

Inver Grove Heights City Council

Monday, January 10, 2022, at 6:00 p.m.

A G E N D A

NOTICE TO RESIDENTS: If you are interested in participating on **Item 7. Public Comment**, please contact Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@ighmn.gov) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, January 10, 2022, will be provided to the Council at or before the January 10, 2022 meeting.

1. Call to Order

2. Roll Call

3. Presentations

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.**
 - i. Minutes from the November 22, 2021, City Council meeting
 - ii. Minutes from the December 6, 2021, City Council Special meeting
 - iii. Minutes from the December 6, 2021, City Council Work Session
- B.** Resolution approving disbursements for period ending January 4, 2022
- C.** Approve personnel actions
- D.** Designate 2022 official legal publication/newspaper
- E.** Designate 2022 official depositories
- F.** Designate 2022 Acting Mayor
- G.** Designate council liaison/committee appointments
- H.** Authorize Electronic Fund Transfers (EFT)
- I.** Authorize budget transfer of donated police funds
- J.** Accept updates to IGH Emergency Operations plan
- K.** Appoint deputy weed inspector and city forester
- L.** Resolutions approving agreements related to new prosecution firm
- M.** Resolution approving the application for fiscal year 2022 Dakota County Community Development Block Grant funding
- N.** Resolution approving Pathways to Policing grant application
- O.** Approve encroachment agreement for landowner improvements within city drainage and utility easement for 7755 Boyd Ave
- P.** Consider Change Order No. 1 for City Project No. 2021-09D - Bryant Lane area improvements
- Q.** Authorize Issuance of request for proposals for utility rate study

- R.** Approve Axon contract for tasers/body worn cameras/squad car cameras
- S.** Consider Change Order No. 1 for public works facility project.

5. Public Hearing

6. Regular

- A.** Consider the following actions for property located at 5871 Cahill Avenue:
 - 1. A Comprehensive Plan Amendment to change the guided land use from NC, Neighborhood Commercial and LDR, Low Density Residential to LMDR, Low-Medium Density Residential.
 - 2. A Rezoning from R-1C, Single Family Residential and B-3, General Business to R-3B, Multiple Family Residential.
- B.** Consider approval of rental licenses (18)
- C.** Consider resolution receiving feasibility report and scheduling a public hearing for City Project No. 2022-09G - Albano Trail and Albright Court rehabilitation.
- D.** Consider first reading of small cell ordinance

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, NOVEMBER 22, 2021 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, November 22, 2021, 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, and Gliva; City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, Community Development Director Rand, City Planner Hunting, Finance Director Hove, and Assistant City Engineer Dodge.

Also Present: Jessica Cook, Financial Advisor, Ehlers.

3. PRESENTATIONS:

4. CONSENT AGENDA:

A. Minutes from the October 19, 2021, City Council Meeting.

B. Resolution 2021-294 approving disbursements for period ending November 16, 2021.

C. Approve personnel actions.

D. Resolution 2021-295 providing support and authorizing application to the Minnesota Department of Transportation for a Standalone Noise Barrier for City Project 2020-11 - Highway 52 Noise Barrier - Beckman Neighborhood.

E. Accept anonymous donation for police and fire. **Resolution 2021-296**

F. Consider Approval of an **Ordinance 1418** Rezoning the property from B-3, General Business to I-1, Limited Industry District and a **Resolution 2021-297** approving a Comprehensive Plan Amendment to change the future land use from RDR, Rural Density Residential to Light Industrial for Solomon David, property located at 10045 Courthouse Boulevard.

G. Consider Approval of an **Ordinance 1419** Rezoning the property from A, Agricultural to P, Institutional District for City of Inver Grove Heights, property located at 8296 Babcock Trail.

H. Resolution 2021-298 authorizing Fix of Scrivener's Errors in Ordinance No. 1407.

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

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC HEARING:

A. Public Hearing for 2022 renewal of Liquor Licenses.

City Clerk Rebecca Kiernan brought forward the 2022 renewal of Liquor Licenses. 27 of the 31 Licenses have all gone through Background Checks and are in good standing. She recommends the 27 be approved. She said there will be four more renewals coming before the Council on December 13, 2021 if everyone gets their information in to her in time. She said there are two new Officers, one for Moose Lodge that would be coming up on December 13th, and for Outback Steakhouse which has a new Operating Manager.

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Mayor Bartholomew asked City Clerk Kiernan if the four they are not considering this evening were aware of the time constraint and the need to get their information to her. City Clerk Kiernan responded there was an issue with mailing out their original renewal to them, she has given them additional time.

Mayor Bartholomew asked if that information would be brought forward at the first regular meeting in December. City Clerk Kiernan responded yes.

Motion by Murphy, second by Piekarski Krech, to close the Public Hearing at 6:03PM

Ayes: 5

Nays: 0 Motion carried.

Motion by Gliva, second by Dietrich, to approve the 2022 renewal of 27 Liquor Licenses.

Ayes: 5

Nays: 0 Motion carried.

6. REGULAR AGENDA:

Community Development:

A. Variance to allow an accessory structure for property located at 6825 Blaine Avenue.

Resolution 2021-299.

City Planner Allan Hunting discussed property located on the west side of Blaine Avenue between 67th and 70th Street. The Applicant is proposing to remove the two existing structures located on the lot and rebuild with one new. An aerial photograph of the property was shown with the two existing structures. He said the Applicant is proposing to match the size that is out there which is 1,334 square feet. Staff went through and looked at the Building Permit file for the site and found Permits for the two structures. Sizes were a little bit different. In 1988 there was a Permit for a 672 square foot building, in 1999 there was a Permit for a 484 square foot carport. Any carport at that time would have been posts and roof with no sides on it. The grand total of square footage was 1,156 square feet. He said Staff was unsure of the discrepancy. Somewhere along the line there were walls put on the carport so there are actually two enclosed structures on there now. That was not done by the current Applicant. He said the Applicant did go out and measure and verify that the size of the two accessory structures are 1,334 square feet. The maximum size for a structure in the R-Zoning would be 1 structure at 1,000 square feet. The Applicant would like to remove both buildings and build one new one at 1,334. The location would be in the same spot as the other two. He said there is another lean-to type of structure that would come down as well.

He said Staff does not see a Practical Difficulty that stood out. It could be considered a convenience for the Applicant to continue to the two or the larger size. The house does have an attached garage. They would still be allowed one detached at 1,000 square feet. He said the Planning Commission discussed the Application and were supportive of allowing the new building to be larger than 1,000 square feet, but their recommendation was that it be no larger than what the two Permits were shown for their total which was 1,156 square feet. That was their recommendation 8-1. He said their rationale would be improving the non-conformities by only rebuilding one of the structures. Getting rid of two structures, then having one, would have it closer to conformance with R Zoning. He said the Council packets contain a Resolution for both the approval and denial of the Variance.

Mayor Bartholomew mentioned that the Motion passed with the Planning Commission on an 8-1 vote, the packets state 8-0. He asked if it was 8-0 or 8-1. City Planner Hunting responded 8-0.

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Mayor Bartholomew said their recommendation is for a Variance of 1,156 square feet based on the current footprint of the two buildings combined. City Planner Hunting responded it is based on the numbers from the Building Permits, that is what the sizes were supposed to be.

Nick Buchholz, 6825 Blaine Avenue, stated he bought the house with the structures on it. That was why they moved here because it was a lot of space for storage. He said he would like to keep that, but it is such an eyesore; the pictures show that. He said he would like it to match the house. He has done the house already and would like the outbuilding to look the same. He said it is not ideal to have two structures, he has to drive around one to get to the other. It would be nice to take them both down and have one nice looking building.

Mayor Bartholomew said he saw the structure in the back and agrees they are in need of repair. He referenced the 1,156 footprint, and said it is not a normal size building, it is a little bit off. He requested Mr. Buchholz's input on that and asked if 1,000 would not be easier to put up. He asked if that small of a difference would make that big of a difference for him.

Mr. Buchholz responded he did not really want to lose the square footage. He was willing to work a little bit if he absolutely had to. He was told they could work off of the interior dimensions at the meeting the other week, which would get him a little more space. He said he did the outside dimensions of the current structures. He gained roughly 1 foot, 8 inches on each side. He said that was better than the 1,000 square feet.

Mayor Bartholomew said it is 1,000 square feet exterior footprint, not interior. Mr. Buchholz agreed.

Mr. Buchholz said that being that it is 28 feet wide he cannot really widen it because it would cut into the neighbor's property, and he has drainage on the other side. He can only go forward with it.

Councilmember Piekarski Krech commented that 1,156 seems odd. She asked how they would build a building on 1,156 square feet. She said she would be amenable to evening it out to standard measurements, so it is even. She said she was not willing to go to the huge size but could tweak the 1,156 to have a decent size building.

Mr. Buchholz said if leaving it at 28 feet, it would be 44.8 feet which is what the 1,156 would be. He was asking for 48. He said if going with interior dimensions he would be fine with that. It gains a bit; he would be at 46 instead of 48 on the outside.

Mayor Bartholomew said if considering the interior measurement of 1,156 then the exterior would be a random size, more of a standard size.

Mayor Bartholomew asked City Planner Hunting about the interior measurements versus the exterior measurement and said he thought they always looked at the exterior measurement as the footprint. He said he wondered how they got on the interior measurement versus exterior. City Planner Hunting responded they looked at it that way because it was always the number provided by the Applicant. The Code definition actually defines the interior of the walls. It would be the inside measurements by Code. They have always used the outside because that is what the Applicant always gives for numbers. That is just always what they have used, then you do not know how wide the walls are. He said that would be well within the purview to do that because it meets Code requirements.

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City Planner Hunting said once size is determined he needed clarity so when they get the Permit, they know what size is approved dimension wise.

Mayor Bartholomew asked Mr. Buchholz if he would be fine with the 1,156 interior. Mr. Buchholz responded yes. He said he would like it to be bigger but if that is the best he can do he agreed.

Mayor Bartholomew stated that is the recommendation from the Planning Commission. The recommendation from Staff is no Variance. He said the Applicant is proposing 1,334. Mr. Buchholz responded he is proposing what he has existing. He said he is willing to work with it and get something a little bigger than 1,000.

Mayor Bartholomew asked the Councilmembers for their feedback. He said Staff is struggling with a Practical Difficulty. He said he tends to lean towards where the Planning Commission is, the property has two Permitted buildings on it and is in existence. The Practical Difficulty is how to retroactively make someone comply when they have Permits in hand. He said he can see the Variance to the 1,156 interior but does not want to go over 1,334.

Councilmember Piekarski Krech said he could do 1,156 at a 28x44 exterior.

Councilmember Murphy agreed that it does not seem fair to ask a resident to go backwards. He said he felt comfortable with 1,156. He believes it was a good recommendation by the Planning Commission.

Motion by Piekarski Krech, second by Murphy, to approve Resolution 2021-299 approving a Variance to allow an accessory structure larger than 1,000 square feet with the additional limitation that the structure should not exceed 1,156 square feet for the interior dimensions of the structure with the Practical Difficulty as stated by the Planning Commission.

Mayor Bartholomew asked the City Attorney if the verbiage was acceptable within the Motion. City Attorney Bridget McCauley Nason responded the Motion is to approve the Resolution approving a Variance to allow an accessory structure larger than 1,000 square feet with the additional limitation that the structure should not exceed 1,156 square feet for the interior dimensions of the structure.

Ayes: 5

Nays: 0 Motion carried.

B. Variance to allow a porch addition within the front setback at 7086 Delaney Avenue. Resolution 2021-300

City Planner Allan Hunting discussed property located on Delaney Avenue between 70th and 71st Street. The Applicant is proposing to put a porch addition on the front of the house. It would be an open porch with a roofline over it. He said the Applicant double checked the actual measurements; the closest point would be about 22 feet from a corner to the front property line/right of way line. That would be the Variance requested. He displayed an illustration of what is being proposed. He stated once putting a roof on something like that it is considered a part of the principal structure and has to meet setbacks. If it were just an open flat deck it could be up to 24 feet from the front property line. They are still encroaching 2 feet further in than it would be with just an open deck.

City Planner Hunting mentioned there is some uniqueness to the lot. The Delaney and 71st intersection point is kind of a $\frac{3}{4}$ bubble cul de sac where normally the streets would have a 90 degree right turn like

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all of the other intersection points. That pushes the house back and reduces the buildable area and it ends up being behind the other houses. There are other houses on the cul de sac that make this unique, pushing the house back and shrinking the setback/buildable area. He said with Variances, they would look to see if there are any other encroachments into the front property line on either side in those neighborhoods. Staff did not find any via aerials to see if something else had been encroached into the 30-foot setback at some other point and time.

He stated that Staff is not in support of the Variance. They believe there is reasonable use of the land as/is. There is area on the lot where they can do some kind of a porch and addition even though they are raising the points of their location and the apartments on the back side. There is room for something in the rear yard. He said there is always the concern of the precedence of encroaching into front yards along streets. He said the Applicant provided a Petition in the Council packets with 29 signatures he received from the neighbors to show support of the request and there is also a handwritten letter from the resident to the south in support of the request. He said the Planning Commission had a lengthy discussion on the request and raised many points on the uniqueness of the cul de sac and concern of precedence. There was a Motion to approve presented with a second, but the Motion failed on a 4/4 vote. The Planning Commission did not take any formal action, that was the only action they took. He said the Council packets contain an approval and denial Variance Resolution because Staff did not support, and the Planning Commission did not have a recommendation.

Mayor Bartholomew asked what the reason was for the bubble. He asked if there was the thought there would be more streets, maybe through the park area/outlot. City Planner Hunting responded that he assumed at that time they were looking at maximizing some lots on the corner. These are older developments from the 50's or 60's when they were platted.

Councilmember Piekarski Krech asked if there were other similar intersections like that. City Planner Hunting responded he was unsure off hand. They are probably fairly rare because you do not see that now. There may be a few others like these in the South Grove area.

Councilmember Piekarski Krech said she has been around the South Grove area and did not recall any.

Mayor Bartholomew said this was the first one he recalls seeing. City Planner Hunting said he thought these would be rare.

Councilmember Murphy asked if it was an 8-foot difference, 22 versus 30. City Planner Hunting responded yes.

Mayor Bartholomew addressed Mr. Guevara and said he has been to the Planning Commission. He asked and if he had heard what they had to say.

George Guevara, 7086 Delaney Avenue responded he heard what the Planning Commission said about setting a precedence. He said he went and drove around and have a few addresses that have front porches on 73rd, Cloman Way by the Little Green, new homes that have a beautiful front craftsman style. He said he knows they encroach because he got out and measured. He commented that there are apartments right behind him. He said at the Planning Commission meeting, a Commissioner had said they all have neighbors behind them, and they get loud. He has nine neighbors behind him, there are three buildings and a playground which is right behind his fence. He said the Commissioner mentioned that he had a fence. He said his response was yes, but the neighbors behind have a 3-foot building. He said he never spends time together in their back yard because there are always people

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looking or out on their balconies, so he sits in the front. He said he used to have a huge tree but lost it in the windstorm on September 17th, now he does not have shade. He said on the northwest corner he has the space for it, but as they go down and follow the circle, he needs about 7 feet to make it 18x11. He said he even thought he could scale it down a foot to 10, it would bring him down to 6 or 7 feet on the southwest corner. He said he has plenty on the northwest side because of how his property sits. It almost lines him up with the houses that are in front of him. The neighbor right next to him is the one that wrote the letter. He said he went into his neighbor's home and looked out his front window. That is why he is requesting this; they spend time together in the front. He said he thought they were set back far enough; he needs the little extra space on the one side. He said he was not sure how much the boulevard was, he was told 10, and then he was told 13, on his diagram he sees 15. He said obviously he went with 15 thinking if it was less, then it was in his favor, if it was more, he went with the higher number. He came up with 54'10 on the northwest and 47'8 on the southwest.

Mayor Bartholomew said, as Staff has said, it is an 8-foot Variance, but Mr. Guevara believes it is a 7 foot. He said he believes they have to go with the 8-foot Variance. Mr. Guevara responded it would be about 8 feet on the one side. He said the reason he went to the 11x18 was so he would not have to break his concrete to put the footing in. He is willing to scale it back, whatever needs to be done to get it. The apartments behind him are going to be there forever.

Mayor Bartholomew said he cannot comment on other porches in front yards because that is not in front of the Council. He said they have acted on Variances for porches in the front yard and typically they were handicap situations and access, which is where the Council came in for granting of Variances for front yard porches.

Mr. Guevara said the ones he saw did not have any ramps. Mayor Bartholomew replied they are not here to visit with those, he was just telling him what they have historically seen.

Mayor Bartholomew addressed the Council and said the Planning Commission has this in front of the Council. He said they have done Variances in the front for other reasons, what he recalls is for accessibility and use of the front yard for members of the family that were in need of accessibility and were not able to get to the back of the house. He said the Practical Difficulty is well stated by the Planning Commission. He said he thought the Practical Difficulty is the challenge of the lot and the way it is shaped. He said he would be in full support of the Variance. He said he was not concerned about the precedent, there are very few of these in the city and he cannot think of one that looks like this.

Councilmember Murphy asked if there was any way to measure the impact of the unique street design, as in how many feet they lost because it was not a right angle. City Planner Hunting responded he could not do it right now because he does not have any scales for anything. He referenced the diagram and said he was unsure of the answer.

Mayor Bartholomew said it was a small portion of the lot but a very important portion when it comes to use of the lot. City Planner Hunting agreed.

Councilmember Piekarski Krech said she could understand the balconies in the back looking down on a person all of the time. She fully understands the reason for wanting a porch in the front. She said she does not think it harms anything; it is a unique shaped lot with the way it curves in.

Councilmember Murphy said they had the opposite in Settler's Ridge because of the unique lot design they pushed over an easement by 8 feet when someone wanted to put a deck on when they had the

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narrow lot. This is the opposite. It is the street causing the problem. He said he feels it is a bit of a difficulty. Mayor Bartholomew agreed.

Councilmember Piekarski Krech said it was not a house addition, it was an open porch.

Councilmember Dietrich said it is a unique situation Mr. Guevara has and wanted to applaud him for being a good neighbor and asking the neighbors and getting signatures. She said it goes a long way to speaking his intentions. She said she supports the request.

Motion by Piekarski Krech, second by Dietrich, to approve the Variance to allow a porch addition within the front setback at 7086 Delaney Avenue with all conditions as listed in Resolution 2021-300 with the Practical Difficulty being the uniqueness of the lot and adjacent street configuration.

City Attorney McCauley Nason stated to clarify that under the "whereas" clauses, there are not any filled in for the Practical Difficulty. She questioned if the Practical Difficulty found by the Council is the unique shape of the lot and the adjacent street configuration. Mayor Bartholomew responded that was correct.

Councilmember Piekarski Krech stated that it is not a Practical Difficulty, but just the lifestyle of being able to have some privacy in the front yard versus the back yard.

Ayes: 5

Nays: 0 Motion carried.

Administration & Finance:

C. Consider a Resolution providing for the sale of \$2,990,000 General Obligation Refunding Bonds, Series 2021A. Resolution 2021-301

Finance Director Amy Hove stated she is present as they monitor the Bond Obligations which presents themselves with opportunities from time to time to refinance Bond issuances. In this case, there is an opportunity to refund their 2014B Sewer Revenue Bonds. She said she would be bringing up Jessica Cook, who is their Financial Advisor with Ehlers, to speak. Staff has been working closely with Ehlers, Ms. Cook can walk the Council through the analysis, the options, and Staffs recommendation.

Jessica Cook, Ehlers, 3060 Centre Pointe Drive, Roseville, Minnesota, discussed the sale of the 2021A Refunding Bonds (2014B Sewer Revenue Bonds). She said at Ehlers they monitor regularly when you can call your Bonds and refund them for interest savings. A couple of things have to align in order for that to happen:

1. Interest rates have to be low, which they are right now.
2. The Bonds have to be callable.
 - a. When issuing Bonds, it is not like a mortgage where you can prepay at any time. There is a call date that is usually 7, 8, or 10 years out from the issuance of the Bonds. You cannot prepay the Bonds until that time.

Currently there is a confluence of those two things; the 2014B Bonds that were issued in 2014, which are callable on February 1, 2022, and interest rates are low right now.

- That means they can issue new Bonds to take out the old Bonds and have interest savings.
- The 2014 Bonds were originally issued to refund even older Bonds, three older issues.
- The only one left outstanding is the refunding of the Bonds for the northwest area sewer extensions.

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- All of the 2014B refunding, any savings achieved, would go to the benefit of the Sewer Fund for the northwest area (NWA).

She said when looking at refunding and the recent discussion had about the northwest area and the difficulty paying the debt, they looked at three options. Since the Bonds are callable, they can issue Bonds for the same term at a lower interest rate. For example: It is like if having 10 years left on your mortgage, you would enter into another mortgage for 10 years. That is what she meant by keeping the term the same.

2021A Bonds Refunding Scenarios:

- Option #1: Leave "as is" (do nothing)
- Option #2: Refund with the same term (Bonds would be paid in full in 2029)
 - Over the next eight years the city would save \$127,512 (estimated)
- Option #3: Refund with extended term (2034)
 - This option presents an opportunity; the fact that the Bonds are callable and interest rates are low, long-term interest rates are low, they can restructure the Bonds with a longer term. Stretch them out.
 - Change the annual debt service payment on the Bonds from approximately \$460,000 (what it is today) to \$272,188 but pay on those Bonds for five more years.
 - The advantage to doing that is that they are lowering the commitment to paying those Bonds today and over the next 10 years.
 - As discussed in October, were dependent on fees collected from the northwest area to pay these Bonds. This gives more wiggle room for collecting fees, if development slows, there is a turn in the economy, does not happen at the pace expected. As known, that fund is in a deficit, it is a way to help that fund out.
 - There is a small cost in extending the term of the debt because you are paying interest over more years. They estimate \$36,000 to \$40,000 for that cost. You get the flexibility of repayment.

She said in consultation with Jason Aarsvold and herself, who she has been working with, they recommend Option #3 which extends the term of the debt.

- Reduces the debt by approximately \$189,000 a year from what they are paying right now.
- The structure before the Council for consideration would extend the term of the debt.
- Provides a longer horizon for collecting utility fees and not having to turn to other revenue sources to repay that debt.
 - If the development fees are not sufficient as discussed before, the city has pledged its sewer revenues from all of its sewer customers. If that is not sufficient, it goes to the property taxes.
- If wanting to proceed with this funding their goal would be to do it expeditiously because there are concerns that interest rates will start rising.
- If closing by the end of the year, they can call the Bonds on the soonest available date which is February 1st, 2022.

She said in the Council packets there is a memo from Staff that went through what she just discussed. She said there is a Presale Report from Ehlers that goes through the timing and call date of Option #3. She said she would be willing to share those details verbally, but would be more helpful first to see if that is the option Council would like to pursue.

Councilmember Piekarski Krech asked what could change the \$36,000 amount. Ms. Cook responded they built in an interest rate increase over current rates because they are looking at selling these Bonds on December 13th. They are assuming interest rates would creep up a little bit. If interest rates drop, the \$36,000 would be a smaller amount.

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Councilmember Piekarski Krech asked if it could not get much greater. Ms. Cook responded she felt they were acting quickly; she felt the risk was small.

Councilmember Piekarski Krech commented once they refinance that is the amount. Ms. Cook responded that is correct.

Councilmember Murphy asked what the current rate on the Bonds were. Ms. Cook responded each maturity has its own rate; they range between 2-3%. They are projecting that the refunded Bonds would have interest rates between .4 and 1.75%.

Councilmember Gliva asked if extending another five years, when that group of Bonds would be callable. Ms. Cook responded the final term on the Bonds would be 2034, they would be callable in 2030 for maturities 2031, 2032, 2033, and 2034. The last four years would be callable.

Mayor Bartholomew said the tradeoff with doing nothing is that there is no bottom-line effect. If changing and going with the lower interest and refinance they are saving \$127,000. If buying time so they can let the market catch up to us, it would cost \$36,000. They lose \$127,000 and cost \$36,000, there is a \$164,000 swing. Ms. Cook agreed. She said there is the opportunity cost. If they do not have enough money in the northwest area Sewer Fund and are borrowing money internally to do that, you are paying interest back to yourself. That is not really factored in here.

Mayor Bartholomew said he wanted to make sure they are looking at everything in the same order. He believes it makes sense. He liked Option #3.

Councilmember Murphy said he would support Option #3.

Councilmember Dietrich asked if there was any anticipation, they could close sooner than December 30th, or if it would extend out longer. Ms. Cook responded they rushed this as soon as they could because of the rating. It takes the Rating Agency a certain number of days to review the city and come out with a rating before the sale. She said they cannot sell any sooner than the 13th. If choosing to sell later, they can call the Bonds anytime after February 1, 2022. If wanting to wait, that would be an option. She said she does not foresee anything that would delay it unless it was their choice.

Councilmember Dietrich said it says December 30th on their information. Ms. Cook replied that is the closing date on the Bonds. They sell on the 13th and close on the 30th.

Mayor Bartholomew questioned if Staff has chosen Option #3. The response was yes. He said he agrees with Option #3, it gives them time and gets them in at a lower interest rate. He said his concern is what happens with the interest rate next year and how quickly and volatile that would be. He said he agrees with going ahead with the Resolution of Option #3.

Motion by Murphy, second by Gliva, to follow Staff's recommendation of Option #3 Resolution 2021-301 providing for the sale of \$2,990,000 General Obligation Refunding Bonds, Series 2021A.

Ayes: 5

Nays: 0

Motion carried.

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Mayor Bartholomew thanked Ms. Cook and Finance Director Hove. He said it was a good move to bring this forward and appreciates Ehlers keeping on top of this for us.

Ms. Cook said her colleague Jason Aarsvold, would be before the Council on December 13, 2021 with the results of the sale.

D. Consider approval of Resolutions Adopting 2022 Utility Rates. Resolutions 2021-302 - Water, 2021-303 - Sewer, 2021-304 - Stormwater

City Administrator Kris Wilson said Interim Public Works Director Klay Eckles is not here this evening, she would be presenting the 2022 Utility Rate Recommendations.

City Utilities: The city operates 3 Utilities:

- Water - Charges based on metered use.
 - Measure what is actually consumed on the property, household, business, or otherwise.
- Sanitary Sewer - Charges based on estimated use.
 - They do not meter what goes down the drain but is based on what is taken in with water in the house.
 - Estimates how much of that goes down the drain in the sanitary sewer system with winter water use so they are not picking up irrigation charges in the summer.
- Stormwater - Charges based on the property type and size.

Fees are billed quarterly for residences on municipal water and sewer service. Monthly for multi-family and business properties.

Stormwater is billed once a year for properties not on municipal water and sewer service. Do not otherwise get a quarterly/monthly utility bill from the city. She said there have been several Council discussions that relate to this topic. Not as specific as the decision that Staff is requesting the Council make this evening.

Previous Council Discussions:

- October 4, 2021 Work Session
 - Interim Public Works Director Eckles presented on Storm Water Utility and Inver Grove Heights rates. How they are different in the northwest area for the remainder of the city and how in the majority of the city they fall significantly below those of other metropolitan area communities.
- November 1, 2021 Work Session
 - Interim Public Works Director Eckles presented on the 2022 Utility Fund Budgets (revenue into those budgets as determined by the rates Staff is requesting Council to set this evening).
 - She mentioned that she also made a presentation on Utility Fees and Utility Rates. The different ways the city funds utilities, both operations and capital.

2022 Water Utility Budget

- Fairly status quo budget
- No major new initiatives or expenditures
- Expenses are down 3.9%
- Still running short of meeting the city depreciation goals (\$246K short with a \$1million dollar depreciation goal).
 - This is an effort to cover not only the operating costs but to be putting aside money for when they have to reinvest in the system. They have money in funds built up to do that and do not have to borrow at that time.
- One of the reasons expenses are down for next year is because some Bond payments are coming down and getting paid off.

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- Largest increase in next year's budget is for meter replacements (increasing from \$24,000 to \$70,000).
 - Seeing an increased failure rate with existing meters around the community.
- The most major issue forthcoming in water utility is the need to make a major citywide investment in meters.
 - This is so they are not spending \$70,000 every year trying to keep up with the ones that are malfunctioning or having difficulties.
 - This is something coming down the road (not in next year's budget).

Water Operating Fund: Council saw/heard about this at the November 1st presentation. If adopting the rates being recommended, Staff projects:

- \$3.4 million dollars in Revenue
- \$3.7 million dollars in Expenditures
- Leaving us with a paper deficit of \$246,000

She said the deficit comes not because they will not be able to cover the bills, but because we are not setting aside for depreciation as much as the models suggested they should be.

2022 Water Expenditures:

- 3.9% decrease (coming from the debt service going down).

2022 Water Rates - 2% increase recommended.

She stated this is the item Staff is specifically requesting the Council to consider. The revenue side of the budget which is the 2022 Water Rates. Staff is recommending a 2% increase. That has been a consistent increase for the city since 2013. They try not to have these rates fluctuate significantly, but to keep up at a nice steady pace with the operating cost.

She discussed the single-family quarterly rates because that is the most common rate payer they have in the city. They pay quarterly.

- Base charge would go from \$24.02 to \$24.50 for proposed 2022 quarterly.
- There are rates for every 1,000 gallons over that, which would also increase.

Multi-family and commercial rates are equivalent to single-family but are established on a monthly rather than quarterly basis. The Resolution in the Council packets show a rate for multifamily and commercial. If multiplying that by 3 to take monthly to quarterly, you would arrive at these same rates. They charge everyone the same thing. 1,000 gallons of water is 1,000 gallons of water regardless of what type of establishment or property.

2022 Sewer Utility Budget:

- Fairly status quo budget
- Would be funded by these rates
- No major new initiatives or expenditures
- Largest budget component for the Sewer Budget is fees paid to the Metropolitan Council
 - The city sanitary sewer system collects the wastewater and transports it into a metropolitan system where it is treated across the river by a wastewater treatment plant operated by the Metropolitan Council.
 - They charge the city. They meter what comes into their system from Inver Grove Heights.
 - Their rate increase for all of the cities that they serve for next year is a 4.9% increase.
- Sewer is consistently running a deficit in that we are not achieving our depreciation goal, plus the depreciation goal is on the light side. Staff is concerned that it is not as high as it should be.
 - As they move into a Rate Study for 2022, they would be trying to fine tune that number so they have an accurate understanding of what the set aside should really be.

Sewer Operating Fund:

If Council adopts the rates that Staff is recommending for next year.

- Slightly over \$4 million dollars for revenue

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- Slightly over \$4 million dollars for expenditures
- Small deficit
 - This does not impede the ability to pay our bills. It does mean they are not setting aside as much as they would like to for depreciation.

2022 Sewer Expenditures:

- Up 4.3% overall
- Purchased Services \$2.5 million dollars (largely the fee paid to the Metropolitan Council)
 - By far the largest expense, more than they have for their own employee costs.

2022 Sewer Rates - 5% increase recommended for single family dwelling:

- Current Base Charge is \$37.66 per quarter
- Proposed 2022 recommendation would go to \$39.54
- Multi family and commercial rates are equivalent to single family. They are established on a monthly rather than quarterly basis.

Those two funds are fairly status quo. The rate increases being recommended are in line with what the city has historically increased as well as the charges they are seeing from their outside provider in terms of wastewater treatment.

She said the next item relates to Stormwater Utility. That is an area Staff is recommending a more substantial adjustment for next year. Slides being shown are ones the Council has seen before from the Interim Public Works Director.

The Inver Grove Heights Storm Water System has many components. There are:

- Pipes
- Constructed ponds
- Infiltration systems and rain gardens
- Ditches and ravines
- Natural basins, lakes, and wetlands
- Use different means to treat and contain the stormwater in different portions of the community based on when they were developed and what the topography is.

Storm Water Utility - Exists for two reasons:

1. Trying to protect against flooding, especially due to heavy rain. This is storm water, when there is a big storm and a lot of waterfalls, they have to have systems in place in an urbanized setting like ours for the water to go.
2. Protect water quality. As the water comes down and hits impervious surfaces such as city roads, driveways, and roofs, it carries pollutants into the system. Left untreated to naturally flow, all of those pollutants such as oil off of the driveway or leftover treatment from winter snowplowing, would flow into our natural lakes and river. They are doing things with the storm water to filter those pollutants out of the runoff before that water hits our natural water bodies.

Storm Water Utility - Challenges:

1. There is significant deferred maintenance. They are behind where they would like to be. 2017 Inventory identified \$17 million dollars in needed rehabilitation and upgrades to the system.
2. Increasing regulations from the State and Federal level, increased standards for obtaining the Permit required to have.

Both are behind. The goalposts are getting further and further away.

Storm Water Utility Rates:

- Current storm water utility rates raise about \$500,000 per year, total.
- Much smaller utility than water and sanitary sewer utilities.
- It is not the same principle that 1,000 gallons is 1,000 gallons.
- It is based not on use, but on estimates of runoff.
 - Use parcel size and land use type.

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- Larger parcels and parcels with more hard surface/impervious surface pay larger fees. Smaller parcels are parcels with a lot of open space where the stormwater can infiltrate back down into the ground. They pay the lowest rates.
- Established a two-tier system:
 - Northwest area of the city has a higher rate.
 - Rates outside of the northwest area are much lower than the northwest area and much lower than they are seeing in other metro cities.
- As a result of this they are not bringing in enough money to the Stormwater Utility. When doing stormwater projects, it is often, but not always, associated with road projects. They are covering the stormwater portions of those costs out of PMP Funds because there are not sufficient funds in the Stormwater Utility to transfer in and cover those.
 - When spending PMP Funds on stormwater portions of projects, that limits how far PMP Funds can go on the actual road surface.

A chart was displayed on the Stormwater Utility Comparison (2020 rates) which was previously shared with the Council by Interim Public Works Director Eckles on October 4th. It shows how the base rate compares and shows rates outside of the northwest area.

- Urban single-family homes on standard size lots are paying about \$24.24 total. If adding up the stormwater portion of their quarterly bill each quarter, in 2020 that would have totaled \$24.24.
- Similar sized lot comparisons were shown in other communities around the metro area.
- While we have unique features, we are subject to the same Permit requirements and regulations as other cities. There are definitely similarities in what we are trying to achieve as to what they are trying to achieve.

Stormwater Utility Comparison (2020 rates) inside of the Northwest Area:

- Those properties are paying \$73.32 inside the northwest area.
- Outside the northwest area: \$24.24.

Storm Water Operating Fund - 2022 Overview:

- Brought in about \$500,000 in Revenue in 2021. This figure may also include interest to bring it to \$542,200.
- For 2022 requesting the Council establish rates that would bring in closer to \$695,000 in revenue.
- This fund would generate a surplus next year. Caution: They are not budgeting for any depreciation in the Storm Water Fund.
 - They are falling short in Water and Sanitary Sewer on budgeting for depreciation. They are not doing it at all in this fund.
 - The Rate Study would give some depreciation targets to be aiming for as they set future rates. They would be correcting this before they stand before the Council a year from now. At this point they just do not have a good number.

2022 Storm Water Expenditures:

- Primary Increase comes in the Professional/Technical area.
 - That is money set aside for Storm Water modeling. To give more information about the investments that are needed in the system and where that storm water is coming from so, they can maintain a rate structure that is fair and reasonable.
- Street Sweeping is a transfer out.
 - It is one of the major ways they try to keep pollutants out of storm water runoff by getting streets swept on a regular basis.
 - They do transfer some of the funding to the Street Maintenance Budget to support the time and equipment used in street sweeping.

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Councilmember Piekarski Krech asked what they were losing in Other Expenditures in the amount of \$62,000 to \$600.00. Finance Director Hove responded it was a duplication of a budget item. The item was budgeted into two accounts in 2021, it only should have been in one account. It has been corrected for 2022.

City Administrator Wilson stated there is a two-tiered system for storm water rates. They are proposing to continue having a two-tiered system, and also a two-tiered approach to increasing those rates. Staff is recommending a 5% increase inside of the northwest area, (a portion of the community that is already paying higher rates and is already much closer to that of other neighboring cities). And then a 25% increase for the remainder of the city. She said she realizes a 25% increase sounds like a high number, they are dealing with relatively modest dollar amounts here. For example, if in R-1A Zoning, your quarterly storm water bill would go from \$13.47 to \$16.83 for the quarter.

2022 Storm Water Rates:

She said they do have other storm water rates. For clarity, they establish rates for all of these different types of properties often based on expected runoff. For example:

- Agriculture and Open Space: Golf Courses, Cemeteries, and Parks have low rates because they tend to have very limited impervious surfaces. When the storm water comes down it absorbs into the ground and does not run off.
- Shopping Center. Between the roof of the shopping center and the parking lot used to support that shopping center, would have a fairly high amount of impervious surface. When the rain comes down it would all run off the site and need a system to collect it. They would see higher storm water rates for something like that.

Councilmember Piekarski Krech mentioned they do not have breakdowns of all of the rates. City Administrator Wilson responded it is located in the Resolution information that was emailed out to the Council on Friday and reuploaded into the packet Friday afternoon.

City Administrator Wilson displayed the Resolution with the different categories.

Councilmember Piekarski Krech said it was difficult to figure those out. Constituents have called her to ask her how they were billed, it is not apples to apples, especially on open spaces. Anything over 5 acres is very difficult to comprehend what their figure is. City Administrator Wilson responded there are acreage caps. If single family residential, they have a 5-acre cap, if having 8 acres or 12 acres, you are charged at the 5-acre rate. If agriculturally zoned, there is a 10-acre cap. She said she would agree with Councilmember Piekarski Krech. The reason this came out on Friday instead of going out in the packet on Wednesday is due to the complexity of it. Staff felt they needed to check and double check their work because this system is more complicated than the water or sewer rates. She said whenever the Council receives calls, they are welcome to direct those to Staff. She said she would not respond to them herself; she would direct them to the Public Works Staff who knows the greater ins and outs.

City Administrator Wilson mentioned one of the questions before the Rate Study will not only be how much investment do, they anticipate the system is going to need in future years, but what a fair rate structure would be. What is a fair relationship between what an agricultural piece of property pays versus a single-family home, versus a commercial business? She questioned if the system was overly complex. Usually when trying to get down the continuum to be fairer, they end up adding up more things to the rate structure in the interest of being fair. That adds complexity and makes it harder to follow. Trying to find that right balance is one of the challenges and one of the things they would look at in the Rate Study and ask themselves if this is the right rate structure, not just the dollar amounts in it.

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Councilmember Piekarski Krech suggests in the Rate Study they look at charging by impervious surface so if people want to add impervious surface, there would be a cost to that. There is a cost to the city because the more impervious surface people add in areas, the more it taxes the storm water structure. She said she could have five acres and be maxed out on impervious surface and would pay the same as someone who only has one building on their five acres and is not even close to the allowable impervious surface. City Administrator Wilson responded that she understood. She said the challenge becomes if they have an individual charge for every parcel in town, which would be an administrative burden. There would be Staff costs of billing and maintaining that. She mentioned continuum and trying to find the sweet spot. She said she was sure it was one of the challenges that led to this set up. This utility has been in Inver Grove Heights for 10 years. She said it is time to take another look to see if there are new and better ways or best practices. They may come back to this structure and see if it is the best balance they can find. They would take a hard look at it before they stand in front of the Council a year from now looking at 2023 rates.

Councilmember Murphy summarized to make sure he has everything and stated the recommendation for water is 2% for all of Inver Grove Heights. Sewer is 5% for all of Inver Grove Heights. Stormwater is 5% in the northwest, 25% for the rest of Inver Grove Heights. City Administrator responded correct.

Mayor Bartholomew said the Resolution just shown is the one that is in the Council packets that they would vote on for Storm Water Resolution 2021-304. City Administrator Wilson responded that was correct. What she just displayed onscreen was what was emailed to the Council on Friday and was also uploaded to the public packet Friday afternoon. Councilmember Piekarski Krech said she downloaded her packet on Wednesday.

Mayor Bartholomew asked if there were any questions. He said they have explored this several times as stated, in Work Sessions. They understand the Rate Study is coming forward and would use that as their guiding document for the next year. For now, by Statute, they need to have these in place by the first of the year.

City Administrator Wilson said Statute requires the development fees. The connection fees by law have to be in place before January 1. She said she thought they could adopt these on a different cycle, but the city has always taken action at this time of year and applied them in January.

Mayor Bartholomew said it would be cumbersome and not what they have done historically if they do not. He said it would still be Staff's recommendation to move ahead and get these approved by January 1, with full knowledge that they have the Rate Study coming forward.

Councilmember Dietrich asked if these would be in the printed city newsletter. City Administrator Wilson responded Staff is working on the printed city newsletter that should reach resident's households around January 3rd or 4th, if they do not already have it in there. There was discussion about putting some of the storm water information in there because those are increasing the most. They can work in something around the other rates as well.

Councilmember Dietrich said she remembered that Councilmember Murphy had asked about the new meters and Interim Public Works Director Eckles said they only go slower, they would not be off the other way. She said her concern was that she did not know how far they would be off, but residents thinking "wow, this is more than I have ever paid." The additional cost and accuracy of the new meters may cause some excitement. City Administrator Wilson replied at this point they are not talking about a widespread meter replacement. The budget increase is just to keep up with the reality of what they are

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seeing. She said it was similar to when owning an older car and start to see repair bills climb. The meters out there are older, and they are starting to see a higher percentage of failure. She said they can note that and communicate that to people who are specifically getting new meters and a more general communication like the newsletter.

Councilmember Piekarski Krech said it is tough that there has not been any publicity about this because people will have just received their tax statements and she has already received several calls. Now they are going to throw this on them. There are people who are trying to budget, this may come as quite a shock. She said it may not seem like very much looking at it here but adding it on to all of the other cost increases, and inflation, it could put some people in difficult situations. She said people should be aware of that and the city should communicate these kind of changes a little bit more openly.

Mayor Bartholomew commented it should be sooner. Councilmember Murphy commented often.

Councilmember Piekarski Krech said they have received no public input on this.

Kelly Kayser, 1953 59th Court East, said with storm water, she sees that as becoming a problem as time goes on much the way pavement management has. It is going to get more and more expensive. She said need to look ahead and storm water kind of works harmoniously with pavement management. As they are going through the Task Force process, they may be talking about it there. She said now is the time to start recouping some money to put into that system.

Mayor Bartholomew mentioned there is a request in front of the Council for three Resolutions regarding Water, Sewer, and Storm Water fees as outlined. They can be taken all at once or one at a time.

Councilmember Gliva said she thought they have discussed it many times. It looks like the Council needs to, in keeping up with what could be inflation on top of that, they should be moving forward.

Mayor Bartholomew agreed with Councilmember Gliva and said he thought the rates are reasonable given the environment they are in. Where each of the funds are he believes are reasonable, with full thought that they know they have a Rate Study coming forward that would help guide them in the future. He said he is in support of all three Resolutions.

Motion by Dietrich, second by Gliva, to approve Resolutions Adopting 2022 Utility Rates. Resolutions 2021-302 - Water, 2021-303 - Sewer, 2021-304 - Stormwater contained in the Council packets as discussed.

Ayes: 5

Nays: 0 Motion carried.

7. PUBLIC COMMENT:

There were no public comments.

8. MAYOR AND COUNCIL COMMENTS:

Councilmember Piekarski Krech gave an update on the DCC and said they are looking at Dakota County taking over some of the fix costs. Hopefully in the next year or two they would be able to not increase too much the DCC costs. The County is looking at the cost of the building and some of the

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upkeep. Those are fix costs that should be spread out over the County instead of each city paying proportionally more. She said the DCC calls go by the number of calls they have, and they pay per call. Some cities are paying significantly more, and some are paying very little. She said that is in the works.

Councilmember Dietrich mentioned they had their third Pavement Management Citizen's Task Force meeting last week. They had a colleague of Interim Public Works Director Klay Eckles, who has been in the business a long time give a lot of information from an Engineer point of view. They talked about some opposing views on chip sealing, types of pavement cracking and rehabilitation strategies, and different types of oil that bind asphalt products. She said it was kind of a continuation on 101, but they are getting into the meat of it and had a lot of participation. She said it was a great session.

Councilmember Murphy agreed with what Councilmember Dietrich said about the Task Force Meeting. He said it was good information. He was intrigued by the impact of vehicles other than cars on the roads. How one larger truck equates to how many cars surprised him.

Mayor Bartholomew said garbage trucks, delivery vehicles, lawn and landscaping businesses are up and down the road a lot.

Councilmember Murphy said they all received a copy of the wonderful letters that the kids from Pine Bend Elementary School wrote to our Mayor. They talked about the importance of trees and how they help us breathe and help protect animals. He said he was curious if there was something they might be able to do such as help the kids plant a tree in the spring, or before winter falls, which may be too late. He said it was something he wanted to mention to the Council and see if that might gain some momentum.

Mayor Bartholomew said he had a conversation with the teacher whose name eludes him at the moment. Councilmember Murphy replied her name was Patricia McCabe. Mayor Bartholomew said he asked her when a good time would be to meet with her and the students, she had suggested after Thanksgiving. He said he thought it would be a wonderful idea to get together to plant a tree or do something. He said he thought about involving the Police Department and bringing over the K9 because there was a thread about the protection of animals. He said he had just heard from the Teacher and there would be more to follow up with, more to come. Councilmember Murphy said it was another example that the Mayor gets all of the cool stuff.

