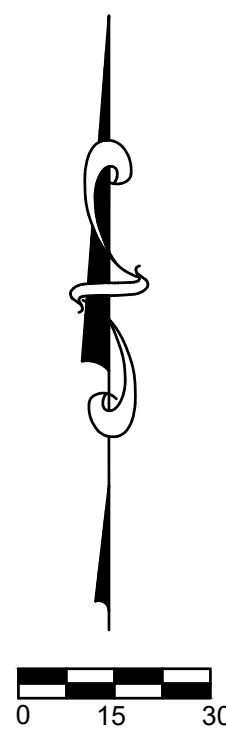


LEGEND

- PI POINT OF INTERSECTION
- PT POINT OF TANGENCY
- ★ PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
- PROPERTY LINE

NOTES:

- REFER TO SHEET T1.0, TITLE PAGE, FOR GENERAL NOTES.
- ALL APPLICABLE DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT, CENTERLINE OF FENCE, OR PROPERTY LINE UNLESS OTHERWISE NOTED.
- CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
- SIGNAGE SHALL BE INSTALLED 18" BEHIND THE BACK OF CURB OR EDGE OF PAVEMENT.



SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

ISD 199, INVER GROVE HEIGHTS SCHOOLS
5899 Babcock Trail
Inver Grove Heights, MN, 55077



7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

GEOMETRIC PLAN

Project No.	041125802
Date	04/25/2022
Drawn By	CD
Checked By	CD
Revisions	CD

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 46180 Date 04/25/2022

GRADING AND DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40180 Date 04/25/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS
1SD 199, INVER GROVE HEIGHTS SCHOOLS
5809 Babcock Trail
Inver Grove Heights, MN, 55077



NOTES

1. REFER TO SHEET T1.0, TITLE SHEET, FOR GENERAL NOTES.

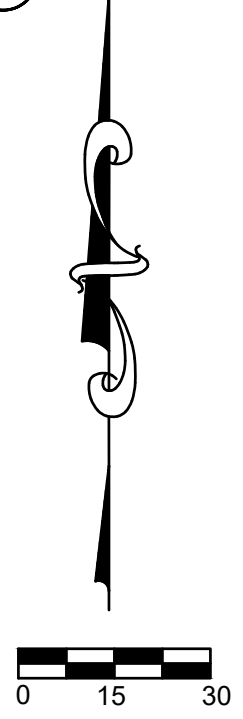
BENCHMARKS (FIELD VERIFY BEFORE USING)

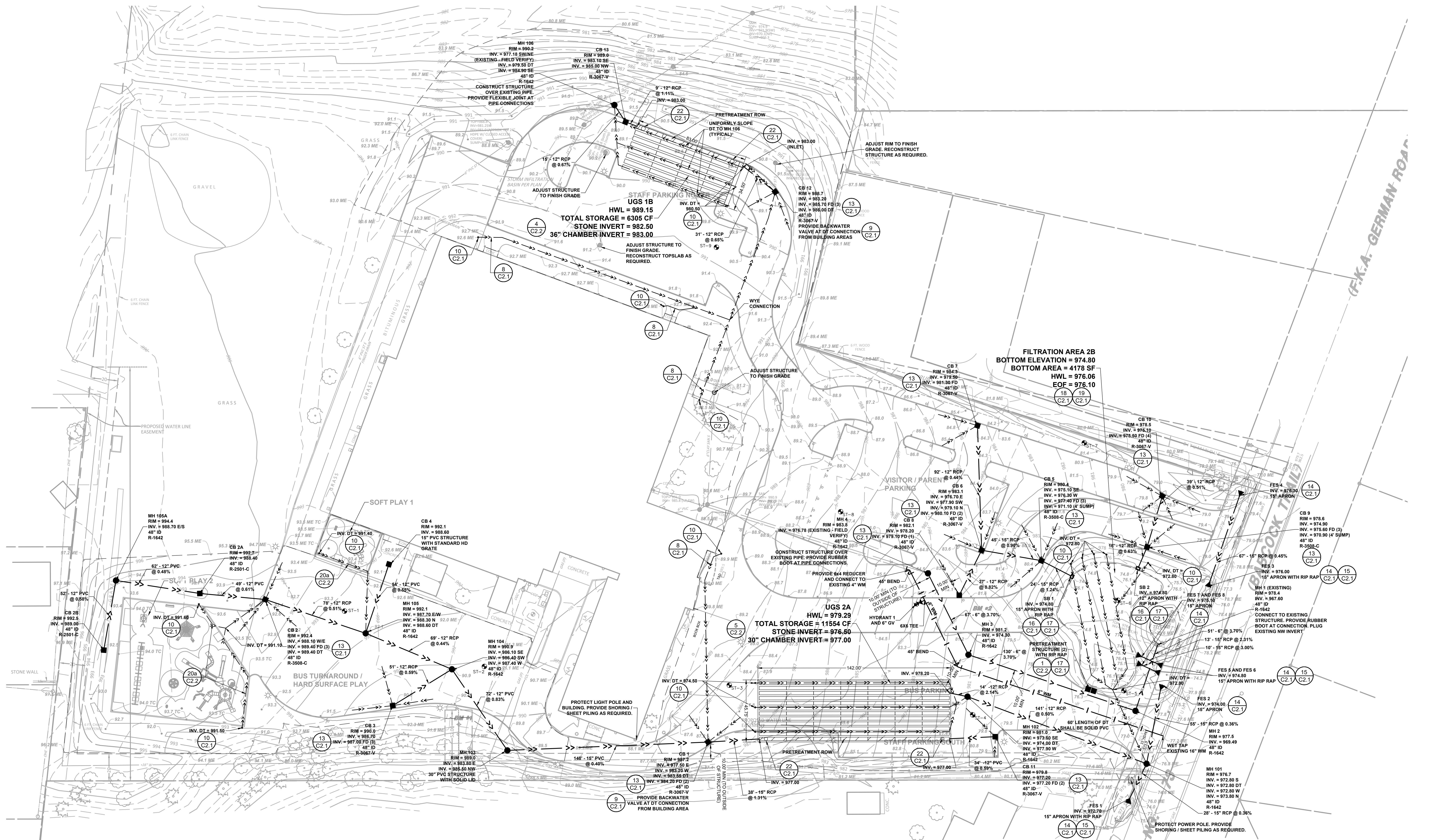
- 1.) TOP OF TOP NUT OF FIRE HYDRANT ON THE SOUTH SIDE OF THE SCHOOL.
Elevation = 993.68
- 2.) TOP OF TOP NUT OF FIRE HYDRANT ON THE NORTH SIDE OF THE SCHOOL PARKING LOT
APPROXIMATELY 170 FEET FROM THE CENTER LINE OF BABCOCK TRAIL.
Elevation = 985.50
- 3.) TOP OF TOP NUT OF THE FIRST FIRE HYDRANT NORTH OF 59TH COURT EAST ON THE WEST SIDE OF BABCOCK TRAIL.
Elevation = 973.96

Estimated Quantities		
Cut	Fill	Net
5878 cf	3093 cf	2785 cf

LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
EXISTING SPOT ELEVATION
PROPOSED CONTOUR
PROPOSED SPOT ELEVATION
ME = MATCH EXISTING
EOF = EMERGENCY OVERFLOW
TC = TOP OF CURB
- PROPOSED GRADING LIMITS
PROPOSED SAND SUBBASE AT FROST FOOTED STOOPS
APPROXIMATE SOIL BORING LOCATION
PROPOSED MANHOLE
PROPOSED CATCH BASIN (CB)
PROPOSED SURGE BASIN (SB)
PROPOSED FLARED END SECTION (FES)
PROPOSED HYDRANT (HYD)
PROPOSED GATE VALVE (GV)
PROPOSED LIGHT POLE - REFER TO ELECTRICAL PLANS
PROPERTY LINE





LEGEND

- REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- EXISTING CONTOUR
PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
ME = MATCH EXISTING
EOF = EMERGENCY OVERFLOW
TC = TOP OF CURB
- PROPOSED GRADING LIMITS
- PROPOSED SANITARY SEWER
PROPOSED STORM SEWER
PROPOSED WATERMAIN
- PROPOSED DRAINILE / FINGER DRAIN
- PROPOSED MANHOLE (MH)
PROPOSED CATCH BASIN (CB)
PROPOSED SURGE BASIN (SB)
PROPOSED FLARED END SECTION (FES)
PROPOSED UNDERGROUND STORAGE UNITS
PROPOSED HYDRANT (HYD)
PROPOSED GATE VALVE (GV)
- PROVIDE MINIMUM 15" VERTICAL SEPARATION AT CROSSING - PROVIDE
SHALL BE ADJUSTED TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB
CENTER ONE LENGTH WATERMAIN PIPE ON CROSSING.
- DRAINILE SHALL BE SOLID PVC AT WATERMAIN CROSSING
- PROPERTY LINE

NOTES

- REFER TO SHEET T1.0, TITLE PAGE, FOR GENERAL NOTES.
- ALL WATERMAIN PIPE SHALL BE DIP, CLASS 52. ALL WATERMAIN SHALL HAVE MINIMUM 8'-0" BURY (TOP OF PIPE TO FINISH GRADE). DIP SHALL BE ENCASED WITH POLYETHYLENE FILM CONFORMING TO ASTM D 1248-899.
- ALL SANITARY SEWER PIPE SHALL BE PVC PIPE (ASTM D 3034, SDR 26), UNLESS OTHERWISE NOTED. SANITARY SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM D2321.
- ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 OR PVC PIPE (ASTM D3034, SDR 35) INSTALLED IN ACCORDANCE WITH ASTM D2321, UNLESS OTHERWISE NOTED.
- FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
 - IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
 - ACCEPTABLE MANUFACTURERS / PRODUCTS:
 - FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
 - PRESS-SEAL, WATERSTOP GROUTING RINGS
 - OR APPROVED EQUAL.
- WATERMAIN SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINILE OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
- LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
- CONTRACTOR SHALL STAKE LIMITS OF WALKS AND CURBING PRIOR TO INSTALLATION OF GATE VALVES, CATCH BASINS AND MANHOLES. GATE VALVE AND MANHOLE LOCATIONS SHALL BE ADJUSTED TO AVOID PLACEMENT OF THESE STRUCTURES IN WALKS AND CURB AND GUTTER. CURB AND GUTTER SHALL BE STAKED TO ALLOW CURB INLET TYPE CATCH BASINS TO BE PROPERLY LOCATED IN LINE WITH CURBING.

Sheet

C1.4

SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

1SD 199, INVER GROVE HEIGHTS SCHOOLS

5809 Babcock Trail

Inver Grove Heights, MN, 55077

BOLTON & MENK

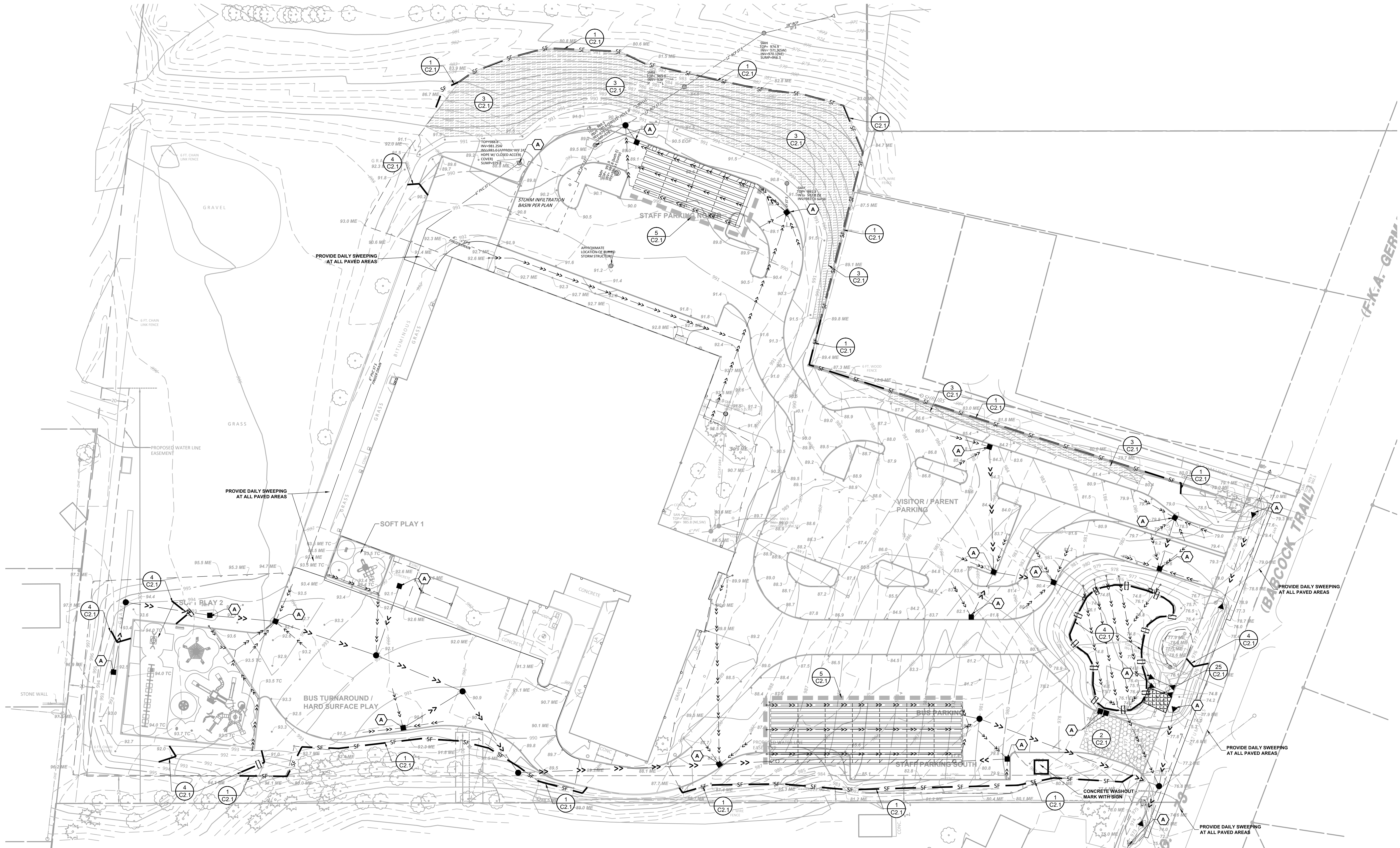
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 40180 Date 04/25/2022

UTILITY PLAN

Project No.	041125802
Date	04/25/2022
Drawn By	CD
Checked By	CD
Reviewed By	CD
Revisions	

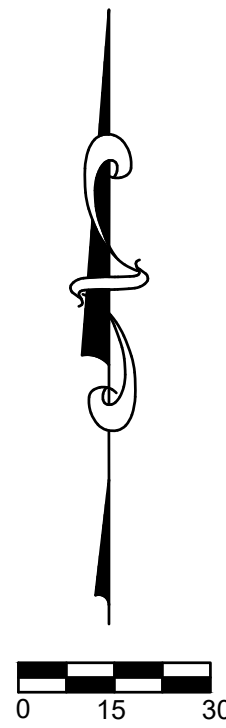


LEGEND

- 1 C2.1 REFERENCE KEY TO SITE DETAILS
DETAIL ID NUMBER (TOP)
DETAIL SHEET NUMBER (BOTTOM)
- 995 EXISTING CONTOUR
975 PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
ME = MATCH EXISTING
EOF = EMERGENCY OVERTFLOW
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER
- PROPOSED MANHOLE (MH) 10 C2.1 2 C2.2
PROPOSED CATCH BASIN (CB) 11 C2.1
PROPOSED SURGE BASIN (SB) 12 C2.1 13 C2.2
PROPOSED FLARED END SECTION (FES) 14 C2.1 15 C2.2
PROPOSED UNDERGROUND STORAGE UNITS 16 C2.1 17 C2.2
PROPOSED SILT FENCE SF 1 C2.1
PROPOSED SEDIMENT CONTROL LOG 1 C2.1
PROPOSED ROCK CONSTRUCTION ENTRANCE 2 C2.1
PROPOSED EROSION CONTROL BLANKET 3 C2.1
PROPOSED TEMPORARY DIVERSION BERM 5 C2.1
INLET PROTECTION DEVICE AT STORM SEWER INLET A
PROPERTY LINE

NOTES

- REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.
- REFER TO SWPPP NARRATIVE (SECTION 01 89 13) FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
- MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
- MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
- ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
- IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
- INLET PROTECTION DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST. APPROVED PRODUCTS:
 - ROAD DRAIN "TOP SLAB", MANUFACTURED BY WIMCO
 - ROAD DRAIN "CURB & GUTTER", MANUFACTURED BY WIMCO
 - INFRASAFE "SEDIMENT CONTROL BARRIER", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
 - INFRASAFE "DEBRIS COLLECTION DEVICE", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
 - INFRASAFE "CULVERT INLET PROTECTOR", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
 - DANDY SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
 - DANDY CURB SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
 - OR APPROVED EQUAL.
- PRIOR TO CONSTRUCTION, DELINEATE TURF AND VEGETATED AREAS NOT TO BE DISTURBED WITH ORANGE SNOW FENCE. NO CONSTRUCTION TRAFFIC, EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE AREAS DESIGNATED NOT TO BE DISTURBED. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH MN CONSTRUCTION STORMWATER GENERAL PERMIT.



Sheet

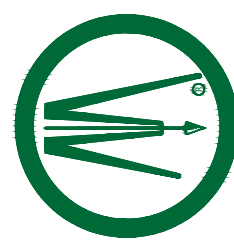
C1.5

SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

ISD 199, INVER GROVE HEIGHTS SCHOOLS

5809 Babcock Trail

Inver Grove Heights, MN, 55077



BOLTON
& MENK

7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

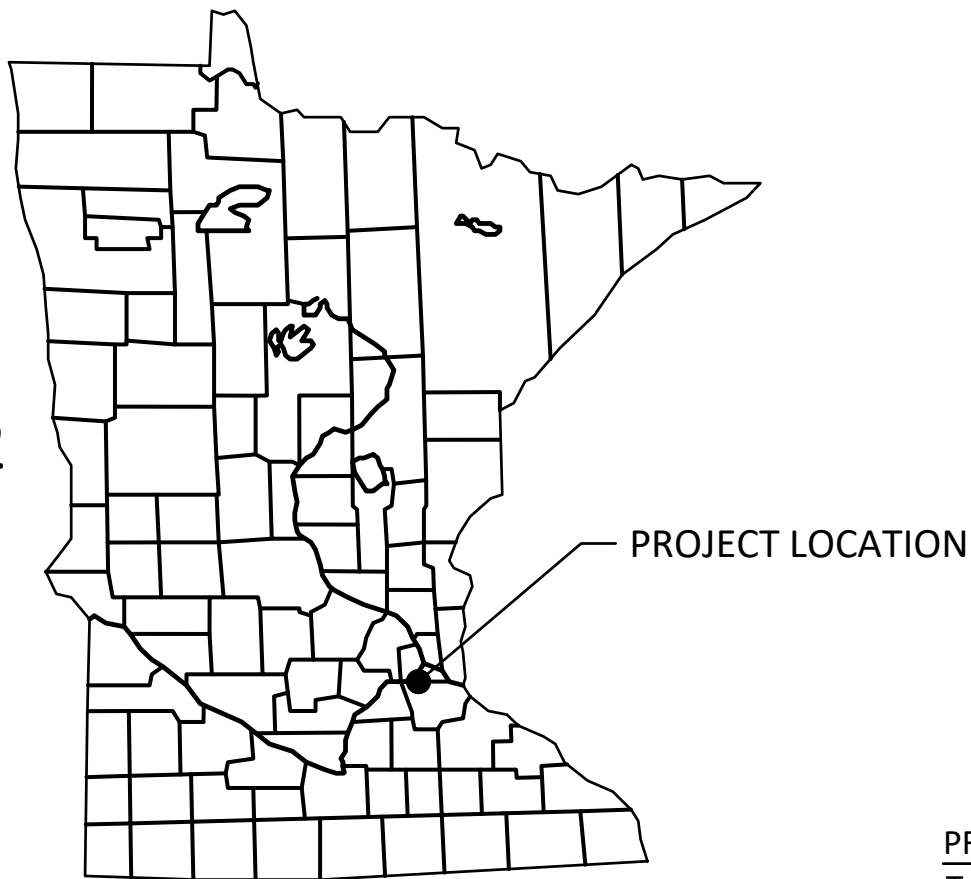
EROSION AND SEDIMENT
CONTROL PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 40180 Date 04/25/2022

Project No.	041125802
Date	04/25/2022
Drawn By	DAVID A. REY
Checked By	DAVID A. REY
Revisions	

STORMWATER
POLLUTION PREVENTION
PLAN (SWPPP)
SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT RECONFIGURATION -2022
CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA



RESPONSIBLE PARTIES:
The Contractor and Owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.

The Contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.

A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

	COMPANY	CONTACT PERSON	PHONE
OWNER:	Inver Grove Heights Schools	Kevin McNamara	651-306-7829
SWPPP DESIGNER:	Bolton & Menk, Inc.	Lanol Leichty	952-890-0509
CONTRACTOR:	TBD	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	Inver Grove Heights Schools	Kevin McNamara	651-306-7829

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Training documentation for the SWPPP Designer is included on the Narrative sheet. The Contractor shall attach training documentation to this SWPPP for the Construction SWPPP Manager and BMP Installer prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

ADDITIONAL COMPENSATION
Payment for all work associated with Erosion and Sediment Control shall be as described in the Project Manual. Unless otherwise authorized by the Owner no additional payment shall be made for any work required to administer and maintain the site erosion and sediment control in compliance with the Minnesota Pollution Control Agency (MPCA) - General Stormwater Permit for Construction Activity (MN R100001) including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing.

DOCUMENT RETENTION
Permittees must make the SWPPP, including all inspection reports, maintenance records, training records and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit and for three (3) years following the NOT.

GENERAL STORMWATER DISCHARGE REQUIREMENTS
All requirements listed in Section 5.1 of the Permit for the design of the permanent stormwater management system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:
1. The expected amount, frequency, intensity, and duration of precipitation.
2. The nature of stormwater runoff and run-on at the site
3. Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
4. The range of soil particle sizes expected to be present on the site.

Permanent stormwater treatment systems for this project have been designed in accordance with the guidance in the MN Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided in digital format upon written request to the Engineer.

LEGEND

1-MILE BOUNDARY

PROJECT BOUNDARY

OR

IMPAIRED WATERS

OR

SPECIAL OR PROTECTED WATERS

NATIONAL WETLANDS INVENTORY

RECEIVING WATERS

PROJECT AREAS:
Total Project Size (disturbed area) = 4.5 ACRES
Existing area of impervious surface = 3.4 ACRES
Post construction area of impervious surface = 4.3 ACRES
Total new impervious surface area created = 0.9 ACRES

Planned Construction Start Date: 06/06/2022
Estimated Construction Completion Date: 08/31/2022

PERMANENT STORMWATER MANAGEMENT SYSTEM:
Type of storm water management used if more than 1 acre of new impervious surface is created:

x	Wet Sedimentation Basin
	Infiltration/Filtration
	Regional Pond
	Permanent Stormwater Management Not Required

PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
DAKOTA	28	22	32	44.8637°	-93.0687°

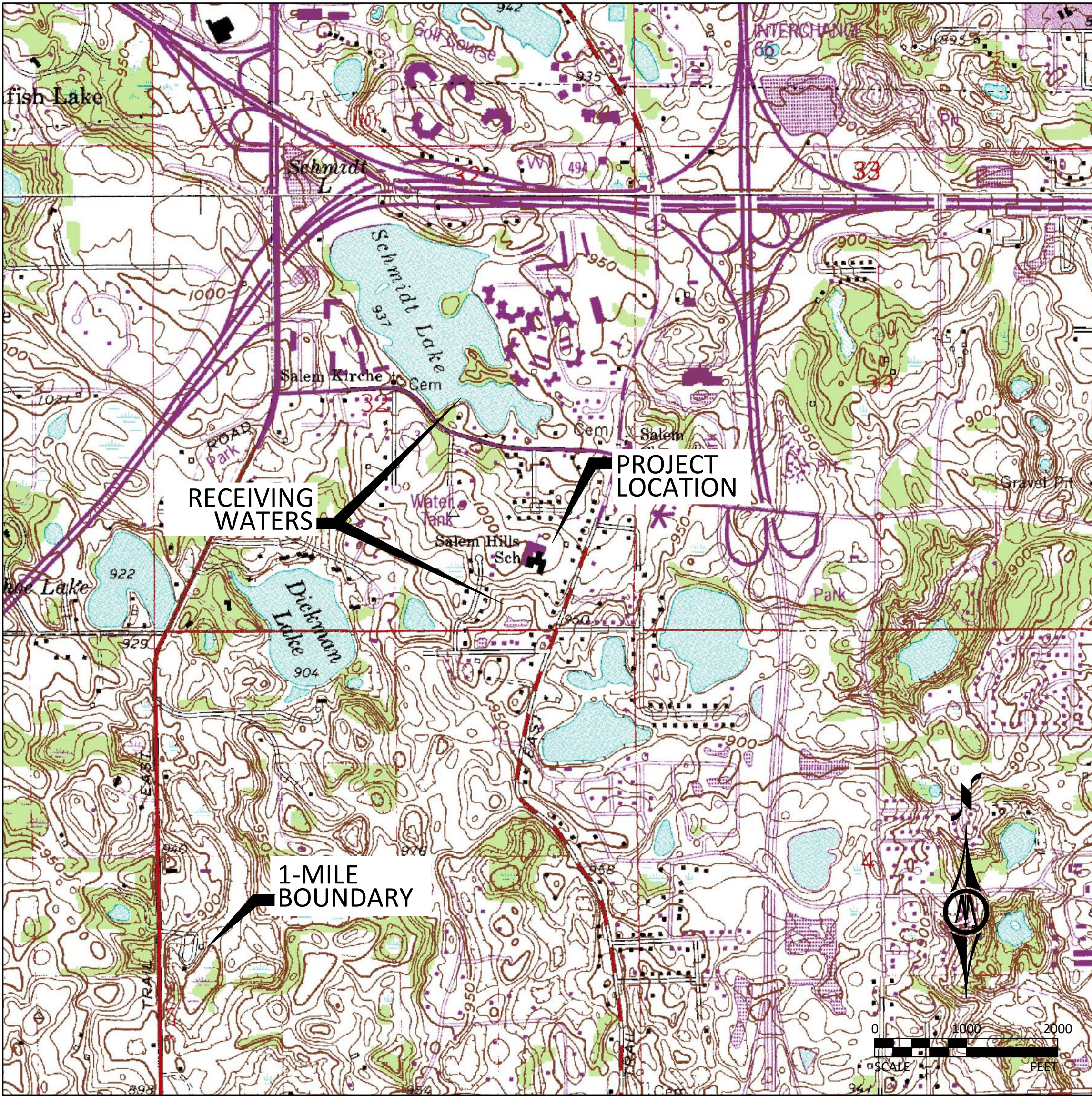
BMP SUMMARY	QUANTITY	UNIT
SILT FENCE	1431	LF
SEDIMENT CONTROL LOG	413	LF
ROCK CONSTRUCTION ENTRANCE	28	CY

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
Construction activities include: Site grading, paving, sanitary sewer and water main extensions, temporary erosion and sediment control, and permanent stabilization. The purpose of the project is to separate the school parking lot and bus lot to improve the efficiency of student drop off and pick up.

