



City of Inver Grove Heights
Police Training Room, Lower Level
8150 Barbara Ave

City Council Retreat
Saturday, February 26, 2022 at 9:00 a.m.

A G E N D A

A. Call to Order - Mayor Bartholomew

B. Discussion Items

1. Advisory Commissions
2. Rental Licensing
3. Council Meetings & Meeting Minutes
4. Federal ARPA funds
5. Plan for City Administrator's 6-month review (*verbal discussion*)

C. Adjourn



City Council Memorandum

To: Mayor and City Council
From: Kris Wilson, City Administrator
Subject: City Advisory Commissions
Date: February 26, 2022

INTRODUCTION

The City of Inver Grove Heights currently has four ongoing advisory commissions/committees, whose members are appointed by the City Council: 1) the Planning Commission; 2) the Parks & Recreation Advisory Commission; 3) the Environmental Advisory Commission; and 4) the Housing Committee.

From time to time it is helpful for the Council to review these advisory commissions/committees to ensure there is a shared understanding of function and purpose and to determine if any adjustments are warranted.

BACKGROUND

The Planning Commission, Parks and Recreation Advisory Commission and Environmental Advisory Commission are each established in Title 2 of the City Code, including an outline of duties and responsibilities. (See attached section of the City Code.) However, the Housing Committee appears to have come about through a different path.

In the summer of 2009, the IGH City Council appointed a Housing Task Force, which issued a report one year later (see attached). The first recommendation of that report was that a "permanent and voluntary Housing Committee" be established. Clearly that recommendation was acted upon, as we still have a Housing Committee to this day, but staff is unable to locate any further documentation regarding the Committee and it was never added to the City Code where the other advisory commissions are officially established.

While housing issues continue to be important, it has been something of a challenge recently to establish a clear purpose, direction or role for the Housing Committee as a formal advisory body to the Council. Staff is asking for Council to discuss and provide direction on the desired role and status of the Housing Committee at this time.

Secondly, during its discussions, Council is asked to consider establishing joint meetings between the Council and the Planning Commission and the Council and the Parks & Recreation Advisory Commission for some time later in 2022. Both bodies have expressed an interest in holding a joint meeting, and Council input on details such as format, scheduling and topics is desired.

Lastly, if there are any other adjustments to current advisory commissions that Councilmembers are interested in putting forward, this discussion item would be an opportune time for consideration.

ATTACHMENTS

Title 2: Commissions, Tasks Forces & Committees, Inver Grove Heights City Code
2010 IGH Housing Task Force Housing Action Plan Report & Recommendations

TITLE 2

COMMISSIONS, TASK FORCES AND COMMITTEES

CHAPTER 1

GENERAL PROVISIONS

SECTION:

2-1-1 Application Of Provisions

2-1-2 Time For Appointment; Terms; Member Of More Than One Commission

2-1-3 Residency Requirements

2-1-4 Time For Taking Office; Vacancies; Employment Restrictions

2-1-5 Officers

2-1-6 Meetings

2-1-7 Staff Liaison

2-1-8 Removal From Office

2-1-9 Compensation

2-1-1: APPLICATION OF PROVISIONS:

Except as provided in this title, this chapter shall apply to all commissions, committees and task forces, including the planning commission, environmental advisory commission, parks and recreation advisory commission, and the convention and visitors bureau. (Ord. 1330, 12-12-2016)

2-1-2: TIME FOR APPOINTMENT; TERMS; MEMBER OF MORE THAN ONE COMMISSION:

A. All advisory commission appointments authorized by ordinance or resolution shall be made by the council at the second regular city council meeting in May of each year or at such other time as determined by the council but no later than the expiration of the existing terms. The term of each appointment shall be established and stated at the time of the appointment. Each commissioner shall have staggered three (3) year terms, unless otherwise required by statute, this code or resolution.

B. Notwithstanding the provisions of this title, the council may by resolution establish special ad hoc committees or task forces consisting of any number of members appointed for periods at the council's discretion.

C. All commissions, committees and task forces shall act as advisory to the council. (Ord. 1090, 5-24-2004)

D. No commission member shall serve as a regular voting member on more than one commission at the same time. Commissions include the planning commission, environmental advisory commission, parks and recreation advisory commission, and the convention and visitors bureau. (Ord. 1330, 12-12-2016)

2-1-3: RESIDENCY REQUIREMENTS:

Except for the convention and visitors bureau, each commission member shall be a resident of the city during the term of the member's appointment. Except for the convention and visitors bureau, the term of a commissioner shall terminate if the member moves from the city. (Ord. 1090, 5-24-2004)

2-1-4: TIME FOR TAKING OFFICE; VACANCIES; EMPLOYMENT RESTRICTIONS:

New commission appointees shall assume office at the first meeting in June of each year. However, all appointees to commissions shall hold office until their successors are appointed and qualified. All vacancies shall be filled in the same manner as for an expired term, but the appointment shall be effective immediately when made and only for the unexpired term. With the exception of the convention and visitors bureau, no appointed commission, committee or task force member shall be an employee of the city, but an ex officio member may be so employed. (Ord. 1090, 5-24-2004)

2-1-5: OFFICERS:

Each commission shall elect a chair and a vice chair from among its appointed members for a term of one year. The vice chair shall perform such duties as may be assigned by the chair and shall assume the responsibilities of the chair in the absence of the chair. The commission may create and fill such other offices as it may determine. (Ord. 1090, 5-24-2004)

2-1-6: MEETINGS:

A. General Requirements: The planning commission should hold two (2) regular meetings a month, as needed, and such special meetings as determined by the commission. The parks and recreation and environmental commissions and the convention and visitors bureau should hold at least one regular monthly meeting, as needed, and such special meetings as determined by the commissions and bureau. They shall adopt rules for the transaction of business and shall keep a record of their resolutions, transactions and findings, which shall be a public record. (Ord. 1330, 12-12-2016)

B. Regular Meetings: The regular meetings of all city commissions and task forces shall be held on the days and times specified in the schedule filed with the city clerk. Each city commission and task force shall file a schedule of regular meetings with the city clerk. Any regular meeting falling upon a holiday shall be held as determined by the respective commission or task force at the previous regular meeting. (1974 Code § 200.01)

C. Special Meetings: Each commission may hold special meetings at any time outside of the regular meetings upon: 1) the call of the chair; 2) the call of the chair when directed by petition of at least two (2) commission members; or 3) the call of the council. Special meetings shall require notice to all commission members, in writing, mailed at least three (3) days prior to such meeting, or personal notice (via telephone or electronic mail) at least twenty four (24) hours prior to such meeting. (Ord. 1131, 6-12-2006)

D. Location: All meetings, including special, emergency and recessed meetings, shall be held in the city hall, unless the notice of the regular, special, emergency or recessed meeting designates a different location. (1974 Code § 200.01)

E. Open Meetings: All commission meetings shall be open to the public.

F. Quorum: A quorum shall consist of a majority of the appointed membership at the time of the meeting. (Ord. 1131, 6-12-2006)

2-1-7: STAFF LIAISON:

The city administrator shall designate a member of the city staff to serve as liaison and administrative support to each commission. It shall be the duty of the staff liaison to keep minutes and records of all proceedings of the commission; to render notice of all meetings of the commission; to communicate all recommendations of the commission to the council; to receive, record, report and transmit all correspondence of the commission; to maintain permanent files and resource materials for the commission; and to prepare proposed agendas for the regular and special meetings. (Ord. 1090, 5-24-2004)

2-1-8: REMOVAL FROM OFFICE:

A. Any commission, task force or committee member may be removed at any time by a four-fifths (4/5) vote of the entire city council and the position filled as any other vacancy.

B. Three (3) consecutive unexcused absences or four (4) unexcused absences from regular commission meetings in any one calendar year shall be deemed to constitute a resignation. The chair shall report such absences to the council who shall make an appointment to fill the vacancy for the unexpired portion of the term. To be excused, an absence must be requested in writing by the affected member, granted by the commission chair (or the vice chair if the chair makes the request) and the staff liaison. Absences may be excused for extenuating circumstances that prevent the member's attendance, such as business demands, state of health, or personal emergencies. Unexcused absences shall be recorded in the commission minutes. (Ord. 1090, 5-24-2004)

2-1-9: COMPENSATION:

All appointed commission, committee and task force members shall serve without remuneration, but may be reimbursed for expenses incurred in the performance of their duties when such expenses have been authorized by the city council before they were incurred. (Ord. 1090, 5-24-2004)

CHAPTER 2

PLANNING COMMISSION

SECTION:

2-2-1 Established; Composition; Terms

2-2-2 Duties And Functions

2-2-1: ESTABLISHED; COMPOSITION; TERMS:

The city planning commission is hereby established with the powers and duties given it by this chapter. The planning commission shall consist of nine (9) members appointed by the council. The membership shall be comprised of those persons currently in office. The term of office of current members shall be according to conditions under which they were originally appointed. As each term expires, the new term shall be for three (3) years. Three (3) terms expire in 1977, three (3) in 1978 and three (3) in 1979. The anniversary date of all appointments shall be June 1. (Ord. 1090, 5-24-2004)

2-2-2: DUTIES AND FUNCTIONS:

The duties and functions of the planning commission shall be as follows:

A. To be the planning agency of the city in accordance with Minnesota statutes section 462.354 and to exercise those powers and duties assigned to it by Minnesota statutes sections 462.351 to 462.364, the municipal planning act.

B. To conduct activities in accordance with duties assigned in this code, council adopted procedures and resolutions and Minnesota statutes.

C. To prepare an outline of types of procedure necessary to make the city comprehensive plan effective.

D. To review the comprehensive plan every two (2) years or when requested to do so by the council, making recommendations for updating.

E. To prepare zoning regulations for the city which shall be reviewed every two (2) years, alternating with subsection D of this section, or when requested to do so by the council, making

recommendations for updating.

F. To study applications and proposals for amendments to the zoning regulations and applications for special permits and to advise the council of its recommendations thereon.

G. To study preliminary plats and to advise the council of its recommendations thereof.

H. To act in an advisory capacity to the council in all matters wherein powers are assigned by state law concerning comprehensive planning, zoning, platting and other matters of a general planning nature. (Ord. 1090, 5-24-2004)

CHAPTER 3

PARKS AND RECREATION ADVISORY COMMISSION

SECTION:

2-3-1 Established; Composition; Terms

2-3-2 Duties And Functions

2-3-1: ESTABLISHED; COMPOSITION; TERMS:

The city parks and recreation advisory commission is hereby established with the powers and duties given it by this chapter. The parks and recreation advisory commission shall consist of nine (9) members appointed by the mayor, with the consent of the council. The membership shall be comprised of those persons currently in office. The term of office of current members shall be according to conditions under which they were originally appointed. As each term expires, the new term shall be for three (3) years. Three (3) terms expire in 2004, three (3) in 2005 and three (3) in 2006. The anniversary date of all appointments shall be June 1. (Ord. 1090, 5-24-2004; amd. 2008 Code)