Mayor Bartholomew said he was glad that the clerk was able to get that information out to the Council, they broke his heart when he was reading them.

Councilmember Murphy said maybe they all cannot be there because of the rules but somebody can. Mayor Bartholomew replied they would get something going.

Mayor Bartholomew wished everyone a pleasant Thanksgiving and to be careful and drive careful. He wished everyone the best on their visits. He thanked the Staff for a wonderful week and getting everything prepared for such a short week. He hoped Staff all have a good holiday.

9. ADJOURN:

Motion by Murphy, second by Dietrich, to adjourn the meeting at 7:20 p.m.

Ayes: 5

Nays: 0

Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
MONDAY, DECEMBER 6, 2021 - 8150 BARBARA AVENUE**

A. Call to Order and Roll Call:

The City Council of Inver Grove Heights met in a Special Session on Monday, December 6, 2021, in the City Council Chambers. Mayor Bartholomew called the meeting to order at 5:45 p.m. The Pledge of Allegiance was recited.

Present In-Person: Council Members: Piekarski Krech, Dietrich, Gliva, and Murphy; City Administrator Kris Wilson, City Clerk Rebecca Kiernan, City Attorney Bridget McCauley Nason, and Police Chief Melissa Chiodo.

Also Present: Elliott Knetsch, Campbell Knutson; Jerome Porter, Campbell Knutson.

1. Welcome - Mayor Tom Bartholomew

2. Approval of Contract for Prosecution Services

Police Chief Melissa Chiodo referenced a memo she had sent to the Council over the weekend. She provided a history of the process of what was done to look for a new Law Firm and what they identified as key points for the Police Department when looking for a Law Firm.

Things they were looking for:

- Cost and what you get for what you pay.
- If they have staffing identified and dedicated directly to our Police Department to help with the transition.
 - The city has been with LeVander for over 30 years and know it is a significant transition and want it to be seamless.
- What kind of technology they have.
 - Is it something that is going to make life easier for Staff.
 - The city has been paying a lot of overtime for a lot of paperwork. If they could free that up it is something that would be greatly appreciated.
- Do they focus on Criminal Prosecution only or do they handle a lot of other outside things, for example: Family Law, Divorce, Wills, Probate, Civil Law. (What is taking their time aside from Criminal).
- What do they provide as far as training.
 - Will they train Officer's and Staff on changes in the Law and the processes.
 - Are they willing to do ridealongs with the Officers to learn the way they do business in Inver Grove Heights.
 - Are they willing to do office hours and sit in and build relationships with Staff.
- Are they familiar with the Dakota County Court System.
 - Do they already have relationships established. This is important to the Department. They do all of their work in Dakota County. Hoping to find someone who has those relationships to make this transition much easier for them.
- Can they handle the caseload in this city.

She stated a Request for Proposal was put out. They received proposals back from four Law Firms. All four Firms were interviewed. Those who participated in the interview process consisted of:

- Herself (Police Chief)

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- Commander Otis who is in charge of the Administrative Staff
- Sarah Urbas, one of their Office Support persons who works with items that come through the office for Citations and Criminal Charges
- City Administrator Kris Wilson who sat in on the Interview Panels

They met with all four Firms. Discussions were had regarding who met the criteria they were looking for. That happened to be Campbell Knutson. She mentioned that the Council Packets include highlights and bullet points of where the four Firms fell.

She stated that Campbell Knutson is located out of Eagan and handles Criminal Prosecution in almost every city in Dakota County. There are a lot of relationships established. Some of the Staff and Officers have worked with one of the Attorney's from Campbell Knutson, Jerome, who is in attendance, he had worked for Grannis & Hauge and for LeVander. She said there are those relationships and trust that is already there. She said they were very flexible working with some of the requests with the Contract. They had a great plan in place to start the transition working with LeVander and taking over and ready to run. She said they do not have to worry about them having to hire two or three people on their Staff to get up to speed, they are familiar with the Dakota County Court System. Once this is approved, they are ready to start work on the transition with the Department.

Police Chief Chiodo mentioned as stated earlier, the city has been with LeVander, Gillen & Miller for about 30+ years. Unfortunately, they are no longer providing Criminal Prosecution Services, so the city was provided a 60-day window to look at a new Firm to represent the city. After interviewing four firms, Campbell Knutson is who their Department is recommending that Council approves the Contract with, for their Criminal Prosecution Services. The Firm handles Petty Misdemeanors, Misdemeanors, and Gross Misdemeanors. Staff recommends Council approve the Contract with Campbell Knutson to provide Criminal Prosecution Services. The official start date would be December 18, 2021 through December 31, 2026.

Police Chief Chiodo introduced Elliott Knetsch from Campbell Knutson, who would be the main contact for the Command Staff as they make this transition and as they have questions. She introduced Jerome Porter who would be their lead Prosecutor that will be the main contact with all city Officer's and Investigator's when there are criminal cases.

Elliott Knetsch, Campbell Knutson, introduced himself and thanked the Council for having them and for considering this Contract. He said they have enjoyed working with the Police Chief and are looking forward to the opportunity to represent Inver Grove Heights. He said from 1985 to 1989 he did actually Prosecute for Inver Grove Heights when he was with the Grannis Law Firm during that time.

Mr. Knetsch introduced Jerome Porter, one of their Associates who will be the Lead Attorney designated for the city's cases and will be the primary contact, along with himself, for the Police Chief and the rest of the Department.

Mayor Bartholomew thanked Mr. Knetsch and said he was coming with full recommendation from the Police Chief. He said he looks forward to a pleasant relationship.

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Councilmember Dietrich welcomed back Mr. Knetsch. Mr. Knetsch responded it was good to be back.

Motion by Piekarski Krech, second by Gliva, to approve the Contract for Prosecution Services with Campbell Knutson.

Ayes: 5

Nays: 0 Motion carried.

3. Approval of Civil Legal Services

City Administrator Kris Wilson stated this item is a companion piece to the previous Agenda Item the Council acted on. She said the existing Contract with LeVander, Gillen & Miller was officially/technically broken by their notice that they were no longer going to provide a portion of the services covered by that Contract. That necessitates the entering into of a new Contract to accurately reflect those services they would continue to provide to the city which would be Civil Legal Services and includes for example: Legal Advice to Council and City Staff; Drafting of Contracts; Ordinances; Agreements; Attendance at Council Meetings. They provide legal advice in the city's role as an Employer, land use advice, and assistance when acquiring land for any reason. She said there was a bullet point list of specific services that they provide in the Contract attached to the memo. It will hold the rates the city pays flat for calendar year 2022 but does provide for an increase starting in 2023. The hourly rate that they are paying for the primary City Attorney has not changed since 2008. It is a reasonable time to reflect the value of their services. The term of this Contract is identical to the term of the Prosecution Contract the Council just approved and would take them through the end of 2026.

City Attorney Bridget McCauley Nason said it has been a privilege to serve as the City Attorney. She said she hopes to continue in that role.

Motion by Murphy, second by Dietrich, to approve the Civil Legal Services with LeVander, Gillen & Miller.

Ayes: 5

Nays: 0 Motion carried.

4. Adjourn to Work Session

B. ADJOURN:

Motion by Dietrich to adjourn the Special Session at 5:57p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, DECEMBER 6, 2021. 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in person for a Work Session on Monday, December 6, 2021. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Mayor Bartholomew; Council Members; Piekarski Krech, Dietrich, Gliva, and Murphy; City Administrator Kris Wilson, City Clerk Rebecca Kiernan, City Attorney Bridget McCauley Nason, Finance Director Amy Hove, Community Development Director Heather Rand, Interim Public Works Director Klay Eckles, Communications Manager Amy Looze, Utilities Superintendent Erik Kramer, and Fire Chief Judy Thill.

Other's Present: Inver Grove Heights Fire Relief Association President Evan Bohlman; Inver Grove Heights Fire Relief Association Treasurer Scott Oswald; Brian McKnight, Partner with Parr McKnight Wealth Management Group.

1. 2022 Budget & Tax Levy

A. Review and Update on General Fund Budget & Levy

Finance Director Amy Hove presented the final Budget Work Session prior to the request to adopt a final levy at next Monday's regular City Council Meeting.

Calendar Recap:

- September 13 – Preliminary Levy Adopted on the General Fund Budget & Tax Levy.
- October 4 and November 1 – Work Sessions where discussions took place on some of the other fund budgets such as: Host Community Fund, Debt, EDA, Golf Course, Enterprise Funds, Utility Funds, and the Community Center.
- November 12 – The County mailed out proposed Tax Notices for 2022.
This item typically generates some discussion/conversations. A future slide would discuss some of the common questions Staff has received since notices were mailed out.
- December 6 – Work Session to walk through some of the proposed changes to the budget for next year.
- December 13 – City Council Meeting where the Council will be asked to adopt the final budget and tax levy after receiving public input.

Proposed Tax Notices, Citizen Inquiries:

- 8 inquiries were received by Staff (at the time of publication a few more have come in; could be at 10 or 11 now).
 - What factors are driving the city's current levy increase to next year's budget.
Staff has posted additional information to the City Website. When responding to residents, they answer the resident's question and then direct them to the website for additional information.
 - Police & Fire operations.
Have the SAFER Savings Plan. This has generated a few questions about Fire operations.
 - A specific resident may ask "Why did my taxes go up."

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Staff will go to Dakota County's website, look at their specific property and see what factors impacted the increase on their property.

In most cases it could be due to a large market value increase.

There were several residents who built new homes and did not know quite what to expect. May have had just a land value, but now it has a house.

- Why don't all taxing jurisdictions increase the same percent?

Walk residents through the process of how each unique jurisdiction sets their own tax levy, and that impacts taxes differently every year.

- Why taxes in Inver Grove Heights are higher than Eagan's taxes.

Conversation about commercial growth and tax base.

In all cases Staff was able to convey information regarding the fact that the city has been working to reduce that levy since setting it in September. They have been able to communicate some of that information with residents.

Tax Capacity Changes:

A few weeks ago, Staff notified Council that there had been some changes to Dakota County's Tax Capacity Estimates. Following is background on the changes that have occurred. In September when the preliminary levy was set, they also performed estimates as to what impact that would have on a median valued property and what it would do to the city tax rate. She said information is based on the tax capacity and market value information that Dakota County provides. Sometime between September and when the proposed notices went out, Dakota County changed a few tax classes and the values that were contained within those. There were significant decreases in:

- Railroads

These are areas outside of Dakota County's control. The Department of Revenue sets railroad values every year. They send a notice out to all County's and adjusts the tax capacity and values on those properties. There was not anything the County would do on this, but it does impact the estimates on where they think the tax rate and things are going.

- Personal Property

This has to do with electric distribution lines and the Department of Revenue clarifying how those are supposed to be reported within the formula. It took a little value out of the city's tax base and transitioned it over to the County's tax base. This was outside of the County's control.

She said Staff wanted Council to know that they had expectations when knowing proposed notices were going out, things ended up being a little bit higher than anticipated due to these changes.

Tax Base Growth from 2021:

- Tax base is still growing.
- Market Value went from \$4.3 billion to almost \$4.6 billion (2022 corrected).
- There is about \$37.5 million from new construction.
- Properties are appreciating, housing markets are going up, existing property home values are also responding to those increases.
- Total Tax Capacity Growth (what they spread the levy against) went up 5.3%.

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Additional details are listed within the Draft Budget Book. If wanting to reference more details on comparing what happened in 2021 to what the County is forecasting in 2022, go to Exhibit E in the Budget Book for details.

Impact of Tax Capacity Changes on Preliminary Levy & 2022 Proposed Notice Mailing:

What they expected back in September and what actually happened when those notices went out. She said she wanted to make sure to emphasize there is only one part of this equation that Council can control. It is the Tax Levy, the dollar amount needed to collect in city property taxes.

- Tax Levy (%): This did not change from September to when Notices went out.
- Levy Increase (%): Still slated at 9.7%. This number did not change.

These additional calculations did change:

- Tax Rate (estimate): In September they thought the city tax rate would be around 52.6%.
 - With the changes to the tax capacity the County put through, the tax rate ended up being closer to 53%.
- Would have an increase to city taxes of about \$140.00 for a median valued property.
 - The annual change in city taxes ended up being closer to \$153.00.

There is a slightly different starting point with these estimates. It does not mean the tax levy changed or the percent increase they were looking at changed.

Recommended Reductions to 2022 Levy:

She said they have been talking for the last few months about some of the reductions they either proposed, discussed at Work Sessions, or identified internally.

- Have identified about \$682,490 that they are proposing in reductions since setting the preliminary levy in September.

Some of these were included in the November update. One would be discussed in the next few slides.

- There were \$167,840 in reductions made to Personnel.
- Reduced the amount they were going to save for the SAFER Grant.
 - Still have \$150,000 in next year's budget. That is the SAFER Savings Plan. Will continue to build on that every year.
- Have already moved some of the Park and Recreation marketing design work to Community Center and Recreation.
- Proposing a smaller increase to the Street Maintenance Supplies.
 - Still looking at an increase of \$52,600 which would still provide them with additional supplies.
 - This also gives the Citizen's Task Force an opportunity to keep talking about the Broad Area Patching Program, and whether it belongs as a part of the PMP Program or whether they should still continue to do it out of the General Fund, which is what they are doing now.
- Potential to use some of the Closed Bond Fund dollars to cover one of our debt levies for next year.

Closed Bond Fund - Use of Fund Balance:

This is a topic that comes up every year when trying to set the levy. Do they have an opportunity internally with any of their funds to try to reduce next year's tax ask? This year they took a look at

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it and thought it may be a good year to take that opportunity considering that they have some new requests within next year's budget.

History of the Fund:

- When paying off debt, if having residual balances in old debt funds, they transfer those balances to the Closed Bond Fund. Any excess dollars available.
- Once certain capital projects are closed, if there are residual dollars, will often bring that to the Council and ask for those projects to be closed and transfer the funds into this fund if appropriate.
- This fund has often provided additional funding on certain capital projects:
 - Public Safety Addition to City Hall, \$2.2 million dollars. Used to help pay for the project.
- Property acquisitions when needed.
- On occasion it has been used to reduce debt levies. (This was a few years ago, it has not been done lately but has been used in this manner before).

Closed Bond Fund - Use of Fund Balance:

- The Cash Fund Summary Report sent out October 28 showed a balance of around \$2 million dollars in the Closed Bond Fund as of September 30, 2021.
- Currently Staff's recommendation is to replace the debt levy on the 2020A Bonds estimated at \$177,250. The rationale used was:
 - It is the smallest debt levy they have of all debt levies.
 - Has the shortest term remaining on the debt, 2022 to 2026.
 - Has a shorter life.
 - Staff knows the Closed Bond Fund has a decent balance in it. They want to put it out there that they do not want to commit that this be a permanent replacement but do think there is the potential. Would like to do further analysis of the rest of the funds to see what they could potentially use the rest of the Closed Bond Fund to help offset. This is an area, years down the line, they could possibly draw on.

New Debt Levy utilizing Closed Bond Fund to replace debt levy for 2020A Bonds:

- Started at almost \$2.7 million.
- Recommended Levy is the removal of the \$177,250.

This gives a snapshot of the year of final levy so they can see that the next closest payoff would be the 2015A's, their final levy is in 2030; still owe about \$5 million on those Bonds.

Current Budget Draft 12.6.2021:

- Preliminary Levy was \$28,667,876.
 - At 9.7%.

Based on the updated Dakota County Tax Capacity:

- Started out at a tax rate estimate of 53.09%.

If accepting the Draft as it currently sits which includes the use of the \$177,250 from the Closed Bond Fund:

- Would get the tax levy down to just under \$28 million dollars.
- Gets us down to a 7.1% increase.
- The tax rate down to 51.661%.
- The annual change to city taxes for a median property is closer to \$116.09.

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A City Tax Rate Chart was displayed showing where they have been averaging and landing every year.

- There was a peak in 2019 where they were at 53.537 for the tax rate.
- If kept at the preliminary levy at 53.09. Proposing 51.661.
- Looked back to see what the average was for the last four years. The average city tax rate has been 51.569, which is almost identical to what they are proposing right now.

Citywide Tax Levy by Fund:

This is a reminder of where the tax levy is falling by fund. It includes:

- General Fund - Proposed 2022: \$22,916,070
- Pavement Management - Proposed 2022: \$2,550,000
 - This used to be a General Fund transfer.
 - They have it on its own line now.
 - It is a separate levy within the Budget Book.
- Debt Service: Reflects the use of Closed Bond Fund dollars to get them to the 7.1%.

Finance Director Hove asked the Council if there were any questions, comments, or feedback. She said there are a few questions for Council:

1. If the Council is comfortable with Staff's recommendation to use the Closed Bond Fund.
2. If there are any other questions, concerns, comments, on the levy and General Fund Budget.
3. Anything else that Council wants to make sure Staff has ready for next Monday's meeting.

Mayor Bartholomew thanked Finance Director Hove for going back and doing what the Council requested and that was to look for more savings and get the tax rate lower. The rate is at 5.661. He said that was a reasonable rate given where they came from, from 19 to this point. He said the average median house is up \$37.00. That shows responsible governance on our part, and he appreciates that. He said he wanted to make sure everyone is aware they are increasing Pavement Management by \$250,000. They have done that for several years. The Council has made an effort over the years to increase the revenue to Pavement Management. With the line item it shows very clearly that it is going up \$250,000 and will continue to rise until they get to whatever number they agreed on. He said he does not recall what that number was. Finance Director Hove responded that she did not believe they had an end date on that yet. It will keep coming back to the Council through the CIP.

Mayor Bartholomew commented that it was important and believes it was a wise move to have that item out, so people see it and know this Council is engaged and providing funding for Pavement Management.

Mayor Bartholomew discussed the Closed Bond Fund and said he believes it is a prudent approach to use those funds to start to eliminate some of the debt in striking distance. He thought it was well done, they met their obligation as it relates to the preliminary. He said he is comfortable with the current proposed.

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Councilmember Gliva said she pretty much echoes everything the Mayor has talked about. She appreciated the fact that Staff has gone back and looked for areas of opportunity. She said, as the Mayor has stated, it shows that they are actually looking and trying to do the best job with our tax dollars. She appreciates that. She said using the Closed Bond Fund for this purpose is a wise thing to do at this time.

Councilmember Murphy said he echoes his fellow Council members; it is a good plan. He also appreciates sharpening the pencil wherever they could, they owe it to the residents. He referenced the Closed Bond Fund stating it makes sense to him to use that fund, the cost of the money is pretty low, but it is still a cost there. He said he thinks it is a good idea and would support it.

Councilmember Dietrich agreed. She said she also wanted to thank Finance Director Hove in the work she has been consistently doing cleaning up a lot of these funds. She said she sees the diligence on it, it is much appreciated and for the residents as well.

B. VMCC Capital Projects and Printing/Mailing Budget

City Administrator Kris Wilson stated the items that Finance Director Hove touched upon were primarily focused on the General Fund, which is where they spend a large portion of their time in every budget cycle. At next week's Council meeting, the Council will also be asked to act upon several other funds of the city such as:

- Utility Fund Budgets
- Host Community Fund Budget
- Community Center Budget
- Pavement Management Fund Budget

She said they will not take separate votes but would have a Resolution that adopts in one Motion, each of those non-general fund budgets.

She said there appears to be to Staff, two outstanding issues, both related to the Community Center Budget. She wanted to get further direction and preference from the Council on those two, so they are ready for next week. She began with:

Community Center - 2022 Capital Requests

- These are investments in the building and the facility itself at the Community Center.
- The city has historically funded these types of needs at the Community Center through a transfer from the Host Community Fund.

She said the presentation Council saw from Recreation Staff at the November Work Session had the following 7 Capital Requests for 2022:

- | | |
|--|-----------|
| 1. Aquatics: Dive Board and Lifeguard Stand | \$23,000 |
| 2. Fitness: Fitness Equipment - annual cost | \$40,000 |
| 3. Mechanical: Pool Filters and Pumps | \$884,200 |
| 4. Mechanical: Condensing Unit #6 (Fitness Center) | \$95,000 |
| 5. Mechanical: ADA Door Opener | \$13,000 |
| 6. VMCC - Other: Carpeting/Paint Community Rooms | \$105,000 |

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7. VMCC - Other: Racquetball Space Remodel \$150,000

All of the above total \$1,310,200. She said this was a large sum, it is a heavy year of capital projects proposed after two years where they have really focused on operating the Community Center safely during the Pandemic and keeping things running on that side. They have not taken the time to do too many significant capital projects.

She said of the projects listed, her understanding of the last conversation with Council was that Project #6 and #7 created some concern. She said #6 on the list is listed as carpeting and paint to the Community Rooms for \$105,000, #7 is the Racquetball Space Remodel for \$150,000. She addressed the following in more detail:

Community Rooms: The request is for \$105,000 to update/refresh all 3 of their community rooms. This includes the following and the last time it was updated:

- Carpet: Last updated 2013
- Paint: Last updated 2013
- Lighting: Original to building (1995)
- Ceiling Tiles: Original to building (1995)
- Cabinetry: Original to building (1995)
- Windowsills: Original to building (1995)

That section of the building was built in 1995. These rooms receive a high amount of use. They suffer normal wear and tear. The desire is to keep them desirable and attractive for members of the community and various organizations that pay money to rent them. That money flows into the Community Center's Budget.

Brightside Room: This is the former gymnastics/racquetball space. The request is for \$150,000 to enhance the space with the following 3 primary goals:

1. Offer programing that attracts new members and retains existing members.
 - a. Ability to offer open basketball for teens and young adults to come in and shoot hoops and play pickup basketball. There is not currently space like that.
 - b. Used for an expanded array of fitness classes. Staff has been using it for some fitness classes now but needs a different type of flooring to be used for a broader range of classes.
2. Keep the National Guard gym, which they generally have the ability to program, (currently serving as a COVID Test site most days of the week) generally to keep the National Guard Gym and the Community Rooms available for rental/fee paying customers.
3. Possible rental opportunities in this room for athletic training.

She said there have been preliminary conversations with the Hockey programs that they are looking for space to do warm up and dryland training when they cannot actually rent the ice, they may be interested in renting this room.

She said these were the thoughts on how those enhancements would be used. At this time, they do not have further cost benefit or ROI analysis that gives an exact dollar amount of how much they think each of these things could be expected to bring in and over what period of time, in order to recoup the \$150,000 or \$105,000 investment.

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She said in her memo included in the Council packets she provided three options:

1. Include the funding in the budget so the Host Community Fund would show a Transfer Out of \$1.3 million, the Community Fund Budget would show a Transfer In of that dollar amount into its Capital Items.

Knowing that each of these are at a dollar threshold except for maybe the ADA Opener. Each of these at a dollar threshold would come back to the Council for approval of the specific project once they have bids, quotes, and know exactly what it was going to cost.

2. Not include those two items. Fund items 1-5 in the Budget as a Transfer Out and a Transfer In, respectively.

She suggested to keep an open mind and be willing to entertain a presentation from Staff midway through next year, should they have more information to address the concerns about the return on investment. With a new Parks and Recreation Director starting at the beginning of the year, they anticipate having more Staff time for this type of evaluation and analysis.

3. Not budget for them and direct Staff they would rather not have further discussion until getting to next year's budget.

She said with the community rooms, they would likely be back with that one. Those will continue to show wear and tear. They might be able to put it off for a couple of years, but eventually they are going to start losing renters in those spaces if they do not look acceptable. The racquetball space is seen more as lost opportunity than a lot of lost revenue at this point.

City Administrator Wilson said Staff is looking for direction so when they prepare the Resolutions for actions at next weeks Council meeting, they know which of these capital requests have majority support for being included.

Councilmember Piekarski Krech said she had a question on the Community Rooms. She said she knows one of them is used as the Senior Center Room and early on it was reconfigured for senior use. She said they were just talking about painting, carpeting, and putting in different cabinet space. She asked if they have looked at the actual space and what the plan is. City Administrator Wilson responded they do not intend to move walls or make certain rooms bigger/larger. She said to the best of her knowledge they still plan to have one of those rooms primarily dedicated to senior use, especially during daytime hours when those programs are operated. It is a refresh, fresh carpet, fresh paint. She said they may look at the rates they charge to rent them to some of the outside groups that rent those spaces and may be able to justify a slight increase in the rental rates when the rooms look their best. She said the senior programs referenced are a part of our own programming and do not pay rent.

Councilmember Dietrich shared her thoughts on #6 and #7. With #6 painting, she would like to see an occupancy percent of what those rooms are bringing in from outside revenue sources. She said she is only familiar with the inhouse use of those rooms. She referenced the racquetball space and said she had an opportunity to visit that this last week. She was very appreciative with what Staff has done with it so far. Until she can see some return on investment, she would like to give the new Parks and Recreation Director an opportunity to weigh in on what he thinks would be a good use for that. She would like to see that wait and do Option #3 with both of them. She

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said she cannot commit to it. With the overall number of \$255,000, she thinks about how difficult it was to get that type of money allowed for infrastructure for roads. There is a lot of infrastructure work left to do. She said she cannot put her stamp of approval on #6 and #7 at this point.

Councilmember Murphy said he visited both. He would also like the new Parks and Recreation Director be able to weigh in on the racquetball space. They need to do something there to get it more marketable. Regarding carpeting and paint, he feels it is pretty dated and not very appealing. It definitely needs a coat of paint, carpet, and lights that work. He said he is about halfway there.

Mayor Bartholomew said the funding would be from the Host Community Fund. The question is if they should earmark the money to have it ready and available. The City Council would have to put the stamp on it to approve the \$105,000 and \$150,000 before the work starts. If they do not use the funds, the funds are still available down the road for Council to explore and make sure. He said he agrees with everyone, to hold up and see what the new Parks and Recreation Director will have to say. He said he wants to have the options available if they turn it down, then nothing is going to happen until 2023. He said he thinks they set the funding as possible at the \$1,310,000 knowing full well the Council has the final say in the \$105,000 and \$150,000. His only concern is that they would lose an opportunity. The opportunity is to have the money available, if they do not like the project, they can hold on it.

Mayor Bartholomew said he would entertain what the Council would do on this knowing they might put themselves in jeopardy in 12 months in trying to get this into a different budget year. He supports the \$1,310,000 and said he would also go along with whatever the Council would like to see as far as \$105,000 for the carpeting as well as \$150,000 for the space remodel.

Councilmember Gliva referenced #6 and #7 and questioned how they got to these numbers, or if there were bids out. City Administrator Wilson responded there were not bids out there to the best of her knowledge.

Councilmember Gliva asked if it was based off of square footage. City Administrator Wilson responded that was correct. She said Phil, the Operations and Maintenance Manager, has put together these estimates. She believes some of the components of the racquetball space, such as the basketball hoop that comes down from the ceiling, can be done via online research. She said these are Staff's estimates, they have not sought quotes or bids on this work yet.

Councilmember Piekarski Krech questioned if this goes through, if the numbers shown would be taken as the maximum and Staff would not come back and say it would be \$200,000 for paint and carpet. City Administrator Wilson responded they would have to adjust. Either do fewer of those things or do a couple of rooms really well and hold off on the third room. The same choices they always have when things come in over their estimates.

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Councilmember Piekarski Krech questioned the lighting commenting that she thought they went to energy efficient lighting. When the former Parks and Recreation Director, Eric Carlson, was here, they were changing all of the lighting, doing some things, and saving so much money in new lighting. City Administrator Wilson replied she could get clarity on that. She did not have the history.

Councilmember Piekarski Krech said she thought the VMCC was one of the things where they went and saved money and were looking.

Councilmember Murphy said if moving forward with the \$1.3 amount they would still have the ability to say no on Items #6 and #7. Mayor Bartholomew responded they could say no on all of them. They also have the option to amend and to increase the transfer at any time.

City Administrator Wilson said many aspects of the budget are determined on the levy. If you do not levy the money for them, then you do not have the option. The Host Community Funds come in as they come in, the fund has a healthy balance. This is one where there is the option to defer a decision and make a decision later in the year.

Mayor Bartholomew said they could go with the \$1,310,000 or minus the \$105,000 and \$150,000 knowing they can amend. He suggested going with the \$1.3 million because they have final say. If the Council is not comfortable, they can go with the \$1.3 minus the \$105,000 and \$150,000 if that seems appropriate, knowing they can amend, bring it in as they need.

Councilmember Murphy said he does not mind the \$1.3 million because they have not made a decision yet. He has no issues with it.

Mayor Bartholomew said he has no issues either. He is fine with it knowing full well they have aye or nay on any one of those items.

Mayor Bartholomew addressed City Administrator Wilson and requested bringing it in at \$1.3 million, unless they have a dispute on Monday, they would sort it out.

City Administrator Wilson discussed the printing of the Parks and Recreation Brochure beginning with the History:

- Until 2019, a Parks and Recreation brochure as well as a Senior publication they called the Scoop, were published. A city-wide newsletter was printed and sent to households via mail.
- In 2019, to try to save costs, they merged the Scoop into the inside of the Parks and Recreation brochure and use a callout on the front cover that says to "check out this page of the brochure to find information specially geared toward 55+".
- In the fall of 2020, starting with the Fall brochure, Staff made it digital only. Created and published online. It was a cost savings measure as a result of the Pandemic, which hit the Park and Recreation Department particularly hard.

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- They do print copies inhouse upon request. Either to someone who is physically present and asks for one or calls and requests one be mailed to them.
- Also have money budgeted to print and mail postcards to let people know the new brochure is out, come to the website and check out all of the great programming the city has to offer.

The Case for Returning to Printed Materials:

City Administrator Wilson stated they are discussing a return to printing for a couple of reasons:

- Some of the Council has had their own concerns.
- Received a Petition from some of their most active 55+ participants, residents, those that belong to the Senior Club, seeking a return to printed materials. Some of the communication from the group has requested the Scoop to come back as a printed item, other communication from the group has talked in terms of the entire brochure so that seniors have an awareness of everything that is offered.

Reasons to remain digital:

- There are notable printing and mailing costs to going back.
- Costs were not in the preliminary budget numbers that the Council has seen. They would need to be added in before adopting the final Community Center Budget a week from tonight.
- Have not seen a notable drop off in registration. Swimming Lessons are still filling up as well as other programs since converting to a digital brochure.
- Some of the Survey's, as a part of the Park Master Planning, indicate that many of the participants prefer to receive digital content.

Considerations:

- Cost
- Reach - How many residents are going to receive the publication.
- Effectiveness
- Quality of Product - Meaning will it be attractive and professional looking, making someone want to take it inside and read it, or does it land in the recycling bin on the way from the mailbox into your house.
- Publication Dates - Both what they can afford as well as what fits with the cycle of news and programming.
- Potential for Ad Revenue - This is fairly questionable at the moment.

The following Options were shared:

Option #1: Print and mail the Parks brochure with the Scoop inside (last normal publication)

- Three times a year to all households (15,000)
- Letter-sized publication 8 1/2x11
- Color cover
- Black and white interior pages

Option #1 Costs:

- Cost per issue is approximately \$16,542
- Cost per piece is \$1.07

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- This is by the time it is designed, printed, mailed.

Option #1 on Newsprint Costs:

- If wanting to go with a lower quality paper with the interior of the brochure and were to use newsprint.
- Cost per issue would go down from \$16,542 to \$11,366
 - Would have to make a value judgement if still satisfied with that quality and if they believed it would get the same level of readership and entice people to enroll in programs.

Councilmember Piekarski Krech asked if this brought them to under \$1.00 an issue. City Administrator Wilson responded yes.

Option #2: Print and mail Scoop to 55+ households

- This has been requested by some. Believe the line of thinking here is that there are more senior residents that may not have internet access or are less comfortable using the internet for this type of information and transaction.
 - Would look similar to the Insights Newsletter
 - Three times per year

Option #2 Costs:

- Total cost of \$24,078
- \$8,025 per issue cost
- This option has a higher mailing service cost because they have to be addressed to certain households.
 - Have to buy a mailing list instead of just being stamped Resident.
 - Have to be addressed to those specific households and then delivered to those specific households.
 - This process is more money per piece rather than blanketing the whole community.

She said they were surprised at the Staff level. The Mail house told them that if asking to send to households age 55+, it would be 8,000 households. That is more than ½ the households in Inver Grove Heights. The Communications Manager checked and double checked that number because they thought it seemed higher than expected. That is what the professionals at the mail house are telling them.

Option #3: Combine Parks brochure, Scoop, and Insights:

- Currently spend about \$47,148 a year on the Insights newsletter four times a year. The Parks and Recreation brochure currently goes three times a year.
- Typically, is 12 pages. Believe 8-12 pages is pretty normal.
- Could merge this into the Parks and Recreation brochure and just send one. This does have several downsides:
 - Parks and Recreation programming is three times a year because it follows the semester schedule/summer schedule.
 - They do one program that covers what parents might think of as the Fall of the school year.

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- Winter/Spring of the school year.
- And a brochure for the Summer when the offerings are substantial. (This brochure is the thickest one).

She stated that Staff does not really want to see the Insights go down to only three times per year. To go the other direction would increase the cost and cause Parks and Recreation to have to reshuffle how they do their programming.

- Would become black and white.
- Less Visible.
 - The Parks and Recreation brochure can get up to 50 pages for the summer brochure. Throw another 12 pages of city news in there, how many people are going to piece through a 65-page mailing document.
 - There is concern about things getting lost if overloading one document too much.

Option 3: Not recommended by Staff: Combine Parks brochure, Scoop, and Insights.

- Have had a standalone color newsletter that looks fairly similar to this, at least since 2007. (They know this for certain because there are copies in Amy's office that they can touch and see). They did not search further back than that to determine when they actually started but know they were doing something standalone for city news since 2007.
- Just recently cut back the frequency of Insights. It used to be bimonthly. Went quarterly last year in 2020.

She said Staff is not particularly fond of this Option. It feels like they are solving a complaint about print communications by doing fewer print communications. She was unsure that actually achieves what they are setting out to achieve with addressing these concerns.

City Administrator Wilson discussed the Net Budget Impacts of the Options and said if doing Option #1, Print and mail the park brochure with the Scoop inside:

- Reaching all households, they would get rid of money that they had for sending the color postcards. The net increase to the budget would be \$34,102.

Option #2, Print and mail just the Scoop:

- Staff would still want to promote the full brochure using postcards, they do not have a subtraction. Would be the full cost of \$24,638.

She stated Staff's recommendation is to go with Option #1 because they believe the wider spread of the reach of sending to all households is more likely to bring in paying registrations for programs. Many of the senior programs have no cost to them. While they want to provide that service to residents, it does not hold a whole lot of promise, if going with just the Scoop, that they would see an increase in paid registration. It would be entirely cost without offsetting benefit.

She discussed Possible Revenue Offset (partial) with Paid Advertising:

Research has been done about the possibility of offsetting some costs through paid advertising. Staff was not able to find any cities that currently sell advertising space, and they looked around the metro area.

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- The City of Burnsville used to, Amy reached out to their Staff. Burnsville discontinued it because their labor costs of working with advertisers and designing ads outweighed the benefits in their mind.
 - She said Staff's assessment was that their ad costs were really low. They were not getting much return on their investment at the time.
- Could work with an Ad Rep, someone who would go out and sell ads for the city.
 - Brief research into that field suggested an Ad Rep takes anywhere from 20-50% of the amount that the business paid for the ad, as their cut, with the remainder flowing to the city as revenue.
- An Advertising Policy would need to be developed with assistance from the City Attorney. Because of free speech concerns they have to be careful about what is accepted/declined in terms of advertising as a Government Agency.
- As a result of this, Staff is happy to pursue paid advertising. They recommend not banking on any revenue from that in 2022. If wanting Staff to do this as an experiment, they could do that in 2022, it might give information about whether or not to budget for it in 2023.

Selling Ads in the Parks brochure: Pros and Cons. Pros:

- Expect some of the local businesses might appreciate the means to reaching local residents
- There were other challenges she had previously discussed.

City Administrator Wilson said Staff is looking for what the preference of the Council is on this. If deciding to add back in the mailing, when they printed and mailed the brochure it was divided between the Recreation Fund (40%) and the Community Center Fund (60%) Budgets. They recommend returning to that approach. On the VMCC portion that means a larger transfer from the Host Community Fund. That would be whatever 60% of the \$34,000 is. The Recreation Fund has a fund balance and can afford to absorb it is 40% of the cost for next year. She said she is looking for Council's preference or additional questions.

Councilmember Piekarski Krech said when she first started getting the Scoop it was just a mailing; a folded four-page item. She was unsure when they got so big or why they needed to get so big. She felt they could still put information that says the activities for Seniors, what is happening, upcoming dates. She said she definitely still thinks they need to send out the Insights, but that correlates to if needing the Insights to go out in printed form. She questioned if they did not think some of the other things need to go out in printed form, so people actually get them and hold onto them. She said there are residents in the community that do not have immediate internet access and their children would be ready to participate in some of the programs but would not know about them. She believes they have to have a document that goes out. She did not think it needs to be so glossy and glitchy. She mentioned that South St. Paul and West St. Paul send out a newsprint style book with all of their offerings. She felt that was sufficient. She said she does not think they need to be so fancy. Insights became much fancier after a time. The glossier the paper and the more colored pictures that are put in, the more costs increased. She said what they are trying to do is to get people to participate in

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programs. She questioned doing their own designs and layout, she thought they had programs, they did it before. City Administrator Wilson responded they are not staffed to provide. They have two full time communications people. That includes all of their website, social media, Insights, Press Releases. They have always used a consultant to do the layout of these pieces. They use a consultant for the layout of Insights but do the Editorial here in house. The layout is part of the Consulting Budget. She said as time goes on, they could analyze the cost of expanding the Staff versus the cost of continuing to pay Consultants.

Councilmember Piekarski Krech said she did a newsletter for a program she was with; it was published. She mentioned there is software. If not changing a lot, especially with the brochures, she questioned how much they change each time. She said there are the different seasons, they add some things, but does not change a whole lot. She said she would think they would be able to figure that out and look at some efficiencies over time to be able to provide the service to customers and not start dropping services and going outside for so much of our stuff. She does not think \$34,000 is not that big of an addition to put on. She personally thinks the postcard is what she tosses in recycling. She said she does not look at the postcard and then think that she should go to her computer and do something.

Councilmember Murphy asked who writes the Scoop. Communications Manager Amy Looze responded it is a collaborative effort. There is input from Recreation Coordinator Al Vandehoef, who is the main liaison to the seniors and senior programming. There is input from Tammy and Recreation Superintendent Julie Dorshak. She said she does the editorial oversight but is not generating content for it. They look for feedback from the senior's themselves regarding what programming is going on. It is driven by the programming that is available, the fieldtrips, and events. She said there is not a whole lot of narrative that goes into it. She said it was something she has been interested in considering as far as maybe adding some sort of a letter or an update from some of the leadership from the senior community. Currently it is a bulletin of what is going on in the room day to day and some of the programming and activities they are doing.

Councilmember Murphy asked if it was three times a year. Communications Manager Looze replied yes. It is a standalone section within the Parks and Recreation brochure which goes out three times a year. Ideally it would be great to have something inserted that could be a tear out standalone piece. To save costs, they do a callout on the front that indicates exactly what pages that content falls in. She said in this issue, it is five pages of content that is branded as the Scoop.

Councilmember Murphy said he thought there was content generated outside of City Staff in the Scoop. Councilmember Piekarski Krech responded she thought it started as a way to advertise. They never had a Senior Center before the community center went in. Once the community center was there and they wanted to get seniors to be involved, that could have been how they started sending it out to everyone over 55 in the city. She said it just went out with information about the Senior Club, what is played during the week, where they would be going such as a theatre, costs, those type of things to get seniors involved because there was not anything before.

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Councilmember Murphy said he does not believe it needs to be as pretty as it is. It still needs to catch attention. The brochures he gets from other cities catch his attention and he pages through them. He said they tend to be heavier, maybe two colors instead of three. He questioned whether there was some savings there and then they could continue to do it three or four times a year.

Mayor Bartholomew mentioned \$34,000 as recommended by Staff out of a \$27 million dollar levy, he thought it was de minimis. He suggested trying it again and seeing if they generate/gain efficiencies as Councilmember Piekarski Krech had said and as Councilmember Murphy alluded to. He suggested to make sure they have interest, do it as cost effective as they can, and get it into the \$34,000 range. He said \$34,000 is a lot of money, but in the grand scheme of things it is not that big a number. He said he would hate to rewrite the levy, but thinks they have software that could drop \$35,000 in quickly. He suggested doing this, the Councilmembers are in favor. He would say to go with Option #1 and not be spending a lot of cost and do what they know is the right way to do it.

Councilmember Dietrich agreed with Staff's recommendation of Option #1. She thanked Communications Manager Looze for the work she has done on this. She said it would be nice to hear from the Communications Manager going into next year about the ideas she has for this program and other programs because the Council does not get to see a lot of her. She said her ideas sounded intriguing and she would like to hear more of those.

Councilmember Gliva stated she was in agreement with Option 1. She said she does not think they cannot send out to their senior community right now.

Mayor Bartholomew said they have a consensus.

2. Next Steps on Public Works Facility Expansion

Interim Public Works Director Klay Eckles introduced Erik Kramer, the Utilities Superintendent. He stated for some of them, time is short, and he wanted to share on a personal note that he is really happy to be able to talk to the Council about this item tonight. In his observations of the city, this is one critical issue for Public Works. He said he hopes he can help the city on this issue. He discussed the following relating to Public Works Facility needs and opportunities:

- The Public Works Facility was built in 1985.
 - The Council has been discussing the need to do some upgrades to that for some time.
- Staff wanted to do a walk-through tour, but thought about doing a Virtual Tour for a couple of reasons:
 - Helps the public see what they have been doing.
 - Have been looking at other newer facilities around town to get a handle on what is new out there and maybe compare and contrast what we have and what is new in the industry.
 - This is a tour of the Inver Grove Heights facility, but also a couple of other facilities.

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He said the presentation includes a lot of pictures. He believes this would be quicker than if they were doing an actual tour. If anyone wants an actual tour Staff would be happy to help set up an appointment.

- Cold Storage was added in 1991
 - Currently a lot of that is where they store the salt now
- Expansion plans have been discussed for many years
- A Needs Study was completed in 2015. Results:
 - Showed the site is very constrained
 - Showed the site is very short on covered space
 - Showed that the facilities are dated

Currently:

- Council saw an opportunity here this year and purchased an adjacent parcel. That trashed the old Needs Study. One of the issues with the old Needs Study was it was trying to fit everything on the site. While it did somewhat, it really did not create a site that worked very well. It was very constrained. The new site helps connect the whole city campus and is a great opportunity for the city.
- The city has been planning for this expansion, has about \$1 million dollars set aside for this, with another \$1 million dollars in this budget if approved. They are moving in the direction to get something done.

Previous Study - 2015

A diagram was shown of the existing site 1985-1991 Construction. The green depicted is the 1985 facility, the blue is cold storage, unheated areas where most of it is used for salt/sand storage.

He said the building itself is in pretty good shape although they did some work that the Council approved on the exterior. The building is still solid and has value.

2015 Study Findings:

- Current space is 50% of recommended size.
- Building is not ADA compliant.
- Locker and restroom areas require major upgrades, are very substandard.
- There are some safety issues that should be addressed.
- Opportunities to add some workspace that would really improve efficiencies.

Comparison 1985 to 2021:

- Full time Employees:
 - In 1985 there were 14
 - In 2021 there are 32
- Part time Employees:
 - In 1985 there were 6
 - In 2021 there are 21
- Equipment:
 - In 1985 they had 24 pieces of equipment
 - In 2021 they have 88, and quite a few more that are not larger pieces. For example: trailers, attachments, light equipment.
 - There are approximately 140 pieces of equipment and 32 parking spaces in the building.

2015 Needs Study with 10 Years of Growth:

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He displayed a diagram of what the Needs Study said was needed (diagram was superimposed over the old diagram). This was attempting to fill all of that need on site and left them with almost no exterior workspace. While it met space needs, it probably did not meet operational needs. He commented that was probably why it has been sitting for quite some time now.

The following Public Works Facilities were toured:

- Dakota County Shop. They did some upgrades.
- Washington County Shop.
- Woodbury Mechanic's Area. Just did a remodel. He said he was involved in that and was able to tour it.

While the County's are different than ours, they have a lot of the same operations, same equipment, and needs. Although they were bigger operations, they were good places to go and see what is going on in other places.

Throughout the presentation he displayed photos of what they saw on their tours including the Inver Grove Heights facility.

- One thing they really noticed was that vehicles should be easily accessible.
He believes our crew is aware of that because ours are not, especially in the winter when there are lots of vehicles inside.
 - Actually, using the aisles for storage.
 - There should be room for growth.

One photo of another facility showed actual parking spots not in use.

He said they should probably plan 10 years out if they are going to do some work on a new facility.

Councilmember Piekarski Krech asked what facility the photos shown were from. Interim Public Works Director Eckles responded he would be mixing and matching, but they were from Dakota, Washington County, and the City of Woodbury.

Councilmember Piekarski Krech said she knew the photos shown were not ours. Interim Public Works Director Eckles responded it would be obvious.

Mayor Bartholomew said he was also going to question that. The photos look pretty nice.

Interim Public Works Director Eckles said he would be jumping back and forth with the photos and locations. When they are actually contrasting, he would point that out.