Stormwater runoff from the school's parking lot currently drains east and is collected into the storm sewer system on Babcock Trail. Runoff from the playground drains north into an existing swale that discharges onto Babcock Trail.

After construction is complete stormwater will follow the same drainage pattern described above.

This project includes the following stormwater management BMPs: Infiltration feature



RECEIVING WATERS:
Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds, within 1-mile of the project boundary are identified on the USGS 7.5 min quad map above. Receiving waters that are impaired, the impairment, and WLA are listed as follows. All specific BMPs relative to construction activities listed in the permit for special, prohibited, restricted, or impaired have been incorporated into this plan. All specific BMPs listed in approved TMDLs and those BMPs listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (ditch, pond, wetland, lake, etc.)	Special, Prohibited, Restricted Water ¹	Flows to Impaired Water Within 1-Mile ²	USEPA Approved Construction Related TMDL ³
Schmitt Lake	Lake	No	No	No
Unnamed Wetland	Wetland	No	No	No

¹ Special, prohibited, and restricted waters are listed in Section 23 of the MN Construction Stormwater General Permit (MNR100001).
² Identified as impaired under section 303 (d) of the federal Clean Water Act for phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
³ Construction Related TMDLs include those related to: phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.

IMPLEMENTATION SCHEDULE AND PHASING: The Contractor is required to provide an updated schedule and site management plan meeting the minimum requirements of Section 1717 of the Minnesota Standard Specifications for Construction.

- 1) Submit SWPPP Updates to Engineer. Submittal shall include any requested changes to the SWPPP, including but not limited to: Trained Personnel, Locations for Stockpiles, Concrete Washout, Sanitation Facilities, Types and Locations of Erosion & Sediment Control. Failure to submit updates shall be considered acceptance of the SWPPP as designed with no changes.
- 2) Install perimeter sediment control, inlet protection, and construction exit.
- 3) Pavement, tree, and fence removal
- 4) Grade site
- 5) Install utility improvements
- 6) Install curb& gutter
- 7) Pave parking lots
- 8) Add additional temporary BMPs as necessary during construction based on inspection reports.
- 9) Ensure final stabilization measures are complete.
- 10) Provide digital copy of all Field SWPPP Documentation including Inspection Reports and SWPPP Revisions to the Owner.
- 11) Submit Notice of Termination (NOT) to MPCA. NOTE: The NOT must be submitted to MPCA before Final Stabilization is considered complete.

Project No. 041125802

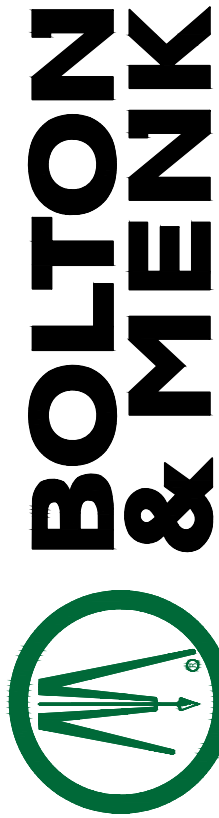
Date	04/25/2022
Drawn By	BJD
Ck. By	DAR
Revisions	

SWPPP: PROJECT INFORMATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Reg. No. 40180 Date 04/25/2022

DAVID A. REY



7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN. 55427

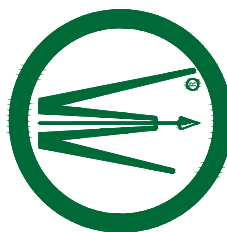
SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

ISD 198 INVER GROVE HEIGHTS SCHOOLS
5888 Babcock Trail
Inver Grove Heights, MN. 55077

Sheet

C1.7

of XX



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

DAVID A. REY
Reg. No. 40180 Date 04/25/2022

Project No.	04125802
Date	04/25/2022
Drawn By	BJD
Ck. By	DAR
Revisions	

Information contained in this SWPPP narrative sheet summarizes requirements of the GENERAL PERMIT AUTHORIZATION TO DISCHARGE STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM PROGRAM - Permit No: MN RI0000I (Permit) as they apply to this project. All provisions of the Permit including those not specifically cited herein shall apply to this project. The Contractor is responsible to be familiar with and comply with all conditions of the permit. The full text of the Permit is available at: <https://www.pca.state.mn.us/sites/default/files/wq-strm2-80a.pdf>

SWPPP AMENDMENTS AND SUBMITTALS

Contractor must prepare and submit to the Engineer a SWPPP amendment as necessary to include additional Best Management Practices (BMPs) to correct problems identified or address the following situations.

- Contact information and training documentation for Construction SWPPP Manager and BMP Installer,
- There is a change in construction method of phasing, operation, maintenance, weather or seasonal conditions not anticipated during the design of the SWPPP including but not limited to:
 - Types and/or Locations of BMPs
 - Material Storage and Spill Response
 - Fueling Plans
 - Locations for Stockpiles, Concrete Washout, and Sanitation Facilities and
 - Project Phasing
- It is determined that the SWPPP is not achieving objectives of minimizing pollutants in stormwater discharges associated with construction activity, or
- The SWPPP is not consistent with the terms and conditions of the permit.

The Contractor may implement SWPPP amendments immediately and is not required to wait for Engineer review of the submittal. The responsibility for completeness of SWPPP amendments and compliance with the Permit lies with the Contractor. Review, comment, or lack of comment by the Engineer on a SWPPP amendment shall not absolve the responsibilities of the Contractor in any way.

If a change order is issued for a design change the SWPPP amendment will be prepared by the Engineer and included in the change order.

In addition to SWPPP amendments, the Contractor shall submit to the Engineer Weekly Erosion and Sediment Control Schedule meeting the requirements of MnDOT 1717.

The Contractor shall keep copies of all SWPPP amendments, Weekly Erosion and Sediment Control Schedules, inspection logs, and maintenance logs with the field copy of the SWPPP. A PDF copy of these documents will be provided along with a copy of the final Field Copy of the SWPPP to the Engineer along with the signed Notice of Termination when final stabilization is complete.

EROSION PREVENTION PRACTICES

Stormwater conveyance channels shall be routed around unstabilized areas. Erosion controls and velocity dissipation devices shall be used at outlets within and along the length of any constructed conveyance channel.

The normal wetted perimeter of all ditches or swales, including storm water management pond slopes, that drain waters from the site must be stabilized within 200' of any property edge or discharge point, including storm sewer inlets, within 24 hours of connection.

Temporary or permanent ditches or swales used as sediment containment during construction do not need to be stabilized during temporary period of use and shall be stabilized within 24 hours after no longer used as sediment containment.

Mulch, hydromulch, tackifier, or similar practice shall not be used in any portion of the wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than 2 percent.

Energy dissipation shall be installed at all temporary or permanent pipe outlets within 24 hours of connection to a surface water or permanent stormwater treatment system.

The Contractor shall phase construction and use construction methods to the extent practical to minimize exposed soils. The project phasing shall be documented in the Weekly Erosion and Sediment Control Schedule.

SEDIMENT CONTROL PRACTICES

Down gradient BMPs including perimeter BMPs must be in place before up gradient land- disturbing activities begin and shall remain in place until final stabilization.

All BMPs that have been adjusted or removed to accommodate short-term activities shall be re-installed or replaced the earlier of the end of the work day or before the next precipitation event even if the activity is not complete.

Inlet BMPs may be removed for specific safety concerns. The BMPs shall be replaced as soon as the safety concern is resolved. The removal shall be documented in the SWPPP as a SWPPP amendment.

Temporary stockpiles must have sediment control BMPs. The Contractor shall prepare and submit to the Engineer a SWPPP amendment showing the location of temporary stockpiles and the BMPs for each stockpile. The SWPPP amendment must meet the minimum requirements of Section 9 of the Permit.

Soil compaction shall be minimized and topsoil shall be preserved, unless infeasible or if construction activities dictate soil compaction or topsoil stripping.

The use of polymers, flocculants, or other sedimentation treatment chemicals are not proposed as part of this SWPPP as designed by the Engineer. If methods or phasing of construction require the use of any of these chemicals, the Contractor shall prepare and submit to the Engineer a SWPPP amendment that meets the minimum requirements of Section 9 of the Permit.

TEMPORARY SEDIMENTATION BASINS

A temporary sedimentation basin has not been included in this SWPPP as designed by the Engineer. If a basin is later determined to be desirable or necessary the Contractor shall prepare and submit to the Engineer a SWPPP amendment. Temporary sedimentation basins shall meet or exceed the minimum requirements of Section 14 of the Permit and shall include a basin draining plan meeting or exceeding the minimum requirements of Section 10 of the Permit. Where the site discharges to Special and/or Impaired Waters the SWPPP amendment shall also meet or exceed the minimum requirements of Section 23 of the permit.

DEWATERING

A dewatering plan has not been included in this SWPPP as designed by the Engineer. If dewatering is required for this project, the Contractor shall prepare and submit to the Engineer a SWPPP amendment. All dewatering shall meet or exceed the minimum requirements of Section 10 of the Permit.

POLLUTION PREVENTION

Products and materials that have the potential to leach pollutants that are stored on the site must be stored in a manner designed to minimize contact with stormwater. Materials that are not a source of potential contamination to stormwater or that are designed for exposure to stormwater are not required to be covered.

Hazardous materials including but not limited to pesticides, fertilizer, petroleum products, curing compounds and toxic waste must be properly stored and protected from stormwater exposure as recommended by the manufacturer in an access restricted area.

Solid waste must be stored, collected and disposed of in compliance with Minnesota Administrative Rules Chapter 7035.

Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn. R. CH 7041.

Exterior vehicle or equipment washing on the project site shall be limited to a defined area of the site. No engine degreasing is allowed on site. A sign must be installed adjacent to each washout facility that requires site personnel to utilize the proper facilities for disposal of concrete and other washout wastes.

The Contractor shall prepare and submit a SWPPP amendment detailing the location and BMPs proposed for storage of materials, solid waste, portable toilets, and exterior vehicle or equipment washing on the site. The SWPPP amendment shall include a spill prevention and response plan that is appropriate for the materials proposed to be on the site. The SWPPP amendment shall meet or exceed the minimum requirements of Section 12 of the Permit.

INSPECTION & MAINTENANCE

A trained person shall routinely inspect the entire construction site at the time interval indicated on this sheet of the SWPPP during active construction and within 24-hours after a rainfall event greater than 0.5 inches in 24 hours. Following an inspection that occurs within 24-hours after a rainfall event, the next inspection must be conducted at the time interval indicated in the Receiving Waters Table found on the SITE PLAN AND INFORMATION SHEET of the SWPPP.

All inspections and maintenance conducted during construction must be recorded on the day it is completed and must be retained with the SWPPP. Inspection report forms are available in the Project Specifications. Inspection report forms other than those provided shall be approved by the engineer.

The Contractor may request a change in inspection schedule for the following conditions:

- Inspections of areas with permanent cover to be reduced to once per month,
- Inspections of areas that have permanent cover and have had no construction activity for 12 months to be suspended until construction resumes,
- Inspections of areas where construction is suspended due to frozen ground conditions, inspections to be suspended until the earlier of within 24 hours of runoff occurring, or upon resuming construction.

No change in inspection schedule shall occur until authorized by the Engineer.

Inspections must include:

- All erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness.
- Surface waters, including drainage ditches and conveyance systems for evidence of erosion and sediment deposition.
- Construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles.
- Infiltration areas to ensure that no sediment from ongoing construction activity is reaching the infiltration area and that equipment is not being driven across the infiltration area.

All non-functioning BMPs and those BMPs where sediment reaches one-half (1/2) of the depth of the BMP, or in the case of sediment basins one-half (1/2) of the storage volume, must be repaired, replaced, or supplemented by the end of the next business day after discovery, or as soon as field conditions allow.

Permittees must repair, replace or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow.

Any sediment that escapes the site must be removed and the area stabilized within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access in which case the work shall be completed within 7 calendar days of authorization. Paved surfaces such as streets shall have any escaped or tracked sediment removed by the end of the day that it is discovered. Sediment release, other than paved surfaces that can be cleaned up with street sweeping shall be reported immediately upon discovery to the Engineer.

PUBLIC WATER RESTRICTIONS:

For public waters that have been promulgated "work in water restrictions" during fish spawning time frames, all exposed soil areas that are within 200 feet of the water's edge, and drain to these waters must complete stabilization within 24-hours during the time period. MN DNR permits are not valid for work in waters that are designated as infested waters unless accompanied by an Infested Waters Permit or written notification has been obtained from MN DNR stating that such permit is not required. There is no exception for pre-existing permits. If a MN DNR Permit has been issued for the project and the water is later designated as infested, the Contractor shall halt all work covered by the MN DNR Permit until an Infested Waters Permit is obtained or that written notification is obtained stating that such permit is not required.

FINAL STABILIZATION

Final Stabilization is not complete until all the following requirements have been met:

- Substantial Completion has been reached and no ground disturbing activities are anticipated.
- Permanent cover has been installed with an established minimum uniform perennial vegetation density of 70 percent of its expected final growth. Vegetation is not required in areas where no vegetation is proposed by this project such as impervious surfaces or the base of a sand filter.

- Accumulated sediment has been removed from all permanent stormwater treatment systems as necessary to ensure the system is operating as designed.
- All sediment has been removed from conveyance systems
- All temporary synthetic erosion prevention and sediment control BMPs have been removed. BMPs designated on the SWPPP to remain to decompose on-site may remain.
- For residential construction only, permit coverage terminates on individual lots if the structures are finished and temporary erosion prevention and downgradient perimeter control is complete, the residence sells to the homeowner, and the permittee distributes the MPCA's "Homeowner Fact Sheet" to the homeowner.
- For agricultural land only (e.g., pipelines across cropland), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOT.

SITE STABILIZATION COMPLETION:

Stabilization of exposed soils shall begin immediately and shall be completed after the construction activity has temporarily or permanently ceased no later than:	14 calendar days
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SITE INSPECTION INTERVAL:

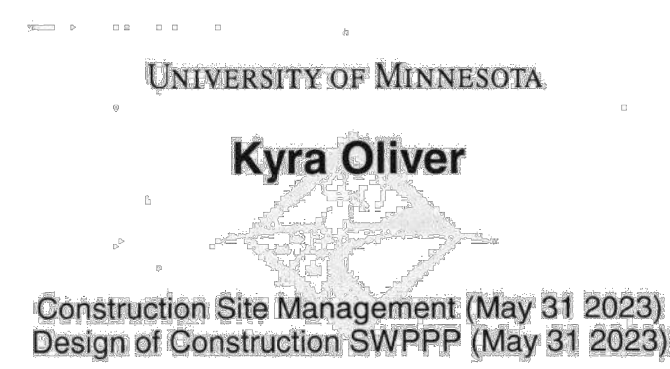
A trained person shall routinely inspect the entire construction site during active construction at an interval of no more than:	7 calendar days
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SPECIAL ENVIRONMENTAL CONSIDERATIONS AND PERMITS:

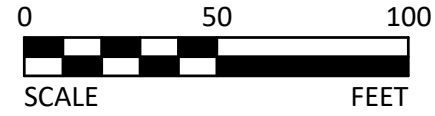
1)	Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
2)	Does any portion of the site have the potential to affect threatened or endangered species or their critical habitat?	NO
3)	Does any portion of this site discharge to a Calcareous fen.	NO
4)	Will any portion of the site potentially affect properties listed on the National Register of Historic Places or a known or discovered archeological site?	NO
5)	Have any Karst features have been identified in the project vicinity?	NO
6)	Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO
7)	Has the MN DNR promulgated "work in water restrictions" for any Public Water this site discharges to during fish spawning?	NO

TYPE OF PERMIT	PERMITTING AGENCY	PERMIT STATUS AND CONDITIONS
Construction Stormwater NPDES	MPCA	In Progress

SWPPP DESIGNER TRAINING DOCUMENTATION:







LEGEND

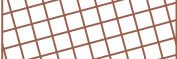
PROJECT BOUNDARY

SOIL TYPE

SPECIAL OR PROTECTED WATERS

NATIONAL WETLANDS INVENTORY

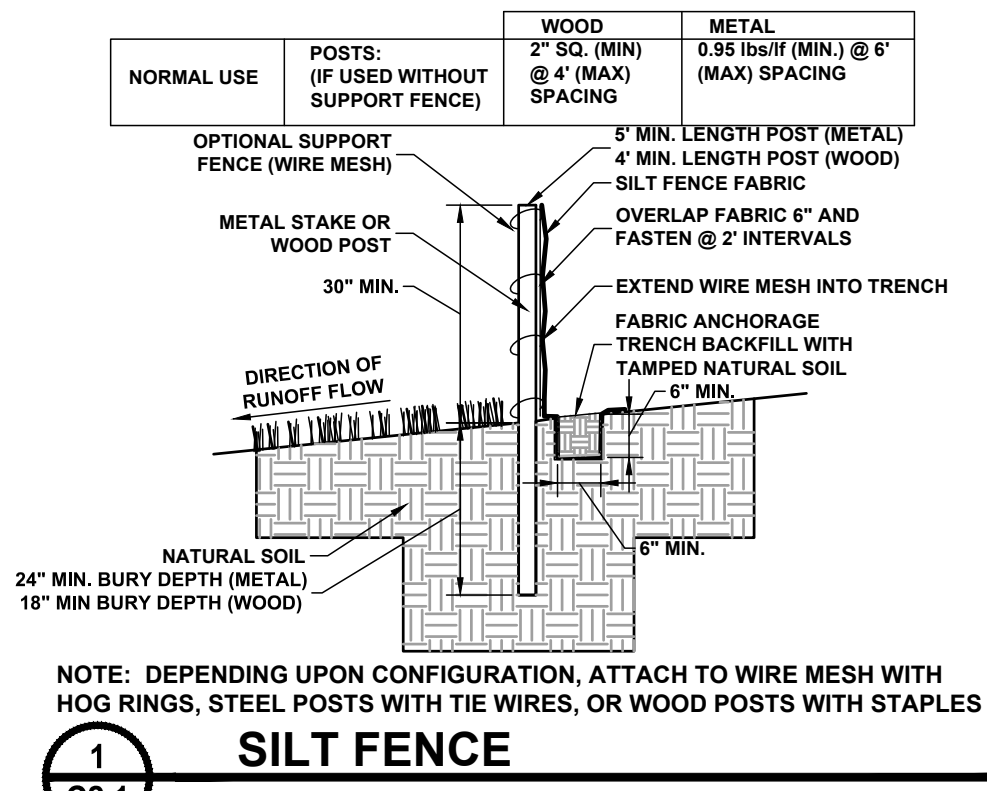
DWSMA, HIGH VULNERABILITY

STEEP SLOPES (>33.3%)

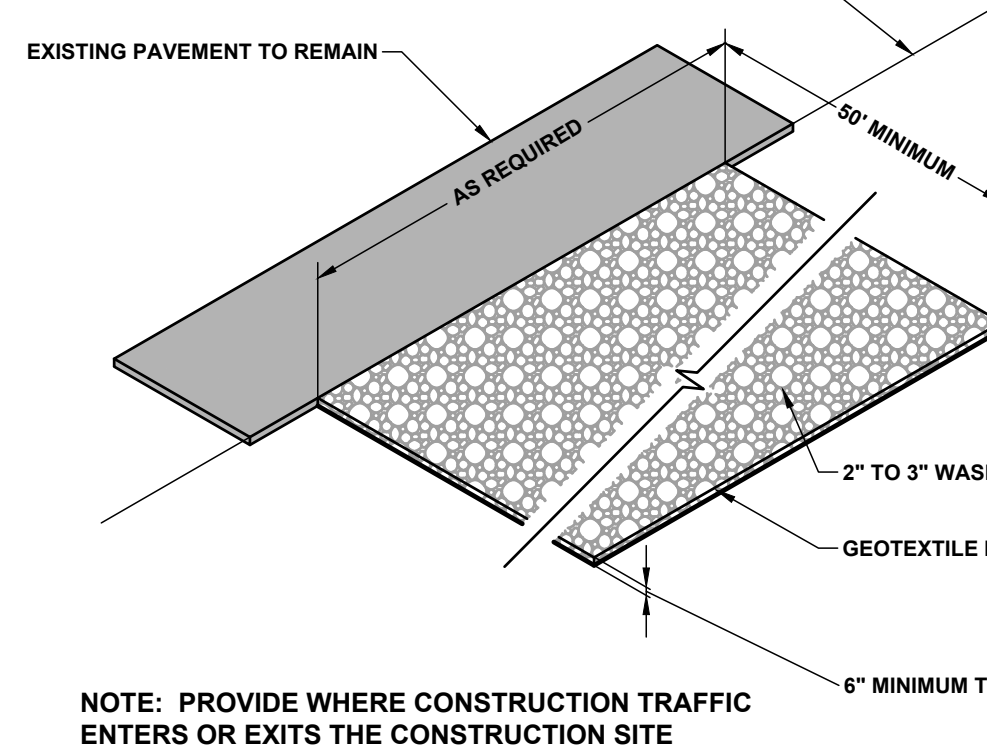
RECEIVING WATERS

SOIL TYPE SUMMARY			
Map Unit Symbol	Soil Name	Hyd. Soil Group	Erodibility
1902B	Jewett silt loam, 1 to 6 percent slopes	C	NHEL
342C	Kingsley sandy loam, 8 to 15 percent slopoees	C	HEL
342E	Kingsley sandy loam, 15 to 25 percent slopes	C	HEL
49B	Antigo silt loam, 1 to 8 percent slopes	B	PHEL

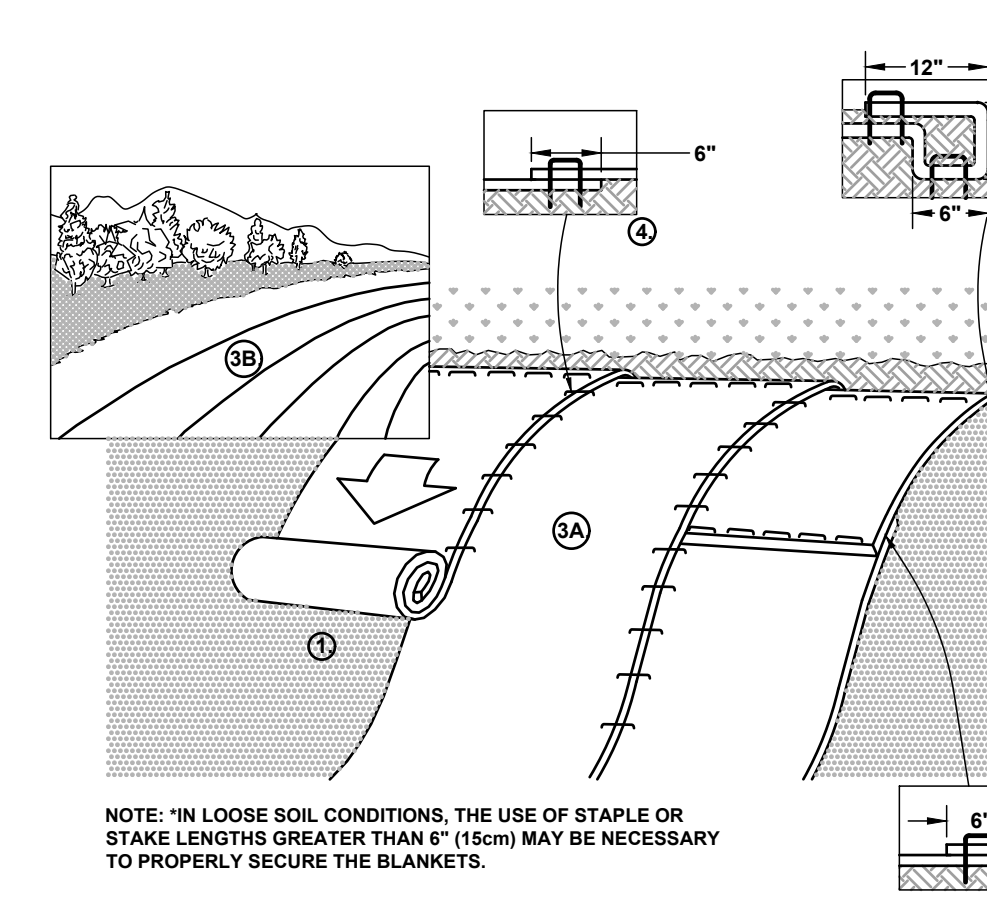
NHEL - Not Highly Erodible Land
PHEL - Potentially Highly Erodible Land
HEL - Highly Erodible Land