2-3-2: DUTIES AND FUNCTIONS:

The duties and functions of the parks and recreation advisory commission shall be as follows:

A. To act in an advisory capacity to the council in matters relating to a park and recreation program in the city.

B. To prepare and recommend updates to the parks component of the comprehensive plan.

C. To periodically examine the need for new park and open space with recommendations to be submitted to the council.

D. To review development applications for conformance to park dedication requirements of the comprehensive plan. (Ord. 1090, 5-24-2004)

CHAPTER 4

ENVIRONMENTAL ADVISORY COMMISSION

SECTION:

2-4-1 Established; Composition; Terms

2-4-2 Duties And Functions

2-4-1: ESTABLISHED; COMPOSITION; TERMS:

The city environmental advisory commission is hereby established with the powers and duties given to it by this chapter. The environmental advisory commission shall consist of nine (9) members appointed by the mayor, with the consent of the council. The membership shall be comprised of those persons currently in office. The term of office of current members shall be according to conditions under which they were originally appointed. As each term expires, the new term shall be for three (3) years. Three (3) terms expire in 2004, three (3) in 2005 and three (3) in 2006. The anniversary date of all appointments shall be June 1. (Ord. 1090, 5-24-2004; amd. 2008 Code)

2-4-2: DUTIES AND FUNCTIONS:

The duties and functions of the environmental advisory commission shall be as follows:

- A. To review and advise the council on environmental issues.
- B. To review land alteration permits and wetland replacement applications.
- C. To review and advise the council on matters related to the landfills located within the city.
- D. To monitor, review and make recommendations to the council relative to aircraft noise.
- E. To monitor and review the development and activities at the Minneapolis/St. Paul Airport that may have adverse impacts upon the citizens of the city.
- F. To promote public awareness and understanding of local environmental issues. (Ord. 1330, 12-12-2016)

**2010 INVER GROVE HEIGHTS HOUSING TASK FORCE
HOUSING ACTION PLAN
REPORT AND RECOMMENDATION**

July 12, 2010

On June 22, 2009, the Inver Grove Heights City Council appointed a Housing Task Force consisting of 12 members with a goal of recommending a housing action plan by July 2010.

The need for a task force is derived from 1) the goals of the 2030 Comprehensive Plan which established housing as an integral part of the City and 2) the desire to maintain the quality of housing stock in the City and 3) concerns from workforce housing advocates that approached the City and requested that action be taken to address housing issues in the City.

The Task Force conducted its first meeting on July 20, 2009 and has conducted monthly meetings with the objective of meeting the timeline deadline and presenting a housing action plan to the City.

Over this period of time, a number of different groups have spoken to the Task Force to provide them with background on various issues. The list of speakers included two sessions with the Dakota County Community Development Agency (CDA) to discuss their various programs on housing issues and foreclosures, Inver Glen Senior Housing to discuss housing needs for the elderly, a speaker from the group Isaiah discussing workforce housing, and a speaker from the Builders Association of the Twin Cities to discuss workforce or affordable housing.

Beginning with the March meeting, the Task Force began discussing the issues they wanted to bring forward to the City Council. Three main issues were

decided upon which are; 1) Housing Education 2) Senior Housing and 3) Affordable Housing.

This report provides to the council, a recommendation for each of the three main topics and suggested goals to achieve the recommendation. A summary page (attachment A) is included at the end of the report which summarizes all of the discussion topics under the three main headings.

HOUSING EDUCATION

Creation of a Housing Committee

The Housing Taskforce recommends that a permanent and voluntary Housing Committee be established by the Council. This committee would address, research and make recommendations relative to housing issues that may be of interest to the City. This group should meet at least quarterly and be diverse, yet small enough to remain effective and efficient. The members of this committee would be expected to keep up on all issues that could be of interest or benefit to the City to know about. This committee would report to and be under the guidance of the City Planner or other appropriate staff person.

Suggested Topics for a Housing Committee to Address:

1. MARKET STUDY UPDATE: Encourage the City to partner with the Dakota County CDA to commission (with Maxfield Research Group or an equal) an updated IGH Housing Market Study to better meet and manage Inver Grove Heights' future housing needs. The last study was completed in 2000.
2. RENTAL HOUSING LICENSING: Research rental housing licensing policies of other cities in the metro and provide recommendations for a possible Inver Grove Heights licensing program/policy/ordinance.

The purpose of such a program would be to conduct rental housing inspections approximately every five years and ensure a minimum quality of housing is provided for all rental units in the City.

3. FORECLOSURES: Monitor foreclosure policies and programs of other Cities and ensure Inver Grove Heights is acting in a proactive way with Dakota County.
4. PROPERTY MAINTENANCE: Review existing property maintenance practices of Inver Grove Heights and other metro cities and recommend best practices for future consideration.

Suggested Education Programs:

1. CDA LIAISON: Establish a CDA liaison (Volunteer or Staff) that works with, follows and compliments educational efforts and programs at the County level in an effort to help Inver Grove Heights residents utilize available resources that benefit the entire Inver Grove Heights housing stock.
2. INFORMATION TO PUBLIC: Provide a stand or kiosk for CDA literature at City Hall for residents. Also provide a well placed web site link from the City's web page to Dakota County's CDA web site. Also add educational information to the City's Quarterly "Insights" newsletters.

It is important for a large City like Inver Grove Heights to stay current on housing issues that impact the City. It is not practical to add this responsibility onto a current position or to finance additional employees, so an interested volunteer committee is the best way to accomplish this goal.