- In the photo shown there were good clear aiseways which is good for promoting safety.
- Another item they liked with these facilities is that the city has a lot of trailers.
 - There are different jobs, have specialty equipment loaded on the trailers.
 - Others have it all loaded on the trailer, hook it up, and go.
 - Others had a spot for trailers. It was a very efficient way to go.

Interim Public Works Director Eckles stated Inver Grove Heights does have some Cold Storage. With the photo displayed he said at night it probably has vehicles stored in it. During the day there is some room in there.

The difference between what we have and what he calls Modern Cold Storage:

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- A photo of the recently built Woodbury Cold Storage was shown. It is very similar except it has a little bit of heat.
 - That little bit of heat means they do not have to winterize and mothball the equipment.
 - It keeps temperatures above freezing which makes the space more useful and better on equipment.
 - It is a place where they can put offseason equipment.
 - Now they would be moving the plow trucks into the warm storage and mowers into the cold storage.

A photo of the Inver Grove Heights Vehicle Maintenance Area was displayed.

- It is probably one of the biggest areas they saw for an opportunity to improve.
- There are several hundred pieces of equipment between all of the different city operations.
 - Do not just take care of the Public Works equipment, but also Police and Fire and everyone else.
- There is a lot of maintenance work that happens here.
- This is probably where they saw one of the biggest contrasts in terms of operations.
- With the current Inver Grove Heights location, they have a single door access. It is not a drive through. The access comes from the inside of the building, which means if there is any activity in the building you would have to get that out of the way to get in and out.

A photo was shown of the Inver Grove Heights area for Fluid Dispensers.

- It is a common location for fluid dispensers for the whole garage.

A photo was shown of a modern shop located in Woodbury.

- There is a drive through with doors on each side.
- Pictured was something referenced as "double stacking." When EMS or a Fire Truck needs to be taken care of, they want that done immediately. With a shop like this there is a road grader in the background. That could sit there for a week while taking care of the emergency issues.
 - Do not have to get half repaired equipment out of the garage in order to get the EMS equipment in.
 - The drive through ability makes it much easier for Mechanics to get to the equipment and not have to move equipment that is partially being worked on.

A photo was displayed on Ventilation. (Hose Exhaust Systems).

- Ventilation hoses were in the back.
- Fans were an important feature.

A photo was shown with an Overhead Crane for safe lifting.

- The crane can go up and down the entire shop area.
- Carries heavier objects.
- Safety feature.
- Efficiency.

A photo was displayed of Modern Waste Oil Collection.

- They go through a lot of oil. It needs to be collected and saved.
- Do not want to go through a pollution problem or a spill.
 - Modernizing the facility in this way would be a good thing.

A photo was shown of a newer mechanic's area. Full Workstations with Double Stacking.

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- Each workstation has ventilation hoses hanging up above.
- Have all of the fluid dispensers.
- Each Mechanic has quick and easy access to equipment and materials to do their job.
- Some have an overhead crane.

Another item they saw that they really liked:

Small Equipment Maintenance Bay.

A photo was displayed of a shop where they have a bay for smaller equipment such as mowers.

- Here you do not need a Mechanic to change the blades on your mowers or do more maintenance, the regular crew can do that if they have the place to do it.
- Also has fluid dispensers.
- Something like this improves efficiency by having a space that does not take up Mechanic space.

A Dedicated Wash-Bay was pictured.

- This is one item everyone has that our city lacks.
- The city does have an area to wash, but it is actually used for parking vehicles. It is not separated or dedicated.
 - They get spray off onto the rest of the shop.
 - Have to move equipment out of the way in order to use it.
- Getting chemicals off of vehicles is important, especially in the winter.

A photo was shown of a Modern Mechanic's Office/Library.

- All manuals for equipment were displayed on shelves.
- There would be enough room to work and store things

A photo was shown of the Inver Grove Heights Mechanic's "office."

- Well past its user date.

A photo was shown of the Inver Grove Heights Mechanic's Library.

- Manuals need to be kept for all equipment.

The Inver Grove Heights Parts Room was shown in two photos.

- It works, but if not having room to store things, places to file things, it takes more time.
- Want to keep the inventory, make sure it is managed well.

A Modern Parts Room was shown.

- A modern, roomy, up to date parts room would allow Inver Grove Heights to do the above mentioned.

A picture of the Inver Grove Heights Tire Storage was shown.

- It functions, but there are other things in the way because there is not enough space.

A Modern Tire Storage (Mezzanine) was pictured.

- Offices.
- Parts Room is likely below.
- Up above is a mezzanine for tires. (An efficient way to use the space).

Councilmember Dietrich asked how tires were transferred from the mezzanine. Interim Public Works Director Eckles responded there are a couple of different ways. They could use the crane if they are

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doing a bunch of them. Erik Kramer, the Utilities Superintendent, replied they use an overhead crane and put a strap or chain on it, lift it over the rail, and lower it down to the shop.

Councilmember Dietrich referenced the wash-bay and asked if any of the ones they toured had the automated drive big plow trucks through. She said the one pictured looked like it used the wand system. She asked if that was what all three facilities they toured had. Interim Public Works Director Eckles responded all three did have the wand system. He knew what Councilmember Dietrich was referencing and said when Woodbury did their update, they readied it to be able to add that, but did not initially. Utilities Superintendent Kramer said with a lot of the wash stalls there are attachments you can put on the hose that clip on and can be wheeled underneath the truck; water shoots up from underneath. That is what a lot of the newer modern places used.

Interim Public Works Director Eckles displayed a photo of the Mechanic's Lockers in Inver Grove Heights in comparison to a picture shown of Mechanics Lockers in a modern location.

- One thing they saw everywhere was they have gone to much larger lockers due to all of the equipment and safety gear involved.

A photo was shown depicting the Inver Grove Heights "Locker Room" for Street Workers.

A more modern locker room was shown.

- At this location shown each worker had two of the large lockers.
- Mostly because of reflective gear, winter gear, hard hats.

Restroom Facilities were shown. The picture was from October with only one Satellite shown. In the summer they bring another one in due to all of the part time workers.

- This has been a real problem for Inver Grove Heights.
- Bathrooms in our facility are very dated.
- Need facilities for all users.
- At the time it was built, it was built for 14.
 - Currently over capacity.

A photo from a Modern Facility Restroom was shown.

A Break Room for All. A newer one was pictured.

- Has multiple microwaves to make lunch periods quick and easy for everybody.

A photo of the Inver Grove Heights Break/Training Room was shown.

- While nice, it only seats 16 people.
- Serves as a break room and a training area.
- Difficult to get everyone in the space.
- Definitely an area they could grow.

One of the sites they visited had a more modern Training and Meeting Area.

- There is a lot of training now with all of the specialized equipment.
- A lot of safety training requirements.
- Getting a room that is large enough for the whole crew to be a part of would be a real advantage for the city.

A photo was shown of a Modern Workspace.

- Modern workstations are lacking at the Inver Grove Heights facility.
- Currently more and more computers are being used just like everyone else is doing.

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- Do not really have a good setup or location to do that.

A photo was shown of the Inver Grove Heights Parks Work Area.

- One of the challenges is that it is right out where they park vehicles.
- Have to move vehicles out of the way to use the space.

An Updated Parks Work Area photo was displayed.

- It is not that much different but is outside of the vehicle area and has its own work area.

The Inver Grove Heights Electric Repair area was pictured.

- Also, where vehicles are operating.

A picture of a new Electric Repair Area was shown.

- Not high tech. Set up for its purpose. Dedicated to that need.

A photo was shown of Inver Grove Heights Storage.

- Storage is a big issue for the city.
- One of their solutions was shown, which is not the best.

A Modern Racking System was pictured.

- Works well. Use a forklift to get the items needed.
- There are a lot of materials in Public Works when thinking of all of the different activities they are involved in.
- Being able to store, get to it quickly and easily is important in order to be efficient.

A Modern Sign Shop was pictured.

- There are over 10,000 signs in the city that have to be maintained and replaced.
- They have to be replaced on a regular schedule.
- There is a sign shop in the city, but it is not really a "sign shop" it is just a space.
- Most places now have a sign shop. They do not make every sign. They buy standard signs.
- Street Names, they would make those.
- Need a place to store the signs made and purchased to have them ready to go.

A couple of things they saw in other Facilities that would be a real benefit:

- Workspace such as a Wood Shop.
 - Parks are manufacturing things all of the time.
 - Currently they have to pull equipment out into the parking lot.
 - They do not have a place to work.
- Welding Area.
 - Can do some welding but do not have a place that is set up to do it safely and efficiently.
- Tire Machines.
 - Tire changing machines.
 - Would be nice to have dedicated space.

A photo was shown of an efficient Salt Storage System.

- The city stores 2,000 tons of salt every year.
 - The way they operate now, they have to dump it in the parking lot and use a loader to drive it in and dump it in the building.
 - When loading trucks, they have to pull the salt back out again and put it on the trucks.
- The pictured type of facility is one you can drive the dump truck right into the back of the facility, dump it, or fill it from the truck into the facility. Do not need to triple handle it.

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- A facility like this is fairly inexpensive. Could be in the \$300,000 range for the tent itself.
- Could cost \$200,000 to get the site ready.
- For \$500,000 they could potentially create a new salt facility.
- Opens up the cold storage facility that is currently salt storage.

Some of the last few things they saw:

- Salt Brine Tanks.
 - Do have Salt Brine they use. It is tucked into a corner of the garage somewhere.
 - Getting the city updated with an up-to-date system that would manufacture Salt Brine would help and make them more responsive to storm events.

Planning for the Future: Bigger, Modern. Ideas:

- EV (Electric Vehicles) another thing of the future.

A Needs Study would begin to look at what the future holds for the community and what the city should be planning for.

Interim Public Works Director Eckles discussed what is happening in the world of Public Works:

- Public Works has become a lot more complex.
 - People are professionals, using new equipment with new technology, new challenges, new regulations, Labor issues.
- In the last 30 years since this building was built, service standards have risen.
 - The public has higher expectations. Want dry pavement three hours after it snows.
 - What kids play on now in terms of athletic facilities have changed. The grass is like a putting green.
 - Public has come to have high standards. To meet those standards, they have to rise to the challenge.
- One of the main ways the city has done that is getting more equipment and specialized equipment to do these special tasks.
 - Allowed the city to keep the labor numbers down.
 - Also means employees have to be trained with the equipment.
 - Need a place to keep the equipment.

He said they asked their friends at the Fire Department to fly a Drone around the site. The footage was taken about 1:30 p.m. in October. Observations:

- Can see all of the vehicles from the full-time crew.
- Parking is a major issue right now. Do not have enough places for both Staff personal vehicles and the equipment.
- Trailers can be seen.
- As they have began talking about this, they have also spoken with other parties.
 - The Police have some issues with security and parking.

If doing a Needs Study, he recommends also looking at what their needs might be related to the whole campus, so they plan for future needs.

- A lot of their vehicles are actually parked out in the pavement area. That is where they do trailer hook-ups, backing up.

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- It is problematic to have all of the vehicles sitting out like that in a confined area right in the middle of the operations. There are some safety issues there.
- Drone footage shows the green area. That is one significant opportunity for expansion that did not impact onsite opportunities.

The Drone went back out at 3:30 p.m., after the crew has gone home.

- The parking lot has emptied out in terms of Staff cars.
- They have even more city vehicles that have come home and a few parked in cold storage.

He referenced the salt building stating it could become a great place to put vehicles.

- On the right is where the mechanics are, there are garage doors, but they have to move equipment out of the way to get into the Mechanic's area.
- In the winter, the aisle is completely stacked full of vehicles to keep them warm.
 - When there is a snow event, they do not want to have to be scraping snow off vehicles and getting them safe to drive and spending a half hour trying to get them road ready.
 - In the winter it is more congested as they try to get as many vehicles as possible into a warm area.

Councilmember Dietrich asked if they currently have the capacity to fit all of their diesel vehicles inside. Utilities Superintendent Kramer responded no, they have enough for the bigger tandem dump trucks, single axels. The one tons have to sit outside.

Interim Public Works Director Eckles referenced the Drone footage and stated it shows the flyover of the new property. The home is being used by Police and Fire for training exercises. It will be removed shortly, hopefully by early summer. He said that area sits up higher than the current site. There will likely be site work if using some of the property for Public Works. He mentioned that purchasing the property is a great opportunity. As shown, the storage area is being used by Parks for some of the materials they need. The city has several parcels around the city that they have kind of squirreled away construction materials because they have run out of space at the current site. Over time they would be able to re-envision how they store materials and how they operate. Having it all in one space would be a big advantage.

He discussed Next Steps:

- The City Council has noticed that the Public Works Facility is a priority.
- Ask that the City Council consider and continue with this.
- Staff is looking for, and would like further discussion on, getting some proposals to update the Study.
 - Look at the new property and how it ties in and works with the needs.
 - Update the needs that are now five years old.
 - Look at examining traffic flow, parking, and security as it relates to Public Works and Police because they use the same entrance.
- It is a great opportunity, with the additional property, they can think about phasing in. Do not have to try to do it all in one big chunk.
- Believe the Salt Storage Facility min. be an early win for them. Something like this is \$1.5 million dollars.
 - Already been saving money, more than that amount.

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- Might be a way to put that in on a new property.
- Plan it for the future.
- Would immediately give them new salt storage, more cold storage, and breathing room to think about what Phase 2 and Phase 3 might be.

Interim Public Works Director Eckles said he wanted to give the Council a good tour of our facility and others around town as they discuss upgrading.

Utilities Superintendent Kramer said if the Council has questions, they can reach him at this office anytime. Some of the pictures show they are short on space. He referenced the dump trucks where the Drone was flying through and said that the plows and sanders are not on, everything can be backed up another four feet easily. They are really packed. With the new property they have acquired now is the time to do a Study and see what they need. He stated in the last 40 years the town has doubled, with everything that is going on in the northwest side, it is just going to keep getting bigger.

Mayor Bartholomew agreed. The need is definitely there. He said he is concerned when they discuss something that can go in right away with Phase 1. When they get excited, they put something in where it does not belong and end up moving it. He said he wants to be sure to be very careful and mindful of how they plan it. He would like to see the Study and for it to go forward. He also said to keep in mind the existing buildings in place and how they would fully utilize them to their potential because they are still good buildings where they can utilize the space. He said he wants to make sure that is included in the study. He said the key is that it is phased correctly, they do not get ahead of themselves and put salt storage somewhere it needs to be moved. He said he believes it is needed and would support a Study to get going so they know what their needs are and how they can optimize.

Interim Public Works Director Eckles clarified that all they are asking for right now is to update the Needs Study. What they are excited about was the possibility that Phase 1 may not be that difficult to achieve once they know what the overall plan is.

Councilmember Dietrich thanked Utilities Superintendent Kramer for being in attendance. She also thanked all of the Public Works employees saying that they are all very resourceful because she never hears complaints. Streets are always plowed, everything is taken care of, she has been in their facilities and knows what they have. Utilities Superintendent Kramer responded if the phone is not ringing, they are doing their jobs, that is the way he looks at it.

Councilmember Dietrich thanked Interim Public Works Director Eckles for the presentation.

Mayor Bartholomew stated when considering all of the roads we have and the problems other cities have with snow removal, he feels they do a great job. He has lived here since 1982, they have done a good job through the years. He applauds Staff for working with they have, which is minimal.

Councilmember Piekarski Krech said they are premier. You can always tell when moving from one jurisdiction to another. She said the worst is going from here to West St. Paul to St. Paul, that is a real culture shock.

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Interim Public Works Director Eckles said if not hearing any objections, Staff would come back to Council with a proposal or numbers of what it would take to get a Needs Study done. They would give Council a chance to look that over and see if they want to go forward with the Study. First, they wanted to make sure the Council was all onboard with Staff going out and starting to talk with a couple of Architects to get the Study done.

Mayor Bartholomew replied that he believed the Council was in agreement. He suggested being mindful of the scope, make sure it is all encompassing, and gets them to where they need to go. It is an opportunity now that they have that property.

3. Fire Relief Association Request for Benefit Increase & Vesting Change

City Administrator Wilson said Evan Bohlman and Scott Oswald from the Fire Department's Fire Relief Association are in attendance. They are the President and Treasurer of that Association. They are bringing forward a request for the Council to consider an increase to the benefit and vesting schedule. She mentioned for those watching who may not be familiar with the terminology, a Fire Relief Association has one purpose, it funds a Pension Benefit for Paid on Call Fire Fighters. She said later on they would also be discussing Full time Fire Fighters. Their Pension is part of the Pension System for all other City Employees. Paid on Call Fire Fighters draw a Pension out of the Relief Association. They would be walking the Council through projections, numbers, and the requests they are bringing forward.

Evan Bohlman, President of the Relief Association introduced himself.

Scott Oswald, Treasurer of the Relief Association introduced himself.

Mr. Bohlman introduced Brian McKnight, who is a Partner with Parr McKnight Wealth Management Group who represents the firm that invests their Retirement Fund.

Mr. Bohlman stated they were presenting information about the Relief Association, the Relief Association's Pension Fund, their yearly Benefit increase process, Fund Investment Strategy, and to provide information on a current benefit increase request for which they are seeking eradication and proposed changes to the number of years required to be vested in the plan. The Relief Association is a 501c4 Non-Profit Organization and is a separate entity from the Inver Grove Heights Fire Department. Their membership consists of all Paid on Call Fire Fighters within the Inver Grove Heights Fire Department. The Relief Association Board is comprised of Trustee's beginning with the Fire Chief, an Elected City Official, Finance Director, and Elected Members from the Association, four of which are Officers of the Board. They have an established set of Bylaws they follow. The Board is responsible for executing decisions and dispersing funds based on the Bylaws.

He said their Auditor from Abdo, Eick, and Meyers has completed this year's analysis of the Pension Fund and the 10-year forecasted Fund projected. These are items they have performed every year in order to determine what their benefit adjustment would be for the following year. The Auditor's 10-year Forecast Analysis along with the State Auditor's Maximum Benefit Worksheet support their Pension benefit being raised to \$13,650 per year of service, while still leaving their Fund at 112% Funded in

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2022. He mentioned as will be noted in Mr. Oswald's presentation, the Fund stays well above 105% funded in future years, which is one of the items stipulated in their 6-year Agreement with the city. This adjustment in their benefit level also leaves surplus money in the fund to support their forecasted minimum benefit increases for those 10 years out. This is another item in their Agreement with the city. To aid in recruitment and retention with Paid on Call Fire Fighters, they have made proposed changes to their Bylaws to reduce the number of years required for a member to be vested in the Pension Fund. Currently it is 10 years of service to earn 60% and 20 years of service for 100% vesting. The proposed changes are to reduce it to 7 years for 60% vesting and 15 years for 100% vesting. The State minimum requirements are 5 years for partial vesting and 10 years for full vesting. He stated that a few years ago the State made a law change to the vesting requirement to aid with recruitment and retention across the State. Both of these changes will not require an increase in the city contribution outside of what is already in the Agreement and will not require any budget adjustments to the Fire Department's Budget.

Mr. Bohlman stated the Council will be hearing from Brian McKnight who will be presenting their funds Investment Performance Report. After Brian presents, Treasurer Scott Oswald will be presenting their analysis data which shows that the fund can support the benefit adjustment along with the change in vesting.

Brian McKnight, Financial Advisor, Parr McKnight Wealth Management Group, stated that he helps the Relief Association manage their Pension assets. In addition to working with Inver Grove Heights, he works with over 60 other Relief Associations in the State of Minnesota. He participates with the State at the State Auditor level helping with their working group, does the Investment Education pieces for State Fire Schools, and helps several Relief Associations on a path with their cities to consistently increase their benefit levels. He will present the investment performance of their Fund. He said he had a couple of other points of interest he wanted the Council to keep in mind: they are making a municipal contribution now, it is not required, its voluntary. The Relief Association thanks them for that. When the funding ratio of the Relief Association drops below a 90% funding level is when the city is required to make a city contribution. The voluntary contribution they would be making right now, if continuing, would count toward a required contribution.

He said the plan he advocates for with Clients jointly with cities is that they maintain a funding ratio that is over 100% but under 110%. He likes to have funding between 100% and 110%. The reason for that is that he likes it when Relief Associations are able to come to the Council at a time, they are not being requested to ask for a contribution from the city. He said the Relief Association Pension is very different than almost every other Pension they would be dealing with, with regards to the city and State. Because they invest their own money, they have an Investment Policy Statement that falls under their Bylaws regulating how they invest their money.

He stated with the report distributed as of November 30th, there were some questions about how the Relief is done longer term, and how the Relief is done this year. The following update was given:

- The Relief Association Special Fund (Investment Fund) started the year with a little over \$5.6 million dollars.

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- Have had net payouts this year of over \$165,000.
- The difference in that is \$5,437,000. They call that Net Invested Capital.
 - How much money did you have working for you.
 - Break those cash flows out.
- In dollar terms the investment results through November 30th of this year; they have made \$334,000.
- This year in the fund ending balance, November 30th, \$5,771,000.
- Up 6.2%.

He said their team has worked with the Inver Grove Heights Relief Association since 2012. This is pretty much inline with what they have averaged long term with the group, with about 6%-6.5% per year.

- Assume in all of the illustrations that are put forth by the Actuaries and Accountants, a 5% rate of return, which is in line with State Statutes.
- Have exceeded that long term.
- They do not get a positive rate of return each and every year.
- Because they are invested in the Stock Market:
 - At least 60% of their money is invested in the Stock Market.
 - The other 40% is invested in Stocks and Bonds.
- The Relief Association is inline with their Policy Statement currently, in terms of their overall allocation.

Scott Oswald, Treasurer, Relief Association, said he has been Treasurer for 12 years. He gave the following PowerPoint Presentation discussing the following two topics:

- Adjustment to their benefit level. (Something they are expected to do on a yearly basis).
- Change to the vesting schedule.

Terms:

- The Relief Association: A Governmental entity separate from the city, town, or independent Non-Profit Fire Fighting Corporation with which it is affiliated.
- Defined-Benefit Lump Sum Plan: Vested members get a one-time payment at retirement (must also be aged 50+).
- Maximum Benefit Worksheet (MBW): Maximum lump-sum benefit level the Relief Association is authorized to establish for the year.
 - This is something that is a part of the audit generating that number.
- Funding Ratio: Current assets expressed as a percentage of the actuarial accrued liability.
 - Will be discussing how much money they have and how much money they would have to payout; that is the funding ratio.
- Benefit Level: The benefit level is multiplied by the years of service and the percentage vested to determine the benefit amount at retirement.
- Vesting: Point of entitlement to a share in a Pension Fund.
 - 10 years is the current minimum vesting.
 - 20 years is the full vesting.

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Councilmember Piekarski Krech asked for clarification on the Defined Benefit Lump Sum. She said they can retire before they are 50 but cannot get the lump sum payment until they turn 50. Mr. Oswald responded that was correct.

Councilmember Piekarski Krech stated it sounded like you have to be 50 to retire. Mr. Oswald replied they can retire before that, their particular Relief Association does not offer any type of interest, so if they were to retire at 40, with 10 or 20 years, the money would be at that fixed level. If retiring at 40 and took the money out at 50, it would not increase. That is one of the downsides to retiring early in their particular Relief Association. He said they have to be 50 to receive money, but do not have to be 50 to retire.

Mr. Oswald discussed the Maximum Benefit Worksheet (MBW) further, stating it is a part of the audit process to determine this number. It has impacted them in past years when they were not able to get a raise even though they had the funds there because their MBW was at their current benefit, and they could not go up.

- 3 year rolling average of (sources of income):
 - State Fire and Supplemental Aid
 - 10% of Special Fund Surplus. Currently 149% funded.
 - If looking at the extra 49% funded that they are, 10% of that is a part of this calculation.
 - City Contribution
 - Thankful for this, part of their total compensation.
 - Number of Rostered Firefighters

If making a change to one of these items, one thing to take into consideration is because it is a three-year rolling average, even if making a change now they will not see that impact right away, it is spread out over a number of years. In his opinion, it is to even things out, not have any drastic changes.

- Table lookup sets the maximum allowed benefit level per the State.

Currently operating under a six-year agreement with the city (2018-2023).

- Agreement only applies to city contribution, not a guaranteed yearly increase in benefit level nor a cap on increases.
 - This is not setting what the increase is going to be or expected to be.
 - Just setting what the contribution is. That is all the Agreement is doing.
 - It does outline a bit.
 - Do have another Agreement with the city in terms of the process to follow to determine what their compensation would be.
- Part of the total compensation.
 - This was brought up during the creation of the six-year Agreement.
 - Hourly pay.
- Another stipulation was that they try to maintain a 105% funding ratio.
- Raises are subject to yearly benefit projections.
 - Trying to answer what the largest increase they can get this year without causing a change to the city contribution in the future or falling below 105% funding ratio in the future.

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Benefit Projections: Rules and Assumptions:

Projection is done by an Auditor. The following rules and assumptions are something that the Auditor has with feedback from them and the city.

- 10 year forward projection.
- State Aid: 3% increase over prior years.
- Interest and Investment returns: Projected at 5%.
- Municipal Contributions Increases: 3% per year.
 - Even as past their current agreement, which is also one of the agreements of forward-looking projections, the city was fine with them projecting forward a 3% increase, although it is past their agreement. Their agreement only has two years left in it.
- Deferred: All members were assumed paid at age 50 if they were deferred.
 - If someone did retire before 50 and had money in there, the assumption is as they turn 50, they would request their money.
- Active: Assumes members would retire at 50 years of age or a known date.
 - Do have some members that are past the age of 50, past 20 years of service. Normally their input would be that, that person is going to retire for their projection.
 - In some cases, they know the individuals have told them they are not retiring. If they know that is not the case, they do not want this projection to have that in there.
 - Have let them know, for certain individuals, are not retiring so they do not have that be a part of the calculation that the person is going to go on for longer.

Mayor Bartholomew asked how they keep that from skewing the number if they decide to change their mind. Mr. Oswald responded they give a date of 1 or 2 years in the future. Then anybody could leave at any time, that would change numbers as well. The actuality is hoping it actually improves accuracy.

Mr. Oswald continued with Benefit Projections: Rules and Assumptions:

- Administrative Expenses: There are expenses associated with running a Relief Association, those are increased 3% per year.
- Calculated Municipal Benefit: Calculation is required, municipal contribution was completed.
 - In this case its if there was a required municipal contribution, if the forward projection had one, this is the method they are using.
 - Part of the Audit process that the Relief Association has to go through every year.
 - Includes the calculation of whether or not a municipal contribution is required.
 - Do this for all years going forward to make sure it is not required as a part of that estimate.
- Vesting: Members are vested 100% in their Pension after 15 or 20 years of service.
- Maximum Benefit: Was computed.
 - Shows it has recently changed.
 - Use the new method.

Voluntary Municipal Contribution:

- Starting in 1997.
- Increases until 2005, hit a zero.
- Went back and increased.

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- Hit a couple of years with zeros.
- In 2011, \$25,000. This may have been a five-year agreement.
- 2018, when the current 6-year agreement started.
- There are figures through this year when they have the money they have received.
- Two years left in that agreement. Planned but not received. (Voluntary).

Vesting Requirements:

- Put out by the State Auditor's office, a change was made in State Statute for what they could do as far as their vesting schedule is concerned.

Mr. Oswald read as follows: "Beginning on January 1, 2020, Relief Associations with a defined benefit plan (which they are) may elect to offer a fully (100 percent) vested service Pensions to members who have completed at least ten years of active service. Previously, members of defined benefit plans were required to complete at least 20 years of active service for full vesting. Permitting a shorter vesting requirement is seen by some as a way to help Fire Departments that are facing challenges in the recruitment and retention of Firefighters."

If looking at Vesting Schedules in other Relief Associations: (Information is from 2019, the State is a little behind in reporting). Looking 2-3 years back, this is the most up to date data they have from them:

- In 2019, 87 of 449 (19.4%) lump-sum plans had a lower than 10-year minimum vesting schedule.
- In 2019, 28 of 80 (35%) had a defined-contribution plan (different from ours, but also for Relief Associations) had lower than a 10-year minimum vesting schedule.
- Vast majority of those were at five years. This request is to go to a 7 and 15 year.

Inver Grove Heights Fire Department Years of Service at Retirement: From years 2009-2021 (the years he has been in the Treasurer position):

- 11 members left within the first year. (Never achieved one year of service).
 - Could be members that came on and decided this was not the job for them.
 - Could have been way more than they were expecting as far as the commitment required.
 - These are not members they are expecting to retain.

He said the ones he is concerned about are the 2, 3, 4-year ones, maybe even 6 and 7.

- By lowering it to 7 and 15, can they push those members up to getting at least the 7-10-year range.
- The ones that are in the 10-11-year range, by lowering it from 20 to 15, can they get them to stay around for the extra 5 years.
- In the last 13 years there is not a huge number of people that make it to 20+.
 - Jeff is at 45, which is the one exception.
- In today's day and age, there are not a lot of people that are willing to do Paid on Call or a volunteer type position for 20 years. It is asking a lot in today's society.
 - This justifies why they want to make that change.

Retirement Histogram:

- For 0-9 years, from 2009 to 2021, there were 44 members that did not receive any money.
- Adding the next three groups together totals 43 people.
 - In actuality have had more than 50% of people that left without any Pension portion.
 - Were paid per hour but did not get anything as far as a Pension was concerned.

Vesting Schedules:

- At year 10 they are currently, at 60%.

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- At year 20 they are at 100%. (4% per year to get to this point).
- When switching to a 7- and 15-year Vesting Schedule at a Board/Membership approved:
 - At year 7, they are at 60% vested.
 - At year 15, they are at 100%.
- What they are saying here is that currently they have a \$10,000 per year of service.
 - At year 7, if going to this, someone would get $7 \times \$10,000 \times 60\%$; that would be their benefit level.
 - Currently, they would be zero, because the vesting is zero.
 - If someone put 10 years on currently, it would be 60% times that.

Projection: 20-year Vesting Schedule:

All those assumptions outlined also shows voluntary contribution as well as the 3% increase through year 2031.

- Shows benefit level. Supports adjustment to \$13,650.
- MBW is currently at \$15,000. That is the number they cannot have or do not want to go below what they are currently at.
 - Historically, for example, they have had where they were sitting at a given benefit level, they have funding to go for an increase, but because the MBW was below or right at where they were at, they were not able to get an increase.

Mayor Bartholomew asked Mr. Oswald to restate that. Mr. Oswald responded in the past, because in those years when they did not have a city contribution, since that is a rolling three-year average and those zeroes were a part of that calculation, that MBW number, for example, say the MBW number right now is at \$15,000. In the past maybe it was at \$10,000. If it was at \$10,000 today and the benefit level was at \$10,000 even though they have excess funds in there, they would not be able to access them because that MBW number is a limiter. You are not allowed to go above that. He said if the city contribution were to change, or go back to zero, which they would not want to happen, that is when they would see that influence. It has a negative influence on their MBW.

Mr. Oswald stated their liability, assets, and surplus was shown. This shows a raise to the benefit level with no change in the vesting schedule. They are currently at 149% funded. It would drop to 116%, 120% as the years go on. He said they had them run the same set of numbers with the same sort of inputs, except changing it to a 15 year and 7 years:

- It was 116, currently it is 112. It is a 4% hit for doing that alone.
- Changing it from 20 to a 15-year vesting is about a 3-4% hit to their funding percentage.
- Even with a 15-year vesting schedule going to \$13,650. They are never, in this projection, below 111% funded.

Councilmember Murphy asked if that was based on the same attrition rates as shown in the previous graph previous. Mr. Oswald responded no; it would be better if they had that. If putting those into this, all those numbers would go up. This is under what he considers a worst case, everybody stays. As far as the funds are considered, that is a bad thing because then they get the money.

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Mr. Bohlman stated after many meetings and discussions over the past year, the Relief Association Board and Association Members both approve the changes as the Treasurer has mentioned to the benefit level and vesting schedule. He said they believe these changes will support the recruiting and retention of the Inver Grove Heights Paid on Call Fire Fighters. He thanked the Council for their time and continued support of their Paid-on Call Fire Fighters.

City Administrator Wilson provided additional detail that frames the request in context of historical increases the city has provided to the benefit as well as in the context of what some other cities are doing in terms of their Fire Relief Association Pension. She stated she supports an increase to the Pension benefit. She has concerns that the increase being requested is excessive. She said she has shared these concerns with Scott Oswald and Evan Bohlman previously, so they are aware. She shared the following history:

- When they entered the current 6-year agreement January 1, 2018, the benefit level was \$8,050 per year of service.
- The next year it went up by \$50.00 to \$8,100.
- Then it went up by \$500.00 to \$8,600.
- Then it went up by \$1,400 to \$10,000.

There have been noticeable increases each year of the agreement. The request in front of the Council would be to have that go up to \$13,650. This would be a 36% increase in the benefit in a single year.

She stated the city entered into a 6-year agreement with the Relief Association. It was approved by the City Council in June, 2017 and provided projections for 2018-2023. She said she agrees that these were projections, they were not adopted as caps. She said in her opinion, they did lay out what was anticipated, and they certainly show the information that the City Council had at the time, that the Council agreed to these increases. She provided the following information:

- The city contribution that was proposed for the 6 years ranges from 2.76 to 2.85, have been the increases they have been providing during the life of this Agreement.
- The forecast the Council just saw assumes they would bump the increase up a little bit to 3% and would keep a 3% increase going until the year 2031. Well beyond the life of their current 6-year Agreement.
- At the time, under the possible benefit level request, it proposed that by 2022, by providing this increase the Relief Association might have a benefit of \$8,500 per year of service.
- The request in front of the Council this evening is for \$13,650.

She said it was significantly different than what was put out there as an example at the time the Council entered into this Agreement.

City Administrator Wilson said there are a number of different types of Relief Association Pension Plans allowed for in the State of Minnesota. Different cities can have slightly different structures to their Relief Association Benefit. This city has a Defined Benefit Plan, that is why they are discussing the benefit level. There are many cities in Minnesota that have this plan, and many of them are quite small cities. There are a number of sizeable suburban communities that use this exact same type of Relief Association Benefit. A list was shown depicting those of a 20,000 population or greater according to the 2019 data that is published by the Minnesota State Auditor's office. Unfortunately, the 2019 data is

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the most recent. It takes them almost two years to get them out and will not have another Comprehensive Report from the State Auditor until May 2022.

She mentioned that time the city of Inver Grove Heights was at the \$8,100 benefit. Without an updated Auditor's Report, she reached out to several of the cities on the list. She did not receive responses back from all of them yet, but shared information from the responses she did receive:

- Rosemount:
 - Recently approved an increase of \$400.00 from \$7,800 to \$8,200.
 - That left their fund 152% funded.
 - The City of Rosemount has a Policy on benefit increases.
Where Inver Grove Heights tries to keep ours at 105% funded. The City of Rosemount says there would be no increase unless it is 122% funded. In which case it would be \$150.00.
- Lakeville:
 - Recently approved an \$805.00 increase taking them from \$9,195 to \$10,000.
 - Leaving their fund 163% funded.
 - They do not provide a voluntary contribution the way Inver Grove Heights has, they have not since 2014.
- Shakopee:
 - Approved an \$800.00 increase from \$9,000 to \$9,800.
 - Leaving their fund 136% funded.
 - They also have a Policy on benefit increases. Theirs calls for a certain percentage increase rather than a dollar amount.
 - In this city they decided it needs to be at least 112% funded before they would consider an increase.
 - The maximum increase they would consider would be a 6% increase.

The request in front of the Council this evening is for a 36% increase in the benefit. She wanted to reiterate that she is supportive of an increase. She believes more work needs to be done to come to a reasonable dollar amount of that increase that is more in line with what you typically see in compensation structures. She said there was a sizeable increase to get to this year, it was a \$1,400 increase. The year prior to that had a \$500.00 increase. She said this just keeps getting bigger and bigger and more and more. She questions whether saying the fund needs to keep 105% is the right threshold. Per examples from neighboring cities, they have set a higher bar than that. She believes that is worth exploring before making this magnitude of an increase.

Councilmember Piekarski Krech said she sees a lot of variables here:

1 is in the increase,

2 is the city contribution

3 is the percentage of what they want to keep for funding

She definitely thinks they need to do something to increase and maintain. She is fully supportive of 7 and 15 vesting. She was unsure what the amount is. She commented that maybe the Investment Advisor may have information about what is happening in different places, what percentage seems to be the most comfortable. City Administrator Wilson responded Actuaries actually do the projections of what the city can afford as opposed to the Investment Advisor. The Relief Association has a number of

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other scenarios showing other benefit level increases, other than the one brought forward tonight. This was just the one their organization voted to support. Other data exists.

Councilmember Piekarski Krech said she definitely wants to do whatever it is they need to do to maintain fire safety in this community. One of the things they are having trouble with is recruitment and retainment. They need to have the carrots there for people to come and for people to stay. She questioned what the fine line was, where the balance is. She said it has been discussed if they should give more in terms of wages and put city contributions toward that versus in the Relief Association. She asked where the percentages were. In the end this contribution and their wages is what they are placing on the value to them and the value they are providing to the city. She said she believes we need to increase that because at one time the Fire Fighters were getting paid, may still be getting paid, less than what the high school kids who were cutting grass in the summer got paid. That to her is a gross inequity.

Councilmember Gliva questioned the funding ratio that City Administrator Wilson was discussing about other communities being 122%, she asked if the city was not at 108%. City Administrator Wilson responded we were at 149%. It is well funded. Shakopee is at 136%, Lakeville is at 163%, and Rosemount is at 152%. Looking at much more modest increases.

Councilmember Gliva said anytime it is said a 36% increase, that is a lot. She said she would be more inclined to look at the hourly wage as that is pretty important right now. She thought maybe they need to look at the full circle. She said she thought 7 years may be a better starting point for vesting. She said 10 years, for any vesting period, Pension, 401K, is a long time.

Councilmember Murphy said he is fully supportive of the 7 and 15 vesting schedule. He is struggling with the 36.5% increase in contribution rate. He said he cannot think of other times he has seen this happen. He said there was a vote on this at some point, he asked what that vote was. He asked if there were descending votes. Mr. Bohlman asked if he meant votes against. Councilmember Murphy responded yes. Mr. Bohlman responded there were two, but those were more towards the 7- and 15-year item. He said from what he recalls it was not toward what is being discussed.

Mr. Bohlman said one side is looking at this as a percent increase. The way the Relief Association views the fund and increases. He said he verified this point of view with the State Pension Director, that the Special Fund where all this money is sitting, is the Fire Fighters money or members money. What they are looking to do is redistribute that fund. He said he was told if they do not distribute that fund down to an acceptable level, each city/Relief Association has their own level they like to be at. Then you are shortchanging members that leave early. He said they have a couple of members who are looking to retire next year. He would hate to see them leaving a substantial amount of money behind that is still in that fund, the surplus. He said he tried to discuss with her as to where they would be at for level, they will not give them a number. He said he told her they like to be between 105%, which is the minimum with the city, and 110%, her response was that we were inline with other metro departments on where they try to keep their fund. He said that is the Fire Fighters point of view and he is trying to stay aligned with the State Pension Director too, with how business is conducted and seem to be inline there. That is the reason, he is trying to get the fund distributed to the members. It is a larger number this year. Each

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year that is what they have been trying to do. He said last year they did have some excess numbers in there, but the State max was 10,000, it was changed. They could have gone back, changed the numbers, and went for a higher amount, but they chose not to. As a membership and Board, they explained that they could, but all chose to keep going with these numbers. They are already halfway through the audit process with the Auditor. Knowing that it would come around for this year was the assumption and the hopes there.

Mr. Bohlman addressed Councilmember Murphy's question about the voting process. He said the Board reviews all information first. They start their audit process in February, they make a recommendation to the membership. They say what they recommend, the membership approves or denies, does anything they want from there. After that step is where they are at now, coming before the Council. He said they are asking the Council to approve the liability of that fund. If the fund goes way south, they get in a deficit situation as Brian explained, then the Council would have to make a plan to amortize payments over a 10-year period. That is what they want to stay away from. That is why they have a lot of safeties in that 10-year projection to keep them out of that situation. It is important to get the fund distributed down to a lower number they like to be at, the 105% and 110%. After this they are still above that. He said these projections are very conservative and safe. As the Council has seen, the outcome is actually better than projected.

Councilmember Dietrich asked how the Fire Fighters feel about the hourly wage. She asked if it was something that has been discussed. Mr. Bohlman responded yes. He said he is not speaking for everybody, but as Councilmember Piekarski Krech alluded to, they are disheartened at the level of hourly compensation as compared to other roles in the city, compared to the service they provide, and the risk they put to their health and safety for citizens. The way they offset that in their minds is the Retirement Benefit. They feel it is good, they are not saying they do not have a good benefit. That has been helpful to offset the wage conversation. He said with the amount of surplus money in there, and looking to redistribute that this year, it was a big message to the membership to help boost morale and keep retention there. He said he feels it could be used as a great recruitment tool if they could advertise this more on their postings, what those other benefits are.

Councilmember Dietrich asked if it were something that would be a fair negotiation as far as what they are discussing tonight and what the City Administrator alluded too, about putting that on the table. Mr. Bohlman responded they have definitely talked about it. In other meetings is where that city contribution could go year to year, if it needed to move. He said as Scott alluded to, they cannot have zeros in there for city contribution to the relief side because the State MBW Form has it in there with rolling averages. It does catch up to them in the future. He said he does not want to put them in a situation like they were 3-5 years ago before he was in this position, where they were limited by the MBW keeping them down. He said they could definitely look at shifting some, as long as it is coming to the Fire Fighters in one way or form in compensation, the Fire Fighters would be happy with that.

Councilmember Dietrich said before tonight she did not know anything about this. She thanked them all for the education. She appreciates that it is their money. Mr. Bohlman responded what they are looking for is approval to be able to access their money and distribute it to them.

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Councilmember Piekarski Krech stated there has been a Fire Relief Association for 50 years or better. Mr. Bohlman replied since the beginning of the Fire Department was his understanding. She asked if other cities were not increasing by more because of the MBW. Mr. Bohlman responded he does not understand conversations that are happening in other cities.

Councilmember Piekarski Krech questioned if their funding is so much greater because they are not meeting the State maximum, therefore, cannot increase. That automatically makes the percentage funded that much higher.

Mr. McKnight spoke regarding the 149% funding ratio, the increase the Relief is asking for is supported by their own funds. It does not require additional money to come from somewhere else to move the benefit level up. When having a funding ratio like this, having it 149% funded, means someone retires and is paid \$1.00 but the fund could have paid them \$1.49. They are leaving a lot of money on the table. For example, a person retires and takes that \$1.00 but could have received \$1.49, the 149% funding ratio automatically goes up because you have people taking less money out of the fund than what the fund supports. Then get into a scenario where you are now at 160% funded, then 175% funded. He said part of this exercise in the big jump from \$10,000 to over \$13,000 right sizes the benefit level with what the fund is supporting. He asked the Council to keep that in mind too.

Councilmember Murphy said he is missing the part where this is the Relief Funds money. This is not an increased contribution in any way. He asked if this could be cleared up for him. Mr. McKnight responded this was based upon current assets in the fund versus current liabilities. Currently the Relief Association has \$1.49 of assets for every \$1.00 of liabilities in the fund. Mr. Bohlman said the city's contribution is the voluntary contribution number around \$84,000/\$85,000. They are not asking for any additional money from the city or the Fire Departments Budget to do these two changes. The money to do these two changes are already in their fund.

Councilmember Murphy said a 36.5% increase, everybody stays 20 years, and their number is what. Mr. Bohlman asked him to restate the question. Councilmember Murphy said they do a 36.5% increase, everybody stays 20 years, he referenced the previous presentation and asked what the number would be. Mr. Bohlman responded with the 20-year vesting schedule their percent funded for next year is 116% funded. If going down in the vesting schedule to 7 and 15 years it would be 112% funded, which is inline with what their goals are.

Councilmember Murphy said that is with the increase and everybody staying long term, averaging 5% a year net of cost. The response was yes (off camera). Mr. McKnight said numbers presented tonight on the returns were all net.

Mr. McKnight stated the State maximum benefit that cities are allowed to grant a Relief Association cannot currently have anything over \$15,000 per year of service. That is the maximum the State allows. City Administrator Wilson said that just went up from \$10,000 to \$15,000 last year. She asked if it was known how long it had been at \$10,000. Mr. McKnight responded it had been too long. He said he says

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that because there are a lot of Relief Associations that are over \$10,000 but have significantly higher funding ratios over 100% because they could not get over that cap. He felt it had been at \$10,000 for 10 years maybe longer.

City Administrator Wilson said they may be waiting awhile for it to go up again. Mr. McKnight responded it does not change often.

City Administrator Wilson said they have been discussing how this is entirely their funds and that it is not being predicated on the city, but it is; the vesting schedule they are showing the Council shows that the city would continue to make a voluntary contribution and that they will increase that voluntary contribution by 3% every year until 2031. Without the continued voluntary contribution and the increases to those voluntary contributions, this percent funded does not sustain. It is predicated on, just beyond this year and next year, the city continuing that level of support. She said she does not necessarily recommend they change or not support the fund looking city wide, the increases they would typically see in wages, benefits, and compensation, all in one step. She said she had suggested to the group that they look at a \$1,000 increase each year for the next five years to take them up to \$15,000 which is still a very generous increase in Pension benefit.