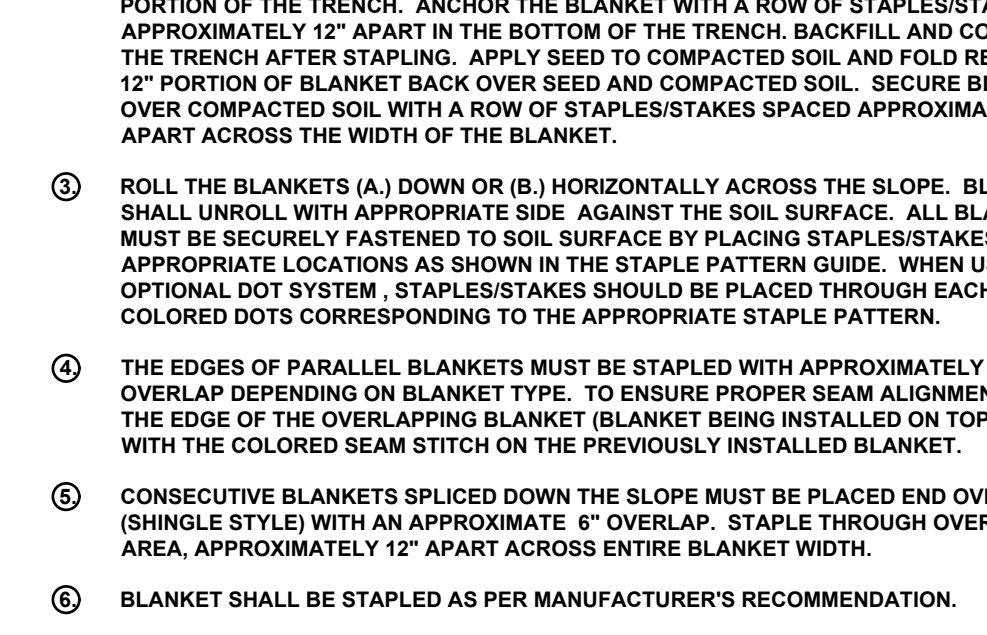
1 C2.1 SILT FENCE



2 C2.1 ROCK CONSTRUCTION ENTRANCE

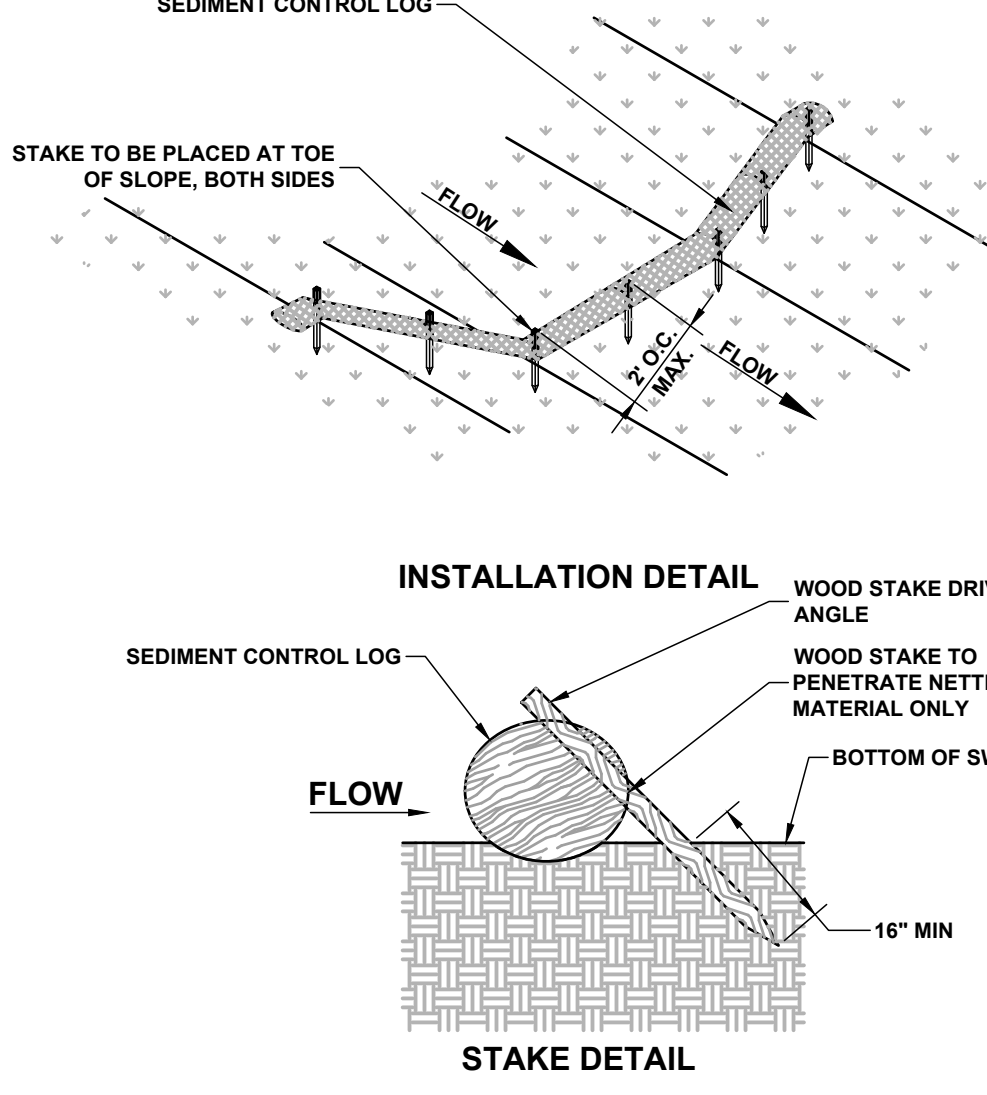


6 C2.1 PIPE BEDDING - PVC

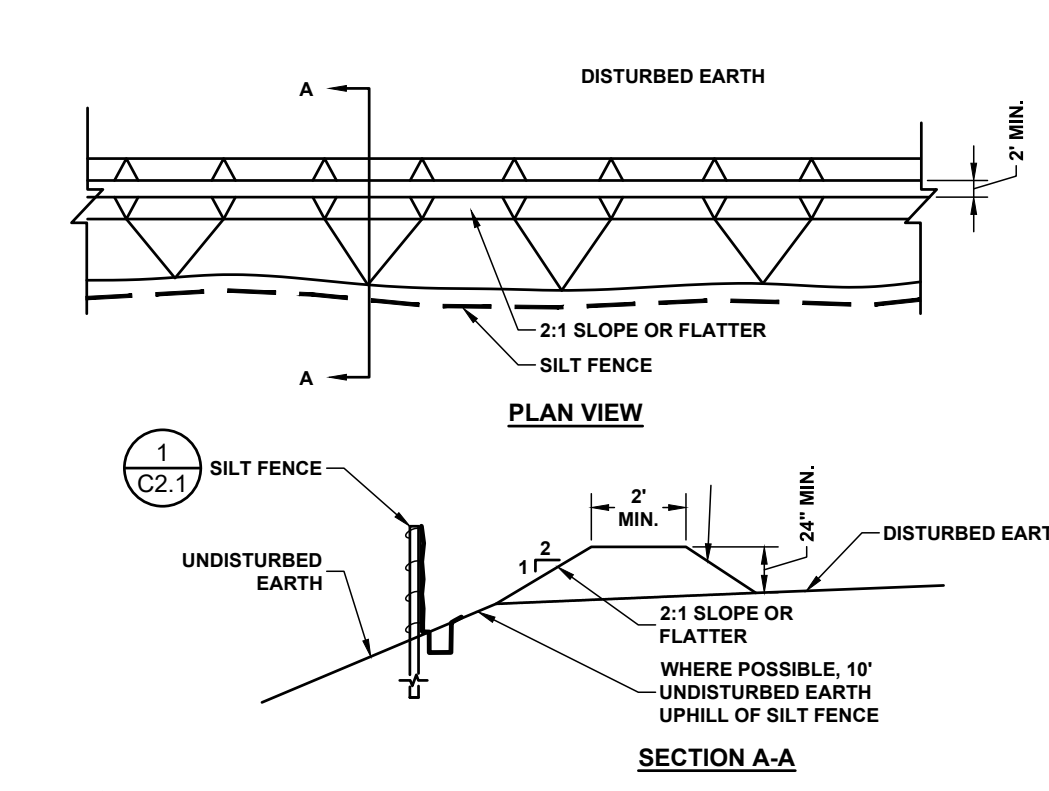


7 C2.1 PIPE BEDDING - RCP

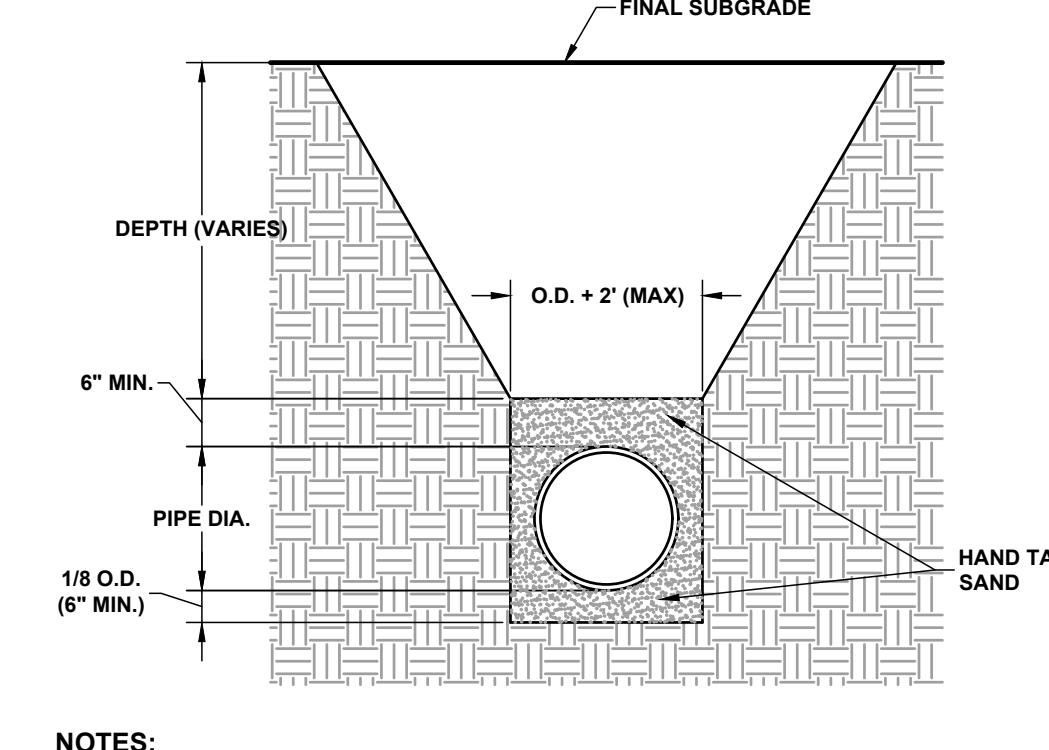
3 C2.1 EROSION CONTROL BLANKET



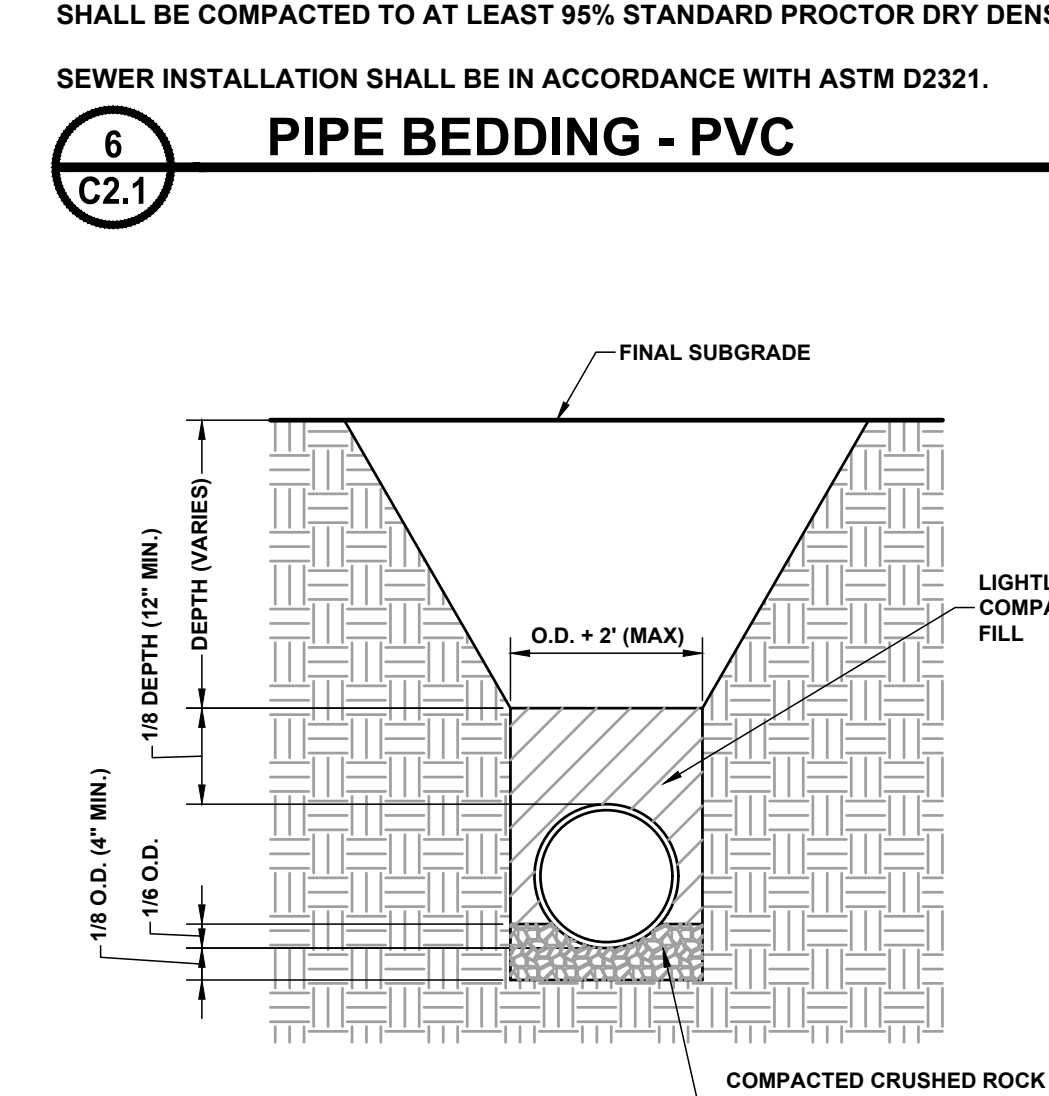
4 C2.1 SEDIMENT CONTROL LOG



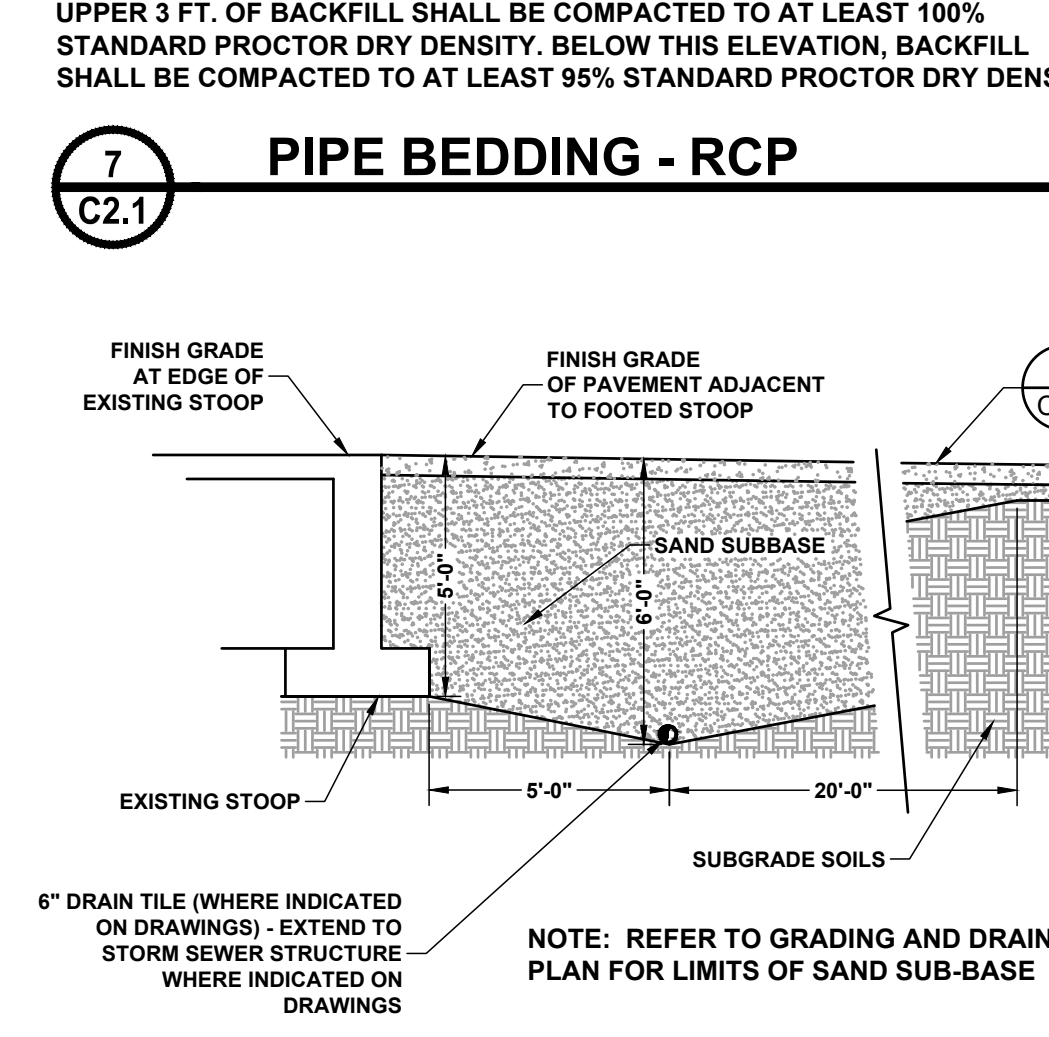
5 C2.1 TEMPORARY DIVERSION BERM



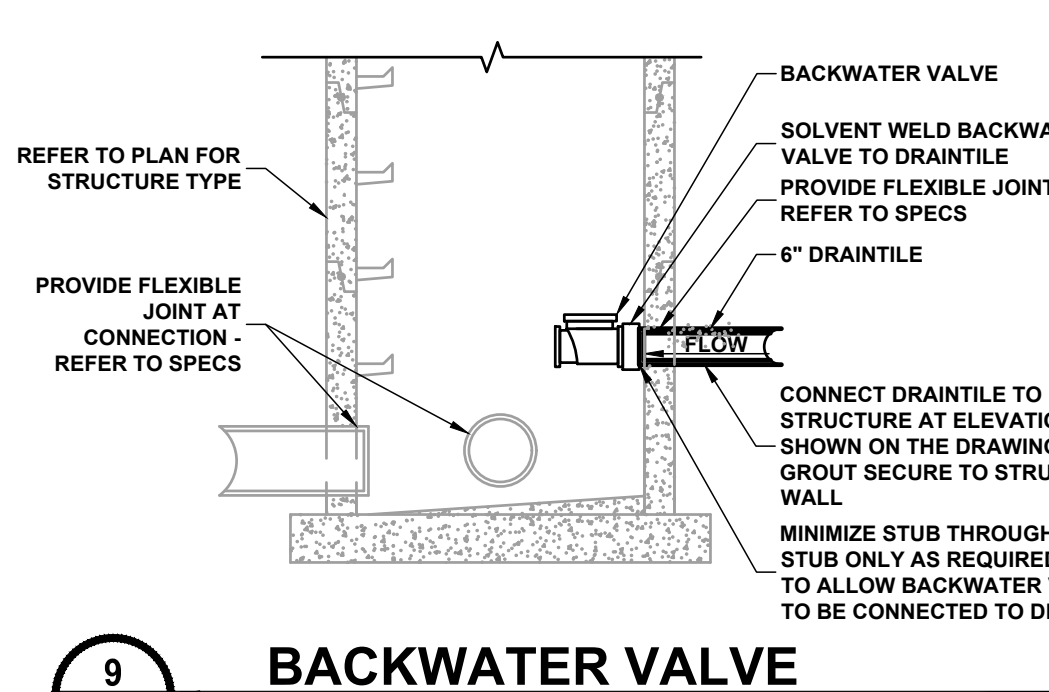
11 C2.1 CATCH BASIN



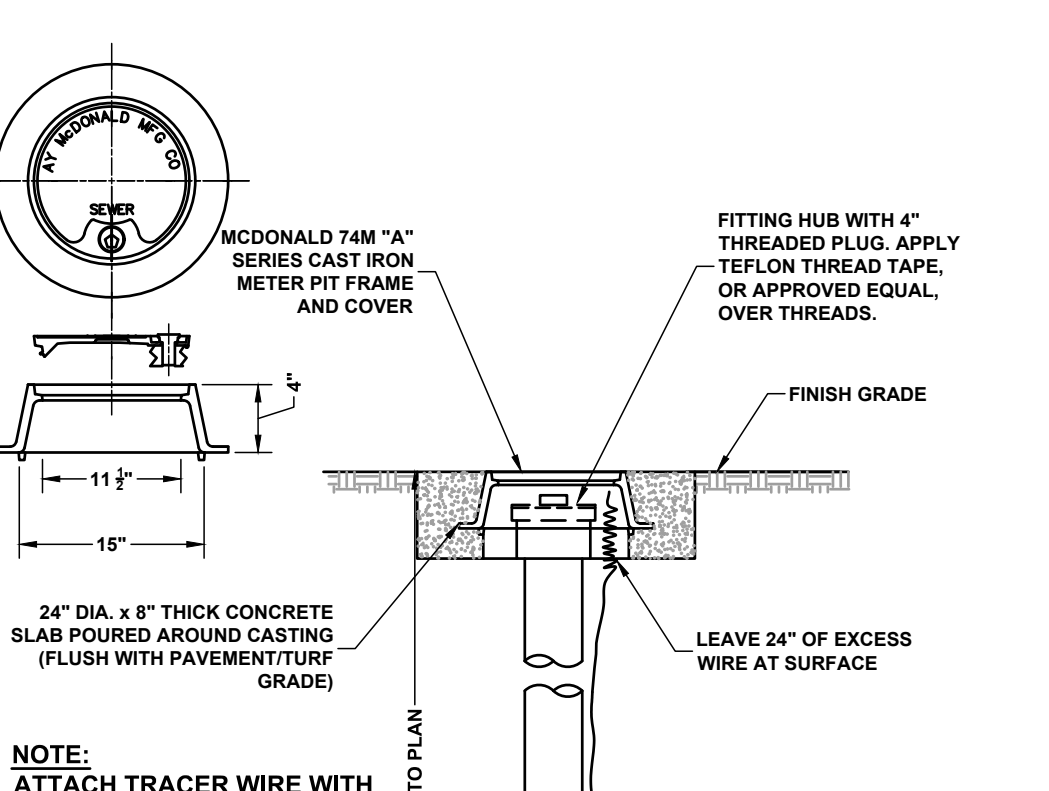
12 C2.1 STORM SEWER MANHOLE