SENIOR HOUSING

The Housing Task Force recommends that Inver Grove Heights encourage research into the many facets of Senior Housing. This could be done through staff recommendations to the City Council, or in conjunction with a specially formed permanent Housing Committee. The areas researched should include:

1. **ACCESSORY HOUSING:** Different forms of accessory housing including “Mother-in-law apartments” which would allow families to modify existing housing or construct new housing which would allow several generations of the same family to live together in order to assist senior members of the family to “age in place”.
2. **CDA ASSISTANCE:** Ways to work closely with the CDA to assess the need for more senior housing in IGH, determine methods the city could use to partner with the CDA in providing this housing, and educate the citizens of IGH about the different types of senior housing available.
3. **AVAILABILITY STUDY:** A study of all existing senior housing in IGH, including the number of units available, criteria for residency in those units, and the cost of living in those units, whether it is market rate or affordable. This study should also include types of senior housing that are not currently available in IGH, (i.e. cottage style senior housing), whether there is a need for other forms of senior housing, and how that need could be addressed.

AFFORDABLE HOUSING

The Housing Task Force recommends that the City of Inver Grove Heights adopt proactive policies that insure the building and maintenance of affordable housing. Specifically the city needs to meet its identified affordable housing need of 871

units between 2011 and 2020. This should include rental units, owner occupied homes and senior housing. To fulfill this recommendation the Housing Task Force recommends:

1. AFFORDABLE HOUSING INCENTIVES: Identify and adopt incentives the City can provide to developers (density bonuses, accelerated permits and review processes, fee waivers, other regulatory relief) which can be provided in exchange for developers to include affordable units in market rate developments. See attachment B: Minnesota Toolbox
2. MULTI CITY JOINT POWERS AGREEMENT: develop a multi-city joint powers agreement with its bordering neighbor cities that create and adopt zoning policies which promote fairness and equity in establishing and building affordable housing. These policies should include a variety of tools (Urban Land Institute-Minnesota tool box) that will be used to implement these zoning policies.
3. FLEXIBLE HOUSING STANDARDS: adopt flexible performance standards to attract development that will take advantage of future transit oriented plans.
4. RENOVATION OF EXISTING HOUSING STOCK: research effective programs and adopt development policies that create and maintain affordable housing within areas where housing stock is being renovated. The City needs to be proactive in identifying and acquiring degraded properties, renovate the structures and resell them.
5. CDA PARTNERING: The City should look for ways to fund projects in partnership with the CDA and other organizations that help insure affordable housing. This may also include the creation of land trusts to help maintain a long-term affordability.

The premise for these recommendations is contained within the Comprehensive plan. The City has fallen short of its established goal for the past decade. An editorial in the Minneapolis Star/Tribune three years ago says in part, “good plans aren’t enough, you have to act”. The City needs to be proactive in identifying developers who have the interest and will to include affordable housing in their developments. The City needs to engage with its neighbors to create a level playing field that insures developers do not try to ‘play-off’ one against another. Affordable housing is a regional obligation as much as it is an individual city’s obligation.

INVER GROVE HEIGHTS

2010 HOUSING TASK FORCE



	HOUSING COMMITTEE	AFFORDABLE HOUSING	SENIOR HOUSING	EDUCATION
ESTABLISH IGH HOUSING COMMITTEE	X	X	X	X
Market Study Update (Partner with CDA)	X			
Study Affordable Housing Supply & Future Needs		X		
Study Senior Housing Supply & Future Needs			X	
Evaluate Senior Housing Criteria, Costs, Types Available & Needed			X	
Rental Housing Licensing Policies	X	X	X	
Foreclosure Policy Monitoring	X			
Property Maintenance Policy Review	X			
Provide Information Stand (at Bldg Dept.)				X
Provide CDA web link on City Web Site				X
Add Info to City's "Insights" Quarterly Newsletter				X
Establish CDA Liaison (Volunteer or Staff)				X
Encourage Renovation of Housing Stock to Affordable Housing	X	X		
Acquire Properties, Renovate & Resell as Affordable (with CDA)		X		
Focus on 2020 Affordable Housing Goals & Deficit per Comp Plan		X		
Provide Incentives to Developers to Encourage Affordable Units		X		
Promote Equity in Establishing & Building Affordable Housing		X		
Adopt Flexible Standards to Attract Transit Oriented Development		X	X	
Work with CDA to Fund Affordable Housing Programs	X	X		
Research Successful Senior Housing Programs	X		X	
Research Successful Affordable Housing Programs	X	X		
Consider Allowing "In-Law" Apartments & Multi-Generational Family Policies	X	X	X	
Educate Residents on How to Stay and Age in IGH			X	X
Partner with CDA to Maintain Adequate Senior Housing in IGH			X	

INVER GROVE HEIGHTS 2010 HOUSING TASK FORCE



	HOUSING COMMITTEE	AFFORDABLE HOUSING	SENIOR HOUSING	EDUCATION
ESTABLISH IGH HOUSING COMMITTEE	X	X	X	X
Market Study Update (Partner with CDA)	X			
Study Affordable Housing Supply & Future Needs		X		
Study Senior Housing Supply & Future Needs			X	
Evaluate Senior Housing Criteria, Costs, Types Available & Needed			X	
Rental Housing Licensing Policies	X	X	X	
Foreclosure Policy Monitoring	X			
Property Maintenance Policy Review	X			
Provide Information Stand (at Bldg Dept.)				X
Provide CDA web link on City Web Site				X
Add Info to City's "Insights" Quarterly Newsletter				X
Establish CDA Liaison (Volunteer or Staff)				X
Encourage Renovation of Housing Stock to Affordable Housing	X	X		
Acquire Properties, Renovate & Resell as Affordable (with CDA)		X		
Focus on 2020 Affordable Housing Goals & Deficit per Comp Plan		X		
Provide Incentives to Developers to Encourage Affordable Units		X		
Promote Equity in Establishing & Building Affordable Housing		X		
Adopt Flexible Standards to Attract Transit Oriented Development		X	X	
Work with CDA to Fund Affordable Housing Programs	X	X		
Research Successful Senior Housing Programs	X		X	
Research Successful Affordable Housing Programs	X	X		
Consider Allowing "In-Law" Apartments & Multi-Generational Family Policies	X	X	X	
Educate Residents on How to Stay and Age in IGH			X	X
Partner with CDA to Maintain Adequate Senior Housing in IGH			X	