Councilmember Murphy wanted to clarify that if the city cannot make their voluntary contribution for some particular reason, just increased it to \$13,650. Now they run into a scenario that if it is not properly funded, they would have mandatory contributions. City Administrator Wilson responded that is technically possible. She said she cannot do the actuarial work now but stopping the voluntary contribution does have an impact on the fund and maximum benefit levels. It all flows from a certain set of assumptions. Changing one of those assumptions, you have to redo the work.

City Administrator Wilson said the Council is in a Work Session, this is not a decision for tonight. The Relief Association request is to bring forward for ratification, their request at next Monday night's Council meeting. If that is Council's desire and feel ready to vote on that request next Monday, then they would need that direction. If needing more information, more time to think, or another variation such as something different be brought forward next week, Staff is looking for direction for if and what to prepare.

Councilmember Piekarski Krech said she does not believe that anyone disagrees with 7 and 15 years for vesting. Mayor Bartholomew said he believes it is a good idea. He believes the vesting makes sense.

Councilmember Piekarski Krech said the amount does not run on an annual basis, it runs when you retire. If this benefit level were changed on February 1st. City Administrator Wilson responded that is legal, it has not been their practice in the city. Mr. Bohlman responded both of these changes do not have a compliance date. The January 1st date has been the historical date the Relief Association and the Council have done changes like this. He said he does have a list of other items that would go into that as well such as things to consider before delaying. If thinking about delay, they could discuss those other factors the Council should consider.

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Mayor Bartholomew said he cannot support it as it is right now, he needs more information. If there is something that can convince him regarding delays, he requested hearing them.

Mr. Bohlman responded with items to consider before delaying:

- The Board and Membership have approved these two items and the effective date of January 1st
 - If not having that approval from the Council, he would have to go back to the Board and Membership and see how they want to proceed.
- Members that are vested in the plan and retire before the effective date would be shorted funds that are left behind in the fund.
 - Includes members who may have obtained full time jobs with the city.
 - A handful of their members are going to apply for those full time Fire Fighter positions. He would hate to see, while they would get those positions, money left behind in the fund.
 - Anybody getting those positions are going to retire and leave the Relief Association to go over to the new plan full time. He does not want to see them be shorted any money for the time they have put in and what they have earned up to that date.

Councilmember Murphy referenced "shorted money" and asked if he was talking about the vesting schedule or the potential increase. Mr. Bohlman responded both.

Councilmember Murphy said they would not be shorted money if they made the vesting schedule and there was no increase. They would still get what they were owed. Mr. Bohlman responded they would get what they are owed, but it is the viewpoint the Relief Association and Pension Director for the State looks at. The Special Fund is the Associations money therefore the Membership's money. They do feel it would be shorted if they leave before an increase. Councilmember Murphy commented because it is overfunded. Mr. Bohlman agreed.

Mr. Bohlman stated that is what he would hate to see. They did have one person that got one of those jobs the last time, he had 9.5 years on, and they had a 10-year plan. He said they did not have time to react and move fast enough to do these changes for those people, but they do not want to see that happen again. They have the ability now to make that change. He said the team has been working diligently to look at all of this this year, knowing the SAFER Grant could get approved. That is why they are trying to move quickly here because he does not want to see some more members in the 7-10-year range not get any money. If this change is made, they would get some money after they turn 50.

Mr. Bohlman mentioned another item to consider before delaying:

- They start audit preparations beginning in February for the next year. These are more substantial changes; it is best to have these done so they can reflect that through their Roster and would change liabilities on members.
 - It is possible to go back with the Auditor to change all of that, it does cost money with the Auditor, his, and Scott's time. If possible, they like to have that done before they start the next Audit which is another reason for the January 1st date.

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- Have had a couple of members who have voiced they are intending to retire. Would like to get this done so they could do that if they choose.

Mr. Bohlman asked the Council what other information they would like. He could gather and prepare in the next week and send it to the Council.

Mayor Bartholomew responded he did not know; he has a long way to go. They just received information from Staff regarding their concerns. It is his first take at Staff's concerns. He commented all they have is the information presented. He said if he had to vote tonight it would not approve. He is unsure of where he would be next Monday, he needs more information. He said he is one vote.

Mayor Bartholomew asked City Administrator Wilson what information can be given to the Council so they can see both sides. He asked if the Council could receive something put together from the city, from the Finance Department, and from the City Administrator, so they can weigh things out. He said he still has some questions in his mind that would take 45 minutes to an hour to flesh out. He is concerned about talk of leaving money on the table. A lot of dollars are coming in from the city and have funded this well over the years. He said he does not want to fall into a trap of accused of not funding this well. He said he wants to make sure they are looking at this in a balanced way.

City Administrator Wilson responded if talking in the next week, the Actuaries, the vesting tables that show that the fund could afford a certain benefit level and certain changes to the vesting schedule, have other scenarios. These are run by Abdo, Eick, and Meyers; the city and the Relief Association split the cost of that analysis. She said they have been sharing throughout the other scenarios. Those could be provided to the Council. She said they could continue to reach out to other substantially sized suburban communities that have this same type of fund and get a little more information from more cities as well as finding out if they had the ability to go higher than what is there. She said those would be the pieces of information she could see them working to pull more together.

She added that the next item for discussion would be an update about the hiring process for the SAFER Grant. The start date for those positions would be Monday, February 28th. People that might be retiring from the Relief Association in order to take one of those positions, will not need to retire from the Relief Association until February 27th. If that is a factor the Council wants Staff to work with, there are a couple of Council meetings into the new year to consider action and still provide for any new situation whether it be vesting or benefit amount to be effective in time for anybody who is retiring to take one of the full-time jobs. It would be four Council meetings.

Councilmember Piekarski Krech asked if any of the scenario's the City Administrator was talking about go with different benefit levels. She questioned what would happen if they went to \$12,000. City Administrator Wilson responded they ran a variety of benefit levels; she cannot remember the exact ones. Both sets were run on both vesting schedules, a couple were run without a city contribution, a couple were run with a sustained city contribution. There were a lot of financial runs.

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Councilmember Murphy asked if there was a summary of those. City Administrator Wilson responded they could put one together.

Councilmember Murphy said this was a lot of information, a summary would be great. He said he is with the Mayor; they need to do something. He was unsure if next week would be enough time.

Mayor Bartholomew said given what he knows tonight, he could not support the request. They need more information; they need it fast. He was fine with going into February, but there were several concerns not to, he understands those. He said he just wants to be sure they are spending the money the right way. It is a big increase; he wants to see all of the variables and scenarios.

Councilmember Piekarski Krech asked if they could go with the 7- and 15-year scenario in the meantime so they get that on the table and done. Mr. Bohlman responded they could definitely look at that. He could bring that back to the membership, if they are fine with doing one and not the other right away.

Councilmember Piekarski Krech said it may give some people a little more piece of mind, you will not know exactly how much your benefit level would be but would be getting vested at 7 instead of having to wait until 10 years.

Mayor Bartholomew said he was supportive of the 7 and 15 year if they could do that. Mr. Bohlman responded it would help some of those members that are in the 7-10-year mark. If receiving one of those full-time positions and hypothetically they did not get to a situation with the benefit increase amount, that would be out of the way and takes it out of play. There is a lot of data to look at.

Councilmember Piekarski Krech said she would like to move forward with something, people want more information. Mayor Bartholomew agreed.

Councilmember Piekarski Krech suggested moving forward with something so they would at least have that done at the next Council meeting.

Councilmember Dietrich asked if the Council could get an idea from the Relief Association about wages. City Administrator Wilson responded not by next Monday, but with a little more time Staff can provide estimates of what wage scenarios cost. For example: How far would the money here go in terms of wages.

Councilmember Murphy said he completely agrees with the rest of the Council on the vesting schedule. He asked why 7 and 15 years and not 5 and 10 years. Mr. Bohlman responded the Fire Chief may also weigh in on the response, but he spoke with the Fire Chief about that change. The reason they decided not to go down to 5 and 10 years is that it takes 2-3 years to train a Fire Fighter up to adding value and be more independent out on a scene and in the Stations. If dropping vesting to 5 and they leave 2 years later at 5 years, the city did not really get that investment back out of that person. That is why they did not go all the way down to 5. They both felt 7 was better. When they get to 3-4 and

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may be thinking about leaving, they may think it is only a few more years until 7 years. The change would get them to 7 years, past that hard point in the beginning of their career, get them to 7, and then hope to get them to 15. He said that was the logic behind the numbers and where they are at.

Councilmember Murphy asked if the Association and Fire Chief were in agreement with this. Mr. Bohlman responded the first conversation about these items were with the Fire Chief to make sure he had her support.

Mayor Bartholomew stated to summarize what the Council is saying, is to get the 7- and 15-year vesting in front of the Council for Monday and then more information to follow on the contribution. Council agreed.

4. Fire Department SAFER Grant Update

City Administrator Wilson stated on September 27th, the Council voted to accept a SAFER Grant. This is a Federal Grant that stands for Staffing for Adequate Fire and Emergency Response. The city was awarded \$3.4 million dollars to fund all wages and benefits for three years for a total of 9 full time positions; 6 full time Firefighters and 3 full time Lieutenants. This will provide the city with two 4-person Duty Crews on duty in the city 24/7. She said at the time they accepted the Grant the Council had a number of questions about how this would work and what the plans were for utilizing those funds and bringing it about. The Fire Chief, herself, the Assistant Chief, and others, have been working through this. In the short term, it left them with three To Do's:

- Hire 9 new Staff. Go through the functional process.
- Determine how they might measure results. The Grant is intended to:
 - Reduce response time, improve coverage.
 - Having two Duty Crews should reduce the number of times they have to call out people who are at home. There would be an increased rate to which you would come in, serve your planned shift, and then have fewer interruptions in your life outside.
- There is the challenge of maintaining and building teamwork and a positive culture in the Department when there is a combination of Paid on Call and Full time Staff.

Staff Hiring Process:

- Positions were posted for internal applicants only.
 - Wanted to provide this opportunity to our Firefighters who have already served the city of Inver Grove Heights and our residents.
 - Wanted our residents to realize a return on that investment and training. The city has very well-trained Firefighters and has invested a lot in them just as they have invested in the community.
 - Making these opportunities available to internal applicants helps everybody.
- The focus has been on hiring for both "soft" and "hard" skills.

A copy of the posting for the position that went out was shown:

- Posted on November 24th, 2021.
- Application Deadline was December 1st, 2021.
- Identified the starting pay for Firefighters and Lieutenants.

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- Below that, before even getting to the typical description of what the Firefighters and Lieutenants would do, they included in their posting some key candidate characteristics they are looking for. If just having the hard skills, they are confident that all of their Firefighters, maybe with the exception of some of the newer Recruits, have those trainings and those certifications. They are also looking for people who are:
 - Respectful
 - Demonstrate high integrity
 - Team players
 - Self-motivated
- Playing along with the hiring process will be the training, certifications, and the years on. Will also look for those key candidate attributes they are looking for in their Firefighters.

There is a collaborative hiring process. She had the chance to work with the Fire Chief and Assistant Fire Chief on this, as did the Human Resources Manager. All candidates have:

- Submitted a written application
- Going through oral interviews
- Tested on a scenario
- In the case of the Lieutenant positions, they would be having a Leadership Assessment by the Organizational Psychologist at Martin-McAllister of which both the city and Fire Department works with.

Staff Hiring - Timeline:

- Posted November 24th, Application Deadline was December 1st.
- Interviews for Lieutenant are December 9th
- Interviews for Firefighter are December 15-16
(Allowed Candidates to apply for both) Running the Lieutenant process first and selecting Lieutenants. If putting in for Lieutenant, were not selected, and still interested in a full time Firefighter job, could have the chance to go for that Lieutenant promotion someday down the road. Can come back and interview December 15th and 16th for one of the Firefighter jobs.
- Will spend January and early February:
 - Completing the Assessments
 - Background checks
 - Medical evaluations and drug screens
 - Seeking Council approval
 - Giving Candidates time to give notice to their current employer
- Start Date is Monday, February 28, 2022. This is the date they can start drawing down Grant funds. They are trying to maximize that and be ready to go the first day that the Grant is.

Councilmember Dietrich asked if there were medical evaluations and drug screening for Volunteer's as well. City Administrator Wilson responded yes; Paid on Call Firefighters go through those as well. Councilmember Dietrich asked if this was in addition to those. Fire Chief Judy Thill responded they have required physicals at the beginning of the hire. They do not know for sure the exact nature of those physicals of people that have been on 7, 8, 9, 10 years or more. Per the Grant, they are required to have a specific NFPA 1582 Physical. She said they thought it best to have everyone run through it just to make sure and also to make sure, even though they provide annual physical updates which is this

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month, they want to make sure everyone is in tip top shape before hiring them full time. They do provide initial for all Paid on Call and annual for all Paid on Call and full time.

Councilmember Dietrich asked about the Drug Screens, how often, and if they were random. Fire Chief Thill responded the Drug Screen is initially and if there is an instance with driving, such as an accident involving a Firefighter. Councilmember Dietrich said she meant prior to the hire, everyone that is working now. Fire Chief Thill responded everyone prior to the hire gets a Drug Screen, Medical Evaluation, Psychological Evaluation, and a Background Check. Everybody goes through the exact same thing whether they are Paid on Call. She said with the physicals themselves, they are not sure of the consistency of the quality in the past, they want to make sure they are abiding by Grant requirements.

Fire Chief Thill stated they have a total of 16 Applicants. 2 of those were for Lieutenant only. The remainder were for Lieutenant or Firefighter. If the two that applied for Lieutenant would happen to get it, that means they would have 14 interviewing for Firefighter. If those two do not get it and three others would, it would be down to 11 for Firefighters. There are some pretty good numbers and some excellent people to choose from.

City Administrator Wilson discussed who would be involved in the Hiring/Selection Process:

- Fire Chief Thill
- Assistant Fire Chief Bergum
- Shift Captains
- Would draw on Fire Officer(s) from neighboring communities
 - People who have high expertise in the field and no preformed opinions about the candidates
- Human Resources Manager
- Paid on Call Firefighter(s) on both the interview panel and evaluating the scenario responses.

From amongst those people who are not applicants for the full-time job but will work alongside whoever gets the full-time job. They will have a chance to evaluate candidates as well.

Measuring Outcomes:

- The goal here is that they are doing regular data collection and are sharing that data specifically with the Council as policy makers.
 - Can also make it available to the public and anybody else who wants it.
- The Fire Department has a lot of data about their calls and call response. A lot of that has gone off to Citygate as part of their evaluation.
 - She believes there is room for improvement in which they share with the City Council and possibly the public.
 - Making sure the Council is getting quantitative and qualitative.
 - In the Friday update the Council would hear about calls that have happened in the past week. If there is a major call the Council may get a text from the City Administrator passing along information that the Chief has shared.

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- Also want to make sure the Council receives regular quantitative data that helps the Council understand the number and types of calls the Department is responding to and how that is evolving and changing over the time.
 - What the demand on Firefighters is.
 - How often is the Duty Crew able to handle the situation or call, or how often they have to call back additional Paid on Call to assist.
 - How often they are providing aid to neighboring communities.
 - How often are we relying on their aid to meet our calls here in the city.

She shared a Draft that Fire Chief Thill, Assistant Chief Bergum, and Mr. Oswald, who does a lot of the data for the Department, have put together. It is a mockup of what a Call Report might look like. She said their goal with showing this tonight is to see if Council believes it would be helpful, if it is understandable, if there is anything different the Council would request or ask for.

She said one of her goals in asking the Fire Department to pull together and share this data is that we rely on data they are already collecting. This is not a major new undertaking. She said it could be estimated at maybe an hour a month would go from what they are doing to generating this report, not something that takes 10-12 new hours per month to generate. The Fire Department collects a lot of data, it already reports it to various other entities. They are trying to put it into a format they thought would be helpful to the Council. That is what they want Council feedback on.

Mr. Oswald stated there is two months of data shown on the Draft that was displayed by the City Administrator. It is all data they have in their system; they are just pulling the numbers out. They tried to make it easier to have the numbers relate to a certain type of call:

- Medical calls
- Mobile/Property Fire Calls
- Fire Other
- Rescue Calls, not a medical call
- Hazardous Conditions
- Service/Good Intent Calls
- False Alarm

Resource Requested on Call:

- Single Engine (Duty Crew) If the Duty Crew is paged, and only the Duty Crew, that would be shown in the column.
- Two Engines (in the future, both Duty Crews). Whether it is an engine or a ladder it depends on the call. Referring to them as two engines.
 - When both engines are requested, they would start adding numbers to that column.
- 1 Station Call Back. Not talking about Stations 1, 2, and 3, talking about how many Stations were called back.
 - For example, for the month of October, 23 times an individual Station was called to assist the Duty Crew. This could be from Station 1, 2, or 3.
- 2 Station Call Back.
 - Once in October, 2 Stations were requested.

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- That all has to do with their paging system. They enter into their paging system what type of call it is and what kind of response they want.
- They are telling Dispatch how to get the units to them that they want requested for those types of instances.
- The fact that there is only 1, there are not a lot of calls that end up resulting in two stations being called back.
- 3 Station Call Back (All Call).

Response Mode to the Station. Do not have data for this going back further. Recently upgraded the recording system they use. This was not a part that was mandatory with the older system but is now. Now that they can record this, if looking at the Response Mode, it is the response mode of apparatus to the call.

- Was it an emergency (were they on their lights and sirens)
- Was it a non-emergency
- Pages emergency (while they were enroute it was downgraded)
- Non-emergency that was upgraded
 - Occurred once in October
 - Did not occur at all in November
- Auto Aid. What it means for example: In the northern part of the city, they have an Auto Aid Agreement with South Metro, the neighboring Department to the north. If it is in a certain residential address, or address north of a certain location, South Metro is automatically paged to that call as well. That is what the Auto Aid number is.
 - Auto Aid can either be received or given.
 - The City of Inver Grove Heights is Auto Aid for certain Departments including South Metro. If they have a fire, they automatically page the city as well and we send a unit.

Mr. Oswald said this information would show the Council how often they are getting help from other cities and how often we are helping other cities.

He said this is good because there are some Departments, he does not see that around here, but more often outstate, some cities underfund their departments, cannot respond to the calls, and rely on their neighbors to get things done.

- The Council can look at this and see that it is a good way to know whether or not your balanced.
- Are we giving as much help as we are receiving. That, to him, is a good way of saying our agreements we have, we are not being burdened by another city.
- Mutual Aid.

Response Times:

- Median Response Time: What is the halfway point. Half the calls are going to be faster, and half the calls are going to be slower.
- 90th Percentile: National Standard when evaluating the Department.
 - For response times, they are from the time the Department is paged until they are on scene.
 - They do not include the time for the call taker (Dispatch).
 - These times are from Dispatch, when the pager goes off, to the time they are on scene.

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- This gives a way to compare response times.
- When the request was related to the SAFER Grant. This response time could be used to help show while having two units available. Would expect or hope those times would go down and that could be used as a measure.
- Adding a Year to Date: Summation of where they are at.
 - Could go back for previous months this year, they have the data. But because it is on a different system, they would not necessarily get the same numbers and did not want to cause confusion.
 - For example, the Response Mode was not required in the earlier system.
 - Will be starting it here in October, that way it is all coming from one data set.
 - The objective would be to show a running total over the year and have a Year to Date.
 - Keep the previous year's numbers for comparison and the ability to see trending.
 - Could see if fires or anything else was having any major changes.
 - Watch the number of medical calls grow over time.

He said one thing to note with this, they could look at that on a monthly basis, would have normal fluctuations within those numbers from month to month.

- Would not necessarily see the same number of medicals.
- During certain times of the year, they are more likely to see a brush fire or a chimney fire in the winter.
- There are influences that are outside of these numbers.

He suggested not expecting the numbers to be consistent from month to month.

He said he was unsure if there was something more the Council was looking for. There are other numbers they can provide. They are trying to provide something that has some clarity to it.

Mayor Bartholomew responded that he thinks this adds great clarity. He asked if these are reflective of some of the data points that are required by the SAFER Grant or if there is no connection at all. He questioned if this was something for their efficiencies. Fire Chief Thill responded there is no connection other than response time and the number of people that show up at structure fires. Those are the two most important things for the SAFER Grant that they would be looking at for improvement.

Mayor Bartholomew said he was curious if it fit in. He mentioned that he knows they are collecting the data and are able to report to the SAFER Grant how the Department is responding. This was everything he would expect to see.

Fire Chief Thill wanted to add something regarding the number of applications she had discussed previously. She said when pulling out those that did not qualify for Lieutenant, and just wanted to have those that applied for Lieutenant only, there are 9 interviewing for 3 Lieutenant spots. There are 9 for Lieutenant, and 10-14 interviewing for 6 Firefighter spots.

Councilmember Piekarski Krech requested clarification when it was said their response time is from the time, they get the page. She said the DCC is ring to ding. We are doing to site. Fire Chief Thill agreed.

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Fire Chief Thill said she thought Citygate was looking at it initially from when the call came in to DCC to when they arrived on scene. She said Scott has been working with them on trying to improve that data set too, to make sure they take out the ring to ding, the DCC processing time so it is strictly what they have control over.

Councilmember Murphy referenced what Mr. Oswald said about when the pager goes off. He asked if that was when they were at the Station, at their home, or on call. Fire Chief Thill responded it would be any place, the house, the Station. She said the Firefighters do a pretty good job of trying to get out the door in one minute during the day and two minutes at night. At night, they get up from a sound sleep, get their gear on, and get the truck out. They do a pretty good job of meeting that all of the time.

City Administrator Wilson asked if the information presented was useful and helpful to the Council. Council responded yes.

City Administrator Wilson said it would take awhile to get accurate year to dates. They would build this data over time. They would add December, January, and February. When the 2nd Duty Crew starts February 28th, the Council would have a couple of months built up and have information from both before and after the SAFER Grant. They would have a good five months of data from the "before" period.

City Administrator Wilson mentioned she is interested in a little deeper dive into their medical calls, what their Firefighters respond to, Police respond to, and how they are utilizing the cities resources to meet those needs in the community. This is not meant to be discussed this evening but in the future. She said they would have conversation, information sharing, education of the new City Administrator, and will share some of that with the Council once they begin. This would take place sometime in the first quarter of 2022 with more detail being provided on how and why they respond to certain types of medical calls, what Police does, what Fire does, and how that fits into the bigger picture. She said they have not had enough time to get to it yet.

She shared the following final thoughts:

- Knows the Fire Chief has given substantial thought to how they maintain and continue to build teamwork in a positive culture.
- The city has a combination department. She has heard it said that being the Chief of a combination department is the most difficult job in Public Service. She is sure that Fire Chief Thill's years of experience with our department will go a long way in helping that out.
- Challenges of an internal hiring process.
 - The switch to an even greater combination department is a challenging time for any Fire Department.
 - They made a conscious choice to post these positions as internal only.
 - Have really good Firefighters that are invested in the community.
 - It makes sense to utilize them assuming they are interested, which a number of them are, to fill these full-time opportunities.

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- The reality of the internal hiring process is both the people that got the jobs and the people that did not get the jobs are still a part of the organization and team.
- People know the other candidates.
 - Most everyone will have an opinion about who ought to have received the positions, or someone should have had the position over this person.
 - May have an opinion on how people view their own qualifications and that of their peers.
- She said she would not be surprised if Councilmembers hear from members of the Fire Department over the coming months as decisions shake out, with people expressing their views of who they think should have or should not have received those jobs.
 - She requested the Council view this as an Administrative Process.
 - The Council's role is in the Policy side.
 - Deciding to apply for the Grant, accept the Grant, determine a Staffing level, setting a level of service that the Council wanted to see provided to the Community.
 - The task of selecting the specific individuals falls to the team of people previously mentioned by job title.
 - If Council hears from anyone that thinks there was anything unethical or illegal about the hiring process Staff is underway with, please send them to the City Administrator's door. She said she would be happy to receive their complaint and investigate it. She does not believe they would have that problem; she has full confidence in the process that has been outlined and the people involved. She fully expects the Council may hear from people who have opinions about the selection, which is different than they are being a problem with the selection process.
 - Beyond the selection process this is a big change for the Department and the city. It is important to keep the lines of communication open. The Fire Chief's door, phone, and email is always open to the Council, as is the City Administrator's.
 - If the Council hears things or has concerns, she requested giving Staff an opportunity to look into them, share the information that Staff has to try to get to the bottom.
 - She said they may try to do things one way and then decide it may be better to shift a bit. Not in terms of who they hire, once they are hired, they would be their crew. But other policies and procedures that have to be worked out in order to make this change. They are being done thoughtfully and based on the best information they have available. If getting new information or new experiences, they would adjust and change as it goes along.
 - Requests some degree of patience and a high degree of communication about any concerns or questions the Council may have.

Fire Chief Thill stated she has never heard the comment that this has been one of the hardest jobs. She said this is something that is needed, has been something that has been needed for the Fire Department as she has expressed for years. She appreciated the Council's support on this Grant. She is grateful they were able to receive the Grant and for all of the Council for accepting it. She said it is going to be a challenge for her to make sure that everybody understands it is going to be one Fire

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Department. Not full time Firefighters, not Paid on Call Firefighters, drop the labels. She said that is going to be one of her biggest, hardest challenges of the time she has been here, is trying to maintain that.

They are going to try to make it very clear with some of the questioning in the interviews, try to vet out some opinions, as well as the Lieutenant assessment. She said those that are being hired full time have to remember they are here to supplement the Paid-on Call, not the other way around. This is basically a Paid-on Call Fire Department; they are supplementing it with some full-time people to help the Paid-on Call. That is the way she looks at it, that is the way she is going to make sure they start off. She stated that there is a one-year probationary period. She also understands that people can fake it for a year or more. They would make sure they look for any trends if some of the full time is trying to show they are more superior or make comments. She said she is not saying that is going to happen. She has spoken with other Chiefs who have gone through this process. She wants to make sure those people understand. There are going to be talks right at the very beginning to make sure everybody understands that this is one Fire Department and those type of attitudes would not be tolerated. They are there to supplement the Paid-on Call.

Mayor Bartholomew thanked the Fire Chief for those comments. He appreciated the candor. He said he knows she does not underestimate the challenges ahead. He is certain of her ability to meet those challenges and is confident of the Department, with her as their leader Staff will prevail and work things out. He said she has all of his support, and he wishes her the best.

Fire Chief Thill thanked the Council for their support.

Mayor Bartholomew thanked the City Administrator for her presentation. He said direction has been sent to Staff regarding items they would need by the meeting next Monday. He said it looks like it is going to be a pretty busy schedule.

B. Adjourn

Motion by Gliva to adjourn the meeting at 9:23 p.m.

Ayes: 5

Nays: 0

Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

**TITLE: Disbursements**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent	Amount included in current budget	X
Contact:	Amy Hove	Budget amendment requested	
Prepared by:	Bill Schroepfer	FTE included in current complement	
Reviewed by:	N/A	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED:

Approve the attached resolution approving disbursements for the period of December 8, 2021 to January 4, 2022.

SUMMARY:

Shown below is a listing of the disbursements for the various funds for the period ending January 4, 2022. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$1,154,824.84
Debt Service & Capital Projects	1,231,259.69
Enterprise & Internal Service	608,825.41
Escrows	836,058.08
Grand Total for All Funds	<u><u>\$3,830,968.02</u></u>

If you have any questions about any of the disbursements on the list, please call Amy Hove, Finance Director: 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period December 8, 2021 to January 4, 2022 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING January 4, 2022**

WHEREAS, a list of disbursements for the period ending January 4, 2022 was presented to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS: that payment of the list of disbursements of the following funds is approved:

General & Special Revenue	\$1,154,824.84
Debt Service & Capital Projects	1,231,259.69
Enterprise & Internal Service	608,825.41
Escrows	836,058.08
Grand Total for All Funds	<u><u>\$3,830,968.02</u></u>

Adopted by the City Council of Inver Grove Heights this 10th day of January, 2022.

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 12/8/2021 - 1/4/2022

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
A-7 AUSTIN, LTD	38445	12/30/2021	2021 ACA healthcare forms	101.41.2000.415.50030	124.89
ABDO, LLP	451104	12/16/2021	Progress Billing (project mgmt)-25% of contract	101.41.2000.415.30700	5,362.50
AFSCME COUNCIL 5	INV0126779	12/03/2021	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	945.36
AFSCME COUNCIL 5	INV0126780	12/03/2021	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	59.10
AFSCME COUNCIL 5	INV0128100	12/17/2021	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	945.36
AFSCME COUNCIL 5	INV0128101	12/17/2021	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	78.80
AM PLUMBING, INC.	12/28/2021	12/30/2021	Refund permit for 1405 Upper 55th St. E	101.45.0000.3219500	50.00
AMERICAN FLAGPOLE & FLAG CO	168601	12/16/2021	US flags for Cahill Ave	101.44.6000.451.60065	1,298.70
ARCHER EXTERIORS	12/9/2021	12/16/2021	Refund permit #PRBD2021001026	101.45.0000.3221000	105.00
ARROW MOWER, INC.	73333	12/16/2021	small tools	101.43.5200.443.60040	122.55
ARROW MOWER, INC.	73338	12/16/2021	small tools	101.43.5200.443.60040	39.90
ASPEN MILLS	284982	12/09/2021	Aspen Mills- Orn	101.42.4000.421.60045	34.85
ASPEN MILLS	284860	12/22/2021	class A pants for D McNamara	101.42.4200.423.60045	74.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	101.43.5100.442.30300	646.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	101.43.5100.442.30300	1,161.00
BOLTON & MENK, INC.	279919	12/09/2021	AutoCAD Template Implementation	101.43.5100.442.60042	3,322.50
BOLTON & MENK, INC.	273116	12/09/2021	AutoCAD Template	101.43.5100.442.30300	165.00
CDW GOVERNMENT INC	P829131	12/22/2021	Power strips	101.47.1400.413.60041	36.93
CDW GOVERNMENT INC	P349178	12/22/2021	PC Mounting	101.47.1400.413.60041	94.55
CDW GOVERNMENT INC	P454412	12/22/2021	Mouse & Keyboard	101.47.1400.413.60041	13.94
CDW GOVERNMENT INC	P596161	12/22/2021	Keyboard & Mouse	101.47.1400.413.60041	36.26
CDW GOVERNMENT INC	P251795	12/30/2021	Keyboard & Mouse	101.47.1400.413.60041	43.16
CENTURY LINK	11/19/2021	12/16/2021	phone bill for Station 1	101.42.4200.423.50020	46.95
COLLINS ELECTRICAL CONST.	2133831.01	12/22/2021	Traffic signal	101.43.5200.443.40046	536.11
COLLINS ELECTRICAL CONST.	2133980.01	12/22/2021	Traffic signals	101.43.5200.443.40046	387.32
COMCAST	8/05/2021	12/22/2021	Cable for fire station(s)	101.42.4200.423.30700	10.86
COMCAST	9/05/2021	12/22/2021	Cable for fire station(s)	101.42.4200.423.30700	10.86
COMCAST	10/05/2021	12/22/2021	Cable for fire station(s)	101.42.4200.423.30700	10.86
COMCAST	11/05/2021	12/22/2021	Cable for fire station(s)	101.42.4200.423.30700	10.86
COMCAST	12/5/2021	12/22/2021	Cable for fire station(s)	101.42.4200.423.30700	10.86
CREW 2	12/9/2021	12/16/2021	Refund permit #PRBD2020001306	101.45.0000.3221000	53.80
CSS	10280	12/16/2021	Paint	101.43.5200.443.60016	111.60
CULLIGAN	98459100 09/30/2021	10/07/2021	credit for overpayment of invoice	101.42.4200.423.60065	(17.45)
CULLIGAN	98459118 09/30/2021	10/07/2021	credit for invoice overpayment	101.42.4200.423.60065	(131.15)
CULLIGAN	98603467 09/30/2021	10/07/2021	bottled water equipment service	101.42.4200.423.30700	28.10
CULLIGAN	98459100 10/31/2021	11/18/2021	delivery of solar salt for softener	101.42.4200.423.60065	34.43
CULLIGAN	98459118 10/31/2021	11/18/2021	credit from overpayment	101.42.4200.423.60065	(36.00)
CULLIGAN	98603467 10/31/2021	11/18/2021	bottled water delivery	101.42.4200.423.60065	89.92
CULLIGAN	98459100 11/30/2021	12/16/2021	bottled water from Culligan St 1	101.42.4200.423.60065	41.43
CULLIGAN	98459118 11/30/2021	12/16/2021	bottled water from Culligan for St 3 credit	101.42.4200.423.60065	(36.00)
CULLIGAN	98603467 11/30/2021	12/16/2021	bottled water from Culligan St 2	101.42.4200.423.60065	143.55
DAKOTA AGGREGATES, LLC.	A6159750	12/16/2021	Fill sand	101.43.5200.443.60016	182.19
DAKOTA CTY FINANCIAL SVCS	00042325	12/09/2021	DBB Fiber	101.47.1400.413.40035	20.25
DAKOTA CTY FINANCIAL SVCS	00042392	12/09/2021	Sept 2021 Broadband	101.47.1400.413.40035	37.80
DAKOTA CTY FINANCIAL SVCS	42780	12/22/2021	Dakota county broadband Q4	101.47.1400.413.40035	4,652.25
DAKOTA ELECTRIC ASSN	200001093947 12/21	12/24/2021	200001093947	101.43.5400.445.40020	1,388.60
DAKOTA ELECTRIC ASSN	200002468379 12/21	12/24/2021	200002468379	101.44.6000.451.40020	446.01
DAKOTA ELECTRIC ASSN	200002501658 12/21	12/24/2021	200002501658	101.44.6000.451.40020	147.98
DAKOTA ELECTRIC ASSN	200003935632 12/21	12/24/2021	200003935632	101.44.6000.451.40020	198.09
DAKOTA ELECTRIC ASSN	200004267134 12/21	12/24/2021	200004267134	101.43.5400.445.40020	48.92
DAKOTA ELECTRIC ASSN	200004430542 12/21	12/24/2021	200004430542	101.44.6000.451.40020	19.16
DAKOTA ELECTRIC ASSN	200010036635 12/21	12/24/2021	200010036635	101.42.4200.423.40020	2,152.15
EFTPS	INV0126805	12/03/2021	FEDERAL WITHHOLDING	101.203.2030200	60,442.47
EFTPS	INV0126807	12/03/2021	MEDICARE WITHHOLDING	101.203.2030500	16,395.88
EFTPS	INV0126808	12/03/2021	SOCIAL SECURITY WITHHOLDING	101.203.2030400	45,067.74
EFTPS	INV0128125	12/17/2021	FEDERAL WITHHOLDING	101.203.2030200	62,750.82
EFTPS	INV0128127	12/17/2021	MEDICARE WITHHOLDING	101.203.2030500	17,521.00
EFTPS	INV0128128	12/17/2021	SOCIAL SECURITY WITHHOLDING	101.203.2030400	50,620.30
EFTPS	INV0128129	12/17/2021	FEDERAL WITHHOLDING	101.203.2030200	973.12
EFTPS	INV0128131	12/17/2021	MEDICARE WITHHOLDING	101.203.2030500	290.44
ELLIE FAMILY SERVICES PLLP	12202021AK-4	12/30/2021	November EAP sessions	101.42.4000.421.30700	720.00
ELLIE FAMILY SERVICES PLLP	12062021_EG_2	12/30/2021	Wellness consult services	101.42.4000.421.30700	5,640.00
EMMONS & OLIVIER RESOURCES	00095-0072-9	12/16/2021	Scenic Hills	101.43.5100.442.30300	1,549.22
ENTERPRISE FM TRUST	FBN4356316	12/16/2021	Enterprise- Lease	101.42.4000.421.70300	13,213.09
EXECUTIVE CONTRACTORS, INC.	20211111-01	12/09/2021	Milling	101.43.5200.443.40046	12,250.00
EYEMED	165056697	12/09/2021	Premium 12.2021	101.203.2032700	223.17
EYEMED	165056699	12/09/2021	COBRA Premium 12.2021	101.203.2032710	8.83
FARRELL EQUIPMENT & SUPPLY	INV00000001221495	12/16/2021	misc winter supplies	101.44.6000.451.60065	398.87
FIRST IMPRESSION GROUP, THE	124481	12/30/2021	P&R Dir business cards	101.44.6000.451.50030	60.00
FIRST IMPRESSION GROUP, THE	124598	12/30/2021	First Impressions- Business cards	101.42.4000.421.50030	180.00
FIRSTSCRIBE	256039	12/09/2021	ROWAY Software	101.43.5100.442.40044	250.00

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
FLAGSHIP RECREATION LLC	F8878	07/28/2021	play structure part	101.44.6000.451.40047	400.00
GALLS INC	20017485	12/30/2021	Galls- Reserves	101.42.4000.421.60045	537.83
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0126787	12/03/2021	HSA ELECTION-FAMILY	101.203.2032500	3,109.13
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0126788	12/03/2021	HSA ELECTION-SINGLE	101.203.2032500	5,156.17
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0128110	12/17/2021	HSA ELECTION-FAMILY	101.203.2032500	3,109.13
GENESIS EMPLOYEE BENEFITS ACH ONL	INV0128111	12/17/2021	HSA ELECTION-SINGLE	101.203.2032500	5,156.17
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	101.42.4200.423.40020	1,468.25
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	101.43.5200.443.40020	116.70
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	101.43.5400.445.40020	1,065.21
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	101.44.6000.451.40020	1,207.24
GOPHER ROOFING & RESTORATION	12/8/2021	12/16/2021	Refund permit #PRBD2021003650	101.45.0000.3221500	613.76
GRAINGER	9128522043	12/09/2021	stretch wrap	101.44.6000.451.60016	32.96
GUARDIAN SUPPLY, LLC	10836	12/30/2021	Training supplies	101.42.4000.421.60018	964.80
HOLMES DESIGN, INC.	5324	12/30/2021	Parks & Rec marketing program - design	101.41.1300.413.30700	2,765.00
HOLMES DESIGN, INC.	5331	12/30/2021	Parks & Rec marketing program design	101.41.1300.413.30700	2,800.00
HOOTSUITE INC.	INV-2010194012	12/09/2021	Communications software	101.47.1400.413.40035	1,680.00
ICMA RETIREMENT TRUST - 457	INV0126777	12/03/2021	457 - ROTH AGE 50+	101.203.2031400	325.00
ICMA RETIREMENT TRUST - 457	INV0126778	12/03/2021	457 - ROTH AGE 50+	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0126789	12/03/2021	ICMA-AGE <49	101.203.2031400	7,170.00
ICMA RETIREMENT TRUST - 457	INV0126790	12/03/2021	ICMA-AGE <49 %	101.203.2031400	7,580.22
ICMA RETIREMENT TRUST - 457	INV0126791	12/03/2021	ICMA-AGE 50+	101.203.2031400	6,305.29
ICMA RETIREMENT TRUST - 457	INV0126792	12/03/2021	ICMA-AGE 50+ %	101.203.2031400	1,466.75
ICMA RETIREMENT TRUST - 457	INV0126801	12/03/2021	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,017.29
ICMA RETIREMENT TRUST - 457	INV0126802	12/03/2021	ROTH IRA (AGE 50 & OVER)	101.203.2032400	819.23
ICMA RETIREMENT TRUST - 457	INV0126803	12/03/2021	ROTH-AGE <49 %	101.203.2032400	228.56
ICMA RETIREMENT TRUST - 457	INV0128098	12/17/2021	457 - ROTH AGE 50+	101.203.2031400	325.00
ICMA RETIREMENT TRUST - 457	INV0128099	12/17/2021	457 - ROTH AGE 50+	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0128112	12/17/2021	ICMA-AGE <49	101.203.2031400	7,195.00
ICMA RETIREMENT TRUST - 457	INV0128113	12/17/2021	ICMA-AGE <49 %	101.203.2031400	7,299.82
ICMA RETIREMENT TRUST - 457	INV0128114	12/17/2021	ICMA-AGE 50+	101.203.2031400	6,305.29
ICMA RETIREMENT TRUST - 457	INV0128115	12/17/2021	ICMA-AGE 50+ %	101.203.2031400	1,530.38
ICMA RETIREMENT TRUST - 457	INV0128122	12/17/2021	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,067.29
ICMA RETIREMENT TRUST - 457	INV0128123	12/17/2021	ROTH IRA (AGE 50 & OVER)	101.203.2032400	819.23
ICMA RETIREMENT TRUST - 457	INV0128124	12/17/2021	ROTH-AGE <49 %	101.203.2032400	220.28
IGH FIRE RELIEF ASSN	INV0128108	12/17/2021	MEMBERSHIP DUES - FIRE RELIEF ASSN	101.203.2031000	584.25
IGH FIRE RELIEF ASSN	INV0128109	12/17/2021	MEMBERSHIP DUES - FIRE RELIEF ASSN	101.203.2031000	130.00
ING DIRECT	INV0128132	12/17/2021	MSRS-HCSP	101.203.2032200	134,426.50
INNOVATIVE LABORATORY SYSTEMS INC	INV0028724	12/30/2021	Road patch	101.43.5200.443.60016	1,613.50
INNOVATIVE OFFICE SOLUTIONS	SUM-064653	12/16/2021	Office supplies Nov 2021 - Central Stores	101.41.1100.413.60065	24.24
INNOVATIVE OFFICE SOLUTIONS	SUM-064653	12/16/2021	Office supplies Nov 2021 - Central Stores	101.42.4000.421.60065	7.49
INSIGHT PUBLIC SECTOR	1100893901	12/22/2021	Office365 License	101.47.1400.413.40035	2,167.85
INVER GROVE HEIGHTS ANIMAL HOSPITAL	800463	12/09/2021	Inver Grove Heights Animal	101.42.4000.421.60013	536.38
IUOE	INV0126793	12/03/2021	UNION DUES IUOE	101.203.2031000	1,397.44
JASON THOMAS CARDINAL	IGHPD2021-4	12/16/2021	Cardinal Investigations	101.42.4000.421.30701	3,550.00
JOHNSON CONTROLS	22582628	12/16/2021	alarm system yearly contract St 3	101.42.4200.423.30700	697.24
KENISON, TERRI	11/30/2021	12/16/2021	cleaning fee for all three stations	101.42.4200.423.30700	1,600.00
KIESLER POLICE SUPPLY, INC	IN173196	12/16/2021	Kiesler Police Supply	101.42.4000.421.60018	60.00
KIRSCHBAUM, MAX	12/6/2021	12/16/2021	Travel reimbursement PW Director finalist	101.41.1100.413.30700	626.19
KNIGHTS PLUMBING	12/9/2021	12/16/2021	Refund permit #PRPL2020002782	101.45.0000.3222000	74.40
KRECH EXTERIORS	12/28/2021	12/30/2021	Refund permit for 8678 Callahan	101.45.0000.3221000	84.00
LAURENTINA DEJONG	12/7/2021	12/30/2021	fall cleanup and winter arrangements	101.44.6000.451.40047	1,112.50
LELS	INV0126794	12/03/2021	UNION DUES (LELS)	101.203.2031000	2,030.00
LELS SERGEANTS	INV0126804	12/03/2021	UNION DUES (LELS SGT)	101.203.2031000	381.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3000.419.30420	165.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	88.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	110.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	99.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	4,147.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	77.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	16,500.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	101.45.3200.419.30420	66.00
LEVANDER, GILLEN & MILLER P.A.	10/31/21 81.13	12/16/2021	Gertens Field Expansion	101.43.5100.442.30420	57.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.01	12/22/2021	Lowary Conciliation Court Claim	101.41.1000.413.30401	240.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.01	12/22/2021	Lowary Conciliation Court Claim	101.41.1000.413.30420	7,888.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.01	12/22/2021	Lowary Conciliation Court Claim	101.41.1000.413.30420	84.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.05	12/22/2021	code compliance legal work	101.42.4000.421.30420	84.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.06	12/22/2021	SKB Landfill expansion questions	101.45.3200.419.30420	384.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.06	12/22/2021	SKB Landfill expansion questions	101.45.3200.419.30420	648.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	101.45.3000.419.30420	145.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	101.45.3200.419.30420	2,182.74
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	101.45.3200.419.30420	196.50
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	101.45.3200.419.30600	265.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.14	12/16/2021	9178 Dalton Ct CGA	101.43.5100.442.30420	152.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 Criminal	12/30/2021	Lavender Bill	101.42.4000.421.30410	19,148.69
LOCAL GOVERNMENT INFORMATION SYS	51309	12/30/2021	Network Support	101.47.1400.413.30700	596.25
LOCAL GOVERNMENT INFORMATION SYS	51265	12/09/2021	LOGIS- MCD	101.42.4000.421.70501	2,194.00
LOCAL GOVERNMENT INFORMATION SYS	51273	12/16/2021	monthly fee from Logis	101.42.4200.423.30700	568.00
LOCAL GOVERNMENT INFORMATION SYS	51285	12/30/2021	Internet Access	101.47.1400.413.40035	1,918.00
LVC COMPANIES, INC.	76784	12/16/2021	12 new Fes & 6 FE recharges	101.42.4000.421.60065	1,084.00
MADDEN GALANTER HANSEN, LLP.	12/7/2021	12/16/2021	Labor relations	101.41.1100.413.30430	160.00
MADDEN GALANTER HANSEN, LLP.	6/30/2021	12/16/2021	Labor relations	101.41.1100.413.30430	1,079.55

