



Inver Grove Heights City Council
Monday, June 6, 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, June 6, 2022, will be provided to the Council at or before the June 6, 2022 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Discussion Items**
 - A. Progress Update #2 on the Dakota County Regional Roadway System Visioning Study
 - B. Certification of Delinquent Utility Bills
 - C. Police Department 5-year Staffing Plan
4. **Adjourn**

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



Request for Council Action

SUBJECT: **Progress Update #2 on the Dakota County Regional Roadway System Visioning Study**

MEETING DATE: June 6, 2022

ITEM TYPE: Discussion Items

CONTACT: Brian Connolly, Public Works Director, 651.450.2571
 Thomas Kaldunski, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to receive a progress update from Dakota County and their consultant regarding the Dakota County Regional Roadway System Visioning Study (RRSVS).

BACKGROUND

In October of 2021, the City Council authorized entering into a Joint Powers Agreement with Dakota County and the City of Eagan to perform an update to the Dakota County Regional Roadway Visioning Study (RRSVS). The original study was completed in 2010. Dakota County staff, along with their consultant engineer (KimleyHorn), provided a status update at the February, 2022 City Council Worksession, with the intention of providing a second status update in early-summer, prior to finalizing the report.

Therefore, Dakota County and KimleyHorn staff will be presenting their second update during this work session. They will provide a general project overview, summary of the work performed since the February work session, and some of the alternatives and recommendations expected to be in the study's final report. They will also summarize any information gathered at the second public open house, which was hosted on June 1, 2022.

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

ATTACHMENTS

None



Request for Council Action

SUBJECT: Certification of Delinquent Utility Bills

MEETING DATE: June 6, 2022

ITEM TYPE: Discussion Items

CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to consider reinstatement of the City's delinquent utility bill processes, including monthly late fees and annual certification of assessments.

BACKGROUND

In August 2020, as a result of financial hardships connected to the COVID-19 pandemic, the City Council suspended the City's usual process of charging monthly late fees and certifying delinquent utility bills to the County for collection with annual property taxes.

As a result, 2020 and 2021 delinquent utility bills were not certified to Dakota County. Staff will provide an overview of outstanding utility bills and suggest a timeline for restarting the certification process in 2022 for collection with 2023 property tax bills, as well as reinstatement of the monthly late fee on unpaid balances.

Following the Council discussion, staff will prepare any necessary action items for formal consideration at the June 13 meeting.

FISCAL IMPACT

Reinstatement of the city's delinquent utility bill processes will allow the city to more actively collect on outstanding utility receivables.

RECOMMENDATION

Staff recommends concluding this temporary accommodation granted during the early portion of the COVID-19 pandemic and resuming normal procedures for the collection of unpaid utility bills.

ATTACHMENTS

1. Presentation

Certification of Delinquent Utility Bills

City Council Work Session

*Amy Hove, Finance Director
June 6, 2022*



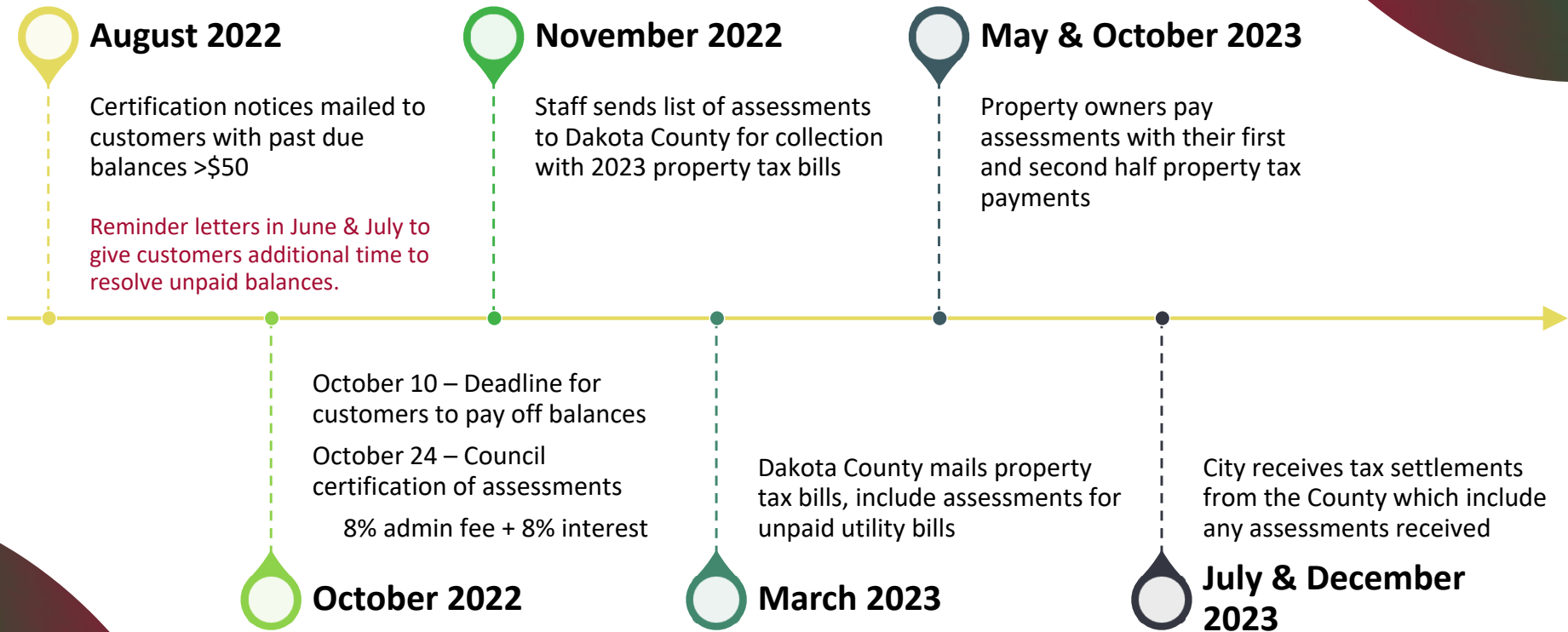
City Administrative Code / State Statute