Attachment B

List of all Roles and Policies in the Minnesota Toolbox

In the Minnesota Toolbox of HousingPolicy.org you will find a wide array of information on the many ways that states and localities can increase the availability of homes for working families. Scroll down to see our complete list of roles for states and communities, and the policies associated with each of these roles.

Please **Contact Us** if you have suggestions for additional roles and policies you would like to see covered.

Special Section: Leadership for Improving the Community

Building Better Communities

Public Participation

Generate Capital for Housing Options

Utilize Tax Increment Financing to Fund a Mix of Housing

Stimulate Construction or Rehab Through Tax Abatements

Adopt Tax Levies in Support of Housing Strategies

Create or Expand Dedicated Housing Trust Funds

Expand and Support Use of the Low-Income Housing Tax Credit

Provide Pre-Development and Acquisition Financing

Support Housing Bond Issues

Use Cross-Subsidies to Support Mixed-Income Communities

Preserve Existing Housing and Neighborhoods

Preserve Rental Options

Preserve Ownership Housing Options

Strengthen and Promote Existing Neighborhoods

Support and Expand Housing Improvement Areas for Common Interest Properties

Encourage Energy Efficiency

Expand Opportunities for New Housing

Expand the Supply of Homes through Rezoning and Regulatory Tools

Make Publicly-Owned Land Available for Affordable Workforce Homes

Redevelop Brownfield Sites for New Housing

Facilitate Reuse of Abandoned, Vacant, and Tax-Delinquent Properties

Encourage Green Building Techniques and Policies

Adopt Local Policies in Support of Housing Choice

Provide Efficient Use of Local Development Tools

Ensure Land Use and Zoning Policies Support a Diversity of Housing Types

Adopt Expedited Permitting and Review Policies

Help Residents Succeed

Expand Homeownership Education and Counseling

Create and Expand Downpayment Assistance

Prevent Foreclosures and Help Affected Renters and Owners
Reduce Household Energy Costs
Create and Expand Homeowner Renovation Assistance
Encourage Employers' Commitment to Affordable Homes for Workers
Provide Access to Specialized Housing Services

Support of Connected, Livable Communities

Link Transportation Policies and Land Use
Promote Sustainable Development Patterns
Support Active and Healthy Living



City Council Memorandum

To: Mayor and City Council
Kris Wilson, City Administrator
Heather Rand, Community Development Director

From: Nicole Cook, Rental and Code Compliance Coordinator

Subject: Licensing of Rental Housing

Date: February 26, 2022

INTRODUCTION

Based on recent Council comments, and staff experience, a review of the City's rental licensing standards and processes appears to be warranted. Following this review, Council may wish to stay the course or have staff develop more detailed analysis and recommendations in regards to one or more changes to the current code or administrative procedures.

BACKGROUND

The City of Inver Grove Heights' rental licensing program was implemented in 2018 with the stated purpose being *"to enhance the supply of safe, sanitary, and adequate structures and living conditions for its citizens and to prevent the deterioration of the existing rental structures in the city"* (City Code 4-13-1).

Objectives defined in the ordinance include:

- Protection and preservation of the stability and character of residential areas within the city.
- The prevention and correction of conditions that adversely affect the life, safety, health, and general wellbeing of owners, managers, and occupants of residential dwellings in the city.
- The establishment of minimum standards for light, space, ventilation, cooling, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for the safe and sanitary maintenance necessary to ensure the health and safety of owners, managers, and occupants of residential dwellings.
- The establishment of minimum standards for the maintenance of rented single-and multi-family dwellings, both owner-occupied and nonowner occupied dwellings.
- The prevention of blighted and deteriorating structures in the city.
- The preservation of the value of land and structures in the city.
- The establishment of minimum standards for the licensing of single- and multi-family owner and nonowner occupied rental dwellings.

A rental license is required for all people, partnerships, businesses, and corporations with rental units in the city. Exemptions to the licensing requirements are:

- Hospitals
- State licensed residential care facilities

- Assisted living facilities
- Nursing homes
- Hotels or motels
- Single-family homes in which an individual owns the single-family home and resides in a portion of the building in which there is a rental dwelling unit and there are a total of no more than three (3) persons within the rental dwelling unit that are unrelated to the owner and to each other
- Accessory dwelling units pursuant to section 10-18-1 of the code
- Supervised student housing pursuant to subsection 10-14-2H of the code

The rental code allows for inspections of rental properties for the purpose of safeguarding the health and safety of the public and of the occupants of all buildings, or to determine compliance with the code.

Current Licensing Process

When a rental application is received, it is reviewed to ensure background checks have been completed by the BCA for all keyholders, and the proper license fee has been paid.

A records check of the property address for active zoning code/property maintenance cases is completed and the application is sent to the police department for their review. A designated officer runs the address for calls for service and creates a report of their findings. The police chief then reviews the report and makes a recommendation for approval, denial, or conditions on the license.