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
MADISON NATIONAL LIFE INSURANCE CO	1471212	12/16/2021	December 2021 Premium	101.203.2031700	3,300.64
MADISON NATIONAL LIFE INSURANCE CO	1471212	12/16/2021	December 2021 Premium	101.42.4000.421.20630	48.76
MATRIX COMMUNICATIONS, INC.	M004363	12/09/2021	Phone maint contract	101.47.1400.413.40035	9,861.00
MCFOA	12/8/2021 Judy	12/16/2021	2022 membership dues	101.42.4200.423.50070	100.00
MCKESSON MEDICAL-SURGICAL INC.	18668911	12/16/2021	adult regulator for medical equipment St 2	101.42.4200.423.60065	97.93
MESSERLI & KRAMER, P.A.	397262	12/09/2021	2021 Legislative Representation	101.41.1100.413.30700	1,500.00
METROPOLITAN COUNCIL	12/2/2021 CR	12/09/2021	November 2021 SER Fees	101.41.0000.3414000	(422.45)
MINNEAPOLIS OXYGEN CO.	20212676	12/16/2021	replacing empty oxygen bottles	101.42.4200.423.40042	239.71
MINNESOTA DEPARTMENT OF HUMAN SE	INV0128103	12/17/2021	CASE #001490481201	101.203.2032100	316.30
MINNESOTA DEPARTMENT OF HUMAN SE	INV0128104	12/17/2021	CASE #001563363401	101.203.2032100	377.48
MINNESOTA DEPARTMENT OF HUMAN SE	INV0128105	12/17/2021	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF HUMAN SE	INV0128106	12/17/2021	CASE #001521862201	101.203.2032100	186.89
MINNESOTA SECURITY CONSORTIUM	1089	12/30/2021	MN Security Consortium-	101.42.4000.421.40044	800.00
MINNESOTA TOTAL REFRIGERATION & H	17435356	12/09/2021	Total Refrigeration	101.42.4000.421.40044	4,300.00
MN DEPT OF LABOR & INDUSTRY	ABR0273933X	12/16/2021	fee for having boiler St 1	101.42.4200.423.30700	10.00
MN DEPT OF LABOR & INDUSTRY	12/8/2021	12/08/2021	November 2021 surcharge fees	101.207.2070100	3,927.23
MN DEPT OF LABOR & INDUSTRY	12/8/2021	12/08/2021	November 2021 surcharge fees	101.41.0000.3414000	(25.00)
MN DEPT OF REVENUE	November 2021 CR	12/20/2021	November 2021 - Sales & Use Tax	101.207.2070300	(0.22)
MN DEPT OF REVENUE (PAYROLL)	INV0126806	12/03/2021	STATE WITHHOLDING	101.203.2030300	25,306.92
MN DEPT OF REVENUE (PAYROLL)	INV0128126	12/17/2021	STATE WITHHOLDING	101.203.2030300	26,386.11
MN DEPT OF REVENUE (PAYROLL)	INV0128130	12/17/2021	STATE WITHHOLDING	101.203.2030300	435.91
MN DEPT OF TRANSPORTATION	P00014846	12/16/2021	traffic light repair	101.43.5200.443.40046	434.34
MN GLOVE & SAFETY, INC.	332268	12/09/2021	safety wear	101.44.6000.451.60045	715.77
MN GLOVE & SAFETY, INC.	332269	12/09/2021	work pants	101.44.6000.451.60045	39.99
MN LIFE INSURANCE CO	12/1/2021	12/16/2021	December 2021 Premium	101.203.2030900	3,709.11
MN LIFE INSURANCE CO	12/1/2021	12/16/2021	December 2021 Premium	101.42.4000.421.20620	117.68
MN NCPERS LIFE INSURANCE	542000122021	12/09/2021	NCPERS Group Life Premium 12.2021	101.203.2031600	272.00
MTI DISTRIBUTING CO	1328425-00	12/16/2021	misc parts	101.44.6000.451.60065	190.53
MTI DISTRIBUTING CO	1331560-00	12/30/2021	nozzles and hoses	101.44.6000.451.60065	3,751.18
NARDINI FIRE EQUIPMENT CO., INC.	IV00191416	12/16/2021	recharge CO2 fire extinguishers St 2	101.42.4200.423.40042	147.90
NATURE CALLS, INC.	27380	12/09/2021	parks port a potties Nov 2021	101.44.6000.451.40065	750.00
NEWMAN SIGNS INC	TRFINV036183	12/16/2021	Sign supplies	101.43.5200.443.60016	320.90
OCCUPATIONAL HEALTH CENTERS OF MI	103488548	12/30/2021	Pre-employment physical	101.41.1100.413.30500	423.00
OCCUPATIONAL HEALTH CENTERS OF MI	103491663	12/30/2021	Pre-employment physical	101.41.1100.413.30500	282.00
OLS RESTORATION, INC.	1577	12/16/2021	Traffic signal painting	101.43.5200.443.40046	5,790.00
ONE HOUR HEATING & AIR	12/8/2021	12/16/2021	Furnace replacement permit refund	101.207.2070100	64.00
OXYGEN SERVICE COMPANY, INC	0003510005	12/09/2021	OSC Steel	101.42.4000.421.60065	58.86
PERA	INV0126795	12/03/2021	PERA COORDINATED PLAN	101.203.2030600	45,122.08
PERA	INV0126796	12/03/2021	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,470.94
PERA	INV0126797	12/03/2021	PERA DEFINED PLAN	101.203.2030600	21.92
PERA	INV0126798	12/03/2021	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	21.92
PERA	INV0126799	12/03/2021	PERA POLICE & FIRE PLAN	101.203.2030600	23,634.31
PERA	INV0126800	12/03/2021	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	35,451.50
PERA	INV0128116	12/17/2021	PERA COORDINATED PLAN	101.203.2030600	46,658.60
PERA	INV0128117	12/17/2021	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,589.11
PERA	INV0128118	12/17/2021	PERA DEFINED PLAN	101.203.2030600	21.92
PERA	INV0128119	12/17/2021	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	21.92
PERA	INV0128120	12/17/2021	PERA POLICE & FIRE PLAN	101.203.2030600	22,328.63
PERA	INV0128121	12/17/2021	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	33,492.90
PETTY CASH - WF PURCHASE CARD FEE:	12/8/2021	12/08/2021	WF Fees - November 2021	101.41.2000.415.70440	223.40
PETTY CASH - WF PURCHASE CARD FEE:	AUGUST WILLIAMS WF O	12/20/2021	AUGUST WILLIAMS	101.42.4000.421.60045	157.29
PETTY CASH - WF PURCHASE CARD FEE:	BEN MADSEN WF OOP 1	12/20/2021	BEN MADSEN	101.42.4200.423.60045	650.50
PETTY CASH - WF PURCHASE CARD FEE:	DANE WINGET WF OOP 1	12/20/2021	DANE WINGET	101.42.4000.421.60045	475.00
PETTY CASH - WF PURCHASE CARD FEE:	ERIC BOHRER WF OOP 1	12/20/2021	ERIC BOHRER	101.42.4000.421.60045	265.95
PETTY CASH - WF PURCHASE CARD FEE:	HAUGLAND DENNIS WF C	12/20/2021	HAUGLAND DENNIS	101.42.4000.421.60045	650.50
PETTY CASH - WF PURCHASE CARD FEE:	JANET SHEFCHIK WF OC	12/20/2021	JANET SHEFCHIK	101.41.1100.413.50075	37.66
PETTY CASH - WF PURCHASE CARD FEE:	MELISSA CHIODO WF OC	12/20/2021	MELISSA CHIODO	101.42.4000.421.50065	44.75
PETTY CASH - WF PURCHASE CARD FEE:	RYAN MALCOLM WF OOF	12/20/2021	RYAN MALCOLM	101.42.4000.421.60045	444.97
PETTY CASH - WF PURCHASE CARD FEE:	TRISTAN JAKOBSON WF	12/20/2021	TRISTAN JAKOBSON	101.42.4000.421.60045	475.00
PETTY CASH - WF PURCHASE CARD FEE:	TYLER NELSON WF OOP	12/20/2021	TYLER NELSON	101.42.4000.421.60045	475.00
PINE BEND PAVING, INC.	21-2312	12/30/2021	Asphalt	101.43.5200.443.60016	5,424.10
PINE BEND PAVING, INC.	21-2595	12/16/2021	Limestone rock	101.43.5200.443.60016	330.00
PINE BEND PAVING, INC.	21-1880	12/30/2021	Asphalt	101.43.5200.443.60016	20,957.40
PRECISE MRM	001-1595348	12/16/2021	Data tracking	101.43.5200.443.30700	159.14
PRO-TECH DESIGN INC.	103327	12/30/2021	FS2 door access	101.47.1400.413.30700	357.00
RCM SPECIALTIES, INC.	8324	12/16/2021	Patching	101.43.5200.443.40046	13,740.00
SAFE-FAST, INC.	INV254114	12/16/2021	safety supplies	101.43.5200.443.60065	96.71
SAINT PAUL AREA CHAMBER OF COMME	2512745	12/16/2021	Awards ceremony at MOA	101.42.4200.423.50080	100.00
SAINT PAUL, CITY OF	IN47710	12/16/2021	Asphalt	101.43.5200.443.60016	1,740.18
SAND CREEK GROUP LTD	SDC2596-IN	12/09/2021	EAP Services	101.41.1100.413.30700	4,500.00
SENSIBLE LAND USE COALITION	1181	12/16/2021	SLUC registration	101.45.3000.419.50080	48.00
SENSIBLE LAND USE COALITION	1181	12/16/2021	SLUC registration	101.45.3200.419.50080	96.00
SENTINEL MN LLC	OSSLD5	12/30/2021	Suppressors	101.42.4000.421.60018	4,960.00
SOUTH ST PAUL, CITY OF	11/8/2021	12/16/2021	4th Qtr 2021 SSP Utility Payment - StreetLight Fe	101.207.2070900	49.50
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	101.41.1100.413.50025	16.65
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	101.41.1100.413.50025	13.95
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	101.41.1100.413.50025	18.00
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	101.45.3200.419.50025	63.00
STREICHER'S	I1487470	12/09/2021	Streicher's - Supplies	101.42.4000.421.60065	266.99
STREICHER'S	I1502818	12/09/2021	Streicher's Fliehr	101.42.4000.421.60045	170.96
STREICHER'S	I1540205	12/30/2021	Easy Wedge	101.42.4000.421.60065	117.96

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
STREICHER'S	I1539107	12/16/2021	Streicher's - Firearm	101.42.4000.421.60018	79.98
TACONIC MAINTENANCE	13418	12/16/2021	Ice B Gone Liquid	101.43.5200.443.60016	2,475.00
TACONIC MAINTENANCE	13394	12/16/2021	liquid magic	101.43.5200.443.60016	2,475.00
TDS METROCOM	12/13/2021	12/22/2021	Analog Phones	101.47.1400.413.50020	175.08
TEXAS STATE DISBURSEMENT UNIT	INV0128102	12/17/2021	CASE #0012022247	101.203.2032100	230.77
TOM NOTCH FLOORS AND MORE, LLC.	12/28/2021	12/30/2021	Refund permit for 8458 Bradford Ct	101.45.0000.3221000	33.00
TOTAL CONSTRUCTION & EQUIP.	32062	12/16/2021	repair pipe at Groveland	101.44.6000.451.40040	775.14
TOTAL CONSTRUCTION & EQUIP.	32063	12/16/2021	power for HVP dog park shelters	101.44.6000.451.30700	2,623.81
TOTAL CONSTRUCTION & EQUIP.	32063	12/16/2021	power for HVP dog park shelters	101.44.6000.451.40040	7,871.45
TOTAL CONSTRUCTION & EQUIP.	32069	12/16/2021	repairs to Cahill Ave light poles	101.44.6000.451.40047	343.40
TOTAL CONSTRUCTION & EQUIP.	31967	12/16/2021	Oakwood Park rink light repairs	101.44.6000.451.40047	116.28
TRUGREEN	151606847	12/16/2021	pesticide application	101.44.6000.451.60035	52.00
UNIFIRST CORPORATION	900653494	10/11/2021	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900653494	10/11/2021	Uniforms	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900656251	10/25/2021	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900656251	10/25/2021	Uniforms	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900643824	11/04/2021	Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900643824	11/04/2021	Uniforms	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900663185	12/16/2021	Uniform other	101.43.5200.443.60045	89.33
UNIFIRST CORPORATION	900663185	12/16/2021	Uniform other	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900665927	12/22/2021	Uniforms other	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900665927	12/22/2021	Uniforms other	101.44.6000.451.60045	14.24
UNIFIRST CORPORATION	900664576	12/16/2021	Other Uniforms	101.43.5200.443.60045	30.71
UNIFIRST CORPORATION	900664576	12/16/2021	Other Uniforms	101.44.6000.451.60045	16.09
UNITED PROPERTIES LLC	11/05/2021	12/09/2021	Refund permit #PRBD2021000497	101.207.2070300	210.62
VALLEY IMAGES PHOTOGRAPHY - MARK	13262	12/30/2021	Officer photos	101.42.4000.421.50030	200.00
WAKOTA MUTUAL AID FIREFIGHTERS ASSOCIATION	2021 DUES	12/16/2021	Yearly dues for membership	101.42.4200.423.50070	50.00
WELLS FARGO CREDIT CARD ACH	7 West St. Cloud WF 11/21	12/20/2021	7 West St. Cloud - Haugland, - 7 West - Conferer	101.42.4000.421.50075	29.85
WELLS FARGO CREDIT CARD ACH	Active911 Inc WF 11/21	12/20/2021	Active911 Inc - Chiodo, Mo - subscription fee	101.42.4200.423.50070	750.00
WELLS FARGO CREDIT CARD ACH	Aed Superstore WF 11/21	12/20/2021	Aed Superstore - Lee, Katri - AED- Supplies	101.42.4000.421.60065	273.17
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/21	12/20/2021	Allstream - O'Connor, - city phones	101.47.1400.413.50020	1,389.96
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/21	12/20/2021	Allstream - O'Connor, - city phones	101.47.1400.413.50020	1,505.08
WELLS FARGO CREDIT CARD ACH	Amazon.Com 0014b1t53 W	12/20/2021	Amazon.Com 0014b1t53 - Gade, Marc - Headsets	101.47.1400.413.60041	82.81
WELLS FARGO CREDIT CARD ACH	Amazon.Com Kc5eu8e73 A	12/20/2021	Amazon.Com Kc5eu8e73 A - Gade, Marc - Monitr	101.47.1400.413.60041	376.52
WELLS FARGO CREDIT CARD ACH	Amazon.Com WF 11/21 CF	12/20/2021	Amazon.Com - Gade, Marc - Retrun	101.47.1400.413.60041	(54.46)
WELLS FARGO CREDIT CARD ACH	Amazon.Com Y17jn3ad3 W	12/20/2021	Amazon.Com Y17jn3ad3 - Rose, Ryan - Amazon-	101.42.4000.421.60013	85.90
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 3b43s9mx3	12/20/2021	Amzn Mktp Us 3b43s9mx3 - Fischer, K - Wireless	101.43.5100.442.60040	59.98
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 9n2er72i3 V	12/20/2021	Amzn Mktp Us 9n2er72i3 - Chiodo, Mo - DVD play	101.42.4200.423.60018	116.36
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Bo9an6sv3	12/20/2021	Amzn Mktp Us Bo9an6sv3 - Underdahl, - Pressur	101.43.5200.443.60016	27.79
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us D372c57v3	12/20/2021	Amzn Mktp Us D372c57v3 - Gade, Marc - Monitor	101.47.1400.413.60041	34.64
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Gy9hl1603 \	12/20/2021	Amzn Mktp Us Gy9hl1603 - Chiodo, Mo - garbage	101.42.4200.423.60011	99.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Mq4418g63	12/20/2021	Amzn Mktp Us Mq4418g63 - Lee, Katri - Amazon-	101.42.4000.421.40044	317.96
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us N02eg2bo3	12/20/2021	Amzn Mktp Us N02eg2bo3 - Gade, Marc - Monito	101.47.1400.413.60041	131.96
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us W92wl1le3	12/20/2021	Amzn Mktp Us W92wl1le3 - Gade, Marc - Power s	101.47.1400.413.60040	79.95
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us WF 11/21 C	12/20/2021	Amzn Mktp Us - Gade, Marc - Retrun	101.47.1400.413.60040	(81.98)
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Z56lb04s3 V	12/20/2021	Amzn Mktp Us Z56lb04s3 - Gade, Marc - Blue scr	101.47.1400.413.60040	81.98
WELLS FARGO CREDIT CARD ACH	Andax Industries Llc WF 11	12/20/2021	Andax Industries Llc - Chiodo, Mo - Supplies	101.42.4200.423.60065	965.42
WELLS FARGO CREDIT CARD ACH	Aspen Mills WF 11/21	12/20/2021	Aspen Mills - Decker, Jo - Aspen Mills- Uniform D	101.42.4200.423.60045	167.78
WELLS FARGO CREDIT CARD ACH	At&T Mobility Epay WF 11/	12/20/2021	At&T Mobility Epay - O'Connor, - engineering gps	101.47.1400.413.50020	77.00
WELLS FARGO CREDIT CARD ACH	At&T Premier Ebill WF 11/2	12/20/2021	At&T Premier Ebill - O'Connor, - CH cellphones	101.47.1400.413.50020	965.26
WELLS FARGO CREDIT CARD ACH	At&T Premier Ebill WF 11/2	12/20/2021	At&T Premier Ebill - O'Connor, - CH cellphones	101.47.1400.413.50020	2,764.51
WELLS FARGO CREDIT CARD ACH	At&T Premier Ebill WF 11/2	12/20/2021	At&T Premier Ebill - O'Connor, - CH cellphones	101.47.1400.413.50020	3,072.01
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF	12/20/2021	Bca Training Education - Wiederhoef - BCA- Trair	101.42.4000.421.50080	75.00
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF	12/20/2021	Bca Training Education - Wiederhoef - BCA- Trair	101.42.4200.423.50080	75.00
WELLS FARGO CREDIT CARD ACH	Bluff High Kennels WF 11/2	12/20/2021	Bluff High Kennels - Rose, Ryan - Bluff High Kenn	101.42.4000.421.60013	180.00
WELLS FARGO CREDIT CARD ACH	Bp#1410000b&D Bp Qps	12/20/2021	Bp#1410000b&D Bp Qps - Chiodo, Me - BP- Fue	101.42.4000.421.50065	16.79
WELLS FARGO CREDIT CARD ACH	Breezy Point Resort In WF	12/20/2021	Breezy Point Resort In - Lee, Katri - Breezy Point	101.42.4000.421.50065	(204.02)
WELLS FARGO CREDIT CARD ACH	Bts Spok2 WF 11/21	12/20/2021	Bts Spok2 - O'Connor, - canned greeting	101.47.1400.413.40035	4.66
WELLS FARGO CREDIT CARD ACH	Centurylink WF 11/21	12/20/2021	Centurylink - O'Connor, - parks internet	101.47.1400.413.50020	70.95
WELLS FARGO CREDIT CARD ACH	Centurylink WF 11/21	12/20/2021	Centurylink - O'Connor, - parks internet	101.47.1400.413.50020	70.95
WELLS FARGO CREDIT CARD ACH	Centurylink WF 11/21	12/20/2021	Centurylink - O'Connor, - parks internet	101.47.1400.413.50020	100.70
WELLS FARGO CREDIT CARD ACH	Centurylink WF 11/21	12/20/2021	Centurylink - O'Connor, - parks internet	101.47.1400.413.50020	70.95
WELLS FARGO CREDIT CARD ACH	Centurylink WF 11/21	12/20/2021	Centurylink - O'Connor, - parks internet	101.47.1400.413.50020	80.94
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF	12/20/2021	Centurylink/Speedpay - O'Connor, - FS #2 svcs	101.47.1400.413.50020	262.73
WELLS FARGO CREDIT CARD ACH	Courtyard St. Cloud WF 11,	12/20/2021	Courtyard St. Cloud - Lee, Katri - Courtyard- Conf	101.42.4000.421.50065	584.55
WELLS FARGO CREDIT CARD ACH	Courtyard St. Cloud WF 11,	12/20/2021	Courtyard St. Cloud - Lee, Katri - Courtyard- Conf	101.42.4000.421.50065	571.02
WELLS FARGO CREDIT CARD ACH	Courtyard St. Cloud WF 11,	12/20/2021	Courtyard St. Cloud - Lee, Katri - Courtyard- Conf	101.42.4000.421.50065	571.02
WELLS FARGO CREDIT CARD ACH	Cub Foods #1639 WF 11/2	12/20/2021	Cub Foods #1639 - Wonick, Ju - lunches PR inter	101.41.1100.413.50075	146.74
WELLS FARGO CREDIT CARD ACH	Cub Foods #1639 WF 11/2	12/20/2021	Cub Foods #1639 - Wonick, Ju - lunches PR inter	101.42.4200.423.50075	26.95
WELLS FARGO CREDIT CARD ACH	Dakota Awards & Engrav V	12/20/2021	Dakota Awards & Engrav - Wonick, Ju - name pla	101.44.6000.451.60065	34.00
WELLS FARGO CREDIT CARD ACH	Eb 2018 lbc Apartment WF	12/20/2021	Eb 2018 lbc Apartment - Johnson, S - Account # 1	101.45.3300.419.50080	375.00
WELLS FARGO CREDIT CARD ACH	Facebk Exkrg83ex2 WF 11	12/20/2021	Facebk Exkrg83ex2 - Looze, Amy -	101.41.1300.413.50025	40.00
WELLS FARGO CREDIT CARD ACH	Fedex Offic62000006205 V	12/20/2021	Fedex Offic62000006205 - Jackson, J - Laminatin	101.43.5200.443.60016	167.54
WELLS FARGO CREDIT CARD ACH	Firepenny WF 11/21	12/20/2021	Firepenny - Chiodo, Mo - hazardous materials res	101.42.4200.423.60065	1,608.50
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/21	12/20/2021	Grainger - Chiodo, Mo - out of service tags	101.42.4200.423.60065	28.44
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/21	12/20/2021	Grainger - Chiodo, Mo - out of service tags	101.42.4200.423.60065	46.14
WELLS FARGO CREDIT CARD ACH	Gts Educational Events WF	12/20/2021	Gts Educational Events - Kaldunski, - Annual Con	101.43.5100.442.50080	400.00
WELLS FARGO CREDIT CARD ACH	Gts Educational Events WF	12/20/2021	Gts Educational Events - Kaldunski, - Annual Con	101.43.5100.442.50080	400.00
WELLS FARGO CREDIT CARD ACH	Guardian Supply WF 11/21	12/20/2021	Guardian Supply - Madsen, Be - Guardian Supply-	101.42.4200.423.60045	203.51
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0471 WF	12/20/2021	Holiday Stations 0471 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	44.67
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0471 WF	12/20/2021	Holiday Stations 0471 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	49.20

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF	12/20/2021	Holiday Stations 0479 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	52.09
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF	12/20/2021	Holiday Stations 0479 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	48.69
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF	12/20/2021	Holiday Stations 0479 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	50.82
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF	12/20/2021	Holiday Stations 0479 - Chiodo, Me - Holiday- Fue	101.42.4000.421.50065	51.37
WELLS FARGO CREDIT CARD ACH	Iacp WF 11/21 CR	12/20/2021	Iacp - Folmar, Se - refund to cancelled conference	101.42.4000.421.50080	(145.00)
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	101.42.4200.423.60018	87.97
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	101.43.5200.443.60016	11.58
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	101.44.6000.451.40040	18.97
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	101.44.6000.451.60040	29.94
WELLS FARGO CREDIT CARD ACH	Kwik Trip 24800002485 W	12/20/2021	Kwik Trip 24800002485 - Chiodo, Me - Kwik Trip-	101.42.4000.421.50065	48.65
WELLS FARGO CREDIT CARD ACH	League Of Minnesota Ci W	12/20/2021	League Of Minnesota Ci - Wonick, Ju - Data Prac	101.41.1100.413.50080	15.00
WELLS FARGO CREDIT CARD ACH	League Of Minnesota Ci W	12/20/2021	League Of Minnesota Ci - Wonick, Ju - Data Prac	101.41.1100.413.50080	15.00
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M W	12/20/2021	Menards West St Paul M - Sperl, Mik - wall mount	101.44.6000.451.40040	6.99
WELLS FARGO CREDIT CARD ACH	Nelson Brothers Restau W	12/20/2021	Nelson Brothers Restau - Haugland, - Nelson Brc	101.42.4000.421.50075	59.23
WELLS FARGO CREDIT CARD ACH	Old World Pizza WF 11/21	12/20/2021	Old World Pizza - Lee, Katri - Old World- Intervie	101.42.4000.421.50075	65.87
WELLS FARGO CREDIT CARD ACH	Paypal Mpstma WF 11/21	12/20/2021	Paypal Mpstma - O'Connor, - fall workshop - all	101.44.6000.451.50080	215.00
WELLS FARGO CREDIT CARD ACH	Purple Goat WF 11/21	12/20/2021	Purple Goat - Bergum, Er - food for class in Roch	101.42.4200.423.50075	46.27
WELLS FARGO CREDIT CARD ACH	Rescue Response Gear W	12/20/2021	Rescue Response Gear - Chiodo, Mo - webbing, l	101.42.4200.423.60065	3,663.87
WELLS FARGO CREDIT CARD ACH	Sq Greek Cravings WF 11/21	12/20/2021	Sq Greek Cravings - Haugland, - Sq- Greek- Cor	101.42.4000.421.50075	33.61
WELLS FARGO CREDIT CARD ACH	Sq Greek Cravings WF 11/21	12/20/2021	Sq Greek Cravings - Haugland, - Sq- Greek- Cor	101.42.4000.421.50075	22.41
WELLS FARGO CREDIT CARD ACH	Super Wok WF 11/21	12/20/2021	Super Wok - Johnson, S - Account #	101.45.3300 101.45.3300.419.50075	35.03
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	5.00
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	50.00
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	30.00
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	5.00
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	20.00
WELLS FARGO CREDIT CARD ACH	Target.Com WF 11/21	12/20/2021	Target.Com - Bauer, Cor - Prize for wellness com	101.41.1100.413.30500	10.00
WELLS FARGO CREDIT CARD ACH	The Corner Store WF 11/21	12/20/2021	The Corner Store - Hawkins, J - gas for small equ	101.44.6000.451.60016	55.29
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.42.4200.423.60065	61.25
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.42.4200.423.60065	278.33
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.44.6000.451.40047	120.96
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.44.6000.451.60012	17.80
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.44.6000.451.60012	18.97
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.44.6000.451.60040	83.96
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 W	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	101.44.6000.451.60045	80.66
WELLS FARGO CREDIT CARD ACH	Tlf Glassing Florist WF 11/21	12/20/2021	Tlf Glassing Florist - Underdahl, - Other professi	101.43.5200.443.30700	182.55
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.42.4200.423.60065	104.46
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.42.4200.423.60065	89.98
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.42.4200.423.60065	3.99
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.43.5200.443.60016	95.70
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.44.6000.451.60045	59.99
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.44.6000.451.60045	42.49
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 W	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	101.44.6000.451.60065	79.48
WELLS FARGO CREDIT CARD ACH	Turittos Pizza WF 11/21	12/20/2021	Turittos Pizza - Johnson, S - Account #	101.45.33 101.41.1100.413.50075	324.30
WELLS FARGO CREDIT CARD ACH	Turittos Pizza WF 11/21	12/20/2021	Turittos Pizza - Johnson, S - Account #	101.45.33 101.45.3300.419.50075	28.14
WELLS FARGO CREDIT CARD ACH	Turittos Pizza WF 11/21	12/20/2021	Turittos Pizza - Johnson, S - Account #	101.45.33 101.45.3300.419.50075	28.14
WELLS FARGO CREDIT CARD ACH	U Of M Contlelearning WF 11/21	12/20/2021	U Of M Contlelearning - Reller, Cr - Stormwater	101.43.5100.442.50080	120.00
WELLS FARGO CREDIT CARD ACH	U.S.Internet Corp WF 11/21	12/20/2021	U.S.Internet Corp - O'Connor, - spam svcs	101.47.1400.413.40035	230.00
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF	11/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	101.42.4000.421.50035	274.00
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF	11/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	101.42.4200.423.50030	14.52
WELLS FARGO CREDIT CARD ACH	Vzwlrlss Apocc Visb WF 11/21	12/20/2021	Vzwlrlss Apocc Visb - O'Connor, - city cellphones	101.47.1400.413.50020	925.26
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.41.1100.413.50075	30.92
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.41.1100.413.50075	21.44
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.41.1100.413.60065	10.98
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.42.4200.423.60011	14.45
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.42.4200.423.60018	36.17
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.42.4200.423.60065	30.88
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.42.4200.423.60065	28.83
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	101.42.4200.423.60065	282.23
WELLS FARGO CREDIT CARD ACH	Wpy American Public Wo V	12/20/2021	Wpy American Public Wo - Fischer, K - APWA co	101.43.5100.442.50080	386.25
WELLS FARGO CREDIT CARD ACH	Zoom.U.s 888-799-9666 WF	12/20/2021	Zoom.U.s 888-799-9666 - Lee, Katri - Zoom	101.42.4000.421.50070	14.99
WELLS FARGO CREDIT CARD ACH	Zoom.U.s 888-799-9666 WF	12/20/2021	Zoom.U.s 888-799-9666 - Lee, Katri - Zoom	101.42.4000.421.50070	11.99
WELLS FARGO CREDIT CARD ACH	Zoom.U.s 888-799-9666 WF	12/20/2021	Zoom.U.s 888-799-9666 - Lee, Katri - Zoom	101.47.1400.413.40035	29.98
WI SCTF (WI SUPPORT COLLECTIONS TR	INV0126786	12/03/2021	PARTICIPANT ID#0004986316	101.203.2032100	433.06
WI SCTF (WI SUPPORT COLLECTIONS TR	INV0128107	12/17/2021	PARTICIPANT ID#0004986316	101.203.2032100	433.06
WSB & ASSOCIATES, INC.	R-017699-000-9	12/09/2021	Interim Public Works Director Salary	101.43.5000.441.30700	2,899.00
XCEL ENERGY	742426884	12/20/2021	51-6431857-4	101.42.4200.423.40010	144.22
XCEL ENERGY	742426884 CR	12/20/2021	51-6431857-4	101.42.4200.423.40020	(487.34)
XCEL ENERGY	746804928	12/20/2021	51-6431857-4	101.42.4200.423.40010	76.82
XCEL ENERGY	746804928 CR	12/20/2021	51-6431857-4	101.42.4200.423.40020	(214.24)
XCEL ENERGY	750797793	12/20/2021	51-6431857-4	101.42.4200.423.40010	170.19
XCEL ENERGY	750797793 CR	12/20/2021	51-6431857-4	101.42.4200.423.40020	(396.82)
XCEL ENERGY	754788295	12/20/2021	51-6431857-4	101.42.4200.423.40010	343.34
XCEL ENERGY	754788295 CR	12/20/2021	51-6431857-4	101.42.4200.423.40020	(13.93)
XCEL ENERGY	758607415	12/20/2021	51-6431857-4	101.42.4200.423.40010	1,345.24

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
XCEL ENERGY	758607415	12/20/2021	51-6431857-4	101.42.4200.423.40020	1,299.17
XCEL ENERGY	758783368	12/20/2021	51-5279113-0	101.43.5400.445.40020	10,641.69
XCEL ENERGY	758783368	12/20/2021	51-5279113-0	101.44.6000.451.40020	55.08
XCEL ENERGY	759346691	12/20/2021	51-5185446-3	101.42.4000.421.40042	43.56
XCEL ENERGY	759715625	12/20/2021	51-4779167-3	101.44.6000.451.40010	558.20
XCEL ENERGY	759715625 CR	12/20/2021	51-4779167-3	101.44.6000.451.40020	(1,675.45)
Fund: 101 - GENERAL FUND					1,036,378.15
LIME VALLEY ADVERTISING, INC.	21076.1	12/09/2021	CVB website	201.44.1600.465.50025	100.00
LIME VALLEY ADVERTISING, INC.	21544.01	12/09/2021	website design	201.44.1600.465.50025	5,050.00
PHILKOT Inc.	165424	12/09/2021	igh visitors guide	201.44.1600.465.50025	2,888.42
RIVER HEIGHTS CHAMBER OF COMMERC	11038	12/09/2021	CVB rent etc	201.44.1600.465.30700	6,127.16
STACY ANN BROOKS	379	12/09/2021	CVB blog	201.44.1600.465.50025	215.00
WELLS FARGO CREDIT CARD ACH	Dominicks Pizza WF 11/21	12/20/2021	Dominicks Pizza - Satre, Eri -	201.44.1600.465.50075	55.28
WELLS FARGO CREDIT CARD ACH	Facebk Pbhfp8xlp2 WF 11/	12/20/2021	Facebk Pbhfp8xlp2 - Satre, Eri - Advertising	201.44.1600.465.50025	25.00
WELLS FARGO CREDIT CARD ACH	Google Gsuite_Visitig WF	12/20/2021	Google Gsuite_Visitig - Satre, Eri - Advertising	201.44.1600.465.50025	18.00
WELLS FARGO CREDIT CARD ACH	Google Ads8715259637 W	12/20/2021	Google Ads8715259637 - Satre, Eri - Advertising	201.44.1600.465.50025	90.21
WELLS FARGO CREDIT CARD ACH	Google Ads8715259637 W	12/20/2021	Google Ads8715259637 - Satre, Eri - Advertising	201.44.1600.465.50025	89.50
WELLS FARGO CREDIT CARD ACH	Siteground Hosting WF 11/	12/20/2021	Siteground Hosting - Satre, Eri - GoGeek Hosting	201.44.1600.465.50025	75.00
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF 11/	12/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	201.44.1600.465.50035	78.00
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF 11/	12/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	201.44.1600.465.50035	22.65
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF 11/	12/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	201.44.1600.465.50035	11.06
Fund: 201 - C.V.B. FUND					14,845.28
BAKER TILLY US, LLP	BT1959594	12/09/2021	Final Billing PR Director search	204.44.6100.452.30700	7,800.00
DUERSCHERL, NANCY	12/2/2021	12/30/2021	Customer cancelled out of luncheon	204.227.2271000	15.00
FIRST IMPRESSION GROUP, THE	123077	12/09/2021	dog park passes	204.44.6100.452.60009	85.00
HOLMES DESIGN, INC.	5323	12/30/2021	Fall 2021 brochure	204.44.6100.452.30700	952.00
HOLMES DESIGN, INC.	5340	12/30/2021	Parks and Rec programs - marketing design	204.44.6100.452.30700	490.00
HOLMES DESIGN, INC.	5341	12/30/2021	Parks and Rec program marketing design	204.44.6100.452.30700	924.00
HOLMES DESIGN, INC.	5342	12/30/2021	Brochure design	204.44.6100.452.30700	1,022.00
MN DEPT OF REVENUE	November 2021	12/20/2021	November 2021 - Sales & Use Tax	204.207.2070300	485.66
PETTY CASH - WF PURCHASE CARD FEE	RACHEL MIKEL WF OOP	12/20/2021	RACHEL MIKEL	204.44.6100.452.50080	229.00
PETTY CASH - WF PURCHASE CARD FEE	RACHEL MIKEL WF OOP	12/20/2021	RACHEL MIKEL	204.44.6100.452.60009	40.00
REVOLUTIONARY SPORTS, LLC	163	10/21/2021	Fall session TotStars	204.44.6100.452.30700	991.20
SANTORI, TRISTIN	11/19/2021	12/09/2021	Cancelled class - low enrollment	204.44.0000.3470000	190.00
TAHO SPORTSWEAR	21TS4624	12/30/2021	for parks rink attendants	204.44.6100.452.60009	195.00
TRUAX, JESSICA	12/1/2021	12/30/2021	we cancelled program	204.222.2222000	60.00
UNIVERSAL ATHLETIC, LLC	150-0056218-01	12/30/2021	Softballs	204.44.6100.452.60009	42.99
WELLS FARGO CREDIT CARD ACH	4allpromos WF 11/21	12/20/2021	4allpromos - Mikel, Rac - Items for IGH Days.	204.44.6100.452.60009	592.50
WELLS FARGO CREDIT CARD ACH	Mn Recreation And Park W	12/20/2021	Mn Recreation And Park - Rosewood, - training c	204.44.6100.452.50080	49.00
WELLS FARGO CREDIT CARD ACH	The Home Depot #2809 WI	12/20/2021	The Home Depot #2809 - Mikel, Rac - refund for r	204.44.6100.452.60009	(1.77)
Fund: 204 - RECREATION FUND					14,161.58
2ND WIND EXERCISE, INC.	21-069414	12/09/2021	equip repair	205.44.6200.453.40042	264.00
2ND WIND EXERCISE, INC.	22-037716	12/09/2021	equipment	205.44.6200.453.60040	381.42
AEP ONSITE PARTNERS, LLC	419-21342620	12/16/2021	Nov 2021 Solar panels	205.44.6200.453.40020	2,109.17
AEP ONSITE PARTNERS, LLC	419-21342620	12/16/2021	Nov 2021 Solar panels	205.44.6200.453.40020	2,008.84
AQUA LOGIC, INC.	52127	12/16/2021	weld gutter supports	205.44.6200.453.40040	360.00
BIEBERT, CLAUDIA	6/21/2021	12/30/2021	annual class/license reimbursement	205.44.6200.453.50070	51.80
BOECKMAN, SHARI	12/7/2021	12/30/2021	annual license/class reimbursement	205.44.6200.453.50070	64.15
FIRST IMPRESSION GROUP, THE	123377	12/09/2021	T Abrahamson business cards	205.44.6200.453.50030	60.00
FIRST IMPRESSION GROUP, THE	123798	12/30/2021	guest pass cards	205.44.6200.453.50030	185.00
HILLYARD INC	700486294	12/16/2021	hose drain	205.44.6200.453.60040	56.24
HILLYARD INC	700486294	12/16/2021	hose drain	205.44.6200.453.60040	56.24
HOLMES DESIGN, INC.	5323	12/30/2021	Fall 2021 brochure	205.44.6200.453.30700	1,428.00
HOLMES DESIGN, INC.	5340	12/30/2021	Parks and Rec programs - marketing design	205.44.6200.453.30700	735.00
HOLMES DESIGN, INC.	5341	12/30/2021	Parks and Rec program marketing design	205.44.6200.453.30700	1,386.00
HOLMES DESIGN, INC.	5342	12/30/2021	Brochure design	205.44.6200.453.30700	1,533.00
HORIZON COMMERCIAL POOL SUPPLY	211202051-EO	12/16/2021	pool equipment cleaner	205.44.6200.453.60011	189.00
HUEBSCH SERVICES	20116682	12/09/2021	lobby mats	205.44.6200.453.40040	74.32
HUEBSCH SERVICES	20116682	12/09/2021	lobby mats	205.44.6200.453.40040	297.26
INNOVATIVE OFFICE SOLUTIONS	SUM-064653	12/16/2021	Office supplies Nov 2021 - Central Stores	205.44.6200.453.60065	253.15
KROHN, THOMAS	12/1/2021	12/30/2021	annual class/license reimbursement	205.44.6200.453.50070	9.90
LVC COMPANIES, INC.	77991	12/30/2021	repaired pipe leak in West Rink	205.44.6200.453.40040	1,274.98
MN DEPT OF REVENUE	November 2021	12/20/2021	November 2021 - Sales & Use Tax	205.207.2070300	5,492.71
MN HOCKEY DISTRICT 8	12/16/2021	12/30/2021	ad in rulebook	205.44.6200.453.50025	145.00
MULVIHILL, CAMERON	3/22/2021	12/30/2021	annual license/class reimbursement	205.44.6200.453.50070	23.03
NAC MECHANICAL & ELECTRICAL SERVIC	191559	12/09/2021	Child Care HVAC	205.44.6200.453.40040	360.00
NASSEFF PLUMBING & HEATING, INC.	36716	12/09/2021	HVAC repairs	205.44.6200.453.40040	1,294.87
NASSEFF PLUMBING & HEATING, INC.	36716	12/09/2021	HVAC repairs	205.44.6200.453.40040	1,294.88
NASSEFF PLUMBING & HEATING, INC.	36731	12/16/2021	HVAC repairs to AHU-2	205.44.6200.453.40040	13,550.00
NASSEFF PLUMBING & HEATING, INC.	36892	12/16/2021	VMCC HVAC repair	205.44.6200.453.40040	255.40
NASSEFF PLUMBING & HEATING, INC.	36892	12/16/2021	VMCC HVAC repair	205.44.6200.453.40040	255.40
NASSEFF PLUMBING & HEATING, INC.	37127	12/30/2021	AHU repair	205.44.6200.453.40040	424.00
NASSEFF PLUMBING & HEATING, INC.	37320	12/30/2021	insulate refrigerant line	205.44.6200.453.40040	3,209.98
NASSEFF PLUMBING & HEATING, INC.	37341	12/30/2021	repair Boys Locker Rm HVAC	205.44.6200.453.40040	904.55
PEGASUS RECONDITIONING, INC.	20968	12/30/2021	equipment seat/leather repairs	205.44.6200.453.40042	1,126.20
PERFECTION PLUS, INC	114020	12/16/2021	monthly cleaning/sanitizing svcs	205.44.6200.453.40040	8,456.36
PERRY, LAURA	11/15/2021	12/30/2021	annual license/class reimbursement	205.44.6200.453.50070	9.90
SIMONSON, NEIL	12/2/2021	12/30/2021	Class cancelled - low enrollment	205.44.0000.3493501	45.00