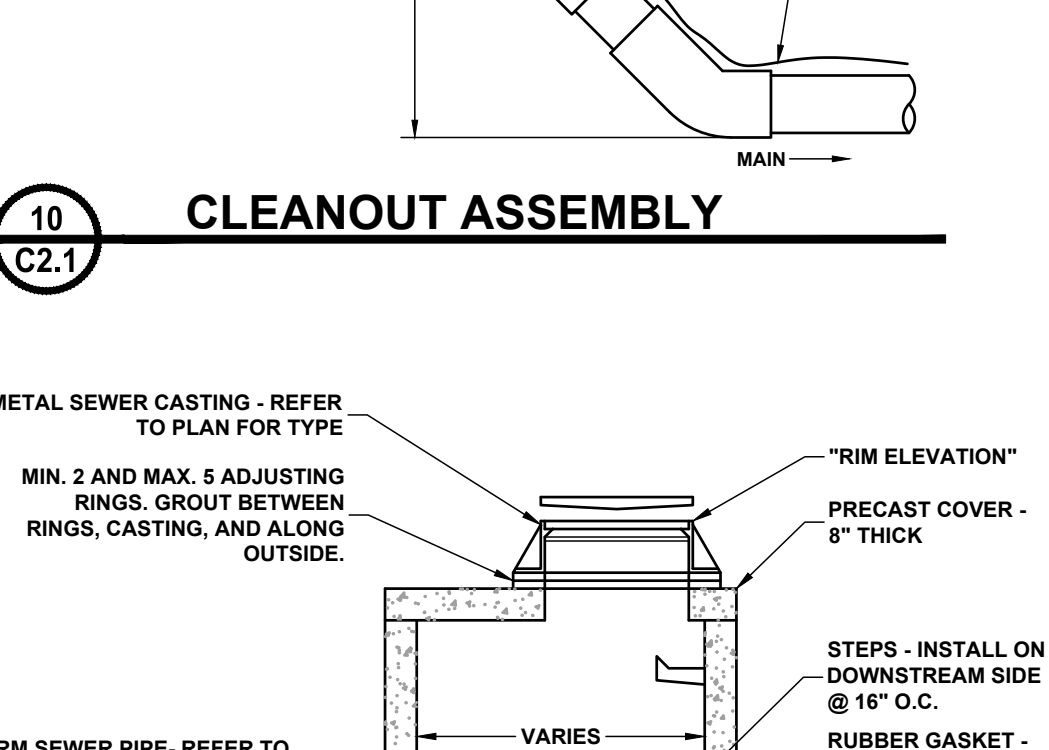
8 C2.1 SAND SUBBASE/ DRAIN TILE AT DOORS & FROST FOOTED STOOPS



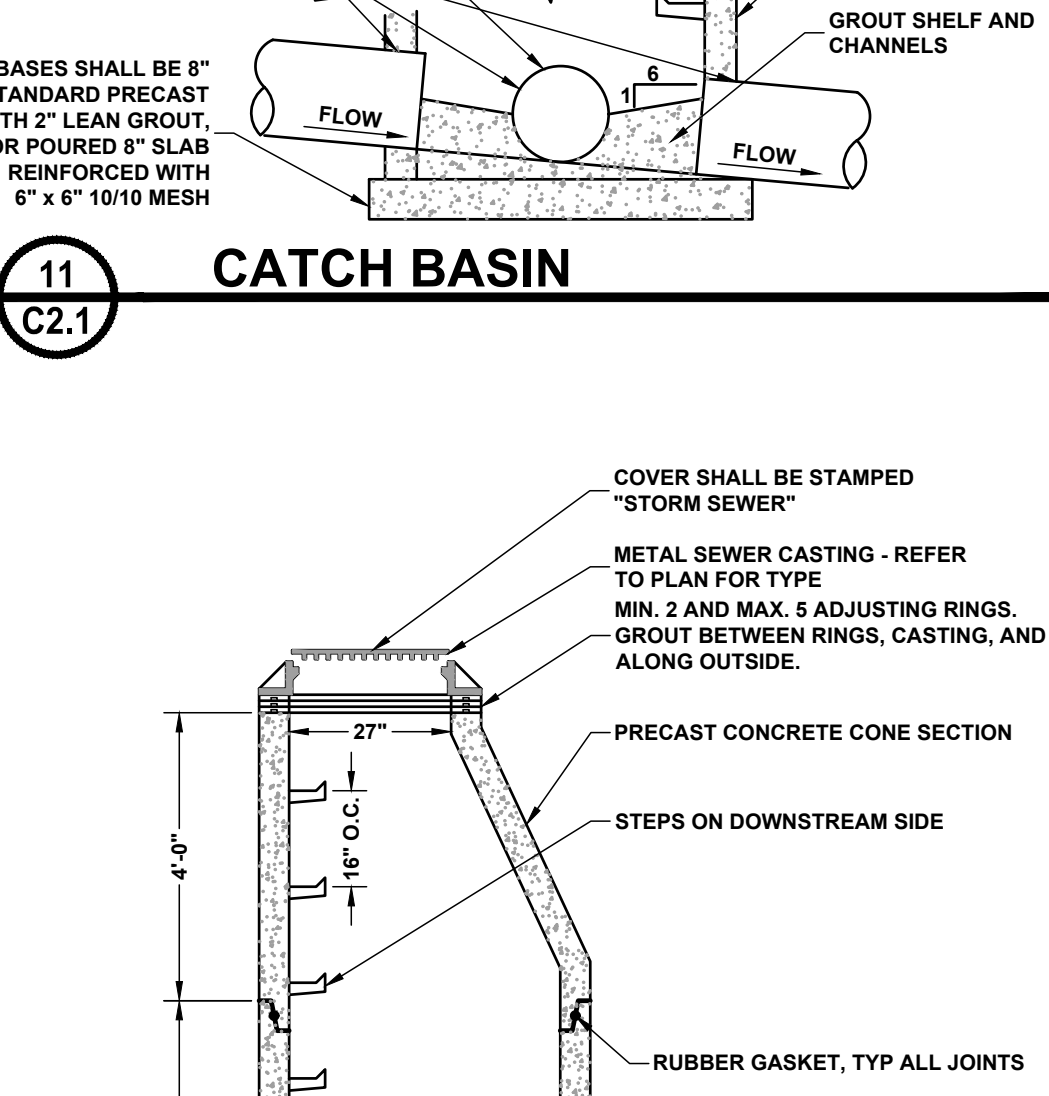
9 C2.1 BACKWATER VALVE



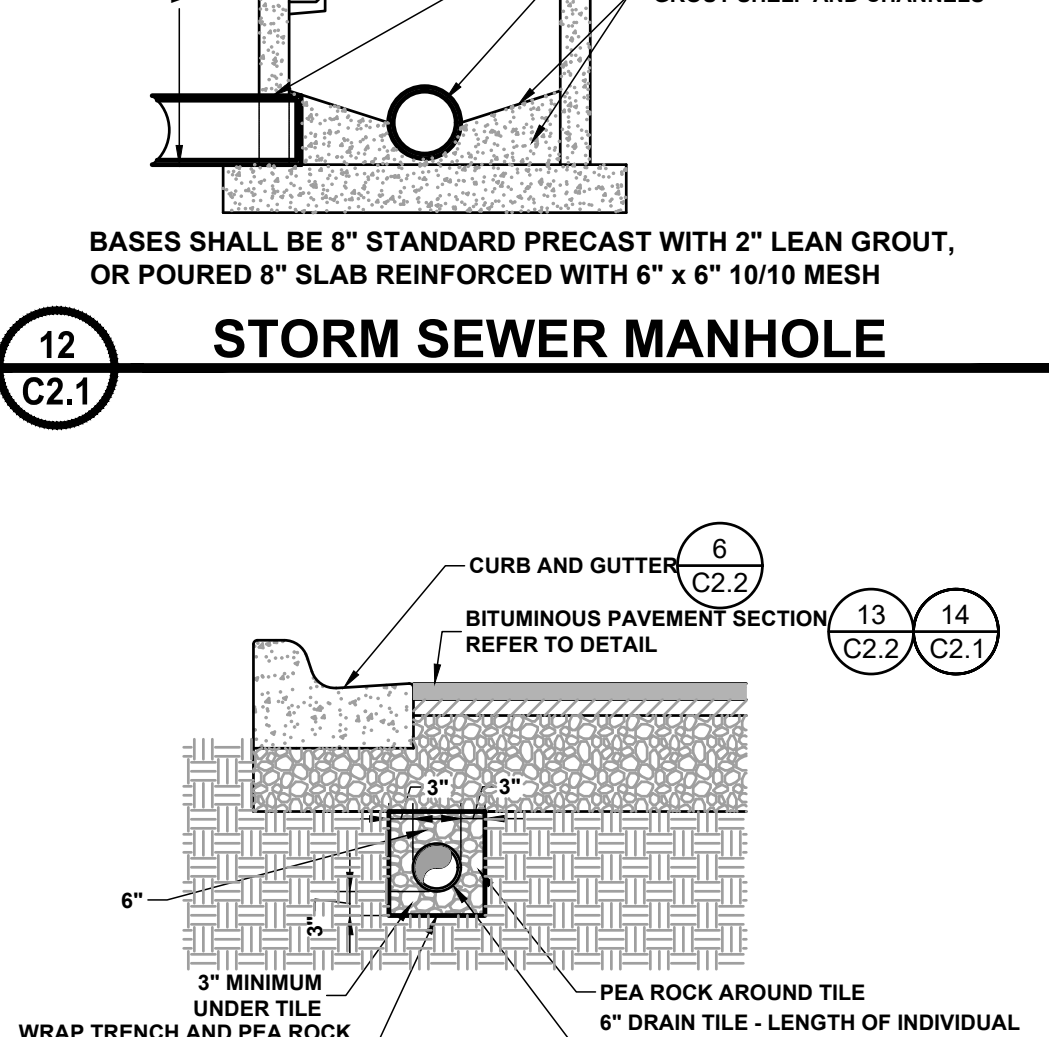
10 C2.1 CLEANOUT ASSEMBLY



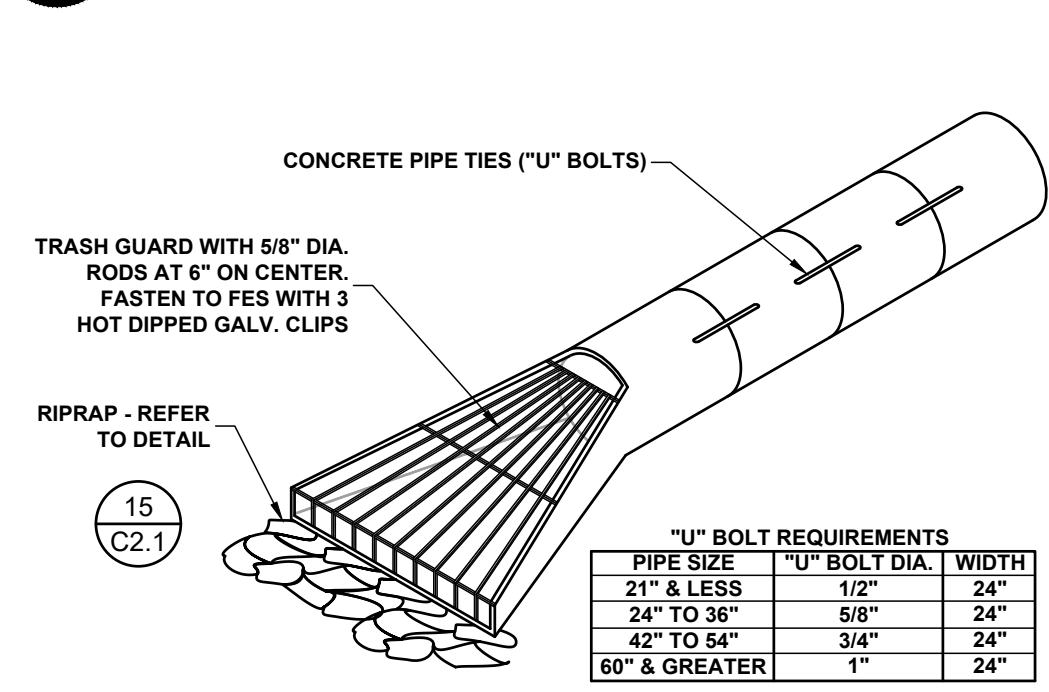
16 C2.1 SURGE BASIN



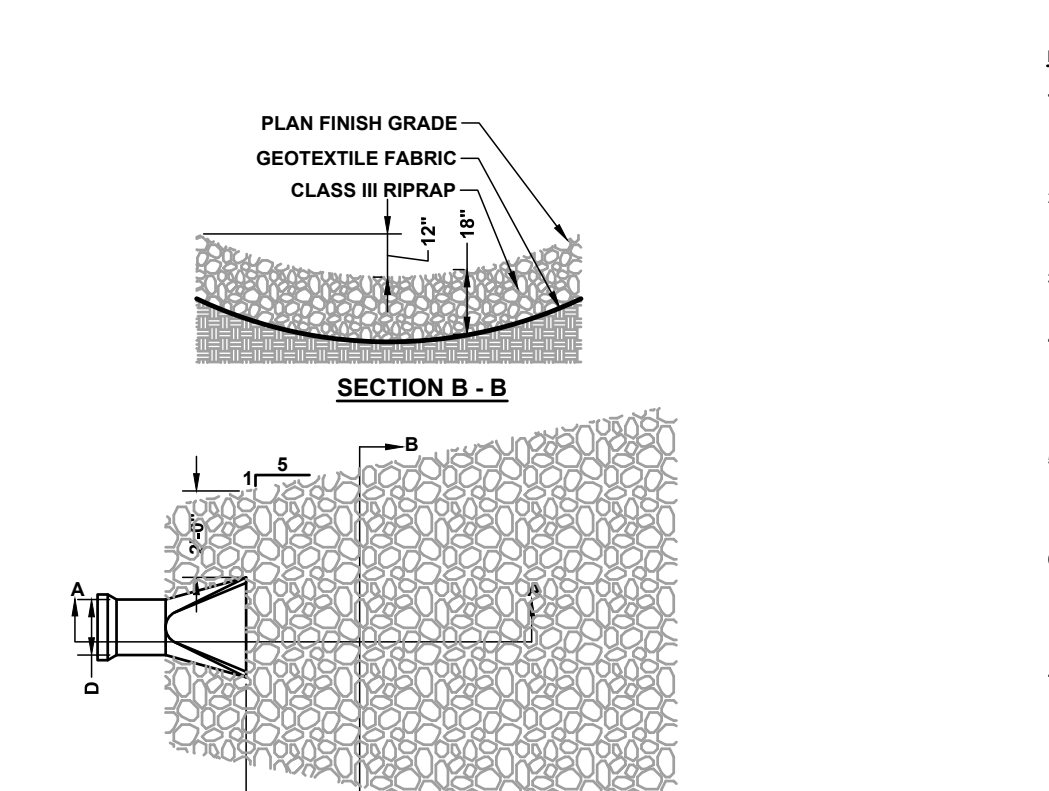
17 C2.1 RIPRAP AT SURGE BASIN



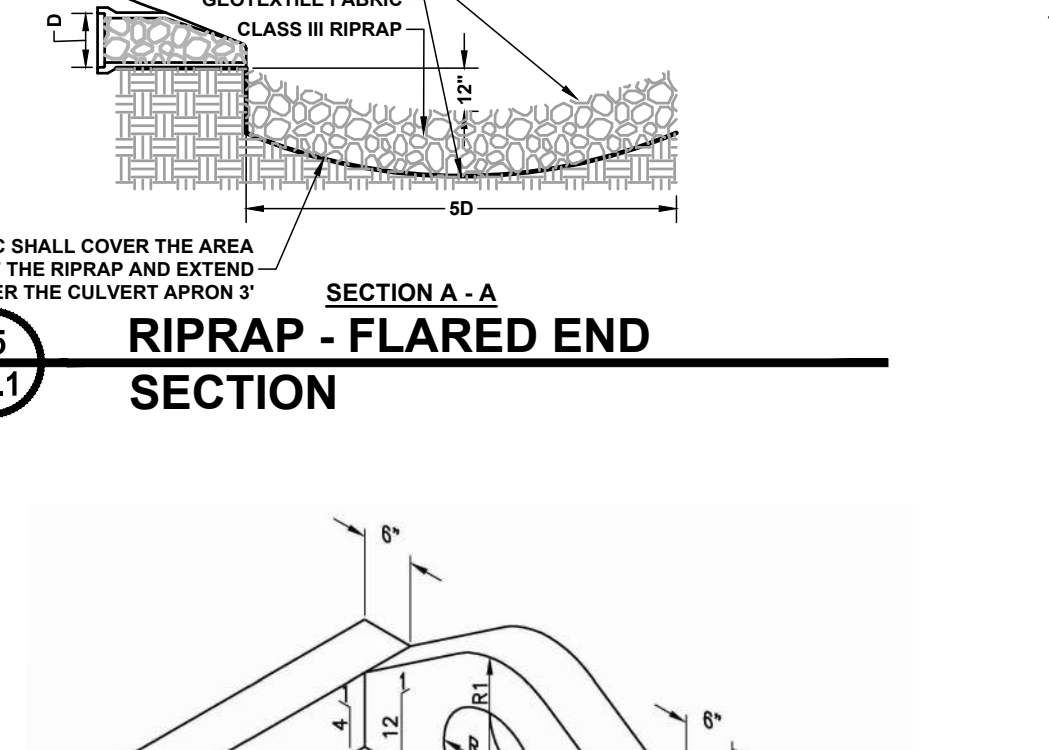
13 C2.1 FINGER DRAIN



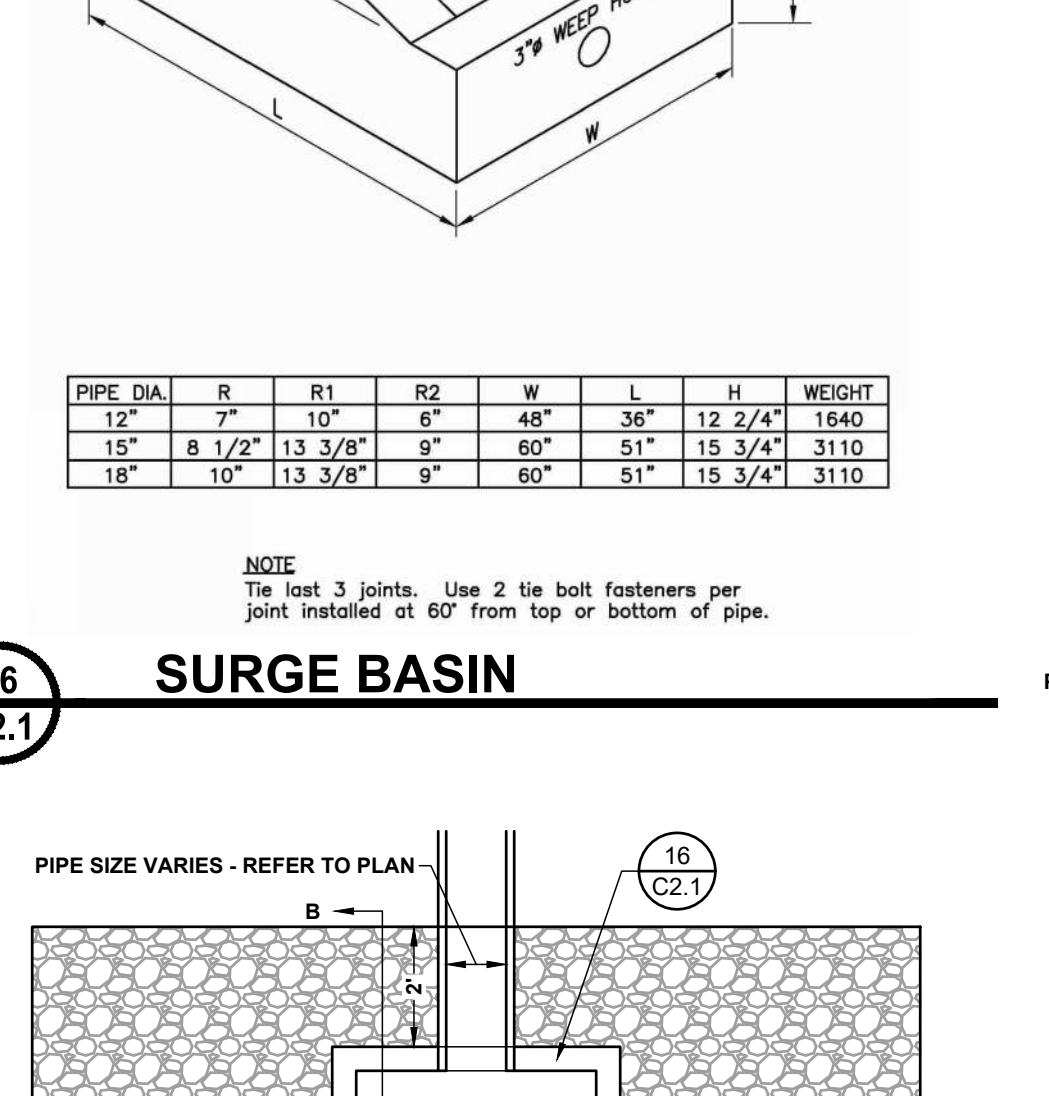
14 C2.1 RCP FLARED END SECTION (FES)



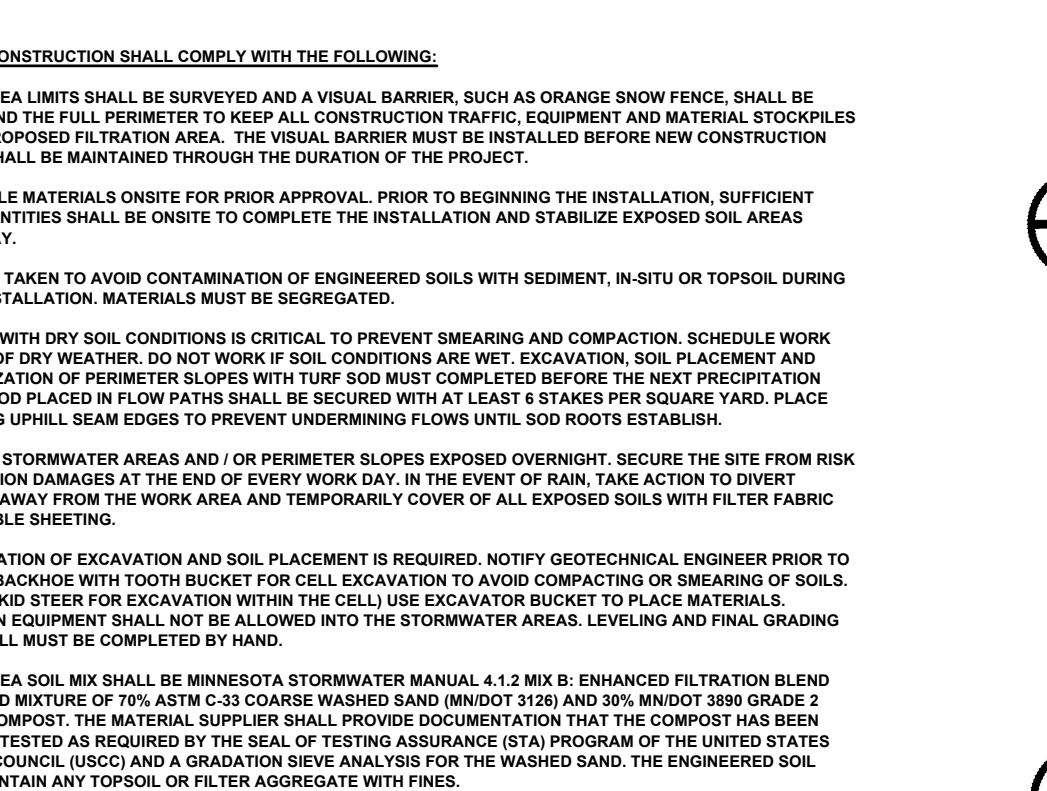
18 C2.1 TYPICAL SECTION THRU FILTRATION AREA