All approved applications are placed on the regular business portion of the City Council agenda for consideration. They are not currently placed on consent because current code language requires that the public have an opportunity to be heard. Any license that is flagged for denial or conditions is scheduled for a formal public hearing per city code 4-13-8.

Complaints and Inspections

Due to the level of available staff, inspections are currently done on a complaint-basis only. At this time, rental properties are not inspected prior to the issuance of a license. This can create concerns violations that could threaten the health and safety of tenants may be going undetected. Additionally, the lack of inspections can draw in business owners/landlords who are less incentivized to invest in the city and maintain their properties.

When the city does receive complaints, the most common complaints by tenants include:

- Mold
- Leaky plumbing
- Electrical concerns
- Structural concerns
- Infestations
- Inoperable appliances (ovens and stovetops, refrigerators, water heaters, etc.)

License Fees

Compared to other cities in Dakota County, IGH's current licensing fees are quite low. They are:

Multi-family: \$150 per building + \$15 per unit + \$25 investigation fee
 Single Family: \$50 + \$25 investigation fee

Licenses are valid for two years. A list of what other metro cities charge has been compiled and is attached for Council's information.

In addition to being lower than surrounding cities, IGH's current fees do not cover the cost of staff time for processing a license. According to the Police Department, most single-family license reviews can be completed fairly quickly. However, multi-family and apartment reviews are very time consuming and can take days to complete. For each apartment building there may be several hundred calls for service that need to be researched before a recommendation can be made. Licenses are valid for two years.

Number of Rental Licenses and Housing Types

To-date, there are approximately 150 active rental licenses in IGH, however it should be noted that this number is currently changing by the day as staff is in the middle of rental renewals.

Broken down by housing type, these 150 licenses include:

- 42 Single Family Houses
- 11 Condos
- 59 Townhouses
- 7 Duplexes
- 2 Triplexes
- 10 Fourplexes
- 17 Apartment Buildings (representing a total of approximately 2,361 units)
- 2 Mobile Home Park Licenses (representing 40 units)

Potential Changes / Enhancements

The first few years of a new program provide an opportunity to find out what works and where adjustments are needed. There are a spectrum of potential changes or enhancements that could be considered to the City's rental licensing process, all depending on Council's priorities and desired role for the City. Prior to devoting staff time to detailed research, analysis or development of any one of these items, staff is seeking to better understand Council's desired direction.

Items for discussion include:

- Changing the procedural steps for issuance of a license, to allow for administrative (staff) issuance of a license or Council approval via the consent agenda, unless denial of the license is being recommended.
- Increasing the licensing fee to more fully cover the cost of the licensing process.
- Adding additional language to the ordinance to provide clearer standards for rejection/recission of a license or to allow for the issuance of a probationary license where there are identified problems.
- Instituting proactive inspections, rather than complaint only inspections.
- Licensing vacation / short-term rentals, which are not currently covered by the City's ordinance

COMPARABLES

Inver Grove Heights:

Biennial license

Complaint-based inspections

Multi-family: \$150 per building + \$15 per unit + \$25 investigation fee

Single Family: \$50 + \$25 investigation fee

Eagan: Rental registration only – no fees or inspections

Apple Valley: Rental registration only – no fees or inspections

Lakeville: no rental program

Woodbury: no rental program

Cottage Grove:

Biennial license

Inspections when application is received and with renewals

Single Family: \$180

Apartments: \$100 per building + \$10 per unit

If re-inspection is required there is a \$50 fee

Burnsville:

Robust program with 5 staff

Annual license

Inspections every 3 years

Apartments: \$160 per building + \$15 per unit

Single Family: \$175

Reinspection fee: \$185

Appeal fee (for hearings): \$100

West St Paul:

Robust Program - 2 staff for inspections, coordinator handles licensing

Inspections once every 3-4 years

Tiered licensing system

Application fees average \$40

Inspection fees average \$150 base fee + \$20 per unit

Reinspection fee \$50

Investigation fee \$100

South St Paul:

Overseen by City Clerk and Deputy Clerk

Annual licensing

Inspections at least once every 3 years by outside housing evaluators who pay fee for evaluator license

\$30 per license + \$25 investigation fee for NEW applicants only

Rosemount:

Overseen by Building Dept

Biennial license - inspected at time of renewal once application is received

\$35 per unit

\$50 reinspection fee if violations are found

No background checks required



City Council Memorandum

To: Mayor and City Council
From: Kris Wilson, City Administrator
Subject: Council Meetings & Minutes
Date: February 26, 2022

INTRODUCTION

The purpose of this discussion items is to have a check-in on how City Council meetings are operating, along with a brief discussion of the style of minutes being prepared as a record of the meetings.

BACKGROUND

In recent months and years, the Council has made a few adjustments to the timing and order of City Council meetings - including moving the start time to 6:00 p.m. and placing Public Comment near the end of the agenda. During this discussion, Council will be asked to share feedback on how these changes are working out; as well as any additional adjustments it may wish to consider to ensure the effective and efficient operation of meetings.

As someone new to IGH's Council meetings, there are two areas that stand out somewhat to me. Those are:

1. The fact that the Council takes a roll call vote on every item on the agenda and that the Council votes to open public hearings, in addition to voting to close them. Roll call votes for each item were required when meetings were being held virtually during the earlier stages of the pandemic, but that are not universally required by statute for in person meetings. Many cities use voice votes for all or a portion of their meetings, unless a member requests a roll call vote or something specifically requires one. Similarly, in many cities the Mayor or presiding officer simply opens the public hearing with the vote of the Council used to close the public hearing. While relatively minor on their surfaces, such changes can contribute to the efficiency of a meeting.
2. Secondly, the current format for minutes of City Council meetings is extremely detailed here in IGH, going far above and beyond what is legally required and producing pages and pages of minutes for inclusion in subsequent Council packets. The Council may wish to consider more of a summary format for minutes, given the ready availability of audio and video recordings as back-up information.