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
TOTAL CONSTRUCTION & EQUIP.	32090	12/22/2021	replace/add circuits for VMCC concession stand	205.44.6200.453.40040	1,683.33
TOTAL CONSTRUCTION & EQUIP.	31966	12/16/2021	adjust bathroom occupancy sensors	205.44.6200.453.40040	174.42
TOTAL CONSTRUCTION & EQUIP.	31968	12/16/2021	fix receptacle at pool	205.44.6200.453.40040	232.56
TWIN CITY HARDWARE	PSI2086073	12/16/2021	replace doors in Grove Locker rooms	205.44.6200.453.80200	5,500.00
TWIN CITY HARDWARE	PSI2086075	12/16/2021	new doors for Brightside Room	205.44.6200.453.80200	7,650.00
WELLS FARGO CREDIT CARD ACH	Amazon.Com 9o3c97p73 V	12/20/2021	Amazon.Com 9o3c97p73 - Roach, Ric - Bathroom	205.44.6200.453.60016	21.81
WELLS FARGO CREDIT CARD ACH	Amazon.Com Bh0rp3gb3 V	12/20/2021	Amazon.Com Bh0rp3gb3 - Swiggum, C - Ink for s	205.44.6200.453.60065	8.35
WELLS FARGO CREDIT CARD ACH	American Red Cross WF 1	12/20/2021	American Red Cross - Rosewood, - Lifeguard Co	205.44.6200.453.60018	200.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 0g14e2v23 V	12/20/2021	Amzn Mktp Us 0g14e2v23 - Swiggum, C - ink star	205.44.6200.453.60065	29.98
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 0z12l2qa3 V	12/20/2021	Amzn Mktp Us 0z12l2qa3 - Rosewood, - stamp fc	205.44.6200.453.60065	16.95
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 6k8ft4l33 W	12/20/2021	Amzn Mktp Us 6k8ft4l33 - Stier, Phi - Cords for Fi	205.44.6200.453.60040	46.19
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 8p5it5ko3 V	12/20/2021	Amzn Mktp Us 8p5it5ko3 - Stier, Phi - Wall clock	205.44.6200.453.60065	29.46
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Da0rx5y63 V	12/20/2021	Amzn Mktp Us Da0rx5y63 - Rosewood, - mouse	205.44.6200.453.60040	35.44
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Lb36c7sn3 V	12/20/2021	Amzn Mktp Us Lb36c7sn3 - Rosewood, - wristba	205.44.6200.453.60040	256.52
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M05dw1h33	12/20/2021	Amzn Mktp Us M05dw1h33 - Rosewood, - birthda	205.44.6200.453.60065	159.73
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Of5nf73p3 V	12/20/2021	Amzn Mktp Us Of5nf73p3 - Rosewood, - birthday	205.44.6200.453.60065	31.59
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us S06o31r33 V	12/20/2021	Amzn Mktp Us S06o31r33 - Stier, Phi - Audio corc	205.44.6200.453.60040	55.65
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Zh7n12ew3	12/20/2021	Amzn Mktp Us Zh7n12ew3 - Rosewood, - wristba	205.44.6200.453.60065	9.15
WELLS FARGO CREDIT CARD ACH	Apec 124453 WF 11/21	12/20/2021	Apec 124453 - O'Connor, - HVAC filters	205.44.6200.453.60016	225.83
WELLS FARGO CREDIT CARD ACH	Apec 124453 WF 11/21	12/20/2021	Apec 124453 - O'Connor, - HVAC filters	205.44.6200.453.60016	225.83
WELLS FARGO CREDIT CARD ACH	Carousel Checks WF 11/21	12/20/2021	Carousel Checks - O'Connor, - VMCC deposit sli	205.44.6200.453.60065	91.89
WELLS FARGO CREDIT CARD ACH	Central Turf & Irrigat WF 11	12/20/2021	Central Turf & Irrigat - O'Connor, - ice melt	205.44.6200.453.40040	106.25
WELLS FARGO CREDIT CARD ACH	Central Turf & Irrigat WF 11	12/20/2021	Central Turf & Irrigat - O'Connor, - ice melt	205.44.6200.453.60016	106.25
WELLS FARGO CREDIT CARD ACH	Comcast Cable Comm WF 12	12/20/2021	Comcast Cable Comm - O'Connor, - VMCC cable	205.44.6200.453.50070	197.30
WELLS FARGO CREDIT CARD ACH	Dollartree WF 11/21	12/20/2021	Dollartree - Swiggum, C - Learn to skate class su	205.44.6200.453.60065	22.79
WELLS FARGO CREDIT CARD ACH	Hawkins Inc WF 11/21	12/20/2021	Hawkins Inc - O'Connor, - pool chemicals	205.44.6200.453.60024	2,901.07
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	205.44.6200.453.60016	4.78
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	205.44.6200.453.60016	31.74
WELLS FARGO CREDIT CARD ACH	Mei Total Elevator Sol WF	12/20/2021	Mei Total Elevator Sol - O'Connor, - CH and FS #	205.44.6200.453.40040	260.68
WELLS FARGO CREDIT CARD ACH	Mn Recreation And Park W	12/20/2021	Mn Recreation And Park - Rosewood, - training c	205.44.6200.453.60018	49.00
WELLS FARGO CREDIT CARD ACH	Officemax/Depot 6302 WF	12/20/2021	Officemax/Depot 6302 - Vandehoef, - Name tags	205.44.6200.453.60065	99.28
WELLS FARGO CREDIT CARD ACH	Onlineriver WF 11/21	12/20/2021	Onlineriver - Abrahamson - membership key tags	205.44.6200.453.60065	481.00
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF	12/20/2021	R&R Specialties Of Wis - O'Connor, - Zam blade	205.44.6200.453.40042	60.00
WELLS FARGO CREDIT CARD ACH	Sams Club #4736 WF 11/2	12/20/2021	Sams Club #4736 - Abrahamson - Guest Services	205.44.6200.453.60065	62.96
WELLS FARGO CREDIT CARD ACH	Swimoutlet.Com WF 11/21	12/20/2021	Swimoutlet.Com - Crary, Amy - Replacement Aqu	205.44.6200.453.60040	159.50
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11	12/20/2021	Target 00025197 - Moynihan, - onion	205.44.6200.453.60065	119.94
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60016	66.29
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60016	66.29
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60040	7.47
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60040	7.47
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60040	18.47
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	205.44.6200.453.60040	18.47
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	205.44.6200.453.60065	73.07
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	205.44.6200.453.60065	23.14
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21	12/20/2021	Wal-Mart #5089 - Wonick, Ju - water supplies PR	205.44.6200.453.60065	12.26
WELLS FARGO CREDIT CARD ACH	Waterrower Inc WF 11/21	12/20/2021	Waterrower Inc - Crary, Amy - Replacement stopp	205.44.6200.453.60040	6.37
WELLS FARGO CREDIT CARD ACH	Watersafety WF 11/21	12/20/2021	Watersafety - Rosewood, - puddle jumpers - \$84	205.44.6200.453.60040	85.00
WELLS FARGO CREDIT CARD ACH	Wrist-Band Customlany W	12/20/2021	Wrist-Band Customlany - Crary, Amy - Wrist ban	205.44.6200.453.60040	98.32
WELLS FARGO CREDIT CARD ACH	Zumba Fitness WF 11/21	12/20/2021	Zumba Fitness - Crary, Amy - Zumba monthly lice	205.44.6200.453.50070	35.00
XCEL ENERGY	759715625	12/20/2021	51-4779167-3	205.44.6200.453.40010	13,357.13
YANKOVEC, JAMES	12/8/2021	12/30/2021	Incorrect membership sold	205.207.2070300	3.74
YANKOVEC, JAMES	12/8/2021	12/30/2021	Incorrect membership sold	205.44.0000.3490100	63.52
YORK, TERI	11/3/2021	12/30/2021	annual class/license reimbursement	205.44.6200.453.50070	15.85
Fund: 205 - COMMUNITY CENTER					84,929.83
EHLERS AND ASSOCIATES, INC.	88793	12/09/2021	ARPA Services-Revenue Loss Calculation	251.41.1100.413.30700	875.00
Fund: 251 - AMERICAN RESCUE PLAN ACT (ARPA)					875.00
NEWMARK KNIGHT FRANK VALUATION &	311809-001	12/16/2021	6500 block appraisal	290.45.3000.419.30700	3,600.00
WELLS FARGO CREDIT CARD ACH	Minnesota Commercial A W	12/20/2021	Minnesota Commercial A - Rand, Heat - Industrial	290.45.3000.419.50080	35.00
Fund: 290 - EDA OPERATING					3,635.00
DAKOTA TREE	2210	12/30/2021	grubbing and tree removal	402.44.6000.451.30700	1,500.00
HOISINGTON KOEGLER GROUP INC.	020-057-11	12/09/2021	Vista Pines design svcs	402.44.6000.451.30700	8,084.86
HOISINGTON KOEGLER GROUP INC.	020-057-12	12/16/2021	Vista Pines design work	402.44.6000.451.30700	2,216.84
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.11	12/22/2021	phone call re: Declaration for SVP	402.44.6000.451.30420	356.00
MAX STEININGER, INC.	12/9/2021	12/09/2021	Pay voucher 1, project 2021-12	402.44.6000.451.80300	240,225.14
Fund: 402 - PARK ACQ. & DEV. FUND					252,382.84
METROPOLITAN COUNCIL	12/2/2021	12/09/2021	November 2021 SAC Fees	404.217.2170000	42,245.00
Fund: 404 - SEWER CONNECTION FUND					42,245.00
PARAMETERS LTD	57801	12/16/2021	storage fee for furniture St 2	434.42.4200.423.30700	66.67
PARAMETERS LTD	56930	12/16/2021	storage fee for furniture for St. 2	434.42.4200.423.30700	66.67
PARAMETERS LTD	57235	12/16/2021	storage fee for furniture for St 2	434.42.4200.423.30700	133.34
Fund: 434 - 2014 IMPROVEMENT FUND					266.68

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
BOLTON & MENK, INC.	273109	12/09/2021	117th Street Watermain	436.73.5900.736.30300	2,184.00
DAKOTA CTY DISTRICT COURT	12/7/2021	12/16/2021	Dakota County District Court	436.73.5900.736.30700	45,200.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	436.73.5900.736.30420	34.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	436.73.5900.736.30420	2,604.00
SRF CONSULTING GROUP, INC	13074.00-8	12/09/2021	117th Street Reconstruction	436.73.5900.736.30300	19,858.98
Fund: 436 - 2016 IMPROVEMENT FUND					69,880.98
BRAUN INTERTEC CORPORATION	B277594	12/16/2021	HVP phase II environmental	437.44.5900.737.30700	679.00
DAKOTA ELECTRIC ASSN	200010072203 12/21	12/24/2021	200010072203	437.73.5900.737.40020	39.10
DAKOTA ELECTRIC ASSN	200010072203 12/21	12/24/2021	200010072203	437.73.5900.737.40020	28.79
VEIT & COMPANY INC	12/13/2021	12/16/2021	Final Pay Voucher 6 Project 2017-07	437.44.5900.737.80300	136.98
XCEL ENERGY	718568555	12/30/2021	Balance for 2018 burial of transmission lines HVP	437.44.5900.737.30700	46,683.73
Fund: 437 - 2017 IMPROVEMENT FUND					47,567.60
SRF CONSULTING GROUP, INC	10970.01-24	12/09/2021	Fire Station No 2 Sewer and Water Improvements	438.42.4200.423.30700	933.14
Fund: 438 - 2018 IMPROVEMENT FUND					933.14
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.14	12/16/2021	9178 Dalton Ct CGA	439.73.5900.739.30420	2,815.50
Fund: 439 - 2019 IMPROVEMENT FUND					2,815.50
BARR ENGINEERING COMPANY	23191446.00-16	12/09/2021	Dawn Way Improvements	440.74.5900.740.30300	977.00
BARR ENGINEERING COMPANY	23191446.00-16	12/09/2021	Dawn Way Improvements	440.74.5900.740.30300	977.00
BOLTON & MENK, INC.	273112	12/09/2021	64th Street Area	440.74.5900.740.30300	247.50
BOLTON & MENK, INC.	273115	12/09/2021	Atwater Improvements	440.74.5900.740.30300	495.00
BOLTON & MENK, INC.	273117	12/09/2021	Dawn Way Improvements	440.74.5900.740.30300	2,357.50
BOLTON & MENK, INC.	273117	12/09/2021	Dawn Way Improvements	440.74.5900.740.30300	2,357.50
GOODPOINTE TECHNOLOGY, INC.	4250	12/09/2021	Software Support for ICON	440.74.5900.740.30340	2,970.00
KIMLEY-HORN & ASSOCIATES, INC.	19884046	12/09/2021	Cahill Trunk Drainage Improvements	440.74.5900.740.30300	1,326.18
KIMLEY-HORN & ASSOCIATES, INC.	20051941	12/09/2021	Carleda Way	440.74.5900.740.30300	11,339.33
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	440.74.5900.740.30420	54.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	440.74.5900.740.30420	109.50
MCNAMARA CONTRACTING INC	11/8/2021	12/16/2021	Pay Voucher 6 Project 2016-09G	440.74.5900.740.80300	45,173.73
SHORT ELLIOTT HENDRICKSON, INC.	415050	12/09/2021	Cheney Trail/Coffman Path	440.74.5900.740.30300	4,419.60
SHORT ELLIOTT HENDRICKSON, INC.	415051	12/09/2021	62nd and Bolland Trail	440.74.5900.740.30300	2,442.43
SHORT ELLIOTT HENDRICKSON, INC.	416651	12/09/2021	Cheney Trl/Coffman Path	440.74.5900.740.30300	8,059.53
SHORT ELLIOTT HENDRICKSON, INC.	416652	12/09/2021	62nd and Bolland Trail	440.74.5900.740.30300	10,146.05
VEIT & COMPANY INC	12/13/2021	12/16/2021	Final Pay Voucher 6 Project 2017-07	440.74.5900.740.80300	16,440.37
VEIT & COMPANY INC	12/13/2021	12/16/2021	Final Pay Voucher 6 Project 2017-07	440.74.5900.740.80300	2,068.13
WSB & ASSOCIATES, INC.	R-019132-000-1	12/09/2021	PMP Task Force	440.74.5900.740.30700	694.50
Fund: 440 - PAVEMENT MANAGEMENT PROJ					112,654.85
BARR ENGINEERING COMPANY	23190328.20-22	12/09/2021	Pine Bend Estates 2	441.74.5900.741.30300	4,642.00
EMMONS & OLIVIER RESOURCES	00095-0066-10	12/09/2021	Online Regional Basin Map	441.43.0000.3434500	1,855.75
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	441.74.5900.741.40020	661.14
KIMLEY-HORN & ASSOCIATES, INC.	20127372	12/09/2021	MS 4 Program	441.74.5900.741.30300	2,869.95
SOUTH ST PAUL, CITY OF	11/8/2021	12/16/2021	4th Qtr 2021 SSP Utility Payment - StreetLight Fe	441.74.5900.741.40030	84.06
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Gu3uw6z63	12/20/2021	Amzn Mktp Us Gu3uw6z63 - Underdahl, - stormw	441.74.5900.741.40066	139.20
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 Wf	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	441.74.5900.741.40066	18.19
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 Wf	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	441.74.5900.741.40066	38.41
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 Wf	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	441.74.5900.741.40066	109.99
WELLS FARGO CREDIT CARD ACH	U Of M Contlearning WF 11	12/20/2021	U Of M Contlearning - Reller, Cr - Stormwater	441.74.5900.741.40066	130.00
XCEL ENERGY	758783368 CR	12/20/2021	51-5279113-0	441.74.5900.741.40020	(476.16)
Fund: 441 - STORM WATER MANAGEMENT					10,072.53
HOISINGTON KOEGLER GROUP INC.	021-002-9	12/22/2021	SV/NV reno administration	444.44.5900.744.30700	53,956.38
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.11	12/22/2021	phone call re: Declaration for SVP	444.44.5900.744.30420	12.00
Fund: 444 - PARK CAPITAL REPLACEMENT					53,968.38
BOLTON & MENK, INC.	279883	12/09/2021	2021 Trunk Utility	446.74.5900.746.30300	8,036.65
BOLTON & MENK, INC.	273110	12/09/2021	2021 Trunk Utility	446.74.5900.746.30300	1,561.50
BOLTON & MENK, INC.	0276712	12/16/2021	2021 Trunk Utility	446.74.5900.746.30300	29,995.55
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	446.74.5900.746.30420	54.00
NORTHERN LINES CONTRACTING, INC.	12/9/2021	12/16/2021	Pay Voucher 3 Project 2021-01	446.74.5900.746.80300	175,559.25
Fund: 446 - NW AREA					215,206.95
DCA TITLE	12/09/2021	12/09/2021	Permanent Drainage&Utility easement/closing cos	448.74.5900.748.80100	379,569.80
DCA TITLE	12/09/2021	12/09/2021	Permanent Drainage&Utility easement/closing cos	448.74.5900.748.80100	2,716.50
KIMLEY-HORN & ASSOCIATES, INC.	20127360	12/09/2021	Argenta Trail Drainage	448.74.5900.748.30300	14,714.81
LEVANDER, GILLEN & MILLER P.A.	10/31/21 81.13	12/16/2021	Gertens Field Expansion	448.74.5900.748.30420	3,679.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.09	12/22/2021	Argenta Trl Drainage	448.74.5900.748.30420	243.00
NEWMARK KNIGHT FRANK VALUATION &	307382-001	12/09/2021	Appraisal Services for 2020-12	448.74.5900.748.30700	3,600.00
Fund: 448 - NWA - STORM WATER					404,523.11
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	449.45.3000.419.30420	55.00
Fund: 449 - COMMUNITY PROPERTY					55.00
BARR ENGINEERING COMPANY	23190218.00-302	12/30/2021	landfill technical assistance	451.75.5900.751.30700	1,256.00
Fund: 451 - HOST COMMUNITY FUND					1,256.00

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
CITY OF MAPLEWOOD	11867	12/16/2021	use of burn training facility in Maplewood	471.42.4200.423.30700	8,000.00
PEB ENTERPRISES, LLC	21-522675	12/22/2021	training item for NDTA	471.42.4200.423.60018	8,466.17
SIMLEY BASEBALL BOOSTERS	12/21/2021	12/30/2021	fall cleanup day	471.43.5500.446.30700	580.00
ULINE	142073813	12/09/2021	a frame signs	471.43.5500.446.60065	384.96
Fund: 471 - 2021 IMPROVEMENT FUND					17,431.13
CITY OF BLOOMINGTON	20123	12/22/2021	Water samples	501.50.7100.512.30700	420.00
CORE & MAIN LP	P852866	12/09/2021	New meters	501.50.7100.512.75500	4,480.00
CORE & MAIN LP	Q014873	12/09/2021	meter adapters	501.50.7100.512.40043	468.16
CORE & MAIN LP	Q031647	12/09/2021	new meter for 8300 courthouse	501.50.7100.512.75500	1,561.56
CORE & MAIN LP	Q039337	12/09/2021	Meters	501.50.7100.512.40043	1,366.09
CORE & MAIN LP	Q043081	12/09/2021	Meters	501.50.7100.512.40043	4,018.79
FIRST SUPPLY LLC	3238977-00	12/22/2021	utility supplies	501.50.7100.512.60016	27.96
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	501.50.7100.512.40020	17,953.44
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-22112	12/30/2021	Oct 2021 solar gardens	501.50.7100.512.40020	6,180.44
GOPHER STATE ONE-CALL	1110484	12/09/2021	locates	501.50.7100.512.30700	502.20
GRAINGER	9136678977	12/09/2021	Plant supplies	501.50.7100.512.60016	61.80
GRAINGER	9154930201	12/22/2021	flow control	501.50.7100.512.60016	1,169.28
HACH COMPANY	12754174	12/09/2021	chlorine	501.50.7100.512.60019	159.50
HAWKINS, INC.	6081037	12/22/2021	Chemicals	501.50.7100.512.60019	10,229.87
LONE OAK COMPANIES	12/1/2021	12/09/2021	December 2021 Postage Request for Utility Bills	501.50.7100.512.50035	1,351.50
MID CITY SERVICES, INC.	168784	12/09/2021	Rugs	501.50.7100.512.40040	55.20
MINNESOTA DEPARTMENT OF HEALTH	2021	12/09/2021	4th Qtr 2021 Water Test Fee Payment	501.207.2070100	19,578.00
MN DEPT OF HEALTH	12/20/2021	12/22/2021	Water Exam	501.50.7100.512.50080	32.00
MN DEPT OF LABOR & INDUSTRY	ABR0273713X	12/16/2021	Pressure Vessel	501.50.7100.512.40040	10.00
MN DEPT OF REVENUE	November 2021	12/20/2021	November 2021 - Sales & Use Tax	501.207.2070200	1,665.79
MN DEPT OF REVENUE	November 2021	12/20/2021	November 2021 - Sales & Use Tax	501.207.2070300	81.76
MN POLLUTION CONTROL AGENCY	12/6/2021	12/16/2021	Water license	501.50.7100.512.50070	45.00
NASSEFF PLUMBING & HEATING, INC.	36680	12/09/2021	building work	501.50.7100.512.40040	1,939.06
SHERWIN-WILLIAMS CO.	0233-6	12/09/2021	Paint	501.50.7100.512.40040	345.47
SHERWIN-WILLIAMS CO.	0469-6	12/16/2021	Paint	501.50.7100.512.60016	210.17
SHERWIN-WILLIAMS CO.	2240-0	12/16/2021	Paint for treatment plant	501.50.7100.512.60016	3,260.54
SHERWIN-WILLIAMS CO.	0292-2	12/16/2021	Paint supplies	501.50.7100.512.60016	191.20
SHERWIN-WILLIAMS CO.	4196-9	12/22/2021	Well house paint	501.50.7100.512.60016	189.38
SHERWIN-WILLIAMS CO.	0713-7	12/30/2021	Paint supplies for plant	501.50.7100.512.60016	35.95
SOUTH ST PAUL, CITY OF	11/8/2021	12/16/2021	4th Qtr 2021 SSP Utility Payment - StreetLight Fee	501.50.7100.512.40005	549.08
TWIN TOWN DEMOLITION LLC	4139	12/22/2021	Misc floor repairs	501.50.7100.512.60016	2,150.00
UNITED PROPERTIES LLC	11/05/2021	12/09/2021	Refund permit #PRBD2021000497	501.50.0000.3814000	2,956.25
VESSCO INC	86011	12/16/2021	Fittings	501.50.7100.512.60016	86.72
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	501.50.7100.512.60011	129.15
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	501.50.7100.512.60016	13.14
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M W	12/20/2021	Menards West St Paul M - Sperl, Mik - wall mount	501.50.7100.512.60016	38.91
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M W	12/20/2021	Menards West St Paul M - Sperl, Mik - wall mount	501.50.7100.512.60016	42.92
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M W	12/20/2021	Menards West St Paul M - Sperl, Mik - wall mount	501.50.7100.512.60016	59.90
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	501.50.7100.512.40040	42.53
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WI	12/20/2021	Tractor-Supply-Co #019 - Reller, Cr - Stormwater	501.50.7100.512.60016	51.96
Fund: 501 - WATER UTILITY FUND					83,710.67
BOLTON & MENK, INC.	273119	12/09/2021	NWA Trunk Sewer	502.51.7200.514.30700	1,320.00
DAKOTA ELECTRIC ASSN	200010048618 12/21	12/24/2021	200010048618	502.51.7200.514.40020	123.39
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	502.51.7200.514.40020	427.43
LONE OAK COMPANIES	12/1/2021	12/09/2021	December 2021 Postage Request for Utility Bills	502.51.7200.514.50035	1,351.50
METROPOLITAN COUNCIL	0001132913	12/16/2021	Met Council Waste Water Services	502.51.7200.514.40015	170,759.93
MN GLOVE & SAFETY, INC.	332136	12/09/2021	Uniforms	502.51.7200.514.60045	289.98
MN GLOVE & SAFETY, INC.	332550	12/16/2021	Uniforms	502.51.7200.514.60045	99.99
SOUTH ST PAUL, CITY OF	11/8/2021	12/16/2021	4th Qtr 2021 SSP Utility Payment - StreetLight Fee	502.51.7200.514.40015	692.26
W. W. GOETSCH ASSOCIATES, INC.	107185	12/09/2021	Lift station repair	502.51.7200.514.40043	3,631.00
Fund: 502 - SEWER UTILITY FUND					178,695.48
651 CARPETS INC	12/20/2021	12/22/2021	Floor repair down payment	503.52.8500.526.40040	4,402.61
ARTHUR J GALLAGHER RISK	4062043	12/22/2021	2022 Liability Premium	503.130.1430000	3,179.00
DAKOTA ELECTRIC ASSN	200002013605 12/21	12/24/2021	200002013605	503.52.8600.527.40020	234.97
DRAFT TECHNOLOGIES	11152105	12/16/2021	line cleaning	503.52.8300.524.40042	55.00
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	503.52.8600.527.40020	74.28
MADISON NATIONAL LIFE INSURANCE CO	1471212	12/16/2021	December 2021 Premium	503.52.8000.521.20630	8.47
MN DEPT OF REVENUE	November 2021	12/20/2021	November 2021 - Sales & Use Tax	503.207.2070300	2,294.30
MTI DISTRIBUTING CO	1330329-00	12/16/2021	parts	503.52.8600.527.40042	15.65
MTI DISTRIBUTING CO	1329871-01	12/30/2021	equip parts	503.52.8600.527.40042	123.13
PAINTING BY SANDMAN INC	INV-09585314	12/22/2021	Panting services	503.52.8500.526.40040	4,955.00
PHILLIPS WINE & SPIRITS	6281789	12/09/2021	liquor for resale	503.52.8300.524.76150	54.82
TITLEIST	912328189	12/30/2021	golf club for resale	503.52.8200.523.76250	155.00
WELLS FARGO CREDIT CARD ACH	4 Wheel Parts 241 Min WF	12/20/2021	4 Wheel Parts 241 Min - Lage, Timo - equip parts	503.52.8600.527.40042	461.06
WELLS FARGO CREDIT CARD ACH	Cub Foods #1695 WF 11/2	12/20/2021	Cub Foods #1695 - Moynihan, - lettuce, onion, ha	503.52.8300.524.76050	93.40
WELLS FARGO CREDIT CARD ACH	Denny'S 5th Ave Bakery W	12/20/2021	Denny'S 5th Ave Bakery - O'Connor, - food for re	503.52.8300.524.76050	748.46
WELLS FARGO CREDIT CARD ACH	Hobart Estore WF 11/21	12/20/2021	Hobart Estore - Moynihan, - service and repair fo	503.52.8300.524.40042	247.25
WELLS FARGO CREDIT CARD ACH	Kwik Trip 66200006627 W	12/20/2021	Kwik Trip 66200006627 - Moynihan, - Hot dog ar	503.52.8300.524.76050	20.86
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M W	12/20/2021	Menards West St Paul M - Sperl, Mik - wall mount	503.52.8600.527.60012	121.84
WELLS FARGO CREDIT CARD ACH	Napa Store 3279003 WF 1	12/20/2021	Napa Store 3279003 - Lage, Timo - equip supplie	503.52.8600.527.40042	213.51
WELLS FARGO CREDIT CARD ACH	Nokomis Shoe Shop WF 1	12/20/2021	Nokomis Shoe Shop - Metz, Joel - winter wear	503.52.8600.527.60045	139.94
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/21	12/20/2021	Samsclub #4738 - Moynihan, - coffee and roast b	503.52.8300.524.76050	32.64
WELLS FARGO CREDIT CARD ACH	Sentext Solutions WF 11/2	12/20/2021	Sentext Solutions - Moynihan, - text messaging nr	503.52.8500.526.50025	149.00

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11	12/20/2021	Target 00025197 - Moynihan, - onion	503.52.8300.524.76050	2.58
WELLS FARGO CREDIT CARD ACH	The Home Depot #2845 WI	12/20/2021	The Home Depot #2845 - Lage, Timo - tools	503.52.8600.527.60040	256.92
WELLS FARGO CREDIT CARD ACH	U Of M Contlearning WF 11	12/20/2021	U Of M Contlearning - Reller, Cr - Stormwater	503.52.8600.527.50080	145.00
WELLS FARGO CREDIT CARD ACH	Usps Po 2688010540 WF 11	12/20/2021	Usps Po 2688010540 - Satre, Eri - Package Post	503.52.8500.526.50035	58.00
XCEL ENERGY	758003509	12/20/2021	51-5754364-1	503.52.8500.526.40010	102.34
XCEL ENERGY	758003509	12/20/2021	51-5754364-1	503.52.8500.526.40020	854.64
XCEL ENERGY	758003509	12/20/2021	51-5754364-1	503.52.8600.527.40010	479.28
XCEL ENERGY	758003509	12/20/2021	51-5754364-1	503.52.8600.527.40020	725.74
Fund: 503 - INVER WOOD GOLF COURSE					20,404.69
STANTEC CONSULTING SERVICES INC.	1859245	12/09/2021	Analysis of watermain in NWA	511.50.7100.512.30300	2,939.50
Fund: 511 - NWA - WATER					2,939.50
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.06	12/22/2021	SKB Landfill expansion questions	602.00.2100.415.30420	16.00
Fund: 602 - RISK MANAGEMENT					16.00
ASPEN EQUIPMENT	10232778	12/16/2021	Parts for vehicle #313	603.00.5300.444.40041	202.20
BRAUN INTERTEC CORPORATION	B277255	12/30/2021	Building observation	603.00.5300.444.40040	481.50
CENTENNIAL GLASS	W00011428	12/16/2021	Parts for vehicle #1801	603.00.5300.444.40041	410.00
CENTENNIAL GLASS	W00011471	12/30/2021	Windshield	603.00.5300.444.40042	425.00
CUSTOM HOSE TECH	109196	12/30/2021	Parts for vehicle #535	603.00.5300.444.40041	84.92
CUSTOM HOSE TECH	109217	12/30/2021	Parts for vehicle #346	603.00.5300.444.40041	36.33
EMERGENCY APPARATUS MAINTENANCE	120985	12/16/2021	Parts for vehicle #E33	603.00.5300.444.40042	801.10
EMERGENCY APPARATUS MAINTENANCE	120986	12/16/2021	equipment repairs #L35	603.00.5300.444.40042	969.32
EMERGENCY APPARATUS MAINTENANCE	120987	12/16/2021	Equipment repairs #E17	603.00.5300.444.40042	499.77
EMERGENCY APPARATUS MAINTENANCE	118541	12/16/2021	Service pump tests & reports	603.00.5300.444.40042	875.93
EMERGENCY APPARATUS MAINTENANCE	118537	12/22/2021	Service pump test/repairs	603.00.5300.444.40042	825.59
EMERGENCY APPARATUS MAINTENANCE	118538	12/22/2021	Pump tests/repairs	603.00.5300.444.40042	934.83
EMERGENCY APPARATUS MAINTENANCE	118539	12/22/2021	Repair pump & foam system	603.00.5300.444.40042	2,944.11
EMERGENCY APPARATUS MAINTENANCE	118540	12/22/2021	Pump repairs	603.00.5300.444.40042	529.24
EMERGENCY APPARATUS MAINTENANCE	118542	12/22/2021	Tank repairs	603.00.5300.444.40042	494.14
EMERGENCY APPARATUS MAINTENANCE	120551	12/22/2021	Remove seized intake handle	603.00.5300.444.40042	161.73
EMERGENCY APPARATUS MAINTENANCE	120639	12/22/2021	Front intake troubleshooting	603.00.5300.444.40042	404.33
EMERGENCY APPARATUS MAINTENANCE	120642	12/22/2021	Pump repairs	603.00.5300.444.40042	2,607.44
EMERGENCY AUTOMOTIVE TECHNOLOGI	JP121021-40	12/30/2021	Stock	603.140.1450050	132.24
FERRELLGAS	RNT9070164	12/16/2021	Parts for vehicle #342	603.00.5300.444.40041	12.00
FERRELLGAS	1117276326	12/16/2021	Fuel for vehicle #5302	603.00.5300.444.40041	36.00
FERRELLGAS	1117318202	12/16/2021	Parts for vehicle #5302	603.00.5300.444.40041	62.00
FORKLIFTS OF MINNESOTA, INC.	01S8815170	12/30/2021	Repairs for forklift #FL1	603.00.5300.444.40042	499.38
GIP III ZEPHYR ACQUISITION PARTNERS,	INVRGRV-12112	12/30/2021	Oct 2021 solar gardens	603.00.5300.444.40020	1,838.41
H&L MESABI	9128	12/30/2021	Carbide inserted blade	603.140.1450050	2,610.00
H&L MESABI	9129	12/30/2021	Curb guard	603.140.1450050	1,047.00
H&L MESABI	9130	12/30/2021	Carbide inserted blade	603.140.1450050	3,367.00
HANCO CORPORATION	604401	12/16/2021	Small Tools	603.00.5300.444.60040	53.74
INSPEC INC	214892-14	12/16/2021	Building design	603.00.5300.444.40040	2,880.00
INSPEC INC	214893-12	12/16/2021	Building Design	603.00.5300.444.40040	2,478.72
INTERSTATE POWERSYSTEMS	c001179952-01	12/30/2021	Parts for vehicle #302	603.00.5300.444.40041	67.20
INVER GROVE FORD	5308663	12/30/2021	Parts for vehicle #328	603.00.5300.444.40041	26.45
INVER GROVE FORD	5308726	12/30/2021	Parts for vehicle #2030	603.00.5300.444.40041	321.09
INVER GROVE FORD	5308755	12/30/2021	Parts for vehicle #414	603.00.5300.444.40041	42.82
INVER GROVE FORD	5308791	12/30/2021	Parts for vehicle #E21	603.00.5300.444.40041	1,186.72
INVER GROVE FORD	5308803	12/30/2021	Parts for vehicle #S4	603.00.5300.444.40041	183.95
INVER GROVE FORD	5308835	12/30/2021	Parts for vehicle #E21	603.00.5300.444.40041	963.08
INVER GROVE FORD	5305463	12/30/2021	Parts for vehicle #2023	603.00.5300.444.40041	244.16
INVER GROVE FORD	5308198	12/30/2021	Parts for vehicle #307	603.00.5300.444.40041	326.60
KIMBALL MIDWEST	9411819	12/16/2021	Shop supplies	603.00.5300.444.60012	28.40
KIMBALL MIDWEST	9420914	12/16/2021	Small tools	603.00.5300.444.60040	229.00
KIMBALL MIDWEST	9469565	12/30/2021	Shop supplies	603.00.5300.444.60012	47.52
KIMBALL MIDWEST	9478237	12/30/2021	Shop supplies	603.00.5300.444.60012	108.92
KIMBALL MIDWEST	9427697	12/22/2021	Stock	603.00.5300.444.60012	134.40
KIMBALL MIDWEST	9427697	12/22/2021	Stock	603.140.1450050	117.00
L.T.G. POWER EQUIPMENT	264449	12/16/2021	Carburetor & Fuel syst kit	603.00.5300.444.40041	115.62
LAURENTINA DEJONG	12/7/2021	12/30/2021	fall cleanup and winter arrangements	603.00.5300.444.30700	416.67
MACQUEEN EMERGENCY GROUP	P06109	12/16/2021	Parts for vehicle #T26	603.00.5300.444.40041	30.86
MACQUEEN EMERGENCY GROUP	W03947	12/16/2021	Equipment repairs #113	603.00.5300.444.40042	12,252.32
MACQUEEN EMERGENCY GROUP	W03972	12/30/2021	Equipment maintenance	603.00.5300.444.40042	306.45
MANSFIELD OIL COMPANY	22774586	12/16/2021	fuel	603.140.1450060	1,447.83
MANSFIELD OIL COMPANY	22774587	12/16/2021	Fuel	603.140.1450060	9,419.64
MANSFIELD OIL COMPANY	22774588	12/16/2021	Fuel	603.140.1450060	3,379.67
MANSFIELD OIL COMPANY	22774589	12/16/2021	Fuel	603.140.1450060	1,276.00
MARINE ELECTRIC	27312	12/16/2021	service done on boat	603.00.5300.444.40041	4,016.27
MAUER CHEVROLET	5049180	12/16/2021	Parts for vehicle #413	603.00.5300.444.40041	353.93
METRO JANITORIAL SUPPLY INC	11015633	12/16/2021	Shop supplies	603.00.5300.444.60012	196.83
METRO JANITORIAL SUPPLY INC	11015650	12/16/2021	Shop	603.00.5300.444.60012	98.95
MID CITY SERVICES, INC.	168785	12/16/2021	PW rugs	603.00.5300.444.40065	71.00
MID CITY SERVICES, INC.	169340	12/30/2021	Rugs for PW	603.00.5300.444.40065	71.00
MIDWEST WASH SYSTEMS LLC	11266	12/16/2021	bulk soap to wash trucks St 2	603.00.5300.444.40041	401.87
MN DEPT OF REVENUE	12/23/2021	12/23/2021	Nov 2021 fuel tax	603.00.5300.444.60021	271.32
MTI DISTRIBUTING CO	1326521-00	12/16/2021	12V Contactors	603.00.5300.444.40041	456.95
MTI DISTRIBUTING CO	1330101-00	12/16/2021	Parts for vehicle #530	603.00.5300.444.40041	738.29
MTI DISTRIBUTING CO	1330636-00	12/30/2021	Parts for vehicle #530	603.00.5300.444.40041	594.42

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
NATURE CALLS, INC.	27379	12/16/2021	porta potties	603.00.5300.444.40040	60.00
NESCO, LLC.	C007216	12/16/2021	Parts for vehicle #408	603.00.5300.444.40041	200.90
NORTH AMERICAN TRAILER SALES	30004183326	12/16/2021	Battery	603.00.5300.444.40041	596.13
NUSS TRUCK AND EQUIPMENT	739202	12/30/2021	Vehicle #306 servicing	603.00.5300.444.40042	949.63
O' REILLY AUTO PARTS	1767-188661	12/30/2021	Oil filters	603.140.1450050	30.70
O' REILLY AUTO PARTS	1767-188711	12/16/2021	Parts for vehicle #323	603.00.5300.444.40041	16.19
OXYGEN SERVICE COMPANY, INC	0008492506	12/16/2021	Shop supplies	603.00.5300.444.60012	66.99
PERFECTION PLUS, INC	114020	12/16/2021	monthly cleaning/sanitizing svcs	603.00.5300.444.40040	751.43
POMP'S TIRE SERVICE, INC.	980087549	12/30/2021	Tires	603.00.5300.444.60014	5,676.28
PUMP AND METER SERVICE INC	34819-1	12/30/2021	Wheel wing kit	603.00.5300.444.40040	665.03
RESTORATION & CONSTRUCTION SERV	11/29/2021	12/16/2021	Pay Voucher 3 Project 2019-17	603.00.5300.444.40040	55,232.81
RESTORATION & CONSTRUCTION SERV	44453	12/09/2021	building repairs	603.00.5300.444.40040	29,241.00
RESTORATION & CONSTRUCTION SERV	12/12/2021	12/16/2021	Pay Voucher 2 Project 2019-17	603.00.5300.444.40040	107,208.45
SAFE-FAST, INC.	INV254147	12/16/2021	supplies	603.00.5300.444.60065	520.83
TITAN MACHINERY	16438382 GP	12/16/2021	Parts for vehicle #341	603.00.5300.444.40041	16.84
TOTAL CONSTRUCTION & EQUIP.	32070	12/16/2021	Cord for swamp cooler	603.00.5300.444.40040	231.64
TOTAL CONSTRUCTION & EQUIP.	31965	12/16/2021	Hooop fuel gauge on generator	603.00.5300.444.40041	174.42
TOWMASTER TRAILERS INC	444439	12/30/2021	Parts for vehicle #321	603.00.5300.444.40041	913.22
TOWMASTER TRAILERS INC	444630	12/30/2021	Parts for vehicle #321	603.00.5300.444.40041	245.46
TOWMASTER TRAILERS INC	444705	12/30/2021	Parts for vehicle #321	603.00.5300.444.40041	121.22
TRI-STATE BOBCAT INC.	P66978	12/16/2021	Parts for vehicle #352	603.00.5300.444.40041	69.83
TRI-STATE BOBCAT INC.	P66668	12/16/2021	Parts for vehicle #332	603.00.5300.444.40041	861.74
UNIFIRST CORPORATION	900653494	10/11/2021	Uniforms	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900653494	10/11/2021	Uniforms	603.00.5300.444.60045	33.99
UNIFIRST CORPORATION	900656251	10/25/2021	Uniforms	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900656251	10/25/2021	Uniforms	603.00.5300.444.60045	21.14
UNIFIRST CORPORATION	900643824	11/04/2021	Uniforms	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900643824	11/04/2021	Uniforms	603.00.5300.444.60045	21.14
UNIFIRST CORPORATION	900663185	12/16/2021	Uniform other	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900663185	12/16/2021	Uniform other	603.00.5300.444.60045	21.14
UNIFIRST CORPORATION	900665927	12/22/2021	Uniforms other	603.00.5300.444.40065	105.75
UNIFIRST CORPORATION	900665927	12/22/2021	Uniforms other	603.00.5300.444.60045	21.14
UNIFIRST CORPORATION	900664576	12/16/2021	Other Uniforms	603.00.5300.444.40065	108.33
UNIFIRST CORPORATION	900664576	12/16/2021	Other Uniforms	603.00.5300.444.60045	21.14
WELLS FARGO CREDIT CARD ACH	Amazon.Com N43a98j43 A	12/20/2021	Amazon.Com N43a98j43 A - Jackson, R - Pump	603.00.5300.444.40040	985.82
WELLS FARGO CREDIT CARD ACH	Astleford Internationa WF 1	12/20/2021	Astleford Internationa - Jackson, R - Vehicle #331	603.00.5300.444.40041	34.20
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF	12/20/2021	Inver Grove Heights Ac - Sperl, Mik - painting sup	603.00.5300.444.60012	2.99
WELLS FARGO CREDIT CARD ACH	Mn Dvs Inv Grv Hts 161 WF	12/20/2021	Mn Dvs Inv Grv Hts 161 - Underdahl, - #1600 licer	603.00.5300.444.50070	3.02
WELLS FARGO CREDIT CARD ACH	Mn Dvs Inv Grv Hts 161 WF	12/20/2021	Mn Dvs Inv Grv Hts 161 - Underdahl, - #1600 licer	603.00.5300.444.50070	121.25
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.00.5300.444.40041	64.52
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.00.5300.444.40041	6.49
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.00.5300.444.40041	250.35
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.00.5300.444.60012	19.48
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.00.5300.444.60012	12.98
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.140.1450050	146.77
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.140.1450050	141.10
WELLS FARGO CREDIT CARD ACH	O'Reilly Auto Parts 17 WF	12/20/2021	O'Reilly Auto Parts 17 - Remackel, - ignition swi	603.140.1450050	12.84
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WI	12/20/2021	The Home Depot #2843 - Sperl, Mik - wood for rej	603.00.5300.444.40040	51.23
WORLD FUEL SERVICES	264761074175-41801	12/30/2021	Stock	603.140.1450050	867.24
WORLD FUEL SERVICES	264782945786-41801	12/30/2021	Stock	603.140.1450050	831.98
WORLD FUEL SERVICES	264785375965-41801	12/30/2021	Diesel exhaust fluid	603.00.5300.444.40041	190.90
XCEL ENERGY	758783368	12/20/2021	51-5279113-0	603.00.5300.444.40010	804.61
XCEL ENERGY	758783368 CR	12/20/2021	51-5279113-0	603.00.5300.444.40020	(21.73)
ZIEGLER INC	IN000305743	12/16/2021	Parts for vehicle #L1	603.00.5300.444.40041	23.90
ZIEGLER INC	IN000259421	12/16/2021	Parts for vehicle #451	603.00.5300.444.40041	21.00
Fund: 603 - CENTRAL EQUIPMENT					277,845.62
INNOVATIVE OFFICE SOLUTIONS	SUM-064653	12/16/2021	Office supplies Nov 2021 - Central Stores	604.00.2200.416.60010	1,695.85
MARCO TECHNOLOGIES, LLC	30634355	12/22/2021	Printers	604.00.2200.416.40050	5,201.09
SHRED-N-GO, INC.	127509	12/16/2021	paper shredding	604.00.2200.416.30700	35.97
Fund: 604 - CENTRAL STORES					6,932.91
AEP ONSITE PARTNERS, LLC	419-21342620	12/16/2021	Nov 2021 Solar panels	605.00.7500.460.40020	1,141.30
FLUID INTERIORS LLC	78075	12/30/2021	maint supplies	605.00.7500.460.60016	3,693.23
HUEBSCH SERVICES	20116681	12/09/2021	lobby mats	605.00.7500.460.40065	164.70
HUEBSCH SERVICES	20119589	12/30/2021	lobby mats	605.00.7500.460.40065	164.70
J.H. LARSON COMPANY	S102615312.001	12/09/2021	light bulbs	605.00.7500.460.60016	273.50
LAURENTINA DEJONG	12/7/2021	12/30/2021	fall cleanup and winter arrangements	605.00.7500.460.30700	1,520.83
LVC COMPANIES, INC.	51430	12/09/2021	annual FS #2 Fire Extg maintenance	605.00.7500.460.50055	101.35
LVC COMPANIES, INC.	77710	12/30/2021	PD access repairs	605.00.7500.460.40040	904.27
LVC COMPANIES, INC.	77711	12/30/2021	PW alarm panel changes and reprogramming	605.00.7500.460.40040	1,204.00
NAC MECHANICAL & ELECTRICAL SERV	191363	12/09/2021	repairs to heat pump at FS #2	605.00.7500.460.40040	1,100.00
NASSEFF PLUMBING & HEATING, INC.	36694	12/09/2021	PD HVAC repair	605.00.7500.460.40040	649.70
NASSEFF PLUMBING & HEATING, INC.	36901	12/22/2021	PD pipe guards manufactured and installed	605.00.7500.460.40040	5,397.00
NASSEFF PLUMBING & HEATING, INC.	36777	12/16/2021	PW semi-annual PM	605.00.7500.460.40040	1,640.00
NASSEFF PLUMBING & HEATING, INC.	36778	12/16/2021	Water Treatment semi-annual PM	605.00.7500.460.40040	367.00
NASSEFF PLUMBING & HEATING, INC.	37161	12/30/2021	FS #2 boiler repairs	605.00.7500.460.40040	4,516.25
PERFECTION PLUS, INC	114020	12/16/2021	monthly cleaning/sanitizing svcs	605.00.7500.460.40040	6,213.69
SEACOLE	214834	12/30/2021	Liquid deicer	605.00.7500.460.60016	2,406.25
TOTAL CONSTRUCTION & EQUIP.	31964	12/16/2021	disconnect PD heat circ. pump	605.00.7500.460.40040	116.28
WELLS FARGO CREDIT CARD ACH	Amazon.Com Kc22n9oj3 W	12/20/2021	Amazon.Com Kc22n9oj3 - Halverson, - microfiber	605.00.7500.460.60011	44.99