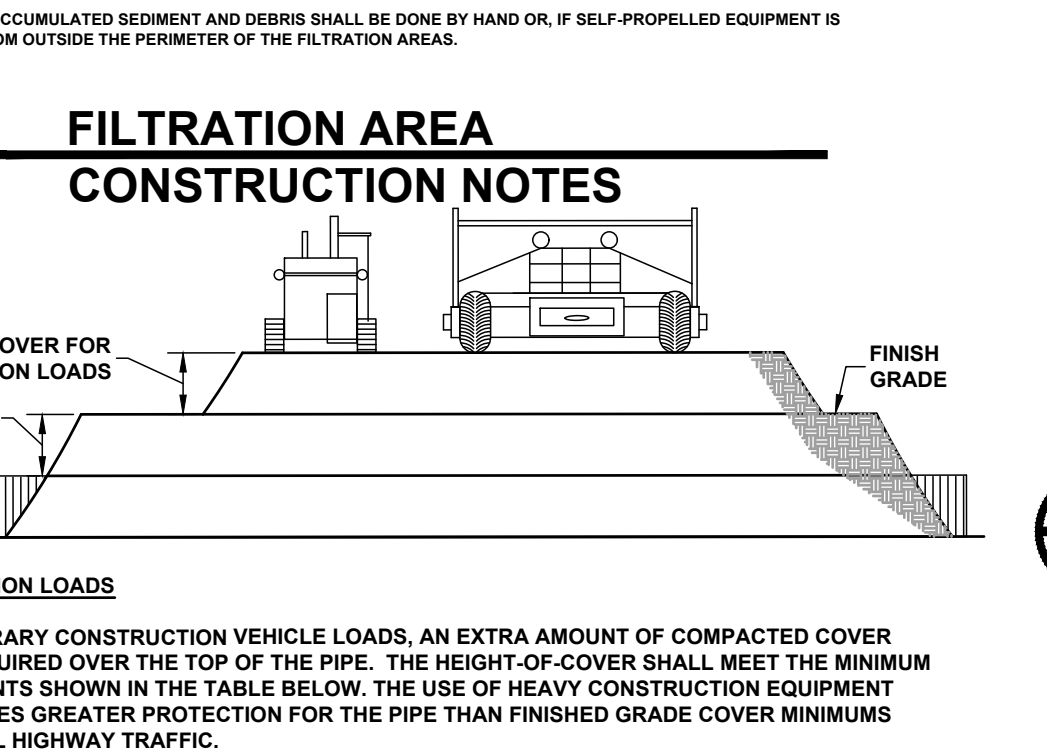
22 C2.1 MANHOLE CAP



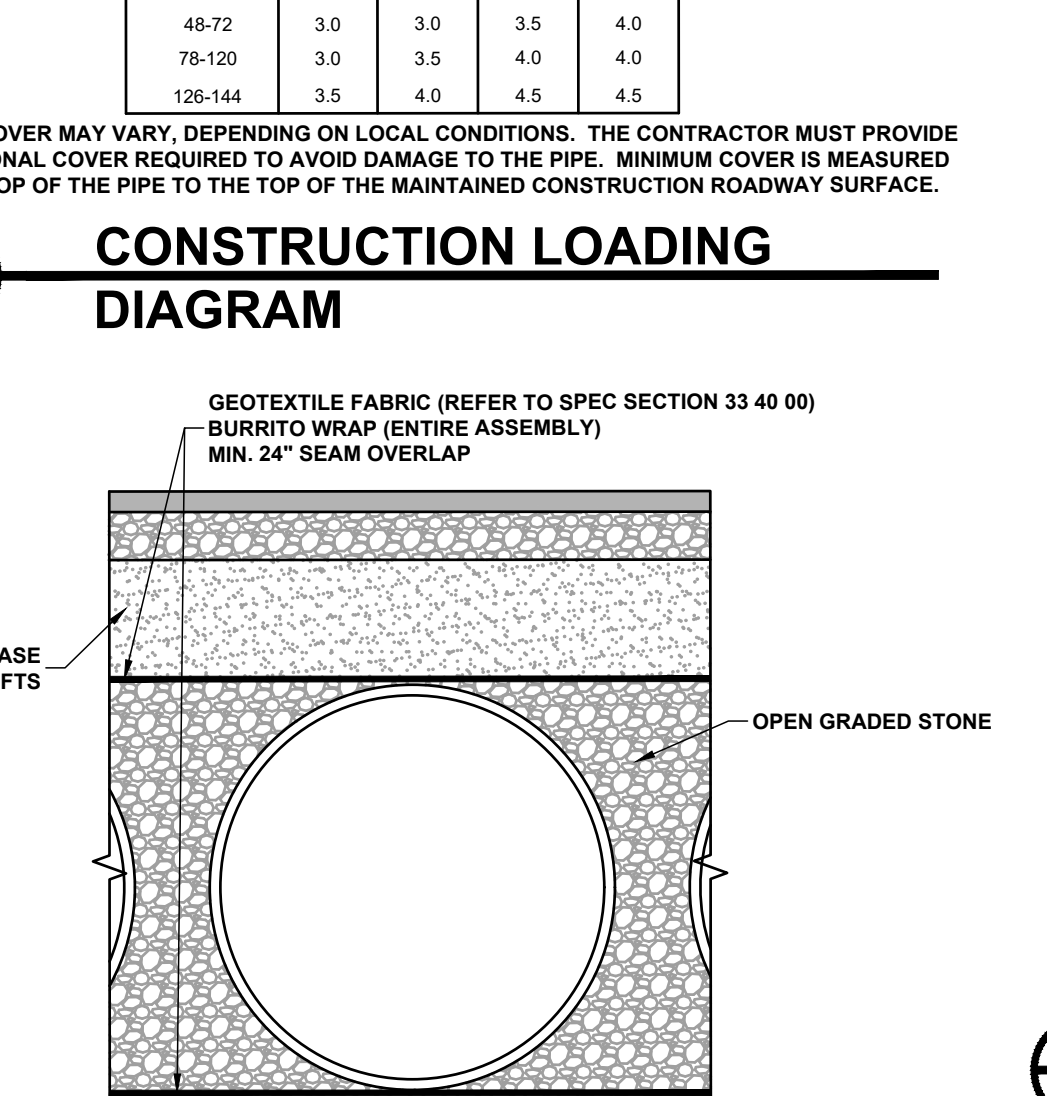
28 C2.1 GATE VALVE BOX



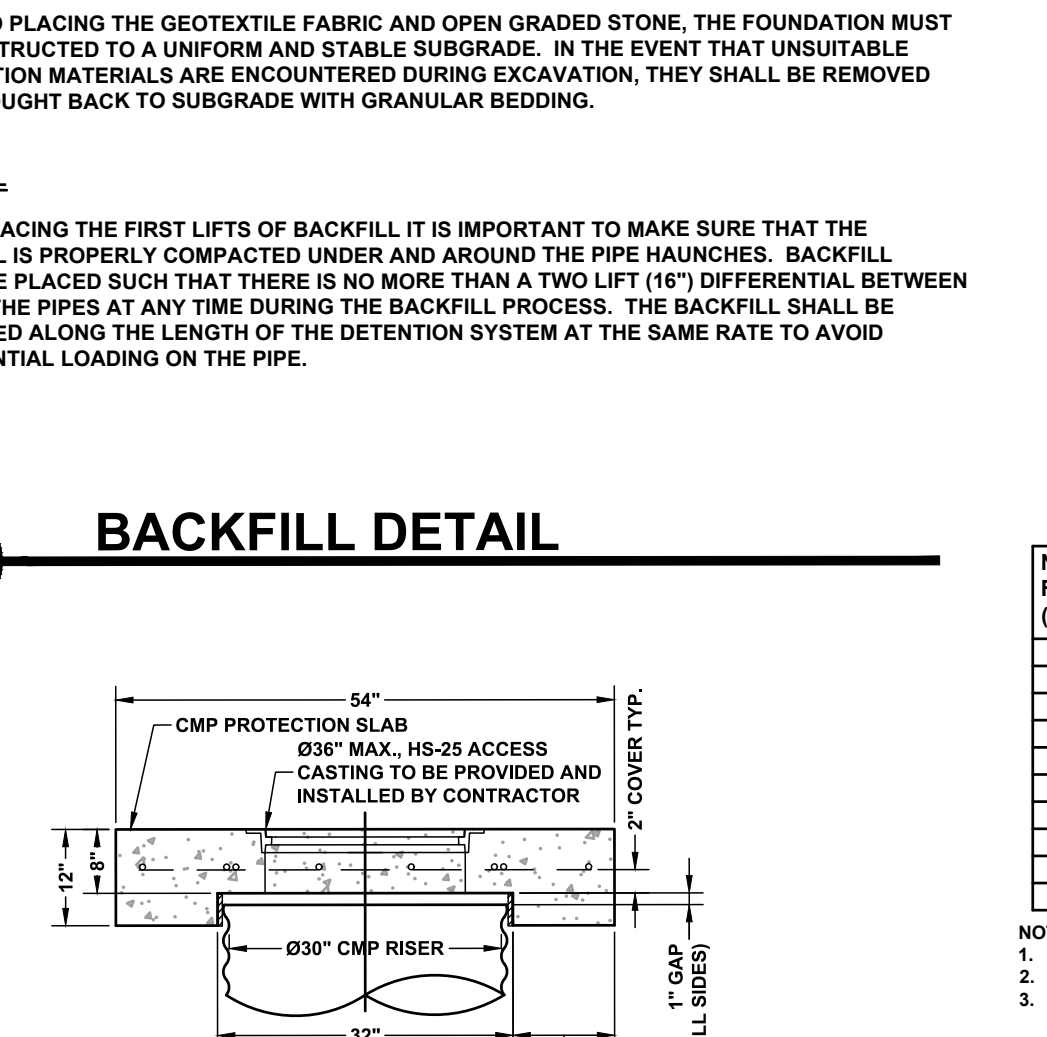
23 C2.1 TYPICAL PERFORATION DETAIL



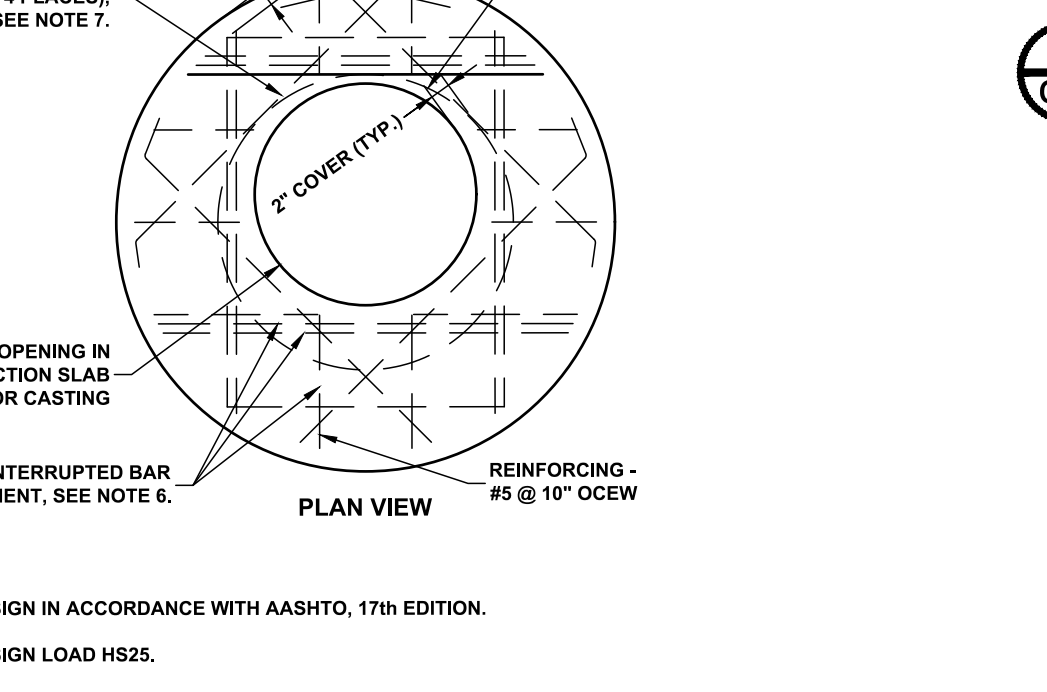
24 C2.1 TYPICAL RISER DETAIL



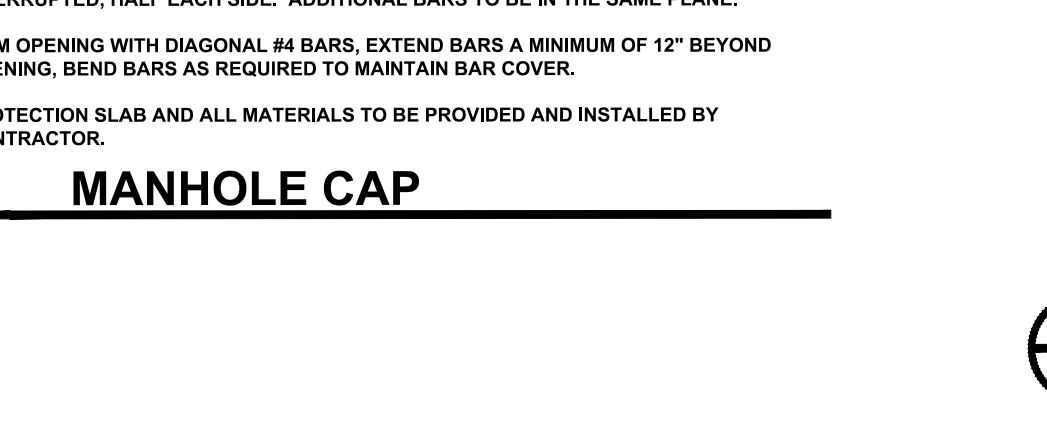
25 C2.1 POND OVERFLOW SWALE



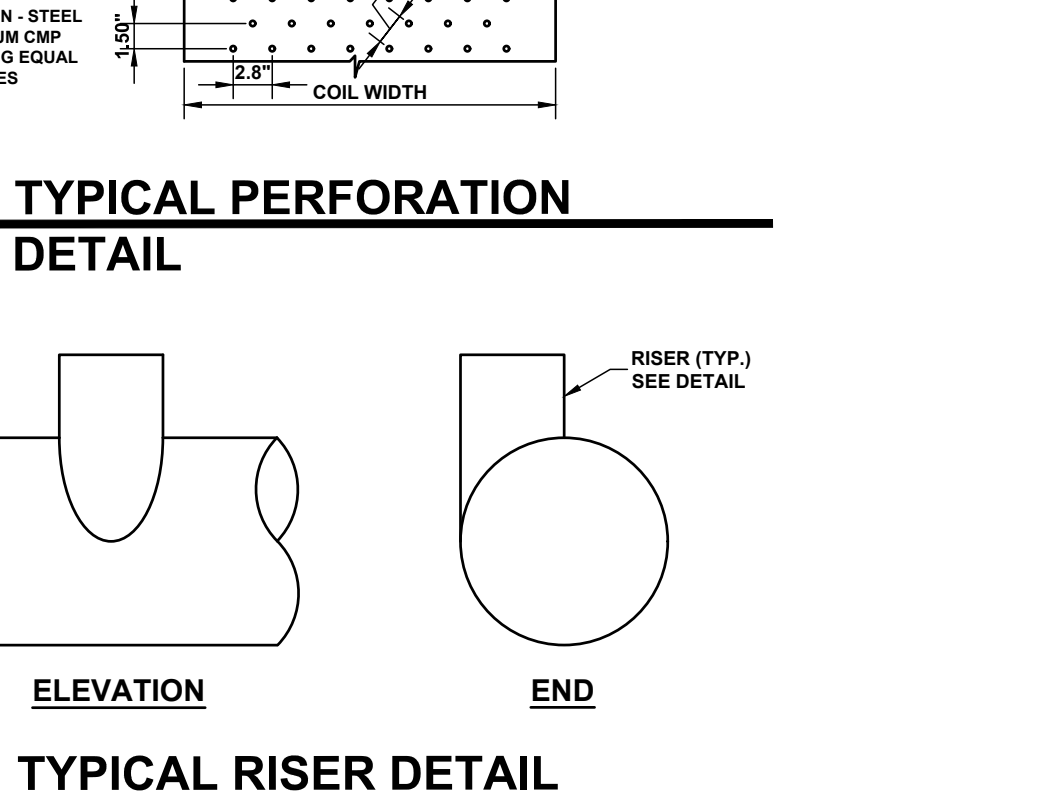
26 C2.1 FIRE HYDRANT



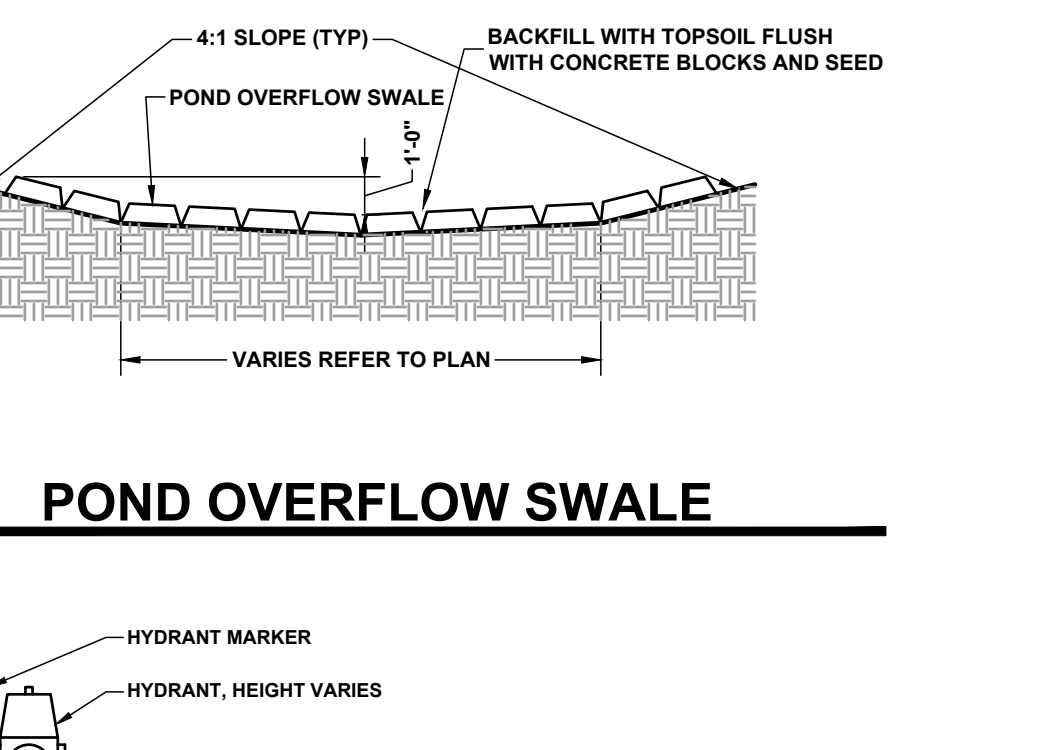
21 C2.1 BACKFILL DETAIL



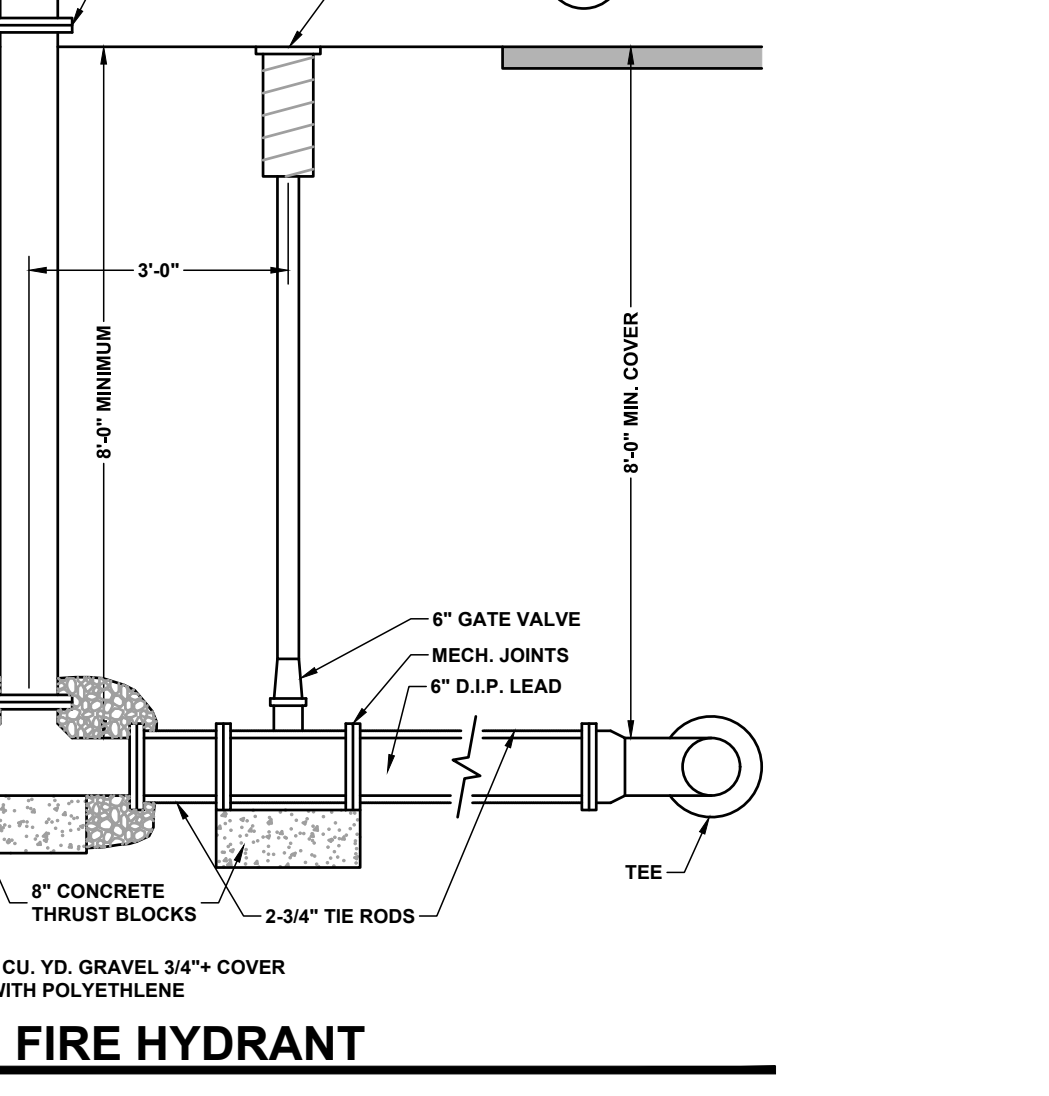
27 C2.1 THRUST BLOCK



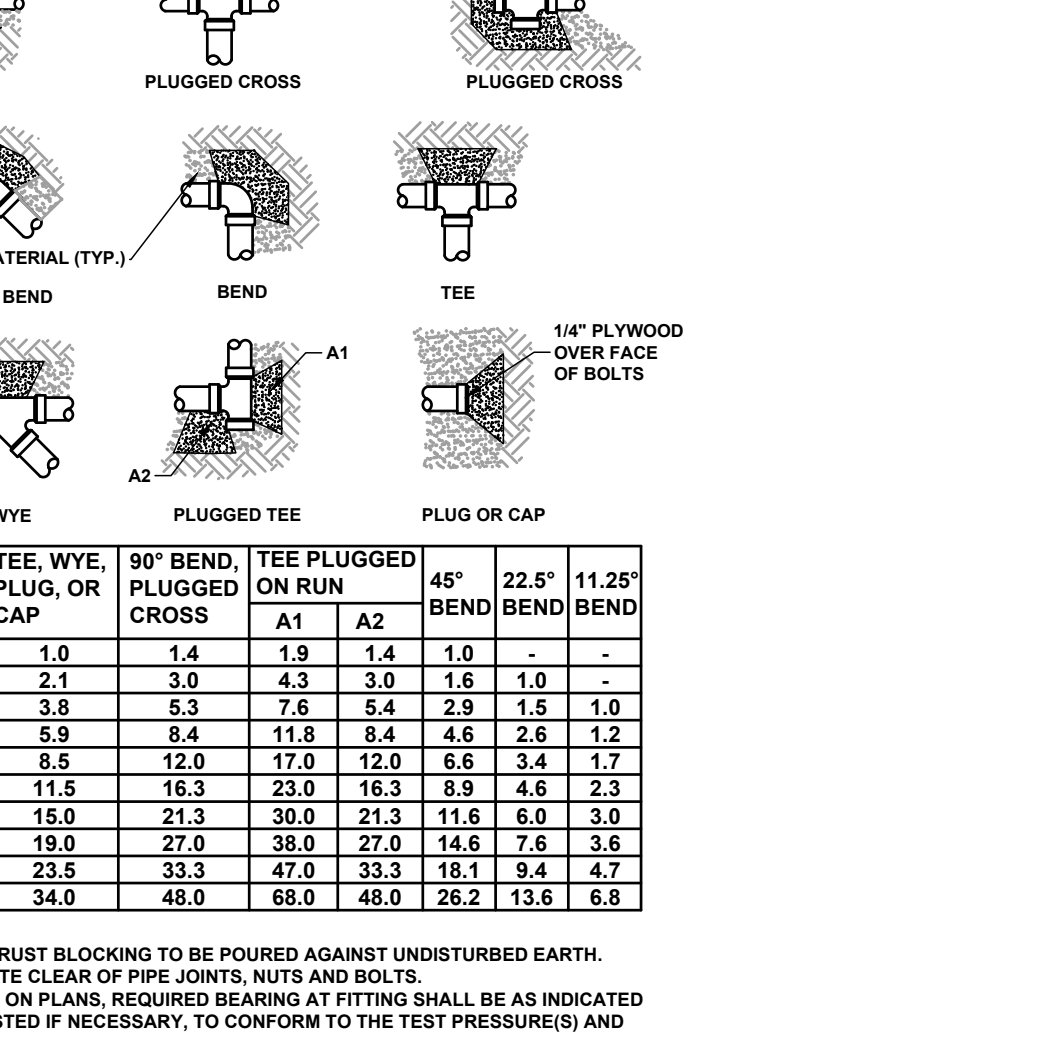
24 C2.1 TYPICAL RISER DETAIL



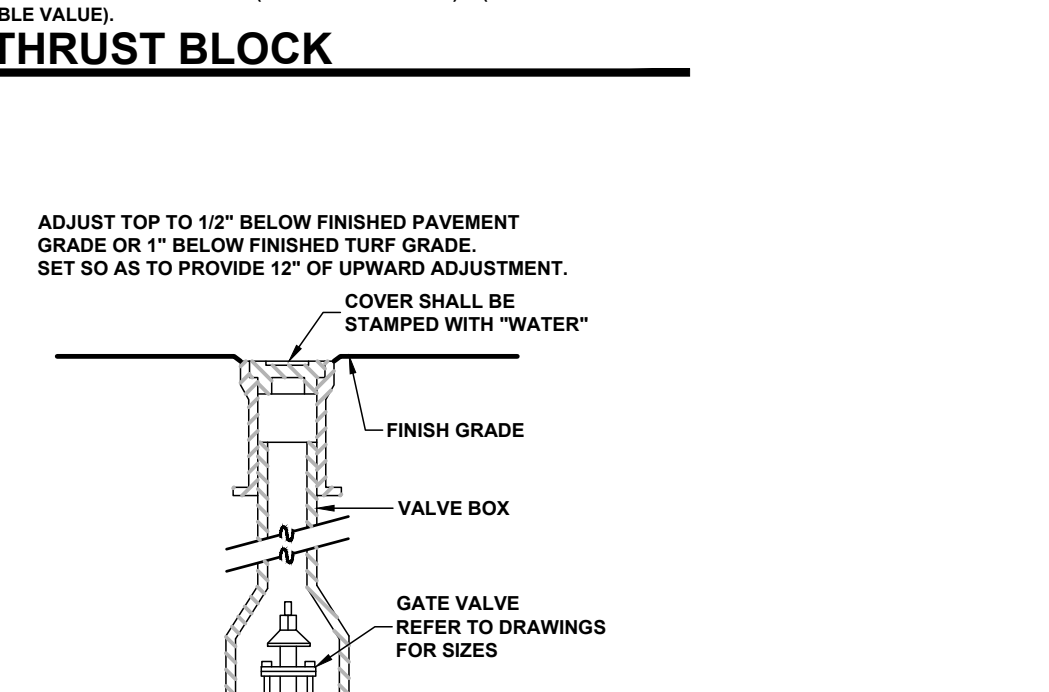
25 C2.1 POND OVERFLOW SWALE



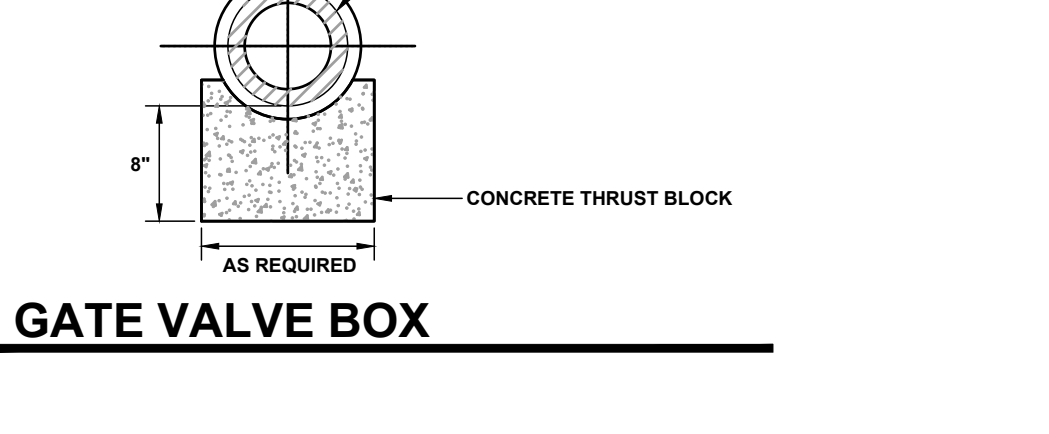
26 C2.1 FIRE HYDRANT



21 C2.1 BACKFILL DETAIL



27 C2.1 THRUST BLOCK



28 C2.1 GATE VALVE BOX

Project No. 011125002
Date 04/25/2022
Drawn By DMR
Checked By DMR
Revisions

SITE DETAILS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40180 Date 04/25/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

**SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS**
150 199 INVER GROVE HEIGHTS SCHOOLS
5909 Babcock Trail
Inver Grove Heights, MN 55077

Project No. R21-4286.000

Date 03/30/2022

Drawn By DJK

Ck. By JWV

Revisions _____

ELECTRICAL TITLE SHEET

PAUL J. FEITINGER



**BOLTON
& MENK**

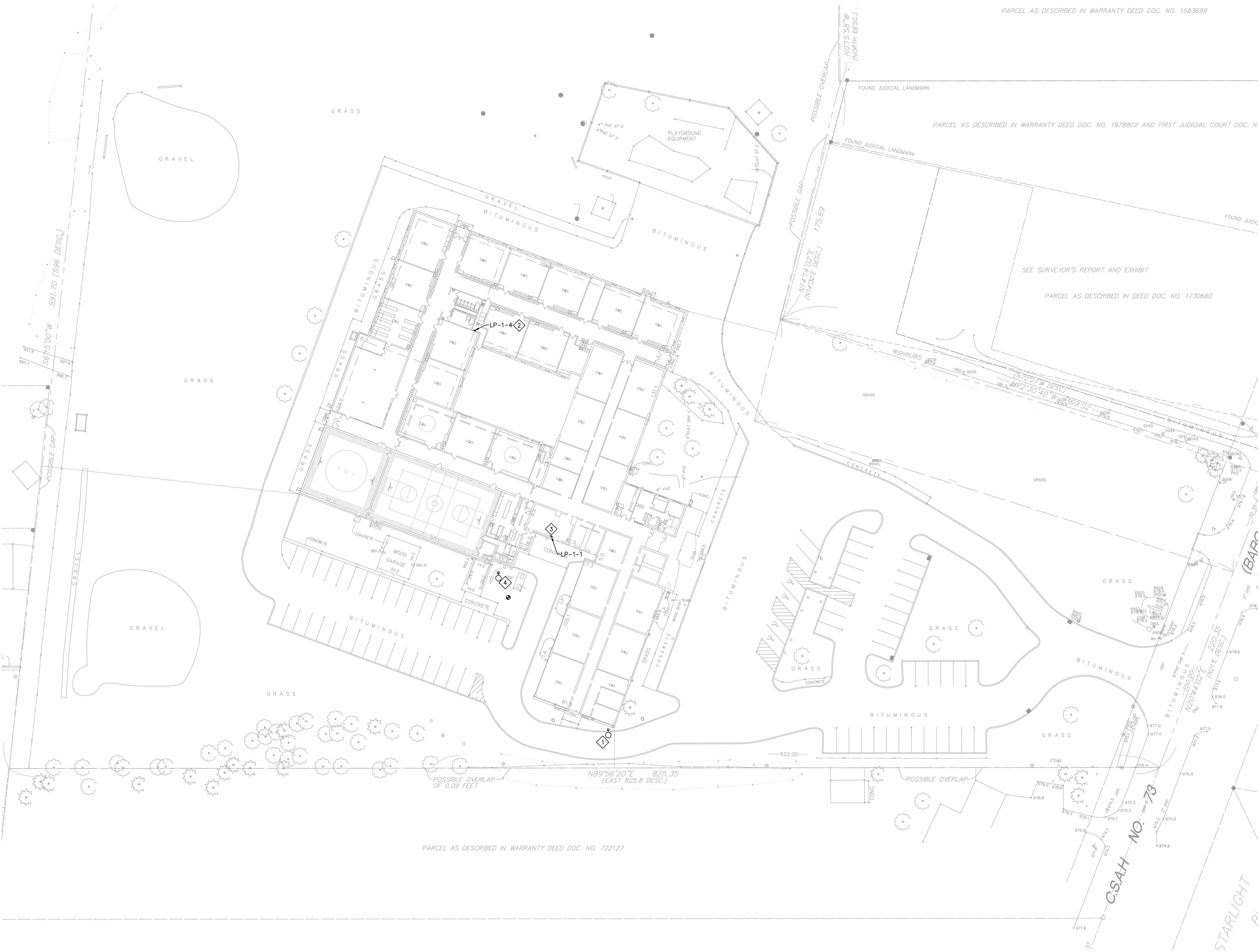
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

SALEM HILLS ELEMENTARY SCHOOL
5899 Babcock Trl.
Inver Grove Heights, MN 55077

Sheet

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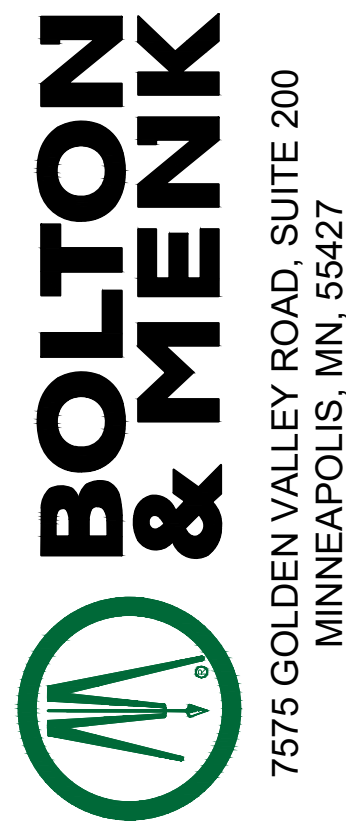


- GENERAL NOTES**
- A. VERIFY LOCATIONS OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES PRIOR TO PERFORMING ANY ELECTRICAL SITE WORK.
- B. DEMOLISH EXISTING UNDERGROUND CONDUIT AND WIRING BETWEEN POLES AS REQUIRED UNLESS NOTED OTHERWISE.