ATTACHMENT

Title 1, Chapter 5: Council Rules and Procedures, Inver Grove Heights City Code

CHAPTER 5

COUNCIL RULES AND PROCEDURE

SECTION:

1-5-1 Meetings

1-5-2 Presiding Officer; Appeals

1-5-3 Order Of Business

1-5-4 Agenda

1-5-5 Quorum

1-5-6 Voting Procedure

1-5-7 Addressing Council

1-5-8 Minutes

1-5-9 Suspension, Repeal Or Amendment Of Rules

1-5-1: MEETINGS:

A. Regular Meetings: Regular meetings of the council shall be held on the second and fourth Mondays of each calendar month at six o'clock (6:00) P.M.; a council work session shall be held on the first Monday of each calendar month at six o'clock (6:00) P.M. Any regular meeting falling upon a holiday shall be held on such other date as determined by the city council.

B. Special Meetings:

1. Authority: The mayor or any two (2) members of the council may call a special meeting of the council by filing a demand therefor in writing with the city clerk.

2. Notice Requirements: The demand for and the notice of a special meeting shall state the purpose or purposes of the meeting and the date, time and place of the meeting. At least three (3) days before the date of the special meeting, written notice of any special meeting that is not an emergency meeting shall be posted on the principal bulletin board in city hall and shall be mailed or otherwise delivered to each member of the city council and shall be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the city. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the city may publish the notice once, at least three (3) days before the meeting, in the official newspaper of the city. If the notice is to be delivered, it shall be personally delivered or be left at the usual place of residence with a person of suitable age and discretion then residing therein, or shall be left in a conspicuous place at the residence if no such person can be found therein.

3. Request List: The city clerk shall maintain a list of those persons that have filed, in writing with the clerk, a request for notice of special meetings. A person filing a request for notice of special meetings may limit the request to notification of meetings of a particular city public body and may limit the request to notification of meetings concerning particular subjects, in which case, the city is only required to send notice to that person concerning special meetings involving that particular public body or involving that particular subject. All requests for notices of special meetings shall expire on December 31 of each year. If a person wishes to continue receiving notice of special meetings for the next year, the person must, in writing, refile a request with the city clerk. Not more than sixty (60) days

prior to December 31, the city clerk shall send notice of the refiling requirement to each person who filed during the preceding year.

C. Emergency Meetings:

1. Definition: An "emergency meeting" is a special meeting called because of circumstances that, in the judgment of the city council, require immediate consideration by the city council.

2. Authority: The mayor or any two (2) members of the council may call an emergency meeting of the council by filing a demand therefor in writing with the city clerk.

3. Notice Requirements:

a. The demand for the emergency meeting shall state the purpose or purposes of the meeting and the date, time and place of the meeting. Notice of the emergency meeting shall be given to members of the city council at least twelve (12) hours in advance of the meeting by any of the following means:

(1) A telephone call to the member at the member's home or business; or

(2) A written notice shall be personally delivered; or

(3) A written notice shall be left at the member's usual place of residence with a person of suitable age and discretion then residing therein, or the notice thereof shall be left in a conspicuous place at the residence if no such person can be found therein.

b. Good faith efforts shall be made to provide notice of the emergency meeting to each medium that has filed a written request for notice if the request includes the news medium's telephone number. Notice to the news medium of the emergency meeting shall be given by telephone or by any other method used to notify the members of the city council. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members. The notice of emergency meeting shall include the purpose or purposes of the meeting and the date, time and place of the meeting. Posted or published notice of an emergency meeting shall not be required.

4. Discussions Of Matters Other Than Emergency: If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

D. Recessed Meetings: If any meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

E. Location Of Meetings: All meetings, including special, emergency and recessed meetings, shall be held in the city hall, unless the notice of the regular, special, emergency or recessed meeting designates a different location.

F. Actual Notice Of Meeting: If a person receives actual notice of a meeting at least twenty four (24) hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

G. Open Meetings: All council meetings, including regular, special, emergency and recessed meetings, shall be open to the public, unless closed pursuant to law. (1974 Code §§ 200.01, 200.03, and 200.05; amd. 2008 Code; Ord. 1239, 8-22-2011; Ord. 1408, 4-26-2021)

1-5-2: PRESIDING OFFICER; APPEALS:

A. Officials Serve As Presiding Officer: The mayor shall preside at all meetings of the council. In the absence of the mayor, the acting mayor shall preside. In the absence of both, the council members shall elect one of their members as temporary chairperson.

B. Duties: The presiding officer shall preserve order, enforce the rules of procedure herein prescribed and determine without debate, subject to the final decision of the council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the council shall be conducted in accordance with "Robert's Rules Of Order Revised".

C. Appeal Of Rulings Of Presiding Officer: Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved, and the presiding officer may explain his ruling, but no other council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

D. Motion To Reconsider: A motion to reconsider any action by the council may be made only at the meeting at which such action is taken or the next regular meeting. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion must be made by one from the prevailing side but may be seconded by any member.