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 8a0xf7s03 V	12/20/2021	Amzn Mktp Us 8a0xf7s03 - Halverson, - storage c	605.00.7500.460.60040	74.97
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us C57fo25a3 \	12/20/2021	Amzn Mktp Us C57fo25a3 - Halverson, - mop hea	605.00.7500.460.60011	59.02
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us H97ny47k3	12/20/2021	Amzn Mktp Us H97ny47k3 - Halverson, - ratchetir	605.00.7500.460.60016	13.24
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us H97ny47k3	12/20/2021	Amzn Mktp Us H97ny47k3 - Halverson, - ratchetir	605.00.7500.460.60040	33.99
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us H97ny47k3	12/20/2021	Amzn Mktp Us H97ny47k3 - Halverson, - ratchetir	605.00.7500.460.60040	47.03
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us S79tb7jg3 V	12/20/2021	Amzn Mktp Us S79tb7jg3 - Stier, Phi - Drill batter	605.00.7500.460.60040	57.43
WELLS FARGO CREDIT CARD ACH	Mei Total Elevator Sol WF	12/20/2021	Mei Total Elevator Sol - O'Connor, - CH and FS #	605.00.7500.460.40040	782.07
ZEE MEDICAL SERVICE	54117958	12/09/2021	CH first aid supplies	605.00.7500.460.60065	206.25
Fund: 605 - CITY FACILITIES					32,893.04
ABDO, LLP	451104	12/16/2021	Progress Billing (project mgmt)-25% of contract	606.00.1400.413.30700	3,025.00
ABDO, LLP	451104	12/16/2021	Progress Billing (project mgmt)-25% of contract	606.00.1400.413.30700	1,862.50
STERLING CODIFIERS	13182	12/16/2021	Web Hosting Fee 2022	606.00.1400.413.50070	500.00
Fund: 606 - TECHNOLOGY FUND					5,387.50
ALLIANT VENTURES, LLC.	11/24/2021	12/16/2021	Escrow Reduction	702.229.2303603	643,725.00
BARR ENGINEERING COMPANY	23190328.19-33	12/09/2021	Amberwood	702.229.2282803	419.04
BARR ENGINEERING COMPANY	23190328.20-22	12/09/2021	Pine Bend Estates 2	702.229.2303503	252.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2283203	379.68
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2284403	182.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2295803	1,288.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2300703	42.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2302703	84.00
BARR ENGINEERING COMPANY	23190328.21-10	12/16/2021	Babcock Crossings	702.229.2303803	67.00
BOLTON & MENK, INC.	279755	12/09/2021	Settlers Ridge Lift Station	702.229.2284803	1,650.00
BOLTON & MENK, INC.	279887	12/16/2021	Peltier Site Trunk	702.229.2298103	247.50
BOLTON & MENK, INC.	279920	12/09/2021	The Crossings	702.229.2299503	1,124.50
BOLTON & MENK, INC.	273113	12/09/2021	At Home Apartments	702.229.2300803	1,155.00
BOLTON & MENK, INC.	273120	12/09/2021	Peltier Site	702.229.2296703	825.00
BUILDER'S LOT GROUP, LLC.	11/22/2021	12/09/2021	Escrow Reduction	702.229.2296003	125,426.25
DOOCY, RAY	12/10/2021	12/30/2021	Light up the Hts 3rd Place	702.229.2307200	50.00
EMMONS & OLIVIER RESOURCES	00095-0073-9	12/16/2021	Falcon Properties	702.229.2294803	1,240.50
EMMONS & OLIVIER RESOURCES	00095-0073-9	12/16/2021	Falcon Properties	702.229.2298103	1,749.00
EMMONS & OLIVIER RESOURCES	00095-0074-6	12/16/2021	Peltier Reserve	702.229.2284803	811.44
EMMONS & OLIVIER RESOURCES	00095-0074-6	12/16/2021	Peltier Reserve	702.229.2297103	605.94
EMMONS & OLIVIER RESOURCES	00095-0074-6	12/16/2021	Peltier Reserve	702.229.2298103	1,569.43
GET MESSY LLC	12444986	12/30/2021	HIH program	702.229.2307200	240.00
HAUGEN, CRYSTAL	11/16/2021	12/09/2021	Escrow Release	702.229.2297303	1,186.00
LAND TITLE TRUST ACCOUNT	11/24/2021	12/09/2021	Escrow Reduction	702.229.2293503	28,125.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2293603	190.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2293903	33.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2294703	55.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2298403	44.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2299403	480.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2299503	155.50
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2300803	1,007.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2302503	546.00
LEVANDER, GILLEN & MILLER P.A.	10/31/2021 81.13	12/16/2021	pine bend estates	702.229.2303003	234.50
LEVANDER, GILLEN & MILLER P.A.	10/31/21 81.13	12/16/2021	Gertens Field Expansion	702.229.2294602	143.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	702.229.2284403	55.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	702.229.2294203	278.50
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	702.229.2294703	207.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	702.229.2300803	7,410.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.13	12/22/2021	Highlands at Settlers Ridge	702.229.2301503	2,359.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.14	12/16/2021	9178 Dalton Ct CGA	702.229.2295803	440.00
LEVANDER, GILLEN & MILLER P.A.	11/30/2021 81.14	12/16/2021	9178 Dalton Ct CGA	702.229.2303403	610.00
MCCLUNG, DILLON	11/2/2021	12/09/2021	Escrow Release	702.229.2289303	3,937.50
MILLIGAN, LORI	12/10/2021	12/30/2021	Light up the Hts 2nd Place	702.229.2307200	100.00
PETTY CASH - POLICE	10/21/2021	12/16/2021	Petty Cash	702.229.2291000	54.00
PETTY CASH - POLICE	12/1/2021	12/16/2021	Petty Cash- Title	702.229.2291000	54.00
PETTY CASH - WF PURCHASE CARD FEE	CHELSEA SWIGGUM WF	12/20/2021	CHELSEA SWIGGUM	702.229.2307200	663.00
PETTY CASH - WF PURCHASE CARD FEE	RACHEL MIKEL WF OOP	12/20/2021	RACHEL MIKEL	702.229.2307200	143.88
SCHWEGEL, LES	12/10/2021	12/30/2021	Light up the Hts 1st Place	702.229.2307200	150.00
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	702.229.2298103	51.30
ST. PAUL PIONEER PRESS	1121572521	12/16/2021	Liquor License Renewal 2022	702.229.2300803	41.40
STANTEC CONSULTING SERVICES INC.	1856731	12/09/2021	Canvas of IGH	702.229.2298003	1,124.00
WARRANT DIVISION - RECORDS	9428656	12/30/2021	Bail Money- CN:21-4323	702.229.2291000	50.00
WASHINGTON COUNTY COURT ADMIN	121903799	12/30/2021	Bail Money CN:21004247	702.229.2291000	300.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 7314f82a3 V	12/20/2021	Amzn Mktp Us 7314f82a3 - Rosewood, - swim wi	702.229.2307200	230.89
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us A00sb0a63	12/20/2021	Amzn Mktp Us A00sb0a63 - Rosewood, - swim w	702.229.2307200	118.91
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Tu57502j3 V	12/20/2021	Amzn Mktp Us Tu57502j3 - Rosewood, - swim wi	702.229.2307200	4.99
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us U83ct4553 \	12/20/2021	Amzn Mktp Us U83ct4553 - Rosewood, - swim wi	702.229.2307200	79.23
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Uu5jy6t03 V	12/20/2021	Amzn Mktp Us Uu5jy6t03 - Rosewood, - swim wit	702.229.2307200	116.95
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Zi1ea23d3 V	12/20/2021	Amzn Mktp Us Zi1ea23d3 - Rosewood, - swim wi	702.229.2307200	17.50

Vendor Name	Payable Number	Post Date	Description (Payable)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Gigmr. Mrs. Santa CI WF 112/20/2021		Gigmr. Mrs. Santa CI - Rosewood, - Santa for Sv	702.229.2307200	479.00
WELLS FARGO CREDIT CARD ACH	Hy-Vee Eagan 1165 WF 11 12/20/2021		Hy-Vee Eagan 1165 - Dorshak, J - tree lighting co	702.229.2307200	299.00
WELLS FARGO CREDIT CARD ACH	Menards Burnsville Mn WF 12/20/2021		Menards Burnsville Mn - Abrahamson - supplies fr	702.229.2307200	48.18
WELLS FARGO CREDIT CARD ACH	Sams Club #4736 WF 11/2 12/20/2021		Sams Club #4736 - Abrahamson - Guest Services	702.229.2307200	136.57
WELLS FARGO CREDIT CARD ACH	Sq Amazing Balloons M W 12/20/2021		Sq Amazing Balloons M - Swiggum, C - entertain	702.229.2307200	52.50
WELLS FARGO CREDIT CARD ACH	Wal-Mart #5089 WF 11/21 12/20/2021		Wal-Mart #5089 - Wonick, Ju - water supplies PR	702.229.2307200	30.00
WSB & ASSOCIATES, INC.	R-018456-000-5	12/09/2021	Canvas	702.229.2298003	1,083.50
Fund: 702 - ESCROW FUND					836,058.08
Grand Total					3,830,968.02

**Request for Council Action****Personnel Actions**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent Agenda	Amount included in current budget	
Contact:		Budget amendment requested	
Prepared by:	Cora Bauer, HR Coord.	FTE included in current complement	
Reviewed by:	Janet Shefchik, HR Manager	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED:

Staff requests that Council confirm and approve the personnel actions listed below.

Full-time Employment:

Brian Connolly, Public Works Director
Christy Wilson, Patrol Officer
Jeanette Nelson, Patrol Officer
Juan Valdez, Patrol Officer
Leah Gulbranson, Patrol Officer
Mia Skeffington, Patrol Officer
Dane Rolloff, Fire Lieutenant (promotion)
Neal St. Onge, Fire Lieutenant (promotion)
Richard Wegner, Fire Lieutenant (promotion)

Reclassification:

Marlys Sweeney, from Lead Customer Service Specialist to Office Support II

Seasonal/Temporary Employment:

Aaron Vandehoef, Skating Attendant (Outdoor)
Addison Burma, Pool Attendant
Brooke Isaacson, Birthday Party Host
Franco Rossini, Skating Attendant (Outdoor)
Josh Stidham, Skating Attendant (Outdoor)
Mackenzie Bathen, Pool Attendant
Matthew Milner, Skating Attendant (Outdoor)
Megan Gullerud, Pool Attendant
Nolan Bell, Skating Attendant (Outdoor)
Salina Mercil, Skating Instructor
Skyler Lindman, Non-Certified Swim Instructor

Voluntary Resignations, Retirements and/or Terminations:

Faith Kowitz, Police Cadet

Graham Johnson, Birthday Party Host

Ronitte Maas, Skating Instructor

Samuel Morisset, Paid On-Call Firefighter

Sarah Urbas, Office Support

**Request for Council Action**

Designate Official Newspaper for 2022

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent Agenda	Amount included in current budget	X
Contact:	651-450-2513	Budget amendment requested	
Prepared by:	Rebecca Kiernan, City Clerk	FTE included in current complement	
Reviewed by:	Kris Wilson, City Administrator	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED

The Council is asked to designate the Pioneer Press as the official newspaper serving the City of Inver Grove Heights for 2022.

SUMMARY

Annually the City Council designates the official city newspaper for publication of legal notices. The Pioneer Press is the current official newspaper.

The Pioneer Press has submitted a bid for the city's official designated paper. Their circulation for Sunday's full run is 167,899 and daily circulation to Dakota County is 29,915. Inver Grove Heights circulation is 4,817. The Pioneer Press proposed rate is for one-time publication at \$6.58 per column inch.

The Star Tribune has also submitted a bid to be the city's official newspaper. Their circulation for Dakota County is 31,971. Inver Grove Heights circulation is 1,447. Star Tribune proposed rate is for one-time publication at \$16.32 per column inch.

Staff recommends designating the Pioneer Press as the city's official newspaper for 2022.



Request for Council Action

Consider Approval of Official Depositories

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent	Amount included in current budget	
Contact:	Amy Hove (651) 450-2521	Budget amendment requested	
Prepared by:	Amy Hove, Finance Director	FTE included in current complement	
Reviewed by:	N/A	New FTE requested - N/A	
		Other	

ACTION REQUESTED:

The Council is asked to approve the city's Official Depositories for 2022.

SUMMARY:

Annually, the City Council designates banks, brokers and dealers which will be used by the city during the calendar year.

The following institutions have been designated in the past and the city has been satisfied with their services:

Bremer Bank, N.A.
Wells Fargo Bank, N.A.
RBC Capital Markets, LLC
Wells Fargo Securities LLC
Stifel Nicolaus & Co., Inc.
Moreton Capital Markets, LLC
US Bancorp
Ehlers Investment Partners.

In 2021, the city designated two additional institutions to provide the city with additional flexibility in the management of the city's portfolio:

Oppenheimer & Co, Inc.
UBS Financial Services, Inc.

Although these firms were not utilized in 2021, staff recommends their continued inclusion on this list.

Staff recommends approval of the official depositories listed above.



Request for Council Action

Reappointment of Councilmember Brenda Dietrich as Acting Mayor for 2022

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent Agenda	Amount included in current budget	
Contact:	651-450-2513	Budget amendment requested	
Prepared by:	Rebecca Kiernan, City Clerk	FTE included in current complement	
Reviewed by:	Kris Wilson, City Administrator	New FTE requested - N/A	
		Other	X

PURPOSE/ACTION REQUESTED

The Council is asked to consider re-appointing Councilmember Brenda Dietrich as acting mayor for 2022.

SUMMARY

The Acting Mayor presides over City Council meetings in cases where the Mayor is absent. Councilmember Brenda Dietrich was appointed as Acting Mayor for 2021 and, consistent with other Council liaison and committee appointments being kept the same for another year, is proposed as Acting Mayor for 2022.

**Request for Council Action****Appointment of Mayor & Council Members to serve as board members and liaisons to various groups and organizations for 2022**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	1-10-2022	None	X
Item Type:	Regular	Amount included in current budget	
Contact:	651-450-2511	Budget amendment requested	
Prepared by:	Judy Wonick	FTE included in current complement	
Reviewed by:	Kris Wilson, City Administrator	New FTE requested - N/A	
		Other	

ACTION REQUESTED

The Council is asked to reappoint members to serve as representatives, liaisons, and committee/Board members on various local and regional bodies, for calendar year 2022.

SUMMARY

The Mayor and City Councilmembers represent the City on several boards, committees and organizations that partner with or include the City of Inver Grove Heights. Annually, at the first meeting of the year, the Council makes or reaffirms these appointments.

Attached is a list of Boards/Committees/Organizations that the Mayor, Councilmembers or staff currently serve on along with a brief outline of their function. Based on Council's input at its January work session, it is recommended that individuals be reappointed to their current assignments for another year.

Please note that two bodies or organizations have been removed from the list: the Minnesota Mayor's Association because that is a membership organization specifically for individuals holding the office of Mayor and cities are not asked to actually make appointments, and the Airport Noise Oversight Committee, which staff attends and does not require an elected official.

Dakota Broadband

- Current Designee: Mayor Bartholomew as elected official/ IT Manager Marc Gade on the Executive Committee

The Dakota Broadband Board is a partnership between the county, the Community Development Agency and a number of cities that will integrate and manage the 250-mile publicly owned telecommunications fiber that already exists within the county.

Elected Official sits on the Board; staff on the Executive Committee.

Dakota Communications Center

- Current Designee: Council Member Piekarski-Krech / Alternate Councilmember Murphy

A JPA representing all Dakota County cities receiving public safety dispatch services.

Municipal Legislative Commission

- Current Designees: Councilmember Dietrich and Council Member Gliva

The Municipal Legislative Commission (MLC) is an association of 19 suburban communities sharing common demographic, economic, and tax base characteristics. The association provides a voice for public policy on issues of shared interest to the member cities. The association is governed by a Board of Directors and Operating Committee and is staffed by Messerli | Kramer.

Chamber of Commerce Local issues

- Current Designees: Councilmember Gliva and Councilmember Dietrich

The River Heights Chamber of Commerce advocates for issues that impact local business. An integral part of the River Heights Chamber's activity is ensuring that the views of the business community are articulated to elected officials at all levels of government.

NDCTV Cable Commission

- Current Designees: Councilmember Piekarski-Krech and Citizen Representative George Tourville

Northern Dakota County Cable Communications Commission serves its member cities by administering and enforcing the cable franchise ordinance, managing institutional programming, and overseeing local community programming on their behalf.

NDC4 is a municipal joint powers cooperative formed in 1982 by the seven cities of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul.

Dakota County Mayor/Manager group

- Current Designee: Councilmember Dietrich

These meetings are currently scheduled to meet by Zoom for now, When the in-person meeting resume they will be held Eagan City Hall

Dakota County cities sign up to host and bring in a speaker with a topic germane to all cities and the County

- Re-Appointed Designee: Councilmember Dietrich
-

Fire Relief Board

- Current Designee: Councilmember Piekarski-Krech/ alternate Councilmember Gliva; Staff Representative Amy Hove

The purpose of the Inver Grove Heights Fire Relief Association (IGHFRA) is to provide retirement relief and other benefits to members and their dependents. All Relief Associations in the state fall under Chapter 424A of Minnesota Statutes.

The IGHFRA Board of Trustees consists of nine members. Six trustees shall be elected from the membership of the municipal Relief Association. There are three officials from the Municipality. The three Municipal Trustees include the chief of the fire department and two others from the municipality. Of those two members, one must be an elected municipal official and one elected or appointed municipal official, who are designated as municipal representatives. The Municipal Trustees must be designated annually by the city council of the Municipality.

The Board of Trustees shall perform various functions, such as management of all funds pursuant to the statutes of the State of Minnesota, examine and approve the validity of all claims prior to payment by the Treasurer, and determine eligibility for benefits, confirm minimum firefighter and service standards

Energy Group

- Current Designee: Councilmember Gliva, Staff Representatives Heather Rand and Ally Sutherland

This group was formed as part of an effort to look at energy use and savings in the City and Community. Working with Xcel, a Grant has been provided, a study has been done, and recommendations on what the City could do from an operations standpoint in the Community.

Yellow Ribbon Committee

- Current Designee: Mayor Bartholomew, staff members representing Police and Fire along Hr Manager Janet Shefchik

This group is made up of volunteers who organize efforts for current or former Veterans. Those that are serving and have service needs such as sidewalks shoveled, or yards raked. For former Veterans facing hardships, cannot repair homes, or may need a deck replaced.

**Request for Council Action****Consider Resolution Authorizing Electronic Fund Transfers**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent	Amount included in current budget	
Contact:	Amy Hove (651) 450-2521	Budget amendment requested	
Prepared by:	Amy Hove, Finance Director	FTE included in current complement	
Reviewed by:	N/A	New FTE requested - N/A	
		Other	

ACTION REQUESTED

The Council is asked to adopt the attached Resolution authorizing the use of electronic fund transfers in 2022.

SUMMARY:

State Statute 471.38 subds. 3 and 3a authorizes electronic fund transfers under certain conditions. Electronic fund transfer is the process of value exchange via mechanical means without the use of checks, drafts or other similar negotiable instruments. The City utilizes electronic fund transfers in addition to checks for payment purposes of payroll, investments, contributions to pension or retirement fund; vendor payments (select vendors only) and bond principal, bond interest and fiscal agent service charges. The Finance Director or designee(s) shall be responsible for making such payments. All payments, regardless of payment method, shall be included in the list of disbursements reviewed by Council.

State Statute 471.38 subd. 3a requires annual approval of authorization to utilize electronic fund transfers.

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ELECTRONIC FUND TRANSFERS FOR 2022

WHEREAS, the City Council of the City of Inver Grove Heights, acknowledges the need for electronic fund transfers for such things as payroll, investments, contributions to pension or retirement fund, vendors and bond principal, interest, and fiscal agent service charges.

WHEREAS, Minnesota State Statute 471.38, subdivision 3a requires governing bodies delegate this authority annually.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the City Council authorizes the Finance Director or designee(s) to make such payments by electronic fund transfers. These payments will be included in the disbursement registers for Council approval.

Adopted by the City of Inver Grove Heights this 10th day of January 2022.

Ayes:

Nays:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

Resolution Approving 2022 budget amendment of \$1,500 to Police Supplies-Training Account

	Fiscal/FTE Impact	Mark all that apply
Meeting Date: January 10, 2022	None	
Item Type: Consent	Amount included in current budget	
Contact: Melissa Chiodo: 651-450-2526	Budget amendment requested	X
Prepared by: Melissa Chiodo Chief of Police	FTE included in current complement	
Reviewed by: Amy Hove Finance Director	New FTE requested - N/A	
	Other	X

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, amending the 2022 budget for Police Supplies-Training (101.42.4000.421.60018) by transferring in \$1,500 from the Restricted-Police K9 account.

BACKGROUND

In 2020, the Police Department received a \$5,000 donation from an anonymous source stating that the money should be used for an activity or event to benefit the police officers. There were no further restrictions or requests on how to spend the money. At the time of the donation, it was receipted into the Restricted-Police K9 account until a future use for the funds could be determined. At year-end 2021, the estimated balance available in the Restricted Police K9 account was just under \$8,700.

The Department is planning a team building event in 2022 and would like to use \$1,500 of the \$5,000 donation for this event. The Department has not been able to do any group team building events for almost two years due to the pandemic. This transfer of funds would help cover the cost of such an event sometime in 2022. This is an appropriate use of the funds as the anonymous donor asked that we use it for something that benefits our officers and department.

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

RESOLUTION NO. _____

**RESOLUTION APPROVING 2022 BUDGET AMENDMENT OF \$1,500 TO THE
POLICE SUPPLIES/TRAINING ACCOUNT**

WHEREAS, the Police Department received a \$5,000 donation in 2020 to be used towards an activity or event to benefit police officers; and

WHEREAS, none of the original \$5,000 donation has been spent to-date; and

WHEREAS, the Police Department desires to improve and enhance teamwork within the department and is moving forward with plans for a 2022 department-wide team building event; and

WHEREAS, the \$5,000 donation is held within the Restricted Police K-9 account and requires Council approval to move it from that restricted account and into the 2022 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the 2022 Police Supplies-Training budget (101.42.4000.421.60018) be increased by \$1,500, utilizing funds from the Restricted-Police K9 account.

Adopted this 10th day of January 2022 by the City Council of Inver Grove Heights, MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Item 4J

Request for Council Action

Approval of Annual Update to Emergency Operations Plan

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent	Amount included in current budget	
Contact:	Joshua Otis: 651-450-2528	Budget amendment requested	
Prepared by:	Joshua Otis Police Commander	FTE included in current complement	
Reviewed by:	Melissa Chiodo Chief of Police	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED:

The Council is asked to adopt the attached Resolution adopting the annual update to the City of Inver Grove Heights Emergency Operation Plan (EOP).

SUMMARY:

Minnesota Statutes, Section 299K.05 stipulates that "Political subdivisions should prepare emergency plans that adequately address the requirements contained in section 11003 of the federal act. The emergency plan may be a part of a plan prepared by a political subdivision in accordance with chapter 12."

The "federal act" is the Emergency Planning and Community Right to Know Act, otherwise known as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. SARA Title III includes several requirements regarding the development, exercising, and updating of a local emergency plan. SARA Title III recommends the plan be updated every two years to maintain accuracy. Inver Grove Heights has traditionally updated its plan annually.

The Federal Emergency Management Agency (FEMA) has developed a Comprehensive Preparedness Guide (CPG) 101 to provide recommendations on developing EOPs. The CPG promotes a common understanding of the fundamentals of risk-informed planning and decision-making to help planners produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to

make the planning process routine across all phases of emergency management and for all homeland security mission areas.

The Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) has also developed a local EOP crosswalk known as the MNWALK that is used by HSEM and Dakota County to evaluate the completeness of local EOP's. The updated Inver Grove Heights EOP has been deemed MNWALK compliant by the Dakota County Emergency Preparedness Coordinator.

For security reasons, the official EOP documents are not available to the public.

Once the EOP has been approved and certified, the updated EOP will be distributed to individuals identified on the EOP distribution list.

RECOMMENDATION:

Staff recommends Council adoption of the updated Emergency Operation Plan (EOP); allowing the EOP to be certified by the Mayor and the Chief of Police (Emergency Preparedness Coordinator).

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

**RESOLUTION TO ADOPT THE 2022 INVER GROVE HEIGHTS EMERGENCY OPERATIONS
PLAN**

RESOLUTION NO.____

WHEREAS, the City of Inver Grove Heights desires to follow Minnesota State Statute 12, "Emergency Management," and

WHEREAS, requires that the governing bodies plan and prepare to deal with disasters; and

WHEREAS, the city adopts plans specific to the situations that may arise within the geographical area and plans covering all hazards; and

WHEREAS, the city must train and practice on written plans; and

WHEREAS, the city must review for compliance and submit for review to the Dakota County Emergency Manager who will then forward to the State of Minnesota the plan for review and approval; and

WHEREAS, the City Council of the City of Inver Grove Heights believes that adopting a plan and updating the plan will enhance the safety and security of the citizens of the City of Inver Grove Heights.

NOW, THEREFORE BE IT HEREBY RESOLVED that the City Council of the City of Inver Grove Heights adopts by a resolution the 2022 Inver Grove Heights Emergency Operations Plan.

Adopted by the City Council of the of Inver Grove Heights this 10th day of January 2022.

Ayes:

Nays:

Tom Bartholomew, Mayor

Attest:

Rebecca Kiernan, City Clerk

CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan, Emergency Support Functions, SARA Title III, and the Resource Manual.

Plan prepared and submitted by: **(MNWALK #3)**

Melissa Chiodo
Emergency Manager

Signature: _____

Date: _____

Plan approved by:

Tom Bartholomew **(MNWALK #1)**
Mayor

Signature: _____

Date: _____

ADOPTED BY RESOLUTION:

Date of Adoption:



ITEM 4K_____

Request for Council Action

Annual appointment of deputy weed inspector and city forester

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent Agenda	Amount included in current budget	
Contact:	651-450-2513	Budget amendment requested	
Prepared by:	Rebecca Kiernan, City Clerk	FTE included in current complement	
Reviewed by:	Kris Wilson, City Administrator	New FTE requested - N/A	
		Other	

ACTION REQUESTED

The Council is asked to appoint Park Superintendent Brian Swoboda as deputy weed inspector and city forester for 2022.

BACKGROUND

Pursuant to state statute, the Mayor retains the office of Weed Inspector and may appoint a deputy weed inspector for enforcement purposes. This is an annual action typically taken at the first meeting of each year.



Request for Council Action

Resolutions approving Joint Powers Agreements and resolution approving Court Data Services and CDJN use by the City's Prosecuting Attorney.

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent	Amount included in current budget	
Contact:	Chief Melissa Chiodo	Budget amendment requested	
Prepared by:	Chief Melissa Chiodo	FTE included in current complement	
Reviewed by:	Bridget McCauley Nason	New FTE requested - N/A	
	Civil City Attorney	Other	

ACTION REQUESTED

The Council is asked to adopt the attached resolutions, approving a State of Minnesota Joint Powers Agreement, approving the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement and approving the Master Subscriber Agreement for Minnesota Court Data Services for Government Agencies.

These are administrative/housekeeping items resulting from the City's change to a new law firm for prosecution services. These agreements allow the new prosecutors to access various databases and court systems on the City's behalf in order to effectively and efficiently carry-out their work.

SUMMARY:

The City of Inver Grove Heights, on behalf of its Prosecuting Attorney, desires to enter into a Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreement further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection.

The Master subscriber Agreement assists in the efficient performance of governmental duties as required by law, court rule in connection with any civil, criminal, administrative or arbitral proceedings in Federal, State or Local court through the use of systems and tools available from the Minnesota Judicial Branch including the MGA (Minnesota Government Access) and court records through MNCIS (Minnesota Court Information System).

CITY OF INVER GROVE HEIGHTS

RESOLUTION NO. _____

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH
THE CITY OF INVER GROVE HEIGHTS ON BEHALF OF ITS CITY ATTORNEY**

WHEREAS, the City of Inver Grove Heights, on behalf of its Prosecuting Attorney, desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Inver Grove Heights on behalf of its Prosecuting Attorney is hereby approved along with the Court Services Subscriber Agreement to CJDN.
2. That Assistant City Attorney, Henry A. Schaeffer, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Tom Bartholomew the Mayor for the City of Inver Grove Heights, and Rebecca Kiernan, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreement.

Passed and Adopted by the Council on this _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

By: Tom Bartholomew
Its Mayor

ATTEST: _____
By: Rebecca Kiernan
Its City Clerk

CITY OF INVER GROVE HEIGHTS

RESOLUTION NO. _____

**RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA
COURT DATA SERVICES FOR GOVERNMENT AGENCIES**

WHEREAS, the City of Inver Grove Heights, on behalf of its City Attorney, for the purpose of assisting in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative or arbitral proceeding in and Federal, State or local court, desires to enter into a Master Subscriber Agreement for Court Data Services, to use systems and tools available from the Minnesota Judicial Branch (the Court) for which the City is eligible, including MGA (Minnesota Government Access) and court records and documents through MNCIS (Minnesota Court Information System).

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

1. That Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies and the Court Services Subscriber Agreement to CJDN, by and between the Court, acting through its Information Technology Division of State Court Administration, and the City of Inver Grove Heights, on behalf of its City Attorney, is hereby approved.
2. That the Mayor of the City of Inver Grove Heights is authorized to sign the Master Subscriber Agreement for Minnesota Court Data Services for Government Agencies, and any subsequent amendment or agreement that may be required by State Court Administration to maintain the City's government access to the systems and tools offered by the Court pursuant to the Master Subscriber Agreement.

ADOPTED by the Inver Grove Heights City Council on this _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

By: Tom Bartholomew, Mayor

ATTEST: _____
Rebecca Kiernan, City Clerk

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Inver Grove Heights on behalf of its Prosecuting Attorney ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency understands there is a cost for access to the criminal justice data communications network described in Minn. Stat. § 299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

Agency will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Agency will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Justin Miller, City Administrator, 20195 Holyoke Avenue, Lakeville, MN 55044, (952) 985-4403, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a

collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between

City of Inver Grove Heights

(Government Subscriber Name)

of 8150 Barbara Avenue, Inver Grove Heights, MN 55077

(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

- 1.1 Term.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 “Agency Account Manager” means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber’s Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber’s Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber’s Individual Users and steps taken to remedy violations to the Court.

2.2 “Court Data Services” means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 “Bulk Data Delivery” means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court’s databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 “Court Integration Services” means pre-defined automated transmissions of i) Court Records from the Court’s computer systems to Government Subscriber’s computer systems; and/or ii) Government Subscriber Records from the Government Subscriber’s computer systems to the Court’s computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 “MNCIS Login Accounts” means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System (“MNCIS”), as described in applicable Policies & Notices and materials referenced therein.

- 2.3 **“Court Data Services Databases”** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.
- 2.4 **“Court Data Services Programs”** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.
- 2.5 **“Court Records”** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:
 - 2.5.1 **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.
 - 2.5.2 **“Court Confidential Case Information”** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
 - 2.5.3 **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
 - 2.5.4 **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.
 - 2.5.5 **“Court Documents”** means electronic images of documents that are part of or included in a court file.
- 2.6 **“DCA”** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.
- 2.7 **“Government Subscriber Records”** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.
- 2.8 **“Government Subscriber’s Individual Users”** means Government Subscriber’s employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

- 2.9 “Legitimate Governmental Business Need”** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.
- 2.10 “Policies & Notices”** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber’s use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.
- 2.11 “Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled “Limits on Public Access to Case Records” or “Limits on Public Access to Administrative Records,” all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.
- 2.12 “SCAO”** means the State of Minnesota, State Court Administrator's Office.
- 2.13 “This Agreement”** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.
- 2.14 “Trade Secret Information of SCAO and its licensors”** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.
- 2.15 “User Acknowledgement Form”** means the form signed by Government Subscriber’s Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).
- 3. DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

- 4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.
- 4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.
- 4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

- 4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.
- 4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.
- 4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

- 4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

- 4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

- 4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.
- 4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

- 5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.
- 5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.
- 5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.
- 5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

- 5.5** That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.
- 5.6** That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).
- 6. APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:
- 6.1 Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.
- 6.2 Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.
- 7. ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**
- 7.1 Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.
- 7.2 Required Acknowledgement by Government Subscriber's Individual Users.**
- 7.2.1** Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).
- 7.2.2** The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgments upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 Court Data Services Programs. SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 Court Data Services Databases. SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 Marks. Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 Restrictions on Duplication, Disclosure, and Use.

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 Proprietary Notices. Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

- 8.7 Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.
- 9. INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.
- 10. COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.
- 11. AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Policies & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.
- 12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.
- 12.1 Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

- 12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.
- 12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.
- 12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.
- 12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

- 14. MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

15.1 WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

15.2 ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.

- 16. RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

- 17. NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

- 18. NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.
20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.
21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.
22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.
23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.
24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.
25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. GOVERNMENT SUBSCRIBER
Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity (“Master Subscriber Agreement Signing Authority”), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) _____

Title _____

Office _____

2. THE COURT

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Information Technology
Division of State Court
Administration

Office _____

3. Form and execution approved
for Court by:

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

User Acknowledgment Form

The Agency identified below that I work for has contracted with the Office of State Court Administration (the “Court”) for the access and use of the Court’s Records and Documents. Under that contract, the Agency is required to have employees, student attorneys and contractors sign the written acknowledgment below before they are permitted access.

I, _____, as an employee/student attorney/contractor of _____ (“the Agency”), state the following:

1. I have read and understand the requirements and restrictions in the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies between the Agency and the Court.
2. I understand that I am not to share my login and password information.
3. I shall access and use the Court Records and Court Documents provided for only “legitimate governmental business needs.” I understand a “legitimate governmental business need” is limited to a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities that is required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.
4. I shall not access or use Court Records or Court Documents for personal or non-official use or any use that is not a legitimate governmental business need as defined in paragraph 3, above.
5. I will not share Court Records or Court Documents with third parties other than as needed to further legitimate governmental business needs as defined in paragraph 3, above.
6. I understand that the Court is not liable for any Court Records or Court Documents not available due to computer or network malfunction, mistake or user error. The Court makes no warranties as to the completeness or accuracy of the Court Records and Court Documents provided.
7. I agree to notify the Court when I no longer work for the Agency or no longer have a legitimate governmental business need for Court Records and Court Documents. I agree to stop accessing court records and documents when this occurs.
8. I understand that should I violate paragraphs 3., 4., or 5., it would result in the suspension or termination of my access to Court Records and Documents, and may result in the suspension or termination of the access to Court Records and Documents by the Agency, and other civil and criminal liability.

Date: _____

By: _____
Employee/Student Attorney/Contractor for Agency

CJDN Fee Structure

Effective July 2018

Statements:

All agencies receiving data from the BCA or through the BCA will be charged at least \$50 per-month. (Regardless if they are connected directly to us or not)

Current paying agencies will continue to pay their current monthly fee regardless of the method of connection. (Exception: See VPN agency charges below)

New agencies will pay \$50 per-month.

Agencies that are currently not paying any fees will be charged \$50 per-month.

VPN agencies will pay \$50 per-month plus \$15.00 per-fob p/m (for CJA & Private Law Firm) or \$35 per-fob p/m (for NCJA).

\$100 one-time charge plus \$100.00 fob replacement charge (fobs have a 4-5 year renewal cycle).

* BCA Master Agreement with Agency will have language added to reflect Agency/PLF arrangement. Agreement will also allow PLF to support multiple agencies with single connection.

Connection types:

- 1. VPN – Site-Site Connection directly to BCA**
- 2. Direct (CJDN connection)**
(Additional MN-IT billing is direct to agency upon BCA approving MN-IT CJDN WAN Agreement
Agency shall have an appropriate agreement (Management Control Agreement with MN.IT))
- 3. Shared – Agency shares connection with another BCA connected agency**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)
- 4. Extended – Extending a network connection from a BCA connected agency to an existing agency.**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)



Request for Council Action

RESOLUTION APPROVING THE APPLICATION FOR THE FISCAL YEAR 2022 DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Consent Agenda	Amount included in current budget	
Contact:	Heather Rand	Budget amendment requested	
Prepared by:	Heather Rand, CD Director	FTE included in current complement	
Reviewed by:	H Rand	New FTE requested - N/A	
		Other	

ACTION REQUESTED

The Council is asked to adopt the attached resolution and authorize submittal of the 2022 Community Development Block Grant Application to the Dakota County Community Development Agency (CDA) allocating 100% of the funding to the CDA Housing Rehabilitation Program to support housing rehabilitation citywide.

SUMMARY

The Community Development Block Grant (CDBG) is a federal grant program of the U.S. Dept. of Housing and Urban Development (HUD) which is focused to benefit low and moderate income individuals and neighborhoods. The city makes annual application for these funds through the Dakota County Community Development Agency (CDA), who then makes application to HUD and administers the program on the behalf of the federal government and the city.

CDBG funds are scheduled to be awarded by HUD in June for the fiscal year starting July 1, 2022 and concluding on June 30, 2023. CDBG allocations by HUD are determined by census and population counts and income levels, and federal budgeted funds available. Based on a HUD formula, the City of Inver Grove Heights' annual allocation is estimated to be up to \$153,669 in funds in FY 2022, a modest increase from the year prior. For the last three years, the city has utilized these funds for home improvement loans to low to moderate income individuals owning homes in the city of IGH, who can demonstrate needed life/safety home improvements. Rather than the city staffing up to administer the home improvement loan program, the city partners with the Dakota CDA and they administer the program on the behalf of the city. In the last 3 years, on average, four to eight home improvement loans to Inver Grove Heights residents were made as a result of this program. The improvements most often being funded include roof replacements, furnace replacements, electrical and plumbing repairs and/or weatherization.

The CDA income qualifies the applicants and oversees the required HUD CDBG reporting requirements on the behalf of the city in addition to managing loan portfolios. Presently, there are

12 income eligible applicants on the waiting list from Inver Grove Heights desiring to make life/safety improvements to their homes with such funds.

Funding housing rehabilitation not only assists the individual households, but also the broader neighborhoods and the city, as the CDA often contributes additional funding to a qualifying housing rehabilitation and improvement project and ultimately, the housing stock is improved when it otherwise may not have been. As a result, the city's tax base is enhanced and the general appearance of the neighborhood often is improved due to the additional investment in the property as opposed to the potential for blight developing over time due to lack of rehabilitation. For these reasons, staff continue to recommend submittal of the application (see attached) for CDBG funds in partnership with the Dakota CDA, for low to moderate income home improvement loans.

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE APPLICATION
FOR FISCAL YEAR 2022 DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING**

WHEREAS, the City of Inver Grove Heights Minnesota is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2022 (ending June 30, 2023); and

WHEREAS, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested Fiscal Year 2022 CDBG applications be submitted by January 14, 2022, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City of Inver Grove Heights hereby approves the following:

1. The Fiscal Year 2022 CDBG application is approved for submission to the Dakota County CDA.
2. The Mayor for the City of Inver Grove Heights is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of Inver Grove Heights, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

ADOPTED this 10th day of January, 2022.

By: _____
Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPLICATION FOR PROGRAM YEAR 2022

Application must be received by the Dakota County Community Development Agency

NO LATER THAN FRIDAY, JANUARY 14, 2022

For July 1, 2022 – June 30, 2023

General Information

Applicant Name: City of Inver Grove Heights, MN		DUNS #: 147585608
Contact Name: Heather Rand		
Applicant Address: 8150 Barbara Avenue		
City, State, Zip: Inver Grove Heights, MN 55077		
Phone: 651-450-2546		Email: hrand@ighmn.gov

Proposed Activities

Activity	Funding Amount
#1 Title: Housing Rehabilitation	CDBG Request: \$ 153,669
#2 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#3 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#4 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#5 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
	Total Request: \$ 153,669

PLEASE NOTE: AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit and NO MORE THAN 40% of the any one community's proposed funding can be for PUBLIC SERVICES. As public services may not account for more than 15% of the County's total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff.

Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.



Signature of Authorized Official

January 3, 2022

Date

Community Development Director, City of Inver Grove Heights

Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL
OF THE REQUEST FOR CDBG FUNDS.**

I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 1

Activity Title: Housing Rehabilitation

II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

The program provides home improvement loans to eligible low and moderate income homeowners throughout the city. Loans are repayable upon sale of the home or refinancing. Home improvements commonly include one or more of the following: a roof replacement, furnace replacement, electric or plumbing repairs, insulation/weatherization.

Has this Activity received CDBG funding before?

☒ Yes

☐ No

Check the eligible activity category of the proposed activity: (See attached definitions)

Affordable Rental Housing ☐ Rehabilitation of Multi-Unit Residential ☐ Fair Housing Activities ☐ Energy Efficiency Improvements	Public Services ☐ Senior Services ☐ Youth Services ☐ Transportation Services ☐ Operational Support
Affordable Homeowner Housing ☐ Homeownership Assistance ☐ New (Re)Construction Homeowner Housing ☒ Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential ☐ Fair Housing Activities	Public Facilities ☐ Recreational Parks ☐ Public Water/Sewer Improvements ☐ Street Improvements ☐ Sidewalks ☐ Assessment Abatement ☐ ADA Improvements
Homelessness ☐ Coordinated Access to Services & Shelter ☐ Housing Stabilization ☐ Emergency Shelter Operation	Neighborhood Revitalization ☐ Acquisition of Real Property ☐ Clearance and Demolition ☐ Clean-up of Contaminated Site
Economic Development ☐ Employment Training ☐ Economic Development Assistance ☐ Rehabilitation of Commercial/Industrial Buildings ☐ Micro-Enterprise Assistance ☐ Relocation	Planning and Administration ☐ Planning ☐ Administration

Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒ Yes ☐ No

Is this a time-specific project? ☒ Yes ☐ No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: 7/1/22

Proposed Activity Completion Date: 7/1/23

III. CDBG National Objective

CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.

- | | |
|--|--|
| ☐ Low/Mod Area Benefit | ☐ Low/Mod Limited Clientele Benefit |
| ☒ Low/Mod Housing Benefit | ☐ Low/Mod Jobs Benefit |
| ☐ Slum/Blight Area Benefit | ☐ Slum/Blight Spot Benefit |
| ☐ Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*
Click or tap here to enter text.

How many residents live in this area? Click or tap here to enter text.

What is the percentage of low and moderate-income beneficiaries? Click or tap here to enter text. %

How was this documented? ☐ HUD Data ☐ Survey
(Please include a copy of survey)

If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? 5 to 8 Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
Citywide

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? [Click or tap here to enter text.](#) People [Click or tap here to enter text.](#) Households (Please choose either People or Households for each project).

How will income be verified?

- ☐ Income Verification Request Forms
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)

If you checked the Low/Mod Jobs Benefit box, please answer the following:

To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain

For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:

What are the boundaries of the slum/blight area or the address of the slum/blight spot? [Click or tap here to enter text.](#)

(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#) %

IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	☐ Accessibility for the purpose of creating a suitable living environment	☐ Affordability for the purpose of creating a suitable living environment	☐ Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	☐ Accessibility for the purpose of providing decent housing	☒ Affordability for the purpose of providing decent housing	☐ Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	☐ Accessibility for the purpose of creating economic opportunities	☐ Affordability for the purpose of creating economic opportunities	☐ Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

- ☐ People _____
 ☐ Public Facilities _____
 ☐ Businesses _____
- ☒ Households 5-8
☐ Jobs _____
 ☐ Organizations _____
- ☐ Housing Units _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ 153,669

Total CDBG Request: \$ 153,669

CDBG Percent of Total Cost: 100%

Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
CDBG	\$ 153,669	☐	☒
Click or tap here to enter text.	\$	☐	☐
Click or tap here to enter text.	\$	☐	☐
Total:	\$ 153,669	☐	☒

Please itemize project expenses, using the following guidance as applicable:

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Construction/Rehabilitation Costs	\$ 153,669	\$ 153,669	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Click or tap here to enter text.	\$	\$	\$
Total:	\$153,669	\$ 153,669	\$

* * * * *

***Please review each section for completeness.
Each activity should have separate Sections I through V.***

CDBG ELIGIBLE ACTIVITIES DEFINITIONS

The following are summary definitions of Community Development Block Grant Eligible Activities:

Please Note: *Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year.*

CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government or used for political activities.

Acquisition/Disposition: The use of CDBG funds to acquire real property, in whole or in part, by purchase, long-term lease, donation, or otherwise, for any public purpose. Real property to be acquired may include: land, air rights, easements, water rights, right-of-ways, buildings and other property improvements, or other interests in real property.

Demolition/Clearance: Clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

Economic Development Activities: Economic development activities may include, but are not limited to: (1) Construction by the grantee or sub-recipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) Loans to pay for the expansion of a factory or commercial business, and (3) Providing training needed by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

Rehabilitation: Rehabilitation related activities may include single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

General Administration: CDBG funds may be used for the general administration costs incurred by a Subrecipient to administer their CDBG program. Administration costs directly associated with a CDBG activity should be part of the activity as project administration.

Relocation: CDBG funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

Public Facilities/Improvements: CDBG funds may be used by the grantee or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds. This includes neighborhood facilities, firehouses, public schools, and libraries, as well as water and/or sewer treatment plants. The regulations further specify that facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities.

Public Services: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities under this category may not exceed 40% of the City's allocation and the total public services of all Subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

Planning: Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include, but are not limited to: Comprehensive plans; Individual project plans; Community development plans; Capital improvement programs; Small area and neighborhood plans; Environmental and historic preservation studies; and Functional plans (such as plans for housing, land use, energy conservation, or economic development).

Homeownership Assistance: Homeownership assistance activities may include financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.



Request for Council Action

Resolution Authorizing Pathways to Policing Grant Application

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent	Amount included in current budget	
Contact:	Chief Melissa Chiodo	Budget amendment requested	
Prepared by:	Chief Melissa Chiodo	FTE included in current complement	
Reviewed by:	Rebecca Kiernan	New FTE requested - N/A	
	City Clerk	Other	X

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving submittal of a Pathways to Policing Grant application to assist with the Police Cadet program.

BACKGROUND

On December 14, 2021, after the last council meeting of the year, the Office of Justice Programs notified the Police Department of the opportunity to apply for a Pathways to Policing Grant. The deadline to apply was January 7, 2022. Given that the grant would offset already anticipated costs, rather than requiring any new expenditures on the City's part, the City Administrator authorized submitting an application, while also directing that Council approval still be sought retroactively at this first regular meeting of the year.

The Pathway to Policing grants are intended to bring persons with nontraditional backgrounds into law enforcement. Law enforcement agencies may apply for reimbursement grants to receive up to 50 percent of the cost of compensating and training successful pathway to policing participants.

The IGH Police Department established a program to hire nontraditional candidates interested in law enforcement through our Police Cadet program. If awarded this grant, we could utilize the one-time funds to help pay for costs associated with schooling and training of two police cadets. We currently pay for cadets to work 15 hours per week for the Police Department. There would be no additional costs to the City to accept this grant, if awarded.

The grant applications will be committee reviewed after the deadline closes. If awarded, the grant period is 18 months from the date of acceptance.