- KEY NOTES**
1. DISCONNECT AND REMOVE EXISTING PARKING LOT LIGHTING FIXTURE(S). GIVE OWNER THE OPTION TO RETAIN LIGHT FIXTURE(S). IF OWNER DECLINES, DEMOLISH COMPLETE. DEMOLISH EXISTING POLE AND BASE COMPLETE. DEMOLISH EXISTING CIRCUITING, CONDUIT, WIRING, ETC. COMPLETE BACK TO SOURCE. REFER TO SHEET E2.0 FOR NEW LIGHTING LAYOUT.
2. APPROXIMATE LOCATION OF EXISTING ELECTRICAL PANEL LP-1-4 IN STORAGE ROOM SHOWN FOR REFERENCE ONLY. VERIFY EXACT LOCATION IN FIELD.
3. APPROXIMATE LOCATION OF EXISTING ELECTRICAL PANEL LP-1-1 IN STORAGE ROOM SHOWN FOR REFERENCE ONLY. VERIFY EXACT LOCATION IN FIELD.
4. EXISTING EXCEL UTILITY LIGHT POLE TO REMAIN AND SHOWN FOR REFERENCE ONLY. VERIFY EXACT LOCATION IN FIELD.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Paul J. Tetinger
PAUL J. TETINGER
REG. NO. 43079 03/30/22



SALEM HILLS ELEMENTARY SCHOOL
5899 Babcock Tr.
Inver Grove Heights, MN 55077



Sheet
E1.0

ELECTRICAL SITE DEMOLITION PLAN

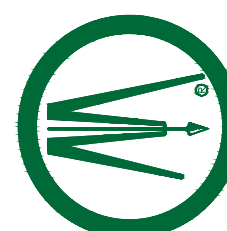
Project No.	R21-4296.000
Date	03/30/22
Drawn By	DJK
Checked By	JWV
Revisions	



**HALLBERG
ENGINEERING**
Mechanical/Electrical Consulting Engineers
1758 Commerce Court
White Bear Lake, MN 55110
(651) 748-1100 / Fax: (651) 748-4378

SALEM HILLS ELEMENTARY SCHOOL

5899 Babcock Trl,
Inver Grove Heights, MN 55077



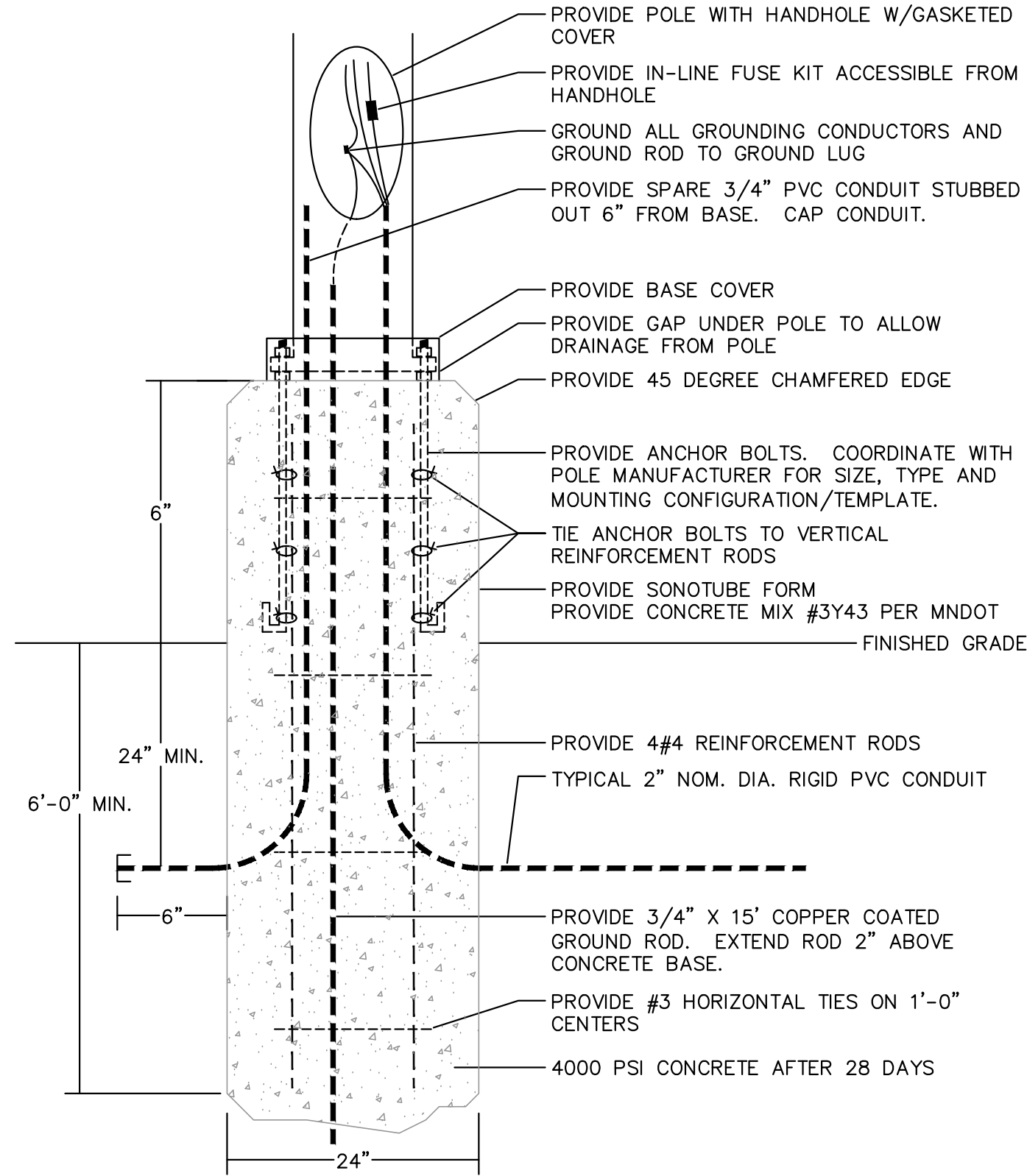
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

ELECTRICAL SITE LIGHTING PLAN

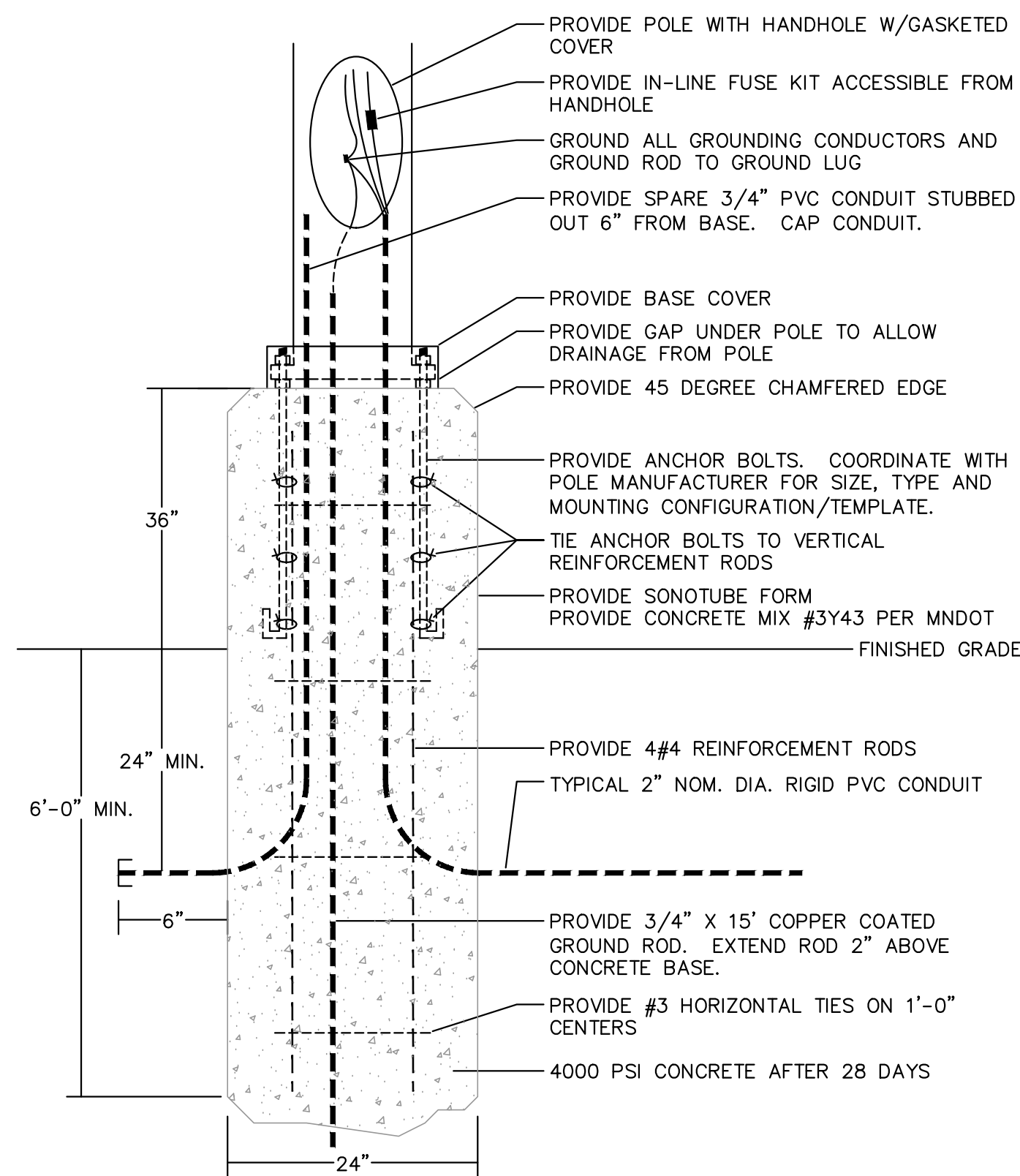
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of MINNESOTA.

Paul F. Langer

LIGHT FIXTURE SCHEDULE							
LTR TYPE	FIXTURE TYPE	MOUNTING	LAMP TYPE	VOLTAGE/BALLAST	FIXTURE DESCRIPTION	MANUFACTURER/CATALOG SERIES	NOTES
AA	LED AREA LIGHT SINGLE HEAD	NEW 27'-0" SQUARE POLE, 3' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 4 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	2
AA1	LED AREA LIGHT SINGLE HEAD	NEW 27'-0" SQUARE POLE, 3' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 4 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE, HOUSE SIDE SHIELD	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	2
AA2	LED AREA LIGHT SINGLE HEAD	NEW 30'-0" SQUARE POLE, 6' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 4 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	1
BB	LED AREA LIGHT SINGLE HEAD	NEW 27'-0" SQUARE POLE, 3' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 3 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	2
BB1	LED AREA LIGHT SINGLE HEAD	NEW 27'-0" SQUARE POLE, 3' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 3 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE, HOUSE SIDE SHIELD	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	2
BB2	LED AREA LIGHT SINGLE HEAD	NEW 30'-0" SQUARE POLE, 6' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 3 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	1
CC	LED AREA LIGHT SINGLE HEAD	NEW 27'-0" SQUARE POLE, 3' CONCRETE BASE	4000K LED 21,000 MIN. LUMEN OUTPUT	120-277V ELECTRONIC DRIVER	LOW PROFILE DIE CAST ALUMINUM HOUSING AND DOOR FRAME, SURGE PROTECTION TYPE 2 DISTRIBUTION, WET LOCATION LISTED, DARK BRONZE, HOUSE SIDE SHIELD	LITHONIA RSX SERIES LUMARK PREVAIL DISCRETE SERIES ORE SLD SERIES HUBBELL AIRO SERIES	2
LIGHT FIXTURE SCHEDULE NOTES: 1. PROVIDE FIXTURE MOUNTED TO NEW POLE AS INDICATED ON NEW CONCRETE BASE PER DETAIL 1 ON THIS SHEET. 2. PROVIDE FIXTURE MOUNTED TO NEW POLE AS INDICATED ON NEW CONCRETE BASE PER DETAIL 2 ON THIS SHEET.							



1 POLE BASE DETAIL
NOT TO SCALE

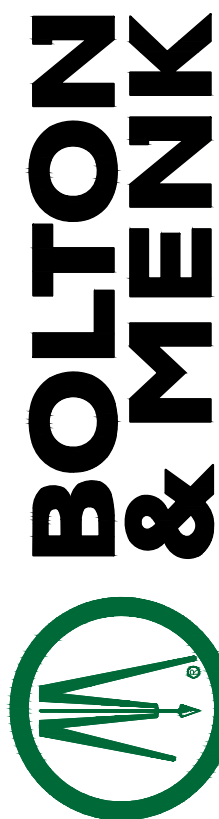


2 POLE BASE DETAIL
NOT TO SCALE

Project No.	821-4296-000
Date	03/30/2022
Drawn By	D.K.
Checked By	J.W.
Revisions	

ELECTRICAL SCHEDULES
AND DETAILS

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Paul J. Fetting
PAUL J. FETTING
REG. NO.: 43079 03/30/22



7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN 55427

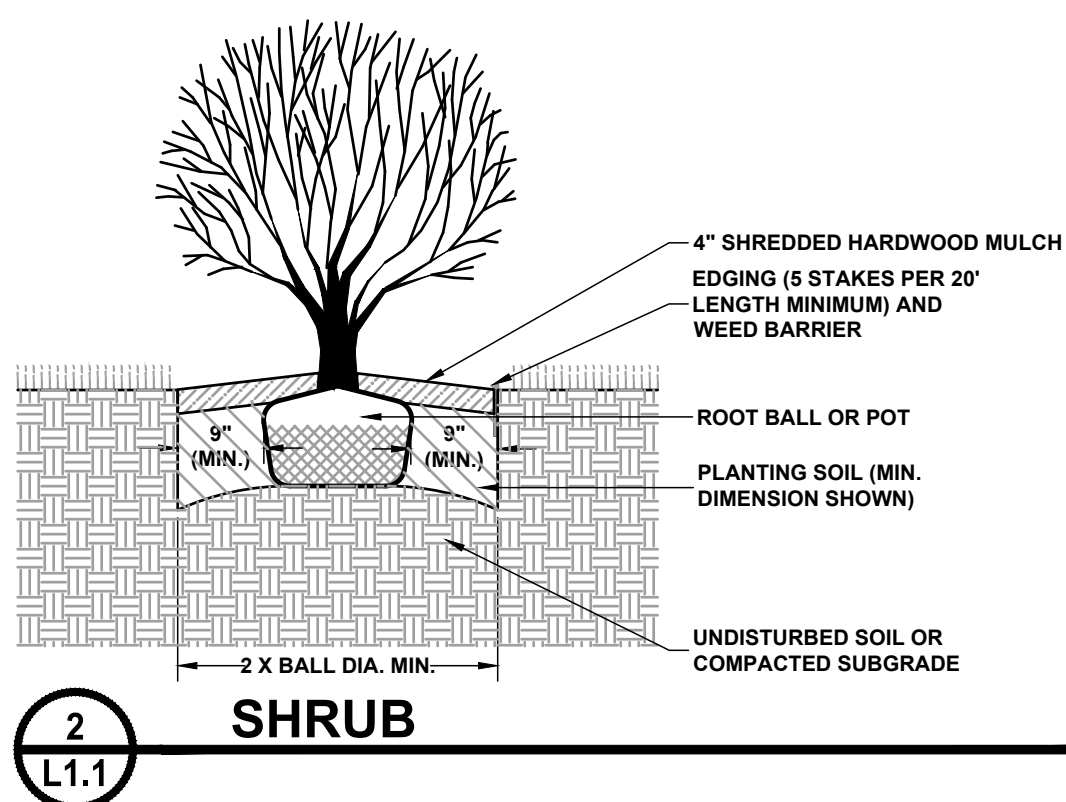
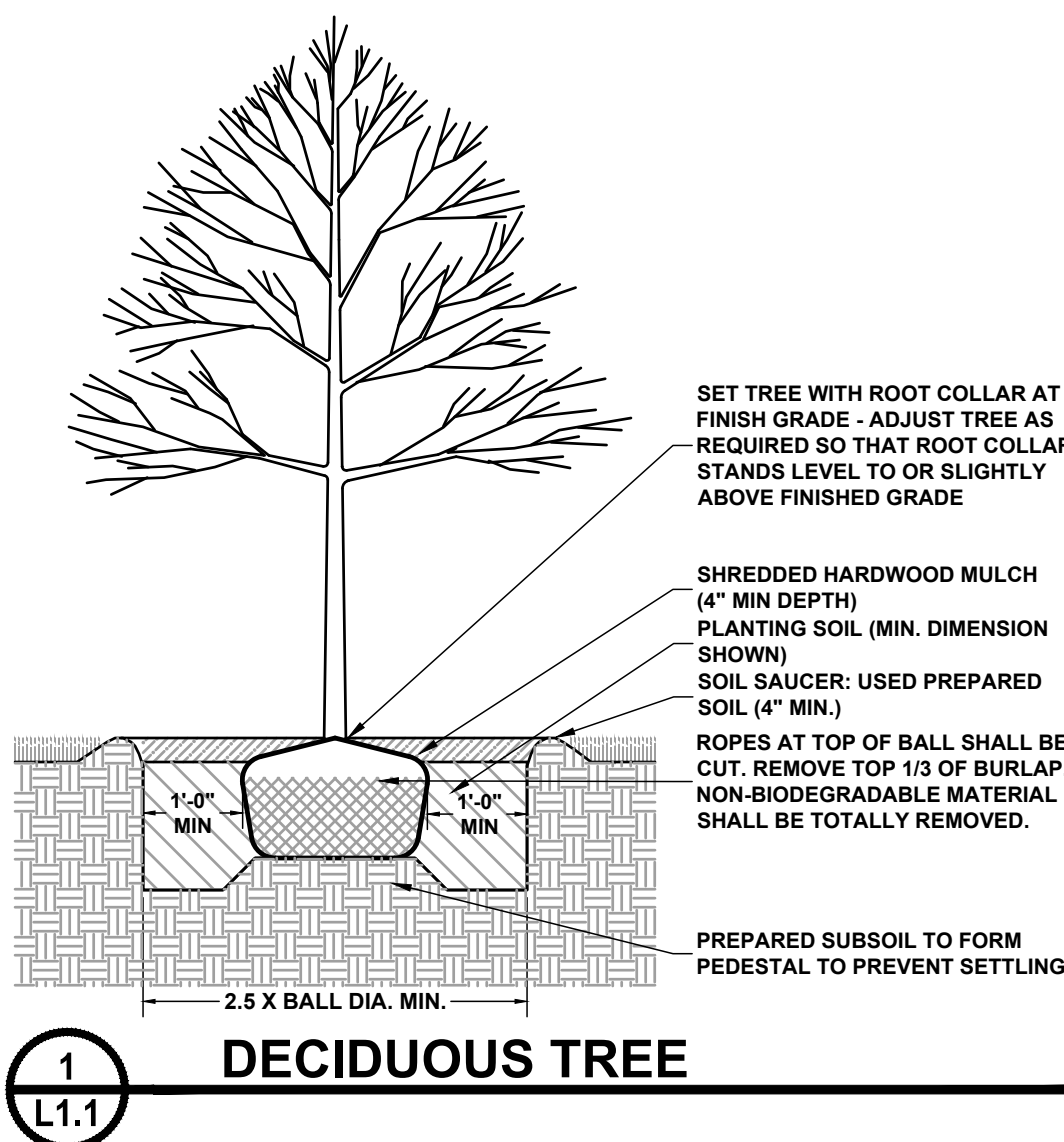
SALEM HILLS ELEMENTARY SCHOOL

5899 Babcock Tr.
Inver Grove Heights, MN 55077



E3.0

Sheet



PLANT SCHEDULE

DECIDUOUS TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	QG	QUERCUS X MACDANIELII 'CLEMONS' TM	Heritage Oak	3" CAL.	B&B	2
	CS	NORTHERN CATALPA	Catalpa speciosa	3" CAL.	B&B	4
	QA	WHITE OAK	Quercus Alba	3" CAL.	B&B	2
	KC	KENTUCKY COFFEETREE	Gymnocladus dioicus	3" CAL.	B&B	2

PLANT SCHEDULE

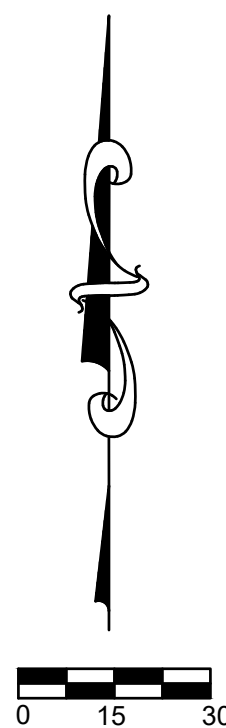
SHRUBS	CODE	BOTANICAL / COMMON NAME	CONT	QTY
	AM	Aronia melanocarpa / Chokeberry	#5	15
	CR	Cornus sericea / Red Twig Dogwood	#5	8
PERENNIALS / ORNAMENTAL GRASSES	CODE	BOTANICAL / COMMON NAME	CONT	QTY
	EJ	Eupatorium maculatum / Joe Pye Weed	#1	25
	LC	Lobelia cardinalis / Cardinal Flower	4"	39

LEGEND

	REFERENCE KEY TO SITE DETAILS DETAIL ID NUMBER (TOP) DETAIL SHEET NUMBER (BOTTOM)
	PROPOSED DECIDUOUS TREE
	PROPOSED SHRUBS
	APPROXIMATE SOD LIMITS
	PROPOSED SEED MIX #1
	PROPERTY LINE

NOTES:

- REFER TO SHEET C1.3, GRADING AND DRAINAGE PLAN, FOR GENERAL NOTES.
- REFER TO SWPPP NARRATIVE FOR CONSTRUCTION SEQUENCING AND EROSION CONTROL REQUIREMENTS.
- LANDSCAPE ARCHITECT MUST INSPECT AND APPROVE FINISH GRADING BEFORE CONTRACTOR PROCEEDS WITH SODDING OR SEEDING.
- ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD WHICH ARE NOT DESIGNATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SODDED.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- BEGIN TURF ESTABLISHMENT IMMEDIATELY AFTER SODDING OR SEEDING, REFER TO SPECIFICATION FOR PROCEDURE.
- ALL TREES TO BE BALLED AND BURLAPPED.
- ALL TREES SHALL RECEIVE 4" DEPTH OF CLEAN SHRIPPED HARDWOOD MULCH, UNLESS OTHERWISE SPECIFIED.
- ALL PLANT MATERIALS SHALL BE NO. 1 QUALITY, NURSERY GROWN AND SPECIMENS MUST BE MATCHED. ALL OVERSTORY TREES ADJACENT TO DRIVE AND IN PARKING LOT SHALL BEGIN BRANCHING NO LOWER THAN 6'.



Sheet

L1.1

SALEM HILLS ELEMENTARY SCHOOL
PARKING LOT IMPROVEMENTS

1SD 199, INVER GROVE HEIGHTS SCHOOLS
5899 Babcock Trail
Inver Grove Heights, MN, 55077



7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

LANDSCAPING PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer or architect under the laws of the State of Minnesota.

DANIEL C. REBOK
Reg. No. 56877 Date 04/25/2022

Project No.	041125802
Date	04/25/2022
Drawn By	CS
Checked By	CS
Revisions	



CASE NO: 22-10PR

APPLICANT: Krista Monkelien (Salem Hills Elementary School)

PROPERTY OWNER: Independent School District 199

REQUEST: Major Site Plan Approval

HEARING DATE: March 15, 2022

LOCATION: 5859 Babcock Trail - Salem Hills Elementary School

COMPREHENSIVE PLAN: Public Institutional

ZONING: P, Institutional

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The School District is proposing improvements to the parking lot and traffic circulation for the Salem Hills Elementary School property. The project consists of reconstructing the parking lot in front of the building to improve bus/vehicle drop off circulation by separating the two traffic flows, a new parking lot on the north side of the school and two new outdoor play areas. The traffic improvements are needed to provide more stacking space for vehicles waiting to drop off or pick up students and to separate the bus flow from the vehicle flow.

SPECIFIC REQUESTS

The application consists of a Major Site Plan Approval to review the parking lot expansion plans.

EVALUATION OF THE REQUEST

The following land uses, zoning districts and comprehensive plan designations surround the subject property:

North: Single family; zoned R-1B; guided LDR

East: Single family; zoned R-1C; guided LDR

West: Park, single family; zoned P, R-1B; guided Public Open Space, LDR

South: Single family; zoned R-1B; guided LDR

MAJOR SITE PLAN APPROVAL

Parking lot Setbacks. The parking lot and drive aisle expansion on the north side all comply with required setbacks. The redesign of the bus parking area follows some of the existing setback and meets setbacks for all new surface proposed.

Parking. There are 73 existing parking stalls on site. The proposed parking would have 88 total stalls. There are 13 staff parking stalls on the south side, 30 parent/guest parking in front of the school and 43 new staff parking spaces on the north side of the school.

There is additional stacking space being proposed on this plan to help alleviate the problem with cars backing up onto Babcock Trail. There are an additional 10 stacking spaces proposed in the visitor/parent parking area. If need be, the stacking can be extended into the staff parking area on the north side of the building.

Access. The site currently has only one access point onto Babcock Trail. The proposed plans provide for two access points to separate bus traffic from vehicle traffic. The northern access would be for drop off and pick up of students and parking. The southern access would be for bus drop off and turn around. The school district is working with Dakota County on the location and design of the access points. Initial comments from the County indicate they will require a right turn lane for the northerly entrance and left turn lanes for both entrances. The School District must obtain a county access permit and address all requirements stated by the County.

Screening. The plan provides for a six foot tall solid screen fence along the north boundary of the site adjacent to the new drop off parking lane in conformance with screening requirements of the code. No other parking areas require screening.

Landscaping. Code requires one tree per 10 parking spaces. With 86 spaces proposed, a minimum of nine trees required. A landscape plan has been provided show a total of 10 new overstory trees planted in the islands in the parking lot areas.

Engineering. The plans address storm water management by constructing two new underground storage area and a ponding area in the front of the site. Engineering has done a review of the plans and finds they comply with all city standards.

Lighting. A lighting and illumination plan has been submitted which identifies all lighting will be using flat lens down cast style fixtures on the light poles. The illumination pattern identified on the photometric plan shows all lighting complies with the zoning code maximums of not exceeding 0.4 foot candles at property lines abutting residential.

ALTERNATIVES

The Planning Commission has the following actions available on the following requests:

A. Approval. If the Planning Commission finds the application to be acceptable, the following action should be taken:

- Approve a Major Site Plan Approval for the parking lot and access/circulation expansions subject to the following conditions:
 1. The site shall be developed in substantial conformance with the plan set dated 3/30/2022. Plans are on file with the Planning and Engineering Departments.

***The final list of approved plans and date of plans shall be the set approved and signed by the City Engineer.**
 2. Access permits must be obtained from Dakota County and the plans must meet all requirements of the County.
 3. Any parking lot and building lighting on site shall be a down cast, "shoe-box" style and the bulb shall not be visible from property lines.
 4. All plans shall be subject to the review and approval of the City Fire Marshal.
 5. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.
 6. Final site, grading, storm water management, erosion control plans and utility plans shall be approved by the City Engineer.
 7. The developer shall meet the conditions outlined in the City Engineers review memo dated 2/23/2022 and any subsequent correspondence.

B. Denial. If the Planning Commission does not favor the proposed application, or portions thereof, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

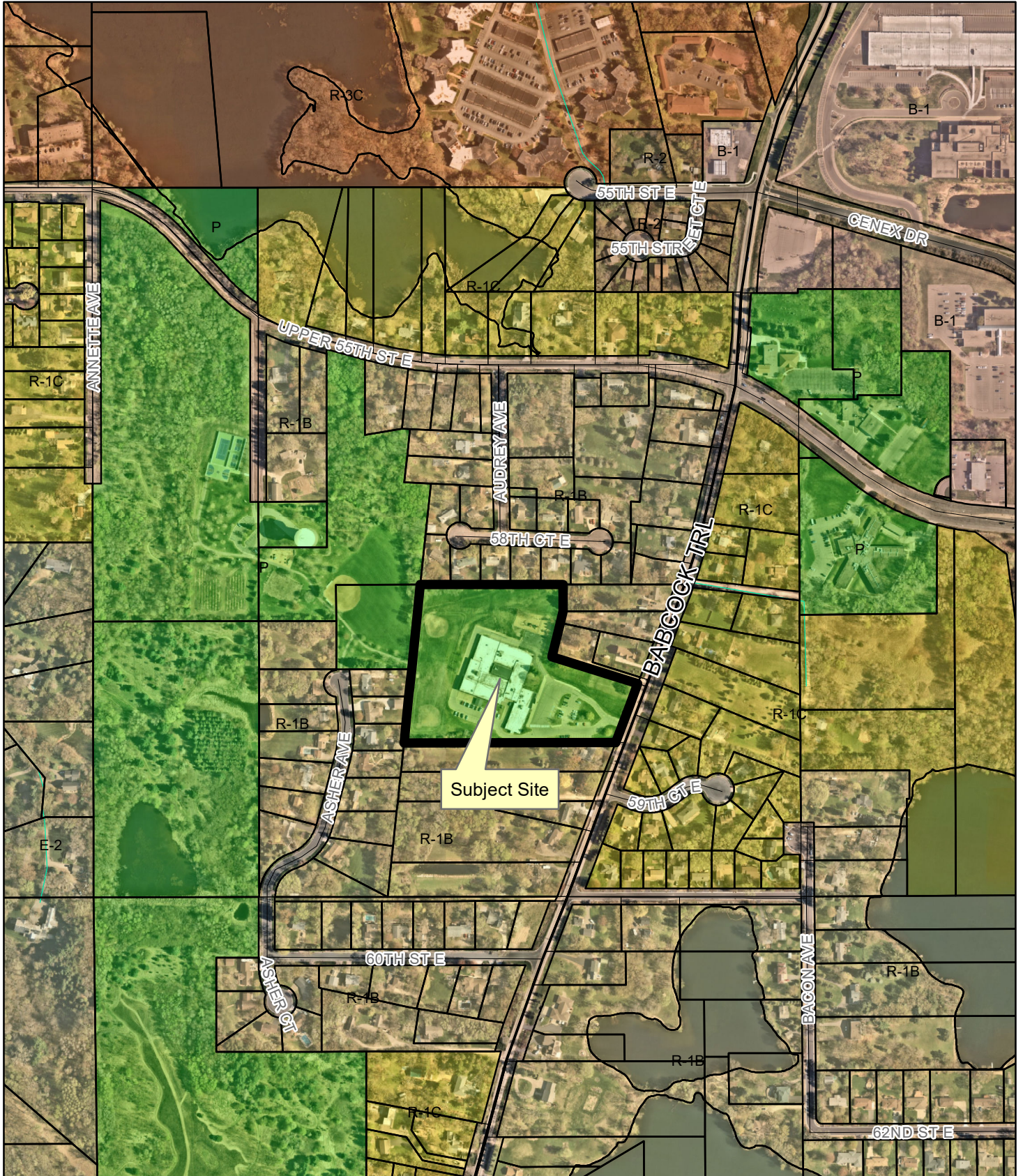
Staff recommends approval of Major Site Plan Approval subject to the conditions listed.