- City Administrative Code XVIII, Subd. B (April 23, 1990)
Delinquencies shall be certified to the County Auditor no later than October 10 each year. Before such certification, delinquents will be notified by mail of the delinquency, the amount due and that the delinquency will be certified. The certification shall include a charge of 8% of the delinquent bill to cover administrative handling plus 8% interest on the unpaid balance.
- M.S. 429.101 Unpaid Special Charges May be Special Assessments, Subd. 1 (10)
The recovery of any disbursements under section 504B.445, subdivision 4, clause (5), including disbursements for payment of utility bills and other services...

Background

- In August 2020, Council deferred the usual process of certifying delinquent utility bills to the County for collection with annual property taxes due to financial hardships residents were suffering during the COVID-19 pandemic
- In 2020 & 2021 delinquent utility bills were not certified to Dakota County
- Staff proposes to restart the certification process in 2022 for collection with 2023 property tax bills.
 - This would include any delinquencies that remain from 2020 and 2021.

Certification Process



Certification History

August Mailing & Response Rates

Before Mailing			After Mailing	
Year	# of Unpaid Accounts	Unpaid Balance	# of Unpaid Accounts	Unpaid Balance
2017	942	\$324,670	346	\$182,187
2018	957	\$355,239	343	\$180,656
2019	855	\$320,289	385	\$192,610
Average	918	\$333,399	358	\$185,151

Balances typically reduced by 44% after August Mailing

2022	956	\$382,341	420	\$214,111	estimate
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Customers with multiple liens/certifications

- Number of accounts with multi-year certifications = 61
- Outstanding balances = \$83,654
 - This represents 22% of the \$382,341 currently unpaid
- Some customers prefer to have their utility bills collected via the annual certification to property taxes (budget & escrow through mortgage)

Penalties to resume with October billing

- Once balances have been certified, they are written off of the utility billing system
- Staff propose reinstatement of the 3.33% monthly late fee on unpaid balances moving forward (beginning with October billing)
 - Pending any utility rate study recommendations
- Notifications to include:
 - Notice within Insights
 - Add language back on to the monthly utility bill
 - Special insert in utility bills

Utility Bill Assistance

Programs shared in Insights & on city's website

Water/Sewer

- Community Action Partnership (CAP) Agency's Energy Assistance Program (EAP)

Electric/Natural Gas

- Energy CENTS Coalition
- CenterPoint Energy Income-Qualified Programs
- Dakota County Community Development Agency (CDA) Weatherization Assistance Program
- Home Energy Squad

Questions?



CITY ADMINISTRATION

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

COMMUNITY DEVELOPMENT

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

FINANCE DEPARTMENT

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

FIRE DEPARTMENT

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

PARKS & RECREATION

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

POLICE DEPARTMENT

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

PUBLIC WORKS DEPARTMENT

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

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Request for Council Action

SUBJECT: **Police Department 5-year Staffing Plan**

MEETING DATE: June 6, 2022

ITEM TYPE: Discussion Items

CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to review and provide feedback regarding the Police Department's draft 5-year staffing plan.

BACKGROUND

As a part of the Inver Grove Heights 2040 Comprehensive Plan, the City has historically done strategic planning and projections in five-year blocks that support the overall City Comprehensive Plan.

One of the Strategic Plan's Guiding Principles is a Safe Environment, with the action plan being:

- work towards the lowest crime rate in Dakota County,
- work towards a 90% satisfaction rate of feeling safe, and
- annually analyze staffing levels based on changing needs of the community, and
- adjust as need to sustain and improve effective and efficient service levels for response and preparedness.

Over the past several years, the Police Department has seen a steady increase in calls for service. Our department handles the third highest police call volume in Dakota County and it continues to increase. We, along with virtually every other law enforcement agency in the state, are also facing recruitment and retention challenges like never before. An updated 5-year plan has been drafted, which factors in our growing community, the rise in police calls and a desire for more community outreach. The goal is to provide an agreed-upon, big-picture plan that will guide future staffing requests during specific budget cycles.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None