E. Participation By Presiding Officer: The mayor or such other member of the council as may be presiding may move, second and debate from the chair. The presiding officer shall not be deprived of any of the privileges of a council member by reason of acting as the presiding officer. (1974 Code § 200.07)

1-5-3: ORDER OF BUSINESS:

A. Council business shall be conducted in the following order:

1. Call to order.
2. Roll call.
3. Presentations.
4. Public hearings.
5. Public comment.
6. Consent agenda.
7. Regular agenda.
8. Mayor and council comments.
9. Adjourn. (1974 Code § 200.11; amd. 2008 Code)

B. The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of the hearing. (1974 Code § 200.11)

1-5-4: AGENDA:

A. Filing Agenda: An agenda of business for each regular council meeting shall be prepared and filed in the office of the clerk not later than twelve o'clock (12:00) noon on the Wednesday preceding the meeting.

B. Distribution: The agenda shall be prepared in accordance with the order of business, and copies thereof shall be delivered to each council member as far in advance of the meeting time as preparation will permit.

C. Business Items Not On Agenda: No item of business not listed on the agenda will be considered except upon unanimous consent of the council. (1974 Code § 200.11)

D. Consent Agenda: The objective of a consent agenda is to speed the process of meetings by acting upon issues requiring only a vote not a debate, thereby allowing more time for discussion and

debating issues of substance. To provide the necessary and effective use of the consent agenda, the following rules govern the consent agenda:

1. At the request of any individual council member or a citizen, an item shall be removed from the consent agenda and placed in its normal location on the agenda for debate.

2. A motion to approve the consent agenda shall not be debated.

3. The consent agenda shall be adopted only by a unanimous vote of the council members present at the meeting. (1974 Code § 200.11; amd. 2008 Code)

1-5-5: QUORUM:

At all council meetings, a majority of all the council members elected shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. (1974 Code § 200.11)

1-5-6: VOTING PROCEDURE:

A. The votes of the members on any question shall be a roll call vote as called by the city clerk. The clerk shall call the roll of votes on a rotating system to ensure that the order to which members are called to vote will vary on each question. If a member being present does not vote, the minutes, as to his/her name, shall be marked, "present - not voting".

B. A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of those voting shall prevail in all other cases. (1974 Code § 200.11)

1-5-7: ADDRESSING COUNCIL:

Any person desiring to address the council shall first secure the permission of the presiding officer. Each person addressing the council shall give his/her name and address in an audible tone for the records and, unless further time is granted by the presiding officer, shall limit his/her address to a reasonable time except at a public hearing when the limit shall be three (3) minutes. All remarks should be addressed to the council as a body and not to any member. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked a council member except through the presiding officer. (1974 Code § 200.11)

1-5-8: MINUTES:

A. Approval And Amendments: The city clerk shall keep a record of all council meetings. Unless a reading of the minutes of a council meeting is requested by a member, such minutes may be approved without reading if each member has previously been provided with a copy. The council may, by motion carried by majority vote, amend the minutes at the meeting the minutes are submitted for approval. Such amending motion shall become a part of the minutes of the subsequent meeting.

B. Statements Entered Into Minutes: A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council, or the reason for his/her dissent from or support of any action of the council, entered in the minutes. Unless the council, by motion, objects, such statements shall be entered in the minutes. (1974 Code § 200.09)

1-5-9: SUSPENSION, REPEAL OR AMENDMENT OF RULES:

These rules, or any of them, may be temporarily suspended by a four-fifths ($\frac{4}{5}$) consent of all the council members and shall not be repealed or amended except by a majority vote of the whole council after notice has been given at some preceding council meeting. (1974 Code § 200.13)



City Council Memorandum

To: Mayor and City Council
From: Kris Wilson, City Administrator
Subject: Principles & Priorities for Use of Federal ARPA Funds
Date: February 26, 2022

INTRODUCTION

The City's allocation of federal American Rescue Plan Act (ARPA) funds is \$3.9 million, with half having already been received and the second half to be received later this year. A brief overview of these funds and their allowable uses is attached as background information. In a nutshell, because the City's allocation is less than \$10 million, new guidance allows for the entire amount to be booked as replacement for lost revenue, giving the City broad discretion in use of the funds.

Council is asked to have a big picture discussion of guiding principles and priorities for use of these funds, which would allow staff then to develop multiple, more specific proposals for Council consideration later this year.

Some possible questions for discussion include:

1. Is there a preference for spending these funds on a small number of big-impact items or for allocating them widely across numerous departments and functions of the city?
2. How important is it to use these one-time funds for one-time expenditures versus using them to jump start or fill gaps related to ongoing needs?
3. Are there any specific projects or priorities that immediately come to mind for Council members as potential uses of the funds?

AMERICAN RESCUE PLAN ACT (ARPA) - OVERVIEW

Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

US TREASURY FINAL RULE - *issued January 2022*

The final rule delivers broader flexibility and greater simplicity in the program. Allowable uses are broken down into 4 categories:

1

Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of up to \$10 million with streamlined reporting requirements. Recipients that select the standard allowance may use that amount for their full award up to \$10 million – *in IGH's case we could elect to use our full award of \$3,898,315.98*– for government services.

Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- | | |
|---|---|
| ✓ Construction of schools and hospitals | ✓ Environmental remediation |
| ✓ Road building and maintenance, and other infrastructure | ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles) |
| ✓ Health services | |
| ✓ General government administration, staff, and administrative facilities | |

Notes/Ideas

AMERICAN RESCUE PLAN ACT (ARPA) - OVERVIEW

2

- **Public Health and Economic Impacts**

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.

- Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
- Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
- Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
- Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.

3

- **Premium Pay**

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

- Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors - generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.

4

- **Water, Sewer & Broadband Infrastructure**

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.