Attachments: Location Map

Applicant Narrative
Site Plan
Grading and Drainage Plan
Utility Plan
Photometrics Plan
Landscape Plan
Resident E-mails



Location Map Case No. 22-10PR





**BOLTON
& MENK**

Real People. Real Solutions.

7575 Golden Valley Road
Suite 200
Minneapolis, MN 55427

Ph: (763) 544-7129
Bolton-Menk.com

February 15, 2022

The City of Inver Grove Heights
Planning Department
8150 Barbara Avenue
Inver Grove Heights, MN 55077

RE: Salem Hills Elementary School
Major Site Plan Review Application

Greetings,

We are requesting a major site plan review from the City of Inver Grove Heights for this project to gain approval to begin construction.

The Salem Hills Elementary School project will consist of the reconstruction of the existing parking lot on the east side of Salem Elementary School. Improvements to the parking lot, including the separation of bus and vehicular traffic, two new outdoor play areas, and a new parking lot on the north side of the school.

The base fee and escrow will be sent directly from the School District to the City

If you have any questions or concerns, please contact our office at:

7575 Golden Valley Rd., Ste 200
Minneapolis, MN 55427
(763) 544-7129

Sincerely,

Bolton & Menk, Inc.

Bill Diede, P.E.

From: [Mark Andrews](#)
To: [Kim Fox](#)
Subject: Salem Hills Elementary rezoning
Date: Wednesday, March 09, 2022 4:26:43 PM

We own the property directly across the street at 5868 Babcock Trail, as well as a property on 59th Ct. East. One of the greatest joys for all of the neighbors has been the removal of the run-down house and the establishment of the beautiful park in front of the school. We call the beautiful tree "The Tree of Life!!" The tree is spectacular and it is not an Ash tree! We are already losing so many trees to Emerald Ash borer, it would be a shame to lose that beautiful, mature, healthy tree. What you have done has so much improved the front view of Salem Elementary, but also beautified Babcock Trail. Everyone agrees that what you have done is so beautiful! Now, you are talking about replacing it with a parking lot!! It seems to us that alternative spaces could be found behind the school. The destruction of the grassy area is not going to provide enough parking spaces to justify the loss of that beautiful area. We urge you to please consider the ecological aspect of this. Hopefully the parking can be expanded behind the school.

Sincerely, Mark and Kathy Andrews—651-455-4938

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: [Tammy Adams](#)
To: [Kim Fox](#)
Cc: sla526@aol.com
Subject: Comments on Proposed Parking Lot Expansion at Salem Hills
Date: Thursday, March 10, 2022 2:35:34 PM

Thank you for the opportunity to comment on the proposed parking lot expansion at Salem Hills Elementary. As an adjoining property owner on 58th Court East, we do have concerns about the project and its possible affect on the drainage and water runoff from the new non-penetrable surfaces being installed directly behind our property.

We are located just below the north side of the school property. We have lived in our house for 17 plus years and have experienced melting snow and water running down hill and sometimes it enters our basement. We do have a sump pump that in wet or snowy years has worked overtime. Our concern lies with the possibility of snow being plowed toward the back of the proposed parking lot, adding to the already existing water drainage issues we have. We have examined the plans and to our ability to interpret those plans, do not see if this runoff issue will be addressed.

One more small item is our concern with the apparent deletion of the basketball hoops. We can attest that these hoops get used all summer and are important for youth to engage in positive activities. We are hoping the basketball hoops can be installed on the hard play area/bus turnaround, but could not tell by viewing the plans if that would happen.

Again, we appreciate the opportunity to comment on these matters and hope our concerns can be addressed and remedied.

Sincerely,

Scott and Tamra Adams
1746 58th Court East
Inver Grove Heights, MN 55077
651.451.0475
612.229.8744 (Scott cell)
612.751.4575 (Tamra cell)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

RECOMMENDATION TO CITY OF INVER GROVE HEIGHTS

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: March 15, 2022

SUBJECT: Consider a Major Site Plan Approval for a parking lot expansion on the property located at 5869 Babcock Trail (Krista Monkeliën/Salem Hills Elementary - Case No. 22-10PR).

Reading of Public Notice

Commissioner Simon read the Public Hearing notice to consider the request for Krista Monkeliën/Salem Hills Elementary – Case No. 22-10PR for property located at 5869 Babcock Trail. The request consists of a major site plan review for a parking lot expansion and any other related Variances. Notices were mailed to 49 property owners on March 2nd, 2022.

Presentation of Request

Allan Hunting, City Planner, stated the location is Salem Hills Elementary School with Babcock Trail on the west side, south of Upper 55th Street. The request is for site plan approval for expansion of parking and circulation. There is one entrance point; buses and pickup/drop off utilize the same entrance point and often back up onto Babcock Trail.

The proposal is to improve circulation and parking and to separate bus traffic from student pick up/drop off.

- Site would have two entrance/exit points.
- Buses would be separated from other traffic and use the southerly location to park and go towards the back of the building to turn around and come back out.
- Drop off/pick up is on the northerly entrance.
- As they enter there would be more stacking spaces for circulation and heading back out.
- Visitor parking is located in front with additional parking lot expansion for Staff on the north side of the building.

This would be improving the asphalt and expanding along with other improvements. The main objective is to improve circulation and get cars off of Babcock Trail and have it flow.

- The site complies with all performance standards.
- Screening would be provided along the northern boundary line (required due to location of the parking area).
- Balance of parking does not need other screening.
- Additional lighting and landscaping will be provided.

Engineering has reviewed the site.

- Underground storage will be provided for stormwater management.
- An area would be utilized for ponding.
- Storm drainage direction is the same as it was before.
- The rate doesn't increase (it is all handled internally).

Engineering finds the plan to meet city standards for Stormwater Management and meets all other city requirements. Staff recommends approval of the plan as presented.

Chair Niemioja referenced where the monument was, if that was not storm ponding because it's all handled under the impervious surface of staff parking in both locations.

Mr. Hunting referenced a diagram of the area and responded it would be an underground pipe system. There is an underground pipe storage system where the buses park.

Chair Niemioja asked if there was a rainwater basin in the monument. She questioned if it was stormwater.

Mr. Hunting replied not in those areas. The basin area is open in the front. He responded it is stormwater.

Commissioner Weber asked if the two areas where they would be treating water was impervious. He asked if impervious asphalt would be put in there.

Mr. Hunting responded it is under the asphalt. He said the Engineer could explain it better. He believed pipes filtered it down there, it was not a porous pavement.

Commissioner Weber mentioned a question that was asked in one of the emails received about where they would possibly stack snow.

Mr. Hunting replied their Engineer can address that question.

Opening of Public Hearing

Bill Diede, Bolton and Menk, 7575 Golden Valley, Minnesota, has read and understands the report. He addressed the snow plowing areas stating the snow would be placed in the back parking lot corner area. There would be surmountable curbing in the rounded edge with the remainder being normal 6" high curb. They would utilize the opposite corner behind the building. Additional snow storage could be placed in the green space in front of the building.

Chair Niemioja mentioned an email came in about the lighting. She asked if the lighting could be controlled and if a shield could be placed on them to hold the light onto the property.

Mr. Diede replied the Consultant has information that will be placed on the plans to ensure shielding at the property lines.

Commissioner Robertson addressed the snow/area in front asking if that was a stormwater area.

Mr. Diede responded in the affirmative.

Commissioner Robertson questioned if snow is typically placed on top of stormwater areas.

Mr. Diede replied they do not want to add a sediment and clog the surface basin. The basin would be a dry basin. There would not be any standing water in it when it functions in the summer. In the winter it would be a part of the school maintenance to ensure the basin stays cleaned. While not ideal it is done frequently.

Chair Niemioja mentioned there could be a visibility issue with traffic if the pile gets too high.

Mr. Diede agreed and said it was a big green area, they could move it around.

Chair Niemioja asked for more information about the impervious surface and how the rainwater is being handled.

Mr. Diede replied there are two underground systems. The intent isn't that the water soaks through the pavement, it goes to designed low spots so the water drains to a low area, then into a piping system, into a tank, and makes it way out.

Commissioner Wippermann asked where the water from the underground tanks goes.

Mr. Diede responded there are a couple locations of stormwater discharge on the site. One goes into a ditch near Babcock Trail, the other is under the back staff parking lot where there is an existing pipe running into an existing system going further to the northeast. One other location is south of the bus corral.

Chair Niemioja referenced the north section and asked if the water is leaving the property.

Mr. Diede replied it will. The city has requirements to design the stormwater so specific rain events do not increase the flow to specific locations of stormwater discharge. They meet those requirements. Just like today, there will be some surface drainage. For example, if raining on the parking lot, it would find it's way to the curb and go to one of the low spots, into the system, and completely contained underground into the pipe.

Commissioner Robertson questioned what the capacity of the ditch on the southeast side was before it creates challenges on the road.

Mr. Diede responded that was one of the city's stipulations of managing stormwater. They have to be able to prove the pipe can handle what is being sent to it. They have shown to be reducing flow rates of water going to that pipe. They are still working with the city to finalize calculations.

Commissioner Robertson said eventually that pipe is going to open and drain into the ditch. She asked if Mr. Diede was saying that there will be a control of the flow rate out of the pipe into the ditch so that it won't be too much for the ditch to handle.

Mr. Diede replied that was correct. In the existing condition there is a pipe that goes to that exact same ditch. They would be removing that pipe and putting in a new one. The proposed flow coming out of their project is less than the existing condition.

Commissioner Robertson asked if there have been issues with water overflowing as it sits now.

Mr. Diede responded he was unsure.

Commissioner Robertson mentioned where the water is discharged from the pipes on the north side and asked if that flows into a natural open space.

Mr. Diede responded there is an existing pipe, the location that it discharges is off of their survey. He was unsure if it's contained or lands in a pond or ditch. He said there is an existing volume of water going through that pipe at a specific rate. In the proposed condition they are matching or making it better for rain events.

Chair Niemioja requested the amount of increased impervious surface being added.

Mr. Diede replied he was unsure.

Commissioner Robertson asked Associate Planner Heather Botten how much natural space there is for water run off before hitting the backyards of residents that back up to it.

Mr. Hunting displayed a diagram stating with regards to the City Engineer, the plans meet city standards for stormwater management flowing into whatever existing systems there today.

Commissioner Robertson mentioned it looks better now when she sees it in this way. There is ample space to accommodate water drainage before it hits a residential area.

Commissioner Wippermann asked if the neighbors have had an opportunity to provide input/concerns to Mr. Diede as an Engineering Firm or to the School Board.

Mr. Diede mentioned the School District is in attendance to answer questions. He said he does have a few emails from the city.

Dave Bernhardson, Superintendent of Schools, Inver Grove Heights, 2990 80th Street, said engaging with the neighbors would be a part of the process moving forward regards to how they finish the project, but also to help better understand how to look in the future. He said when present a few years ago when they brought adjacent property, they spoke with a few neighbors about it. When they got to this point of the project that something was going to happen, they would meet with them to discuss things needed to help make sure it's the best situation for everyone involved. For example, on the north side there is a vinyl fence that separates the parking lot. They want to have conversations with the two neighbors directly next to it to see what is best for them and for the school.

Chair Niemioja asked if the address for the entire plat was 5869 or 5899, or 59.

Mr. Bernhardson replied it was 2019 when they took the property and added on to the current property. The address could be for the home that used to be there.

Commissioner Weber mentioned all the engineering plans say 5899.

Chair Niemioja said the application has 5869.

Commissioner Weber mentioned it has both numbers.

Chair Niemioja hoped there wasn't a title issue.

Mr. Bernhardson addressed the question regarding the playground in the area and said it would be relocated to the other side of the property. There are other amenities that go along with it.

Patty Bourgoin, 1830 58th Court East, introduced herself as one of the property owners on the north side saying if at the playground and go straight down, that's her property. Her concern is a recent revamping of waterflow. There is a pipe that comes out at the bottom of the hill and flows along the ditch in the back of their properties. When there's a lot of snow and rain, there is a lot of water that flows along the base of their property. With their neighbor, a lot of water flows into his yard. She wanted to make sure the flow of snow is completely researched, the change of the area from a playground to a parking lot, and that it won't affect how the water flows into their areas.

An aerial map was shown with Ms. Bourgoin stating it flows along the line from 1830 towards 1840 and along the back of 1850.

Chair Niemioja said if the City Engineer approves this, this would be the improvement they would be making on the water flow. She mentioned they could follow up with the City Engineer and Applicant if they fail to fulfill their promise. According to the plan they are looking at, it shows decreased water flow to the area.

Tracy Judge, 1810 58th Court East, referenced the aerial map and the black line between the school property and their houses. It is the bottom of a hill, a gradual hill with steepness that varies. There is a berm on the hill taking some of the water already. A couple of years ago under the hill, there were already numerous tanks underneath. She was unsure what capacity those tanks were taking and questioned if more was needed. She asked how much more water would be shooting out of the grade at the bottom of the hill into the yards. She said she was surprised to hear that the playground was moving. She asked if the playground plan was a part of this and if it was the same kind of space and equipment for the kids. It's a very used playground.

Chair Niemioja replied it would be on the south side rather than the north side.

Ms. Judge asked if there was ever consideration to use the space behind the school for parking versus the north side of the school.

Mr. Bernhardson replied the playground was scheduled to be replaced and is being moved to another side of the building. Part of that is due to proximity as kids go outside for recess after lunch; the lunchroom is on that side of the building making a natural flow. It would be the same size equipment if not more. They have found it beneficial to be next to a green space to play on. The cul-de-sac area would have a gate that would close and provide a hard play surface for kids during the school day.

Chair Niemioja asked if the smaller playground was for the preschool.

Mr. Bernhardson replied yes, there are early learning programs at all buildings. This provides a separate age-appropriate space for that age child.

Chair Niemioja asked about the flow rate, existing tanks, and how much would be torn up on the north side.

Mr. Diede believed there was a project in 2016 in which the existing tanks were put in to handle stormwater requirements for projects in 2016. Since they are doing additional projects in 2022, they would be held to the new stormwater requirements. They would not be adding onto that system, but doing a completely separate system. That system would handle what it did in 2016 but be completely independent. He addressed the rate and said it would be the same scenario. The city would require flow rate calculations and make it match or better the existing condition.

Mr. Bernhardson said the tanks were placed in 2016 when the new media center was added in the courtyard of the existing school. There are currently not collection pieces for water like there would be when they put the parking in.

Commissioner Weber said snow likes to melt faster than the ground likes to thaw. He asked if they would assume the current water retention is going to pick up all of the snow load that is going to be plowed off the surface that would flow into the new system.

Mr. Diede replied when there is a lot of snow there it would block the system that is taking in water like it does today. The provision set in place is to push the snow to the northwest side of the parking lot. They would go back to their calculations with the city. They are stuck with an existing condition but the proposed project matches the condition or makes it better.

Commissioner Weber mentioned the way he sees it is that the new system would capture and contain all of the water that hits the new surface. If plowing over curb and going onto the grass behind the new surface they are leaving the new system and utilizing the old system.

Mr. Diede replied it would not make it into the old system because there is nothing to bring that water into it.

Commissioner Weber asked what happens with snow melt that goes downhill toward homes.

Mr. Diede replied it would melt and go down the hill.

Chair Niemioja said the additional impervious surface will be collected in the piles of snow.

Mr. Diede responded in the affirmative.

Commissioner Challeen asked if it was any different than it is today.

Commissioner Weber questioned if the playground was plowed in the winter.

Mr. Bernhardson replied that it's cleared as much as it can be to make sure there is a place for kids to play. It's not currently all asphalt, there is a play area that has sand.

Chair Niemioja requested the increased impervious surface percentage.

Commissioner Robertson shared she was not feeling confident when talking about snow melt and natural drainage down the hill. The Applicant says it will be better, she hopes that is the case. From what she has heard from residents in the audience is that they still have concerns.

She would like further information from the City Engineer with details about if it can be trusted that it would work when there is a giant snowstorm and a huge pile of snow. Currently, the snow is melting so fast the system in some places has water piling in the street. She asked if there was recourse if it doesn't happen that way and ends up with water in ditches that are overflowing into people's backyards.

Commissioner Heidenreich referenced the north parking lot as someone who plows snow saying it would all go off the north side of the hill. It's a downhill slope of about seven feet from the edge of the parking lot towards properties. All snow collected on the parking lot won't be captured in the drain they are installing. It would be pushed over the hill. It would end up in the northeast corner.

Commissioner Weber mentioned it looked like they were grading the parking lot to be flatter on that side, the contours are decreasing. They were doubling the capacity of snow being pushing off the lot. What concerns him was they would start at the road and push it all the way back.

Mr. Bernhardson responded the intent for the north lot is to move the snow to the north and to the west.

Commissioner Weber asked where snow storage would go from the front lot.

Mr. Bernhardson replied that would go to the west side of the basin.

Chair Niemioja referenced C-1.3, where she can see what is currently impervious. To her it looked to be about twice the amount of impervious in this lot.

Commissioner Weber said his concern is when it's said they would be capturing all of the new build stormwater treatment on the site. Then they say they would plow all of the snow over the northwest bank. He said he has a very steep sloped yard, the holding pond in his yard is up 6.5 feet in water. If they have a melt season like the one, they are currently having with frozen ground and water leaving the area and their system isn't capturing it, he is concerned.

Chair Niemioja asked if they had concrete islands in the parking lot.

Mr. Diede responded most are concrete.

Commissioner Weber said Engineering has to have the final say. It was very difficult to look at the C-1.3 layout. He said it was difficult for him to say he was comfortable about putting snow in that specific corner and not worrying about it being captured by the current system on site. If the new plan had them pouring an impervious pad over there and had it connect back into the system currently drawn, he would be more comfortable than just saying it would sit there, melt, and run down the hill.

Commissioner Robertson said that was also the concern she expressed earlier which was brought forward by the two residents in attendance.

Chair Niemioja referenced snow collection on the south side and said she was confident that wasn't an issue. She doesn't see such an increase to cause concern next to the playground

due to the field.

Commissioner Robertson questioned what the purpose of the drawn longer line heading toward the south was.

Chair Niemioja responded it was snow collection on the south side first and the north side to a smaller extent.

Commissioner Robertson referenced the snow on the south side west of the playground and asked if they were comfortable that would be managed. There is more impervious surface there. She questioned where the snow was going to go.

Chair Niemioja replied it would go to the huge grass field.

Commissioner Weber referenced the Commission packets saying it says one of the approvals is "asterisked" by the final list of approved plans and that date of plans shall be approved by the City Engineer. He questioned if the City Engineer had any specific questions, concerns, or if this had been reviewed yet.

Mr. Hunting replied the City Engineer told him it meets the city stormwater management.

Commissioner Weber asked if snow loads were reviewed.

Mr. Hunting assumed it was reviewed. When it goes before the City Council, the City Engineer would be at that meeting and could address questions and issues.

Commissioner Weber questioned if it could be added as a Condition.

Mr. Hunting replied in the affirmative.

Dale Beckmann, 1855 58th Court East, said he and his wife built their house 49 years ago and have watched a lot of the development that has occurred in the area over time. He appreciated the project the School District did in 2016 because prior to that the runoff came off of the area. He felt it was misleading in understanding how much water drains to the north in the area. He referenced the southwest corner of the school building going to the residential development to the west and said everything from that area drains to the north and comes down from the park area west of the school. Prior to the improvements made in 2016, the spring was horrendous for neighbors in the area due to the amount of water that ran down the hill. He said two residents experienced wet basements as a result of water runoff. Since the project was completed in 2016, a catch basin has significantly decreased the amount of water experienced in the area. After reviewing the plans, he has significant concerns about the drainage on the north side. The grade is going to be lowered 2.5 feet and the sump may disappear. His concern is that climate change is happening, there are major storms that come in. There are three scuppers on the north side of the school where water comes off the roof onto the drive. Water now runs down to the playground area, which is a pervious surface with a sump where the swing sets are. Water coming off the roof is captured in that area. The impervious surface increase that comes in the north parking lot wipes out the playground area with the grade being lowered 2 feet. Water would sheet across the parking lot from the building with a six-inch curb

at the end. There is no berm. He said the plans indicate there is a future parking plan to extend out over the area. Getting a storm that goes beyond the design of the system, if having a 15- or 25-year storm and get a 100-year event, the safeguards put in place with the existing system are now dissipated. Those living below the hill would experience significantly more runoff. He hoped that before this goes to the City Council, they actually have a chance to offer input. He has ideas. He was concerned about snow being placed back there. He mentioned the system currently works really well; he would hate to see any change that come from that. He mentioned he would like to have the chance to talk about it before the plans go before the City Council. He is trying to find the means to adding all of the impervious surface, keeping the charm of the area, and protecting the homeowners to the north. He requests the chance to meet with the School District.

Chair Niemioja said they would likely add something to the Motion to make sure there is more discussion.

Erin Staples, 5851 Babcock Trail, is the property owner on the south/west side. The playground is currently to her west. Her biggest concerns are with drainage. The snow is being plowed right along the fence behind the playground and is currently draining badly into her yard. She said it did not sound like the snow would be plowed there any longer, which would take care of that situation. She mentioned her neighbor at 5847, who couldn't be in attendance, and herself, have a lot of concerns about the back up of traffic on Babcock. Their driveways are always blocked at drop off and pick up time. She asked if the plan was going to help alleviate the issue. She asked if there was a pickup lane that goes around the whole parking lot.

Chair Niemioja replied it looked that way, the Applicant can speak to it to make sure. She felt the end goal was to keep traffic away from her driveway.

Ms. Staples said they bought the property in 2011. They put a cedar fence along the west/south side, it doesn't extend all the way down to Babcock. She asked if there would be a fence there and if so, where it would go in terms of variance from the current property line. She asked if there would be lighting along the area. She said the property the School District purchased was her previous neighbor, it sounds like it will be moved closer to her property. She questioned how close and if there was going to be sidewalk there.

Mr. Bernhardson addressed fencing and said they would work with the neighbors on designing the fence that would go there and what the placement would be.

Chair Niemioja asked how much more capacity traffic-wise they are anticipating in pick up.

Mr. Diede responded in the existing condition 17 cars can wrap around the parking lot stacked. In the proposed condition without using Staff parking to the north, they could get 27 cars stacking throughout. If using Staff parking where they could go north and come all the way around, that would increase to the 50's. This could take a potential 40 cars off the street and put them on site.

Commissioner Robertson understood there would be more room for cars turning in for pickup off of Babcock. She commented about going into Staff parking and coming back around and asked if there was a gate there that would be opened. She asked if it was the intent that staff parking

would be designed in a way that would allow individuals picking up their kids to loop up and around and come back down.

Mr. Diede agreed. He said there was not a gate there, it's a pedestrian crossing.

Commissioner Robertson asked if it would get crowded with staff parking.

Mr. Bernhardson replied the intent is that people would enter and do the regular wrap around to keep things flowing. If things became challenging, they could use the extra access to get more cars off of Babcock.

Commissioner Heidenreich referenced the property located to the north and asked if the property line encroaches onto School property where the wood fence is. He said it appears the entire driveway is on School property.

Mr. Diede responded the entire driveway is on school property.

Chair Niemioja asked if it was an easement.

Mr. Diede replied it was a true property line.

Commissioner Heidenreich asked if the school was reclaiming the property, abandoning their driveway, or accepting it as is. It states future walk.

Mr. Diede replied the entire project is on school property.

Commissioner Heidenreich mentioned that it angles off to the east/northeast and looks like a 30-foot encroachment on that side. It states property line documentation. Both driveways are almost a 30-foot offset at the northeast corner.

Chair Niemioja asked if it was school property or if the Staples family had an easement.

Associate Planner Heather Botten responded that to her it looked like a part of the flag lot to the Staples property. She did not believe it had anything to do with the School District.

Chair Niemioja said the plan isn't going to take any additional property.

Commissioner Robertson mentioned what they were looking at seems to be agreed upon that everything that is a part of this project is on School District property. She said the questions about the north area isn't something that has to be answered this evening.

Chair Niemioja said it might be worth looking into.

Mr. Bernhardson said the property line was established when the other house was on that property.

Chair Niemioja clarified that there was a preexisting fence, this is being based off of that fence. She asked if there would be a walkway next to the fence.

Mr. Bernhardson replied when visiting with the County they had preferred the School District put a walkway in there because it would adjoin to Babcock if there were any improvements made in regards to walking trails. It was left as something that could come in the future depending on what the County does with Babcock Trail. It is not a part of the current plan.

Chair Niemioja requested information about where new lighting would be added along the route.

Mr. Hunting displayed a lighting map and pointed out locations for light fixtures.

Commissioner Weber asked if the south ones were current or additions.

Mr. Diede replied that he believed they were additional.

Commissioner Robertson asked if the lighting would be facing towards the school/school property and not out beyond it.

Mr. Diede responded that was his understanding. They have a consulting Electrical Engineer who would know more about the fixtures.

Chair Niemioja said she had asked, and it has been confirmed, that they would look into the use of shields. That could be added as a specific Condition.

Commissioner Scales said he believed City Code makes it that a visible light source cannot be seen so it all shines down.

Commissioner Robertson said if it was a part of City Code it doesn't need to be added as a Condition.

Chair Niemioja closed the Public Hearing.

Planning Commission Discussion

Chair Niemioja said two additional emails were received today and needed to be added into the record.

Motion by Commissioner Simon, second by Commissioner Weber, to include the two new emails that arrived after the Commission packets came out.

Motion carried (9/0).

Commissioner Robertson felt excellent decisions were made at Pine Bend School regarding the discussion on moving the playgrounds and broke them up for younger and older kids. She felt confident that what she is seeing here is well thought out.

Chair Niemioja agreed. She added that she drives by a lot of schools between Inver Grove Heights and Eagan and sees many backups with regards to traffic. She said Babcock Trail is such a tricky road, it's terrifying to see cars flying by when people are just trying to get their kids. She felt this was a great move by the School District with a couple of water issues.

Commissioner Scales stated parking lot lighting is listed as Condition #3.

Commissioner Robertson shared a Condition that says the City Engineers will be sure everything related to water conforms to City Code. The City Engineer believes all is in order. She believes we have a great City Engineer but is kind of concerned. She said it would be difficult for her to put her stamp of approval on this until she gets a better sense of the handling of snow and that the runoff down the hill won't affect them later. It has happened before. Based on that, even though it may set things back a bit, she would be reluctant to say Aye to a Motion tonight for that reason. She wanted additional assurance that residents on the north side are not going to have undue complications because it didn't quite work out as planned.

Planning Commission Recommendation

Motion by Commissioner Weber, second by Commissioner Wippermann, to approve the parking lot expansion on property located at 5899/69/59, Krista Monkeliën/Salem Hills Elementary - Case No. 22-10PR) with the current 7 Conditions listed and adding in an 8th Condition that the City Engineer, based on plowing going off of the impervious surface, relook at the water calculations to make sure that if all of the snow is plowed from Babcock to the northwest corner, the snow is picked up and contained in the new water system.

Motion carried (7/2) - Robertson, Heidenreich. This item will go before the City Council on April 11, 2022.

Memo

TO: Allan Hunting, City Planner
FROM: Brian Connolly, Public Works Director
CC: Tom Kaldunski, City Engineer
Mike Edwards, Sr. Engineering Tech
DATE: May 13, 2022
RE: Final Plan Approval – Salem Hills Elementary Parking Lot



Engineering staff have reviewed the following documents associated with the final plan submittal for the Salem Hills Elementary School Parking Lot Improvements:

1. Final Plans (dated 4/25/2022)
2. Revised Stormwater Management Report (dated 5/5/2022)
3. Bolton & Menk Responses to City's Preliminary Design Memo (Dated 2/23/2022)
4. Bolton & Menk Responses to Barr Engineering Memo regarding stormwater design (Dated 3/2/2022)

The stormwater design components of this site have been a particular focus of efforts by the applicant, due to the site location, space constraints, and infiltration restrictions. Staff solicited third-party review assistance from Barr Engineering to assist in reviewing the stormwater components and verifying compliance with the City's stormwater codes and ordinances. These requirements have been vetted and it is the opinion of Barr Engineering that the plans meet or exceed the requirements set forth in the City's stormwater codes and ordinance.

It is the opinion of the Engineering staff that all comments from the preliminary review have been adequately addressed by the applicant, and that the final plans meet the City's design requirements with the noted drain tile comment in the attached file and are acceptable from an engineering perspective.



Request for Council Action

SUBJECT: **Second Reading of Ordinance Restricting Truck and Refrigeration Unit Idling In or Adjacent to Residential Zones**

MEETING DATE: May 23, 2022

ITEM TYPE: Regular Business

CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to consider a second reading of the attached ordinance regulating truck and refrigeration unit idling in certain areas.

BACKGROUND

Concerns have arisen again regarding the lengthy idling of certain commercial motor vehicles (trucks) and transportation refrigeration units (TRUs) on a commercially-zoned property located adjacent to a residential neighborhood. While the City has existing ordinance language prohibiting certain nuisances and excessive noise, the specific language of those ordinances has not provided police or code enforcement officials with the necessary tools to address these neighborhood complaints.

In order to address the concerns raised by a number of neighbors regarding the noise generated by the lengthy idling of trucks and TRUs, especially during nighttime hours, staff recommend the Council consider the second reading of an ordinance that would limit the idling of commercial motor vehicles and TRUs on property located within or adjacent to residentially-zoned parcels.

The proposed ordinance would limit idling to no more than 15 minutes, unless the idling is allowed under one of the listed exceptions. Examples of suggested exceptions include trucks stuck in traffic or actively loading or unloading cargo, and the idling of public safety and construction vehicles.

The attached ordinance has been modified based on comments from the May 9 Council meeting when the ordinance was first presented, and to clarify certain wording. One exception was removed, because it allowed for idling during cold weather of no more than 15 minutes per hour. This is what the overall ordinance would allow as a baseline, so it doesn't seem to fit as an exception. A redlined copy of the ordinance, showing the revisions since the first reading is attached.

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends approval of the second reading of the attached ordinance

ATTACHMENTS

1. Idling Ordinance (Second Reading 5.23.2022)V2
2. 2nd Reading of Idling Ordinance - Redline of Changes

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. _____
AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 6,
ADDING CHAPTER 7 RESTRICTING CERTAIN VEHICLE IDLING**

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

Section One. Amendment. Inver Grove Heights City Code Title 6 is hereby amended to add Chapter 7 which reads as follows:

6-7-1 Vehicle Idling Prohibited

A. Purpose: The purpose of this section is to protect the public health by reducing vehicular emissions and noise pollution near residential areas.

B. Applicability: The provisions of this Chapter shall apply to all diesel powered commercial motor vehicles, as that term is defined in 49 Code of Federal Regulations (CFR) Part 390.5T, which are designed to operate on highways and also to transportation refrigeration units (TRUs), defined as a climate control device that allows a trailer to be heated or cooled while the engine of the truck is shut off, and which is powered by diesel internal combustion engines or electricity.

C. General Restrictions: Except as permitted in Section D, no owner or operator of a commercial motor vehicle or TRU that is located 1) anywhere within a residential zoning district; or 2) within 300 feet of any property located within a residential zoning district shall cause or permit the commercial motor vehicle or TRU to idle for more than fifteen (15) minutes in any sixty (60) minute period. For purposes of this chapter, idle or idling means the running of the engine of a commercial motor vehicle or the running of a TRU when the commercial motor vehicle or container housing the TRU is not moving.

No property owner or person in possession or control of real property shall allow or permit a commercial motor vehicle or TRU to idle on property owned or under the person's possession or control in violation of this section. Any owner, tenant, occupant manager, other person in possession or control of real property who has the legal authority to control the activities occurring on the property and who knows or has reason to know of the violation and fails to immediately take reasonable steps to abate the violation is guilty of violating this section.

D. Exemptions: Section 6-6-1(C) does not apply to the following situations:

1. A vehicle or TRU idles while forced to remain motionless because of on-highway traffic, an official traffic control device or signal, or at the direction of a law enforcement official.
2. A police, fire, ambulance, public safety, military, other emergency or law enforcement vehicle, or any vehicle being used in an emergency capacity, idles

while in an emergency or training mode and not for the convenience of the vehicle operator.

3. The primary propulsion engine or TRU idles for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.

4. A vehicle or TRU idles as part of a state or federal inspection to verify that all equipment is in good working order, provided idling is required as part of the inspection.

5. An armored vehicle idles when a person remains inside the vehicle to guard the contents, or while the vehicle is being loaded or unloaded.

6. A passenger bus idles a maximum of fifteen (15) minutes in any sixty-minute period to maintain passenger comfort while non-driver passengers are onboard.

7. A vehicle or TRU idles due to mechanical difficulties over which the driver has no control; an officer or inspector enforcing this chapter may require that the owner or operator of the vehicle submit repair documentation or receipt within a specified number of days in order for this conditional exemption to apply.

8. A vehicle or TRU idles during active loading or unloading of cargo from the vehicle or a trailer attached to the vehicle.

9. A vehicle in active use on a construction site, provided that such vehicle idling does not violate any other provision of the City Code.

E. Penalties. Violations of the provisions of this chapter shall be punishable as a misdemeanor under Section 1-4-1(A). This chapter may also be enforced by injunction, abatement, mandamus, or any other appropriate remedy in any court of competent jurisdiction.

Section Two. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

Thomas Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 6,
ADDING CHAPTER ~~67~~ RESTRICTING CERTAIN VEHICLE IDLING**

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

Section One. Amendment. Inver Grove Heights City Code Title 6 is hereby amended to add Chapter ~~67~~ which reads as follows:

6-~~67~~-1 Vehicle Idling Prohibited

A. Purpose: The purpose of this section is to protect the public health by reducing vehicular emissions and noise pollution near residential areas.

B. Applicability: The provisions of this Chapter shall apply to all diesel powered commercial motor vehicles, as that term is defined in 49 Code of Federal Regulations (CFR) Part 390.5T, which are designed to operate on highways and also to transportation refrigeration units (TRUs), defined as a climate control device that allows a trailer to be heated or cooled while the engine of the truck is shut off, and which is powered by diesel internal combustion engines or electricity.

C. General Restrictions: ~~No~~Except as permitted in Section D, no owner or operator of a commercial motor vehicle or TRU that is located 1) anywhere within a residential zoning district; or 2) within 300 feet of any property located within a residential zoning district shall cause or permit the commercial motor vehicle or TRU to idle for more than fifteen (15) minutes in any sixty (60) minute period, ~~except as permitted in Section D; within 300 feet. For purposes of any property located within a residential zoning district~~this chapter, idle or anywhere within~~idling means the running of the engine of a commercial motor vehicle or the running of a residential zoning district. TRU when the commercial motor vehicle or container housing the TRU is not moving.~~

No property owner or person in possession ~~and/or~~ control of real property shall allow or permit a commercial motor vehicle or TRU to idle on property owned or under the person's possession or control in violation of this section. ~~For purposes of this section, idling means the running of the engine of a commercial motor vehicle or transportation refrigeration unit when the commercial motor vehicle or container housing the TRU is not moving. Any owner, tenant, occupant manager, other person in possession or control of real property who has the legal authority to control the activities occurring on the property and who knows or has reason to know of the violation and fails to immediately take reasonable steps to abate the violation is guilty of violating this section.~~

D. Exemptions: Section 6-6-1(C) does not apply to the following situations:

1. A vehicle or TRU idles while forced to remain motionless because of on-highway traffic, an official traffic control device or signal, or at the direction of a law enforcement official.
2. A police, fire, ambulance, public safety, military, other emergency or law enforcement vehicle, or any vehicle being used in an emergency capacity, idles while in an emergency or training mode and not for the convenience of the vehicle operator.
3. The primary propulsion engine or TRU idles for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
4. A vehicle or TRU idles as part of a state or federal inspection to verify that all equipment is in good working order, provided idling is required as part of the inspection.
5. An armored vehicle idles when a person remains inside the vehicle to guard the contents, or while the vehicle is being loaded or unloaded.
6. A passenger bus idles a maximum of fifteen (15) minutes in any sixty-minute period to maintain passenger comfort while non-driver passengers are onboard.
7. ~~A vehicle or TRU idles for no more than fifteen (15) minutes in any sixty (60) minute period when the temperature is below zero in order to operate heaters or defrosters.~~
8. A vehicle or TRU idles due to mechanical difficulties over which the driver has no control; an officer or inspector enforcing this chapter may require that the owner or operator of the vehicle submit repair documentation or receipt within a specified number of days in order for this conditional exemption to apply.
98. A vehicle or TRU idles during active loading or unloading of cargo from the vehicle or a trailer attached to the vehicle.
109. A vehicle in active use on a construction site, provided that such vehicle idling does not violate any other provision of the City Code.

E. Penalties. Violations of the provisions of this chapter shall be punishable as a ~~criminal offense~~ misdemeanor under Section 1-4-1(A). This chapter may also be enforced by injunction, abatement, mandamus, or any other appropriate remedy in any court of competent jurisdiction.

Section Two. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

Thomas Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Consider Approval of Application for COPS Hiring Program (CHP) Grant**

MEETING DATE: May 23, 2022

ITEM TYPE: Regular Business

CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, supporting the police department's grant application for the FY22 COPS Hiring Program (CHP).

BACKGROUND

The FY 2022 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new career law enforcement officers and to increase their community policing capacity and crime-prevention efforts.

The award will fund up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period. There is a minimum 25 percent local cost share requirement. The maximum federal share per officer position is \$125,000 over the three-year period.

The IGH Police Department would like to seek a COPS grant to support the hiring of three additional police officers in the 2023 budget. This will allow the Department to provide a higher level of police response, crime-prevention and community outreach. Due to the wage and benefit costs for a full-time police officer in the metro area, and the grant's maximum award of \$125,000 total per officer, the City's match would be closer to 67% of the wage and benefit costs per officer. Nonetheless, some grant funding toward the cost of new officers would still be beneficial.

The grant does require that jurisdictions retain officers hired via the grant for a period of at least one year after the expiration of the grant funds.

Submitting this grant application does not commit the City to hiring three new officers. There will be time to further evaluate the Department's staffing needs during the 2023 budget process and we would anticipate knowing the outcome of the grant application prior to Council taking final action on the 2023 budget. However, action on this Resolution is needed now in order to meet the grant application deadline.

FISCAL IMPACT

If awarded to the City, the FY 2022 COPS (CHP) Grant would cover approximately 33% of salary and benefits for 3 new patrol officers from 2023-2025. The City would be responsible for the

remaining 67% of costs during the grant period and for the full cost of the positions for at least one-year after the end of the grant period.

RECOMMENDATION

Staff recommends adoption of the Resolution, supporting the grant application.

ATTACHMENTS

1. Copy of Copy of FY2022 Grant funding
2. Resolution - FY 2022 COPS (CHP) GRANT

Full-Time Entry-Level Sworn Officer Base Salary Information

Part 1: Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

A. Base Salary Information	Year 1 Salary		Year 2 Salary		Year 3 Salary	
	Enter the current first year entry-level base salary for one sworn officer position.		Enter the second year base salary for one entry-level sworn officer position.		Enter the third year base salary for one entry-level sworn officer position.	
	\$	80,340.00	\$	82,750.20	\$	85,232.71
B. Fringe benefit costs should be calculated for each year of the grant term.						
FRINGE BENEFITS:	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	COST	% OF BASE	COST	% OF BASE	COST	% OF BASE
Social Security:	\$ -	0%	\$ -	0%	\$ -	0%
Medicare:	\$ 1,164.93	1.45%	\$ 1,199.88	1.45%	\$ 1,235.87	1.45%
<u>Health Insurance</u>						
Family:	\$ 11,554.92	14.38%	\$ 13,926.86	16.83%	\$ 16,512.28	19.37%
Life Insurance:	\$ 120.51	0.15%	\$ 124.13	0.15%	\$ 127.85	0.15%
Vacation Number of Hours Annually:	\$ 3,090.00	3.85%	\$ 3,182.70	3.85%	\$ 3,278.18	3.85%
Sick Leave Number of Hours Annually:	\$ 3,708.00	4.62%	\$ 3,819.24	4.62%	\$ 3,933.82	4.62%
Retirement:	\$ 14,220.18	17.7%	\$ 14,646.79	17.7%	\$ 15,086.19	17.7%
Worker's Compensation:	\$ 4,916.81	6.12%	\$ 5,064.31	6.12%	\$ 5,216.24	6.12%
Unemployment Insurance:		0.00%		0.00%		0.00%
<u>Other</u>						
Long-Term Disability	\$ 360.00	0.45%	\$ 360.00	0.44%	\$ 360.00	0.42%
Cash Option	\$ 4,633.20	5.77%	\$ 4,633.20	5.60%	\$ 4,633.20	5.44%
Benefits Sub-Total Per Year (1 position)	\$	43,768.55	\$	46,957.10	\$	50,383.63
C. Total Year Salary and Benefits (1 Position)	\$	124,108.55	\$	129,707.30	\$	135,616.34
C. a. Total Year Salary and Benefits (3 Positions)	\$	372,325.64	\$	389,121.91	\$	406,849.02
D. Total Salary and Benefits for Year Less Grant Amount of \$125,000 per year:	\$	247,325.64	\$	264,121.91	\$	281,849.02

Comments:
Year 1 (2023) Year 2 (2024) Year 3 (2025)
Wages Include 3% COLA each year
Health Insurance includes a 9% increase each year

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

**RESOLUTION AUTHORIZING THE APPLICATION FOR THE FY 2022 COPS HIRING
PROGRAM (CHP) GRANT FOR FY 2022.**

RESOLUTION NO.____

WHEREAS, The FY 2022 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing full-time sworn officer needs of state, local and tribal law enforcement agencies nationwide.

WHEREAS, The COPS Hiring Program provides funds directly to law enforcement agencies to hire new career law enforcement officers to increase their community policing capacity and crime-prevention efforts.

WHEREAS, The City of Inver Grove Heights Police Department strives to provide a higher level of community policing through patrol officers.

NOW, THEREFORE BE IT hereby RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

1. The City Council hereby authorizes and supports the application for the FY 2022 COPS Hiring Program (CHP) grant application.
2. The City Council hereby authorizes Police Chief Chiodo to submit application for the FY 2022 COPS Hiring Program (CHP) Grant.

Adopted by the City Council of Inver Grove Heights this 23rd day of May 2022.

Ayes:

Nays:

Tom Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Consider Amendments to Public Expenditure Policy**

MEETING DATE: May 23, 2022

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to consider approving amendments to the Public Expenditure Policy for Employee Meetings, Events and Professional Memberships.

BACKGROUND

Based on statutory regulations and the findings of the State Auditor, it is considered best practice for municipalities to have a written, Council-approved policy authorizing when public funds may be spent and the purpose for such expenditures, particularly when it comes to expenditures for food and beverages and employee events and recognition. The City of Inver Grove Heights has such a policy, which was last updated in 2018.

The Council is now asked to adopt an amended version of the policy to accomplish two goals:

- 1.) To specifically authorize and establish parameters for general Employee Appreciation events. The current policy speaks only to recognizing employees for certain years of service (5, 10, 15 years of service, etc.). As the pandemic subsides and we look to the future with many new employees in place, the Department Heads and I would like to have the ability to hold occasional employee appreciation events to thank all employees for their service. This might take the form of an employee picnic over the lunch hour or a pancake breakfast during the winter months. As the policy notes, these events would be limited to no more than four per year and the City Administrator would be responsible for ensuring they are modest, appropriate and respectful of taxpayer funds.
- 2.) The existing wording related to the use of City funds to pay membership fees and dues is pretty restrictive and outdated. Therefore, replacement language is proposed to more accurately align with current practice.

Additional amendments to the policy may be proposed later this year as the City continues to review our administrative practices and procedures and look for ways to attract and retain employees through a positive workplace culture.

The document, with the proposed amendments, is attached in both a clean copy and a redlined version.

FISCAL IMPACT

The proposed amendments will more clearly authorize certain types of expenditures, but do not amend or increase any specifically budgeted funds.

RECOMMENDATION

I recommend approval of the attached policy, as amended.

ATTACHMENTS

1. Public Expenditure Policy (May 2022)
2. Public Expenditure Policy - Redlined (May 2022)

**CITY OF INVER GROVE HEIGHTS, MINNESOTA
PUBLIC EXPENDITURE POLICY FOR EMPLOYEE MEETINGS,
EVENTS AND PROFESSIONAL MEMBERSHIPS**

I. PURPOSE

The purpose of this policy is to describe the policies of the City in regard to public expenditures for certain employee functions, events, and professional memberships.

II. POLICY

The City requires that all expenditures have a valid public purpose and be made based on specific or implied authority for the expenditure found in state statutes, including Minn. Stat. Sec. 15.46

III. AUTHORIZED EXPENDITURES

A. Preventative Health and Employee Recognition per Minn. Stat. Sec. 15.46

The City of Inver Grove Heights recognizes the hard work and service performed by its employees through an Employee Recognition Program. The City believes the benefits of attracting, retaining and motivating employees through an Employee Recognition Program supports employee job satisfaction, which in turn influences customer service and productivity.

The Employee Recognition Program shall consist of three parts - (1) Service Milestone recognition for those employees reaching particular years of service (5, 10, 15, 20, etc.), (2) general Employee Appreciate events; and (3) Retirement Recognitions.

Expenditures are also authorized for volunteer recognition and employee wellness activities.

All are entirely dependent on year-to-year funding. No provision of this policy or its administration shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.

1) Service Milestone Program

- Employees reaching 5, 10, 15, and 20 years of service will receive an engraved or printed item of recognition thanking them for their dedicated years of service to the community.
- Employees reaching 25, 30 and above years of service will receive a commemorative gift thanking them for their additional dedicated years of service to the community. Certain gifts such as those with a cash value may be a taxable

event for the employee, as determined by the Finance Department.

- Annually, the City may sponsor an Employee Recognition Day at which employees reaching the work milestones indicate above will be recognized.

2.) Employee Appreciation Events

The City may organize occasional Employee Appreciation events, not to exceed four per year, to support employee morale and build positive relationships between employees of different departments. Such events shall generally take place on City property, during or adjacent to the normal workday and be open to all employees. Examples might include a summer employee picnic over the lunch hour or a pancake breakfast during the winter holiday season. The City Administrator shall be responsible for ensuring that such events are modest, appropriate, and respectful of taxpayer funds; do not unduly interrupt the delivery of public services and remain within funds budgeted for this purpose.

3.) Retirement Recognition

When an employee has given notice of their intent to retire, a department may coordinate a gathering to recognize that employee's service to the organization. To be consistent, departments should limit the expenses for the food, beverages and mementos to \$250 per retiree, or an amount as annually determined by Administration.

4.) Volunteer Recognition

The City may sponsor annual events to recognize volunteers and members of City Commissions for their service to the community and the City.

5.) Employee Wellness Program

The City may sponsor other events such as certain Employee Wellness or Health Fair Events that are in keeping with the stated goals of the Wellness Committee and its programming, as allowed under Minn. Stat. §15.46.

B. Meeting Food, Beverages and Meals

The City recognizes that situations in which City business needs to be discussed, can and do occur during meal hours (i.e. special City Council meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may add to the success of the meeting and/or event and create a more productive work force. The following items are deemed to meet the Council definition of public purpose expenditures regarding food, beverages, and meals.

Meals and refreshments are allowed at City meetings and events that have a purpose of discussing City issues. These meetings would normally have a pre-planned agenda or purpose. Meals and refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official City business when it is the only practical time to meet. Usually these meals involve meeting with City Council members or Committee/Commission members during official meetings of the City Council, council committees, advisory boards/commissions, and task forces. However, they may occasionally be for employee meetings, when working through a meal period is found to be conducive to the effective and efficient conduct of City business.

Travel expenses for employees are outlined in the City of Inver Grove Heights' Administrative Code.

No purchase of alcoholic beverages is allowed.

C. Memberships and Dues

The City will fund membership fees and dues in professional organizations that serve to advance the knowledge and skills of employees in their field, as such professional growth and development allows for improved operations and better service to the public. The City may also fund membership fees and dues in community organizations, where such membership allows the City to share information and build productive working relationships with community residents, businesses, and organizations. All membership fees and dues must be approved in advance by the appropriate Department Head or the City Administrator and must fall within the budgeted resources for that purpose.



CITY OF INVER GROVE HEIGHTS, MINNESOTA
PUBLIC EXPENDITURE POLICY FOR EMPLOYEE MEETINGS,
EVENTS AND PROFESSIONAL MEMBERSHIPS

I. PURPOSE

~~The purpose of this policy is to describe the policies and procedures of the City in regard to public expenditures for certain employee functions, other events, and professional memberships.~~

II. POLICY

~~The City requires that all expenditures be valid based on the public purpose for which it is purchased and they have a valid public purpose and be made based on specific or implied authority for the expenditure found in state statutes, including Minn. Stat. Sec. 15.46 City Code. The following procedures must be adhered to for City expenditures that fall under Section 3 (III) below:~~

III. AUTHORIZED EXPENDITURES
PROCEDURE

~~**A. A. Employee Recognition Program and Other Sponsored Events**~~**Preventative Health and Employee Recognition per Minn. Stat. Sec. 15.46**

The City of Inver Grove Heights recognizes the hard work and service performed by its employees through an Employee Recognition Program. The City believes the benefits of attracting, retaining and motivating employees through an Employee Recognition Program ~~that~~ supports employee job satisfaction, which in turn influences customer service and productivity.

The Employee Recognition Program ~~shall consist of three parts - (1) Service Milestone recognition for those employees reaching particular years of service (5, 10, 15, 20, etc.), (2) general Employee Appreciate events; and (3) Retirement Recognitions.~~

~~Expenditures are also authorized for volunteer recognition and employee wellness activities.~~

~~All are is considered "additional compensation" for work performed by employees but is entirely dependent on year-to-year funding. No provision of this policy or its administration shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.~~

1) ~~The Service Milestone Program will include:~~

- Employees reaching 5, 10, 15, and 20 years of service will receive an engraved or printed item of recognition thanking them for their dedicated years of service to

the community.

- Employees reaching 25, 30 and above years of service will receive a commemorative gift thanking them for their additional dedicated years of service to the community. Certain gifts such as those with a cash value may be a taxable event for the employee, as determined by the Finance Department.
- Annually, the City ~~may~~^{will} sponsor an Employee Recognition Day at which employees reaching the work milestones indicate above will be recognized.

2.) Employee Appreciation Events

~~The City may organize occasional Employee Appreciation events, not to exceed four per year, to support employee morale and build positive relationships between employees of different departments. Such events shall generally take place on City property, during or adjacent to the normal workday and be open to all employees. Examples might include a summer employee picnic over the lunch hour or a pancake breakfast during the winter holiday season. The City Administrator shall be responsible for ensuring that such events are modest, appropriate, and respectful of taxpayer funds; do not unduly interrupt the delivery of public services and remain within funds budgeted for this purpose.~~

3.) Retirement Recognition

- ~~1-~~ When an employee has given notice of their intent to retire, a department may coordinate a gathering to recognize that employee's service to the organization. To be consistent, departments should limit the expenses for the food, beverages and mementos to \$250 per retiree, or an amount as annually determined by Administration.

4.) Volunteer Recognition

- ~~2-~~ The City may sponsor annual events to recognize ~~y~~Volunteers and members of ~~Council~~^{City} Commissions for their service to the community and the City.

5.) Employee Wellness Program

The City may sponsor other events such as certain Employee Wellness or Health Fair Events that are in keeping with the stated goals of the Wellness Committee and its programming, as allowed under Minn. Stat. §15.46.

~~The City supports other events that are planned for and paid for by its employees.~~

B. Meeting Food, Beverages and Meals

The City recognizes that situations in which City business needs to be discussed, can and do occur during meal hours (i.e. special City Council study sessions meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may add to the success of the meeting and/or event and create a more productive work force. The following items are deemed to meet the Council definition of public purpose expenditures regarding food, beverages, and meals.

Meals and refreshments are allowed at City meetings and events that have a purpose of discussing City issues. These meetings would normally have a pre-planned agenda or purpose. Meals and refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official City business when it is the only practical time to meet. Usually these meals involve meeting with City Council members or Committee/Commission members during official meetings of the City Council, council committees, advisory boards/commissions, and task forces. However, they may occasionally be for employee meetings, when working through a meal period is found to be conducive to the effective and efficient conduct of City business.

Travel expenses for employees are outlined in the City of Inver Grove Heights' Administrative Code.

No purchase of alcoholic beverages is allowed.

C. Memberships and Dues

The City has determined that the City will fund memberships and dues in professional community organizations when the purpose is to promote, advertise, communicate, improve or develop the City's resources and advantages, and not for personal interest or gain. The City will fund membership fees and dues in professional organizations that serve to advance the knowledge and skills of employees in their field, as such professional growth and development allows for improved operations and better service to the public. The City may also fund membership fees and dues in community organizations, where such membership allows the City to share information and build productive working relationships with community residents, businesses, and organizations. All membership fees and dues must be approved in advance by the appropriate Department Head or the City Administrator and must fall within the budgeted resources for that purpose.

D. Coding

The cost of items outlined in Section A above are included in the Administration Department's budget under expense code ending in 50075:

The cost of items detailed in Section B are included in the department's meals/lodging line item expense code ending in 50075 of the City's budget:

The cost of items detailed in Section C are included in the department's membership/dues line item expense code ending in 50070 of the City's budget:

Commented [KW1]: This level of detail is not necessary, and given that budget codes change from time to time, it can cause a policy to inadvertently become outdated.

Line items are approved annually by the City Council as part of the overall budget process.