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE INVER GROVE POLICE DEPARTMENT TO APPLY FOR
PATHWAYS TO POLICING GRANT**

WHEREAS, the City of Inver Grove Heights desires to promote nontraditional backgrounds into law enforcement; and

WHEREAS, the Office of Justice Programs, notified the police department that a reimbursement grant may receive up to 50 percent of the cost of compensating and training successful pathway to policing participants; and

WHEREAS, the police department established a program to hire nontraditional candidates interest in law enforcement through the Police Cadet program.

NOW THEREFORE BE IT RESOLVED that the City of Inver Grove Heights hereby authorizes the police department to submit application for the Pathways to Policing Grant.

BE IT FURTHER RESOLVED that appropriate city official be authorized to execute the grant agreement with the Office of Justice Program should such grant application be successfully awarded.

Passed by the City Council of Inver Grove Heights this 10th day of January, 2022.

Ayes:

Nays:

ATTEST:

Thomas Bartholomew, Mayor

Rebecca Kiernan, City Clerk

**Request for Council Action****Approve Encroachment Agreement for Landowner Improvements within City Drainage and Utility Easement for 7755 Boyd Ave (Lot 4, Block 1, Rolling Hills)**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent	Amount included in current budget	
Contact:	Jake Moser, 651-450-2489	Budget amendment requested	
Prepared by:	Jake Moser, Civil Engineer	FTE included in current complement	
Reviewed by:	Klay Eckles, Interim Public Works Director	New FTE requested - N/A	
		Other: Engineering Escrow	X

PURPOSE/ACTION REQUESTED

The Council is asked to approve an Encroachment Agreement for Landowner Improvements within City Drainage and Utility Easement for 7755 Boyd Ave (Lot 4, Block 1, Rolling Hills).

SUMMARY

On April 26, 2021, the City Council approved a variance from side yard setbacks for a garage addition for the property located at 7755 Boyd Avenue.

The owners have requested to install a garage addition in an existing Drainage and Utility Easement on their property.

An engineering escrow of \$1,500 has been provided to cover attorney fees and inspection of the garage addition. A copy of the signed Encroachment Agreement is attached.

It is recommended that the City Council approve this Encroachment Agreement for landowner improvements within City Drainage and Utility Easement for 7755 Boyd Ave (Lot 4, Block 1, Rolling Hills).

NP/kf

Attachment(s): Encroachment Agreement
Exhibit

**AGREEMENT RELATING TO LANDOWNER
IMPROVEMENTS WITHIN CITY EASEMENT ON
LOT 4, BLOCK 1, ROLLING HILLS,
INVER GROVE HEIGHTS, DAKOTA COUNTY, MINNESOTA**

THIS AGREEMENT RELATING TO LANDOWNER IMPROVEMENTS WITHIN CITY EASEMENT ON LOT 4, BLOCK 1, ROLLING HILLS, INVER GROVE HEIGHTS (Agreement) is made this 25th day of October, 2021, by and between the City of Inver Grove Heights (hereafter referred to as “City”), a Minnesota municipal corporation, and Keith Schwartz and Kyrstin Schwartz, husband and wife (hereafter referred to as “Landowner”). Based on the covenants, agreements, representations and recitals herein contained the parties agree as follows:

**ARTICLE 1
TERMS**

1.1 Terms. Unless specifically defined elsewhere in this Agreement, the following terms shall have the following meanings.

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

1.3 Subject Land. “Subject Land” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described as follows:

Lot 4, Block 1, Rolling Hills, Dakota County, Minnesota, according to the recorded plat thereof.

1.4 City Easement. “City Easement” means the following easement located on the Subject Land:

The platted drainage and utility easement located on the Subject Land dedicated in the plat of Rolling Hills, Dakota County, Minnesota.

1.5 Landowner. “Landowner” means Keith Schwartz and Kyrstin Schwartz, husband and wife, and their assigns and successors in interest with respect to the Subject Land.

1.6 Formal Notice. “Formal Notice” means notice 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 prepaid, addressed as follows:

IF TO CITY:

City of Inver Grove Heights
Attention: Director of Public Works
8150 Barbara Avenue
Inver Grove Heights, MN 55077

IF TO LANDOWNER:

Keith Schwartz and Kyrstin Schwartz
7755 Boyd Avenue
Inver Grove Heights, MN 55076

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.

1.7 Landowner Improvements. “Landowner Improvements” means the two-stall garage addition (approximately 5.0 feet wide) on the existing one-stall garage located on the Subject Land within the City Easement.

1.8 City Easement Improvements. “City Easement Improvements” means all existing and future sanitary sewer, municipal water and storm water pipes, conduits, culverts, ditches, ponds, catch basins, water collection mechanisms, drainage facilities, maintenance access routes and other utility appurtenances lying within the City Easement now or in the future.

1.9 Construction Plan. “Construction Plan” means the sketch attached as **Exhibit A** which identifies the location of the Landowner Improvements. The Construction Plan was approved by the City Engineer on September 21, 2021 and is on file with the City.

1.10 City Utility Costs. “City Utility Costs” means all costs incurred by the City, (whether performed by the City or its agents or contractors), for the inspection of and access to and repair, maintenance and replacement of the City’s Easement Improvements located in the City Easement and the placement of additional City Easement Improvements in the City Easement. City Utility Costs include, without limitation: excavation costs, labor costs, costs of removing fill, costs of re-burying the City Easement Improvements, re-compacting the soils over the City Easement Improvements, restoring the City Easement area, and all engineering and attorneys’ fees incurred in connection therewith. City Utility Costs also include the costs of temporarily removing the Landowner Improvements and subsequently replacing the Landowner Improvements in the City Easement, if such costs have not already been paid by the Landowners.

1.11 Pre-Encroachment Costs. “Pre-Encroachment Costs” means a reasonable estimate by the City of the costs the City would have incurred for City Utility Costs if the Landowner Improvements did not exist.

1.12 Cost Differential. “Cost Differential” means the difference between the Pre-Encroachment Costs and the City Utility Costs caused by the existence of the Landowner Improvements. The City’s reasonable determination of the amount of the Cost Differential shall be binding on the Landowners. The City’s reasonable determination shall be appropriately supported by cost estimates obtained from independent contractors or engineers.

ARTICLE 2 **RECITALS**

Recital No. 1. The undersigned Landowner is the fee title owner of the Subject Land located in Inver Grove Heights, Dakota County, Minnesota.

Recital No. 2 The City Easement is on the Subject Land. The City owns the City Easement. The City Easement Improvements will be constructed within the City Easement and future City Easement Improvements may be located within the City Easement.

Recital No. 3. Landowner has requested permission from the City to construct the Landowner Improvements within the City Easement for the benefit of the Subject Land.

Recital No. 4. Subject to the terms of this Agreement, the City is willing to allow the Landowner Improvements to be placed within the City Easement if the following conditions are met:

- a.) The Landowner maintains the Landowner Improvements;
- b.) The Landowner agrees to pay the City any Cost Differential relating to inspections, access, repair, maintenance and replacement of the City Easement Improvements and the placement of any future City Easement Improvements in the City Easement.
- c.) The Landowner agrees to temporarily remove the Landowner Improvements in the event the City has need to access the area where the Landowner Improvements exist in order for the City to inspect, repair, maintain, and replace the existing City Easement Improvements or construct future City Easement Improvements in the Easement Area.
- d.) The Landowner agrees to modify the Landowner Improvements if the Landowner Improvements interfere with the City Easement Improvements.

NOW, THEREFORE, THE CITY OF INVER GROVE HEIGHTS AND THE UNDERSIGNED LANDOWNER, FOR THEMSELVES AND THEIR SUCCESSORS AND ASSIGNS DO HEREBY AGREE:

ARTICLE 3
AGREEMENTS

3.1 Construction And Maintenance Of Landowner Improvements. Under the terms and conditions stated herein, the Landowner, at Landowner's own cost, is hereby authorized by the City to construct the Landowner Improvements within the City Easement. The Landowner Improvements shall only be placed at the location specified in the Construction Plan. The Landowner Improvements must be constructed according to the Construction Plan.

The Landowner shall not place any other structures within the City Easement except for the Landowner Improvements. The Landowner, at Landowner's expense, shall maintain and repair the Landowner Improvements.

The Landowner shall comply with all required City setbacks per the attached Construction Plan.

3.2 City Not Responsible For Landowner Improvements. Nothing contained herein shall be deemed an assumption by the City of any responsibility for construction, maintenance, replacement or repair of the Landowner Improvements.

3.3 Continuing Right To City Easement. Nothing contained herein shall be deemed a waiver or abandonment or transfer of the right, title and interest that the City holds to the City Easement.

3.4 Subordinate Position of Landowner Improvements. The Landowner Improvements are subordinate to the rights of the City in the City Easement and in the City Easement Improvements.

3.5 Risk of Loss. The Landowner understands and agrees that the Landowner Improvements within the City Easement may be adversely affected by use of the City Easement. The parties agree that the City is not responsible for such events; the City shall have no liability to the Landowner for such events. The Landowner assumes the risk of installing the Landowner Improvements in the City Easement area.

3.6 Landowner To Bear Cost of Relocating Landowner Improvements. The City is responsible for the repair and maintenance of the City Easement Improvements in the City Easement.

The City may require the Landowner to temporarily remove and subsequently replace the Landowner Improvements in the City Easement in order for the City to gain access to the City Easement Improvements for the purpose of inspecting, repairing, maintaining, or replacing the City Easement Improvements or adding future City Easement Improvements.

If the Landowner does not perform such tasks, the City may perform such tasks and in such case the Landowner shall reimburse the City for the City's costs and expenses. Prior to commencing such tasks, the City shall send Formal Notice to the Landowner and allow the Landowner twenty (20) days from the date of the Formal Notice to perform the tasks. If the Landowner has not completed the work within the twenty (20) days, then the City may proceed to perform the tasks. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work. Bills not paid shall incur the standard penalty and interest established by the City for utility billings within the City.

3.7 Emergency. Notwithstanding the requirements contained in Sections 3.6 relating to a twenty (20) day Formal Notice to the Landowner to perform its obligations under Sections 3.6, the City shall not be required to give such Formal Notice if the City's engineer determines that an emergency exists. In such instance, the City, without giving Formal Notice to the Landowner may perform the work and in such case the Landowner shall reimburse the City for the costs and expenses relating to the work. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work. Bills not paid shall incur the standard penalty and interest established by the City for utility bills within the City.

3.8 Cost Differential. If a Cost Differential occurs relating to the access to or inspection, maintenance, repair or replacement of the City Easement Improvements or relating to construction of new City Easement Improvements in the future, then the Landowner shall pay the Cost Differential to the City. The Landowner must make payment for the Cost Differential within 30 days after the City has sent a written invoice for the Cost Differential to the Landowner.

3.9 Modifications To Landowner Improvements. If in the future the City reasonably determines that the Landowner Improvements interfere with access for inspection or with repair, maintenance, reconstruction, or replacement of City Easement Improvements, then the Landowner, at Landowner's own expense, shall make such modifications to the Landowner Improvements as directed by the City. Such modifications may include, but are not limited to, reconfiguration, removal and relocation of the Landowner Improvements.

If Landowner does not make the modifications, the City may make the modifications and in such case the Landowner shall reimburse the City for the City's costs and expenses. Prior to commencing such modifications, the City shall send Formal Notice to the Landowner and allow the Landowner twenty (20) days from the date of the Formal Notice to make the modifications. If Landowner does not completely make the modifications, the City may proceed to make the modifications. Once the City's costs and expenses have been determined by the City, the City

shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work relating to the modifications.

3.10 Remedies. If the Landowner fails to perform their obligations under this Agreement, then the City may avail itself of any remedy afforded by law or in equity and any of the following non-exclusive remedies:

- a.) The City may specifically enforce this Agreement.
- b.) If the Landowner fails to make payments under Section 3.6, 3.7, 3.8 or 3.9, then the City may certify to Dakota County the amounts due as payable with the real estate taxes for the Subject Land 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 Landowner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Subject Land.

Further, as an alternate means of collection, if the written billing is not paid by the Landowner, the City, without notice and without hearing, may specially assess the Subject Land for the costs and expenses incurred by the City. The Landowner hereby waives any and all procedural and substantive objections to special assessments for the costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Subject Land. The Landowner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Landowner acknowledges that the benefit from the performance of tasks by the City equals or exceeds the amount of the charges and assessments for the costs that are being imposed hereunder upon the Subject Land.

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 this 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.

3.11 Indemnification. The Landowner shall indemnify, defend and hold the City, its council, agents, consultants, attorneys, employees 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 any of the following:

- a.) The Landowner Improvements;
- b.) Installation and maintenance of the Landowners Improvements;
- c.) Failure by the Landowner to observe or perform any covenant, condition, obligation or agreement on their part to be observed or performed under this Agreement; and
- d.) Use of the City Easement for Landowner Improvements.

3.12 City Duties. Nothing contained in this Agreement shall be considered an affirmative duty upon the City to perform the Landowner's obligations contained in Article 3 if the Landowner does not perform such obligations.

3.13 No Third Party Recourse. Third parties shall have no recourse against the City under this Agreement.

3.14 Recording. The City may record this Agreement with the Dakota County Recorder.

3.15 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Subject Land and shall be binding upon the heirs, successors, administrators and assigns of the parties.

This Agreement shall also be binding upon all after-acquired rights, interests and title of the parties that may be acquired from and after the date of this Agreement.

3.16 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 and 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.

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

3.18 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.

3.19 Headings. The subject headings of the sections in this Agreement are included for purposes of convenience only and shall not affect the construction of interpretation of any of its provisions.

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IN WITNESS WHEREOF, the parties have executed this Agreement the year and day first set forth above.

CITY OF INVER GROVE HEIGHTS

By: _____
Tom Bartholomew
Its Mayor

ATTEST:

Rebecca Kiernan, City Clerk

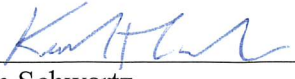
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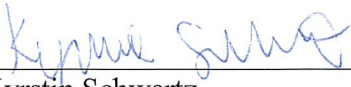
STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 25th day of October, 2021, 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 said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

LANDOWNER:


Keith Schwartz


Kyrstin Schwartz

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 14th December day of ~~October~~, 2021, before me a Notary Public within and for said County, personally appeared Keith Schwartz and Kyrstin Schwartz, 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 12-14-21

This instrument was drafted by:
Timothy J. Kuntz
LeVander, Gillen & Miller, P.A.
633 South Concord Street, Suite 400
South St. Paul, Minnesota 55075
(651)451-1831

After recording, please return to:
Timothy J. Kuntz
LeVander, Gillen & Miller
633 South Concord Street, Suite 400
South St. Paul, Minnesota 55075
(651)451-1831

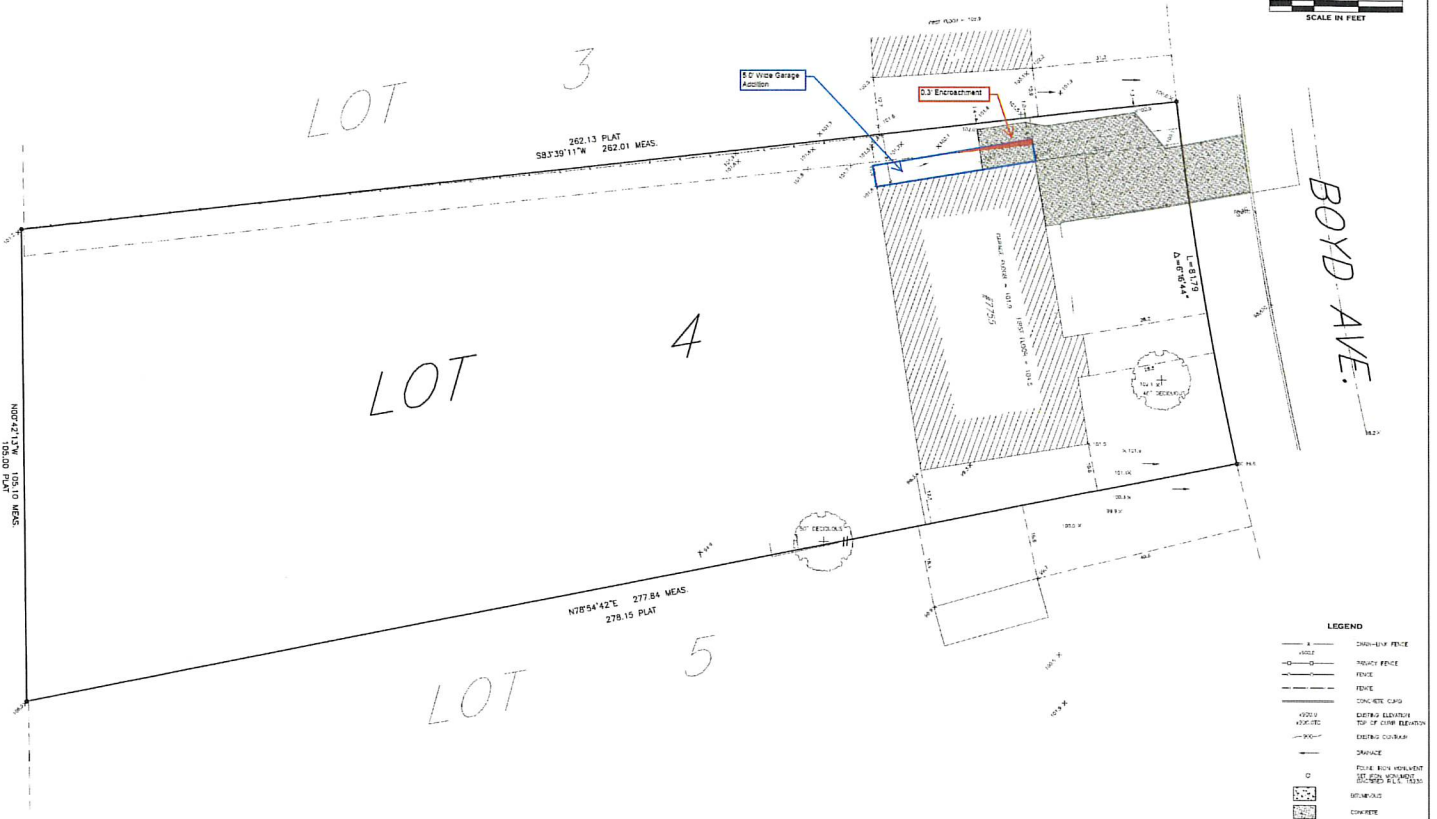
EXHIBIT A CONSTRUCTION PLAN

EXISTING CONDITION SURVEY FOR:
CLIENT'S NAME HERE

IGH Engineering Approved
9/21/2021



SCALE IN FEET
0 10 20



JOB NO.	SCALE	DATE	REVISIONS	DATE	REVISIONS	DATE	REVISIONS	DATE	REVISIONS
106-21	1" = 10'								
BOOK/PAGE	SECTION	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
XX/XX	XX/XX								
1 of 1									



Request for Council Action

Consider Change Order No. 1 for City Project No. 2021-09D - Bryant Lane Area Improvements

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent	Amount included in current budget	
Contact:	Steve W. Dodge, 651-450-2541	Budget amendment requested	
Prepared by:	Nick Hahn, Senior Engineering Tech.	FTE included in current complement	
Reviewed by:	Thomas J. Kaldunski, City Engineer	New FTE requested - N/A	
		Other: Pavement Management Fund, Franchise Fee Funds, Special Assessments, Water Fund, Sewer Fund	X

PURPOSE/ACTION REQUESTED

Consider Change Order No. 1 for City Project No. 2021-09D - Bryant Lane Area Improvements.

SUMMARY

The improvements were ordered as part of the 2021 Pavement Management Program. The contract for City Project No. 2021-09D was awarded on May 10, 2021, to McNamara Contracting, Inc. in the amount of \$1,424,376.00.

Change Order No. 1, in the amount of \$86,449.90, covers driveway and landscape contract quantity increases required due to field conditions. This change order will be funded through the Contingency Funds.

I recommend approval of Change Order No. 1, in the amount of \$86,449.90 for City Project No. 2021-09B -Bryant Lane Area Improvements.

SWD/nh

Attachment(s): Change Order No. 1

CHANGE ORDER NO. 1

2021 Pavement Management Program

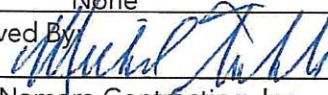
CITY PROJECT NO. 2021-09D - Bryant Lane Area Improvements

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 10, 2022
Contractor: McNamara Contracting, Inc. 16700 Chippendale Ave. Rosemount, MN 55068	Engineer: SEH, Inc.

PURPOSE OF CHANGE ORDER

To compensate for contract quantity increases required due to increases in boulevard and driveway disturbance required to provide gentle transitions to the new street grades. The increases are as follows:

Item	Quantity Increase	Cost Increase
Remove Concrete Driveway Pavement	484 SY	\$12,100.00
Remove Bituminous Driveway Pavement	187 SY	\$1,683.00
Type SP9.5 Wearing Course Mix (3,C) (Driveways)	17.22 Tons	\$2,496.90
6" Concrete Driveway Pavement	585 SY	\$30,420.00
Boulevard and Landscape Contingency	1.59 LS	\$39,750.00
	Total Cost Increase	\$86,449.90

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$1,424,376.00	Original Contract Time: None
Previous Change Orders \$0.00	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order \$1,424,376.00	Contract Time Prior to this Change Order None
Net Increase (Decrease) of this Change Order \$86,449.90	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders \$1,510,825.90	Contract Time with Approved Change None
Recommended By:  Nick Hahn, Senior Engineering Technician	Approved By:  1/4/22 McNamara Contracting, Inc.

Approved By:

Thomas J. Kaldunski, City Engineer

Approved By:

Tom Bartholomew, Mayor

Date of Council Action:

January 10, 2022

**Request for Council Action****TITLE:**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent	Amount included in current budget	
Contact:	(651) 450-2511	Budget amendment requested	
Prepared by:	Kris Wilson, City Administrator	FTE included in current complement	
Reviewed by:		New FTE requested - N/A	
		Other	X

ACTION REQUESTED

The Council is asked to authorize the issuance of the attached Request for Proposals (RFP) for a comprehensive utility capital planning and rate study.

SUMMARY

Throughout the past year, and particularly during the process of setting utility rates and connection fees for calendar year 2022, staff and the Council have discussed the need for a comprehensive study of the City's utility rates and charges, including those for the water, sewer, and stormwater systems. The goal of such a study would be to ensure that the City's utility rates are fair, transparent, and effective at funding the operation of our utility systems and paying for anticipated capital improvements in the coming years.

Staff has prepared the attached RFP in order to initiate this process. If approved by the Council, the RFP will be issued promptly, with responses due back to the City by February 1. After a review of the proposals and references, staff would make a recommendation to the Council at its February 14 meeting.

As presented, the RFP outlines a process that would have the selected consultant working closely with staff over the course of approximately 9 months to bring about a final report and recommendations in time for their use in setting utility rates and connection fees for calendar year 2023 and beyond. The RFP specifies three meetings/presentations before the Council, at various points in the process. These include: 1) presentation of an initial Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis in May; 2) presentation of a draft report with options for Council consideration and feedback in July; and 3) presentation of a final report with recommendations in September.

The attached RFP was prepared by Interim Public Works Director Klay Eckles, prior to the end of his contract with the City. The goal is to issue it now and have proposals in hand and ready for review

early in the tenure of the new Public Works Director, who would be directly involved in selection of the recommended consultant and the study itself.

Funding for this study is proposed to come from each of the three utility funds. The exact mix of funding sources will be proposed at the time a contract award is brought forward for Council approval.

Lastly, in preparing this RFP, staff considered including an examination of a fourth utility – often called a Streetlight Utility. The City does not currently have such a utility in place, although streetlight charges are applied to the utility bills of property owners in certain, newer developments within the city. Staff sees a need to evaluate how streetlights are provided and funded throughout the city, as it varies from one neighborhood to the next and is rather complex and obscure to administer and describe to rate payers. After consideration and discussion, staff did not include this element in the attached RFP because it had not been previously discussed with the Council and out of concerns for making this rate study an even larger undertaking than it already is. It is not clear that the City has the bandwidth to expand this project into a possible fourth utility, when there is much to study and analyze related to the existing three utilities. Staff is also concerned that doing so might hamper the ability to bring forward a final report and recommendations in time for the 2023 rate setting process. With all of that said, staff may recommend undertaking a similar, but smaller, study of the City's practices for funding streetlighting at some point in the future, once work related to the water, sewer and stormwater utilities is accomplished.



**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES**

FOR

**COMPREHENSIVE UTILITY
CAPITAL PLANNING
AND RATE STUDY**

January 11, 2022

Project Overview

The City of Inver Grove Heights is soliciting interest from qualified consulting firms with expertise in providing professional services in analyzing and projecting utility rates for Water, Sewer, and Stormwater utilities to ensure adequate funding to cover costs of operation, system expansion, current and future bonding, and building/maintaining adequate reserves to continually update and maintain the capital infrastructure.

As part of this effort the consultant team will be expected to look at and quantify upcoming future repair and replacement needs for all three utility systems. Understanding of potential needs over the next 20 years is key to planning a rehabilitation funding program, as aging systems can require major capital investments to ensure continued operation. These infrastructure systems age and fail with different and variable life cycles and varying levels of rehabilitation requirements. Using the age and type of infrastructure, as well as experience, the consultant team will need to provide a rationale based high-level estimate of the upcoming infrastructure rehabilitation needs for the City's three utility systems. This information will inform the longer-term utility rate structure goals and needs.

This analysis will also examine the various rates, fees, and charges that are used to raise revenue from different users of the different utilities and recommend changes to simplify and streamline the utility billing processes, as appropriate.

Questions that this analysis should help answer include:

- Is the current rate structure fair to different residents of IGH (rural vs. urban, new vs. older, single-family vs. other property types)?
- Is the current rate structure reasonable to administer?
- Can the current rate structure be easily articulated to residents and policy makers?
- Is the City bringing in enough money to meet current and future needs?
- Is there a simplified system of connection fees and charges that would still raise sufficient revenue to support trunk system expansion costs related to new development?
- How do the City's rates compare to other similar cities in the metropolitan area?
- In cases where the above questions identify a problem or shortcomings, what strategies might be employed to best correct or improve them?

As a final product, the City is looking for a big picture analysis of the needs for all the City utilities well into the future, and a proposed rate and fee structure that is fair, understandable, reasonable to administer and sufficient to fund the City's infrastructure needs. The final product should provide a set of recommendations for each utility including revenue goals, reserves goals, structure and amount for 2023 rates, guidance for future rate adjustments and an approach for implementing the changes.

The City envisions a multi-step process to ultimately deliver a final report to the City Council. The steps in the process are likely to look similar to this:

1. Estimate of financial needs. While considering the age, type, and general condition of each type of utility and its relation to the Pavement Management Program (PMP) for streets, the consultant should identify an approximate amount of capital repair/replacement expense the City will likely encounter over the next 5, 10 and 20 years for each utility. Based on a review of available data, input from City staff and comparison to other similar cities, an estimate of changes in operational costs in coming years should also be prepared.
2. Review all current utility financing systems then prepare a “SWOT” analysis (Strengths, Weaknesses, Opportunities and Threats) of the current system. This should then be presented to City Council for initial feedback.
3. Perform a funding analysis for each utility that considers operational and capital cost recovery needs, and strategies for improving fairness, transparency and efficiency. After developing several options for modifying each utility funding package, present a draft report to the City Council with multiple options for consideration.
4. Take feedback from the City Council and further develop a final report/recommendation package that includes strategies for communication, roll-out, phase-in, and conversion of changes for each utility. Then present the final report to the City Council.

Each element of this study is further discussed below.

City and System Descriptions

The City of Inver Grove Heights has an estimated 2021 population of 36,092 and about 7,581 residential water connections and 6,669 residential sewer connections. Rapid growth is expected in the next 9 (nine) years, with an estimated population of 42,000 by 2030.

The City of Inver Grove Heights operates a water system including a treatment plant, five (5) water storage facilities, seven (7) wells, and 130 miles of pipe, all built between 1957 and today. The sewer system is similar in age, with 130 miles of pipe and ten (10) liftstations. Treatment is all provided by the MCES. The City has a GIS database that stores the age, size, and type of each element of these two extensive utility systems. This information can be shared with the consultant team.

The City does have a Stormwater Utility, but its rates are much lower rate than surrounding cities – roughly a third the rate of the area average. The City has identified significant needs in the stormwater area, with retrofits for flood protection as well as environmental protection needed. This utility also has significant complexity in the billing system, and a simplification may be warranted.

Water Utility Issues and Rate Structure

The City currently uses a base rate and tiered usage rate for residential water and a base rate and flat usage rate for commercial water. The City has a range of fees for new meters depending on size and location in the City. Connection fees are also variable for water depending on user type and location within the City. The City has significant debt related to installation of trunk facilities needed to serve the developing Northwest Area (NWA), and connection fees are one of the methodologies used to capture revenue to cover debt costs. The current water rates are illustrated in the table ([Attachment 1](#)).

The study should identify approximate future costs to successfully operate and maintain the water system, cover debt costs related to the NWA, and renew the water system as it ages over the next 20 years. In order to understand the future rehabilitation costs for the water system, the consultant should consider future water system renewal projects already identified as well as use an abstract projection computation of future needs based on potential life cycle variabilities of water infrastructure.

The entire water revenue system should be examined including all the user fees, hook-up fees, and meter fees. The rate structure should also encourage conservation, in an effort to prevent the need to make major upgrades as the City's population continues to grow.

The City seeks to ensure a sustainable water infrastructure and groundwater resources indefinitely. Therefore, the analysis should include consideration of pricing strategies that further reduce per capita demand, as well as analysis of the likely impact on demand of various pricing schemes. The Consultant shall provide a range of alternative rate structures along with an analysis and rationale for each.

To the extent possible water rates and other revenue generators should be simplified to eliminate differences that do little to achieve the overall goals. Also, options should be presented for altering the rate structures to eliminate rates that cause inequities among similar user classes. The existing NWA rate differentials should be examined and strategies for adapting the new rate structures to successfully address NWA debt without the need for a separate rate structure for water consumption among the new residents should be explored and presented for consideration.

Sewer Utility Issues and Rate Structure

The sewer utility has a simpler rate structure and operational cost situation than the water system. All treatment is performed by Metropolitan Council, so roughly half the annual budget is pass-thru. The NWA again presents challenges, though, as a recent financial report identified shortfalls in debt repayment for several years for the trunk facilities built to serve new development. The report is attached ([Attachment 2](#)). Currently a \$2.00 per 1000-gallon surcharge is in effect for the NWA. Council has shown some concern that this presents long term equity questions with different user groups paying different amounts for the same City service. The goal for the NWA has been for new development to "pay its own way" at the time of connection, but the ongoing surcharge was added to address shortfalls

and has moved the City away from this goal. Strategies for addressing the equity issue and re-establishing this goal should be explored.

Stormwater Utility Issues and Rate Structure

The SWU was established over 10 years ago. When first established it was known that the revenues would not be sufficient to address all stormwater management issues. The initial rates were meant to be slowly adjusted upwards to ultimately achieve the goals, but adjustments were much slower than the growing need. A new rate system should look to ultimately address:

1. All the new MS4 permit requirements related to water quality management and retrofits, including possible additional staff.
2. Challenges related to more intense storms as per Atlas 14 and the City's "Landlocked Basin" policy that is currently being updated (estimated to be finalized first quarter of 2022).
3. Retrofit costs identified in the City's storm system deferred project list (roughly \$17M).
4. Storm system rehabilitation related to the City's aggressive PMP.

The SWU has a classification system of residential property that attempts to address the numerous rural and large residential properties present within the city. This class system has been difficult to administer, with calculations required for every non-urban property, and difficult to communicate to residents. Strategies that simplify the program should be considered as part of any rate adjustment strategy. Other city's SWU programs that have successfully addressed different residential lot sizes and rural style lots should be examined and considered.

Related Issues

The City of Inver Grove Heights is embarking on an aggressive PMP program that looks to rehabilitate roughly 50% of the City's streets over the next 15 years. As streets are rehabilitated, utilities are also examined and rehabilitated to the extent needed to last through the life of the street project. Ideally the City will use utility revenues to pay for most of the utility rehabilitation that occurs with these PMP projects. This study should look at the needs to address utility issues associated with this major effort, while also building a reserve for future system renewal.

Underground utilities traditionally have a lifespan more than 60 years, and it is not uncommon for these systems to last twice that long or more, with some moderate rehabilitation work. Predicting a precise date for failure of such systems becomes difficult. And wholesale replacement is usually tied to some other major infrastructure project, such as a total street reconstruction. Given the uncertainties, the consultant is not expected to develop a list of utility reconstruction projects beyond what City staff can provide. Instead,

the consultant is asked to create a probability curve of expected life and expected level of rehabilitation necessary then apply this to the overall system based on age. This will give a more realistic expectation of anticipated costs, vs. using traditional hard and fast APWA life expectancies.

Project Deliverables

The consultant will provide a written and electronic report outlining the recommendations and rationale for rate structures and necessary adjustments for the next 10 years and commentary on how the changes should be communicated and implemented. The report should also provide recommendations on simplification of rate structures, reserve levels for each utility, and how these recommendations meet the City's goals related to fully funding utilities, providing equity and fairness, and development paying its own way. Furthermore, the consultant will provide the City with a rate modeling program in Excel format customized to the City of Inver Grove Heights for water, sewer, and stormwater. The model is to allow the City to update rate, usage, debt, operating costs, etc. to run projections on the impact of various rate scenarios. The modeling is to project revenue and expenses for no less than 10 years.

Consultant should also expect a minimum of 3 presentations to the City Council and ongoing meetings with City staff including engineering, public works, finance, and administration staff.

Evaluation Criteria and Process

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of the proposed project manager and key staff.
- 2) Qualification/expertise of the firm in water, sewer, and storm sewer rate setting; experience with similar projects.
- 3) Consultant's approach to the City's project as demonstrated in a description of their approach to the work.
- 4) Familiarity with City standards, relevant statutes and codes, and related information.
- 5) Demonstrated ability of the consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.
- 6) Overall value of the proposal based in relation to proposed cost.

City staff will review each proposal, contact references, and prepare a brief report on the proposals for presentation and recommendation to Council. Interviews with the lead proposers may or may not be requested. The City of Inver Grove Heights reserves the right to accept or reject any and all proposals, to amend the Request for Proposals, to withdraw or terminate the RFP process, and to select the consulting firm the City feels will provide the best overall value to the City.

Submittal Format

The proposal should describe the composition of the proposed team, the qualifications of the key individuals identified on that team, and the relevant experience of the team on similar projects. Respondents may include sub-consultants within their project team.

The consultant's proposal is to include the following information:

- a) A brief introductory letter stating the firm's interest in the project.
- b) Provide summary resumes of no more than three (3) key members of the proposed team inclusive of key sub-consultants who may work on the project.
- c) List of projects of similar complexity and magnitude undertaken and completed in the past five (5) years; with references' name, phone, and e-mail contact information.
- d) Reference projects should list the involvement of the proposed project team members for whom resumes have been submitted.
- e) Description of information needed to be provided by the City.
- f) Proposed timeline for the study.
- g) Detailed cost for completion of the study.

Proposals should be approximately ten (10) pages, including cover letter. Please provide one (1) hard copy and one (1) digital copy in .PDF format.

Submittal and Project Timeline

The proposal is to be delivered to the Inver Grove Heights City Hall by 4:30 p.m., Tuesday, February 1, 2022. RFP is to be addressed to: Kris Wilson, City Administrator, Inver Grove Heights, 8150 Barbara Ave, Inver Grove Heights MN 55077. Email: kwilson@ighmn.gov

All questions regarding this RFP should be directed to Kris Wilson at the above email or via phone at 651-450-2511. Proposals will be reviewed by City staff including the City Administrator, Finance Director and a newly hired Public Works Director, who starts with the City in late January.

The final report will inform the City Council in time for setting rates for calendar year 2023 budget. Therefore, the overall project timeline and deadlines are:

Accept Proposals.....February 1, 2022
Recommendation to CouncilFebruary 14, 2022
Finalize Contract.....February 28, 2022
Present SWOT analysisapproximately May 2, 2022
Present Draft reportapproximately July 11, 2022
Present Final report.....approximately September 12, 2022

Attachments

Attachment 1 - Rate tables for each utility: Water Rates, Sewer Rates, and Stormwater Utility Rates

Attachment 2 - Hookup charge tables, meter tables, connection fee tables.

Table of unfunded storm water improvement needs are listed at:

<https://www.ighmn.gov/DocumentCenter/View/6705/2018-4th-Generation-Water-Resources-Management-Plan?bidId=> Pages C-1 to C-7.

Attachment 1

2022 Water Rates

Single Family Dwelling

The first 6,000 gallons or less	\$24.50 per quarter
6,001 – 20,000 gallons	\$2.84 per 1,000
20,001 – 40,000 gallons	\$3.27 per 1,000
40,001 and more gallons	\$3.54 per 1,000

The minimum charge per quarter shall be \$24.50

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$8.17 per unit/month
2,001 – 7,000 gallons	\$2.84 per 1,000
7,001 – 13,000 gallons	\$3.27 per 1,000
13,001 and more gallons	\$3.54 per 1,000

The minimum charge per unit per month shall be \$8.01

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$8.17 per month
2,001 – 7,000 gallons	\$2.84 per 1,000
7,001 – 13,000 gallons	\$3.27 per 1,000
13,001 and more gallons	\$3.54 per 1,000

The minimum charge per month shall be \$8.17

Special Senior Rates

0 – 6,000 gallons per quarter	\$12.03 per quarter
6,001 and more gallons	Same as applicable rate above

2022 Sewer Rates

Single Family Dwelling

The first 6,000 gallons or less	\$39.54 per quarter
All over 6,000 gallons	\$4.99 per 1,000 gallons

The minimum charge per quarter shall be \$39.54

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$13.18 per unit/per month
All over 2,000 gallons	\$4.99 per 1,000 gallons

The minimum charge per unit per month shall be \$13.18

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$13.18 per month
All over 2,000 gallons	\$4.99 per 1,000 gallons

The minimum charge per month shall be \$13.18

Single Family Dwelling

The first 6,000 gallons or less	\$51.54 per quarter
All over 6,000 gallons	\$6.99 per 1,000 gallons

The minimum charge per quarter shall be \$51.54

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$17.18 per unit/per month
All over 2,000 gallons	\$6.99 per 1,000 gallons

The minimum charge per unit per month shall be \$17.18

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$17.18 per month
All over 2,000 gallons	\$6.99 per 1,000 gallons

The minimum charge per month shall be \$17.18

Attachment 1

Stormwater Utility Rates

Storm Water Utility Group		Per Lot (L) or Acre (A)	Rural (Base Fee) Monthly	Urban (Base + Surcharge) Monthly	NWA Developed (Base + Surcharge) Monthly
Single-Family Residential	R-1A	L	\$1.93	\$5.61	\$14.14
	R-1B	L	\$1.24	\$3.60	\$9.08
	R-1C	L	\$1.06	\$2.65	\$6.74
	Estate (5 ac cap)	A	\$1.39	\$4.01	\$10.08
Multiple Family Residential	R-2 (Duplex/Twinhomes)	A	\$3.05	\$8.81	\$22.22
	R-3 (6+ units/ac)	A	\$3.60	\$10.44	\$26.28
	R-4 (Manufactured Home)	A	\$4.15	\$12.04	\$30.32
Other	Agricultural/Open Space (10 ac cap)	A	0.84*	\$2.41	0.84*
	Business District	A	\$6.09	\$17.63	\$44.47
	General Business	A	\$8.04	\$23.25	\$58.60
	Shopping Center	A	\$6.93	\$20.04	\$50.53
	Industrial	A	\$5.81	\$16.83	\$42.45
Public/ Institutional	Schools/Churches/Other	A	\$3.60	\$10.44	\$26.28
	Golf Courses/Cemeteries/Parks	A	0.84*	\$2.41	\$6.07
	City Facilities	A	\$6.09	\$17.63	\$44.47

(*)The minimum annual fee per parcel is \$12.60.

WATER METER PRICING AND SIZING INFORMATION 2022

GPM	METERS	USE	PRICE	GPM	METERS	USE	PRICE
2-30 maximum continuous 15	3/4" Mag/ Iperl	lawn irrigation residential sm commercial	\$192.50	4-120	1-1/2" turbine/omni	irrigation sys & production lines	\$1,251.25
			TAX \$13.71				TAX \$89.15
			\$206.21				\$1,340.40
3-50 maximum continuous 25	1" Mag/ Iperl	very lg res bldg to 24 units sm commercial & irrigation systems	\$302.50	4-160	2" turbine/omni	irrigation syst & production lines	\$1,457.50
			TAX \$21.55				TAX \$103.85
			\$324.05				\$1,561.35
5-100 maximum continuous 50	1-1/2" Compound/omni	bldgs 25-55 units & most comm bldgs	\$1,794.38	1/4 to 160	2" Compound/omni	bldgs over 55 units & lg comm bldgs	\$2,076.25
			TAX \$127.85				TAX \$147.93
			\$1,922.23				\$2,224.18

METERS REQUIRING 30-DAY ADVANCE NOTICE PRIOR TO DELIVERY

GPM	METERS	USE	PRICE	GPM	METERS	USE	PRICE
5-350	3" turbine/omni	very lg irrigation systems & production lines	\$1,828.75	6-500	4" compound/omni	300 plus unit bldgs & very lg comm buildings	\$4,544.38
			TAX \$130.30				TAX \$323.79
			\$1,959.05				\$4,868.17
1/2-320	3" compound/omni	200 plus unit bldgs very lg comm buildings	\$2,626.25		Single port Radio Read		\$203.50
			TAX \$187.12				TAX \$14.50
			\$2,813.37				\$218.00
15-1000	4" turbine/omni	very lg irrigation systems & production lines	\$3,581.88		Dual Port Radio Read		\$233.75
			TAX \$255.21				TAX \$16.65
			\$3,837.09				\$250.40

*** Note: Purchase of a meter for commercial or multi/family use requires the purchase of radio readers corresponding to the number of meters purchased.**

Comments:

- To arrange for water turn-on and meter delivery please call 651-450-4309 48 hours in advance.
- To schedule inspections please call 651-450-2550

UTILITY CONNECTION FEES 2022

Utilities - NW AREA - 1" Water Core Connection	\$1,880.00
Utilities - NW AREA - 1.5" Water Core Connection Fee	\$4,230.00
Utilities - NW AREA - 10" Sewer Core Connection Fee	\$2,870.00
Utilities - NW AREA - 12" Sewer Core Connection Fee	\$4,110.00
Utilities - NW AREA - 2" Water Core Connection Fee	\$7,520.00
Utilities - NW AREA - 3" Water Core Connection Fee	\$16,900.00
Utilities - NW AREA - 4" Sewer Core Connection Fee	\$610.00
Utilities - NW AREA - 4" Water Core Connection Fee	\$30,080.00
Utilities - NW AREA - 6" or more Water Core Connection Fee	\$70,500.00
Utilities - NW AREA - 6" Sewer Core Connection Fee	\$1,020.00
Utilities - NW AREA - 8" Sewer Core Connection Fee	\$1,830.00
Utilities - NW AREA - Sewer Connection Fee	\$6,120.00
Utilities - NW AREA - Water Connection Unit Fee	\$3,570.00
Utilities - NW AREA - Water Treatment Plant Fee	\$760.00
Utilities - Outside - 1" Water Core Connection Fee	\$1,940.00
Utilities - Outside - 1.5" Water Core Connection Fee	\$4,350.00
Utilities - Outside - 10" Sewer Core Connection Fee	\$2,900.00
Utilities - Outside - 12" Sewer Core Connection Fee	\$4,200.00
Utilities - Outside - 2" Water Core Connection Fee	\$7,710.00
Utilities - Outside - 4" Sewer Core Connection Fee	\$620.00
Utilities - Outside - 4" Water Core Connection Fee	\$30,850.00
Utilities - Outside - 6" or more Water Core Connection Fee	\$72,320.00
Utilities - Outside - 6" Sewer Core Connection Fee	\$1,050.00
Utilities - Outside - 8" Sewer Core Connection Fee	\$1,860.00
Utilities - Outside - Sewer Connection Fee	\$510.00
Utilities - Outside - Water Connection Unit Fee	\$930.00
Utilities - Outside - Water Treatment Plant Fee	\$820.00
Utilities - Eagan Utility Fees	\$2,704.60
Utilities - B-Line Connection Charge	\$1,300.00



Request for Council Action

Consider Resolution approving Axon Contract for 2022-2026 and 2022 budget amendment of \$72,000

	Fiscal/FTE Impact	Mark all that apply
Meeting Date: January 10, 2022	None	
Item Type: Regular	Amount included in current budget	
Contact: Melissa Chiodo: 651-450-2526	Budget amendment requested	X
Prepared by: Melissa Chiodo Chief of Police	FTE included in current complement	
Reviewed by: Amy Hove Finance Director	New FTE requested - N/A	
	Other	X

PURPOSE/ACTION REQUESTED

The Council is asked to adopt the attached resolution, authorizing the appropriate officials to enter into a new contract for services with Axon, for the provision of Body Worn Cameras, Tasers and an Officer Safety Plan for all equipment in the amount of \$602,100 over a 5-year period.

Staff also requests approval of a 2022 budget amendment transferring \$72,000 to the Police - Other Equipment budget (101.42.4000.421.80800) from the Central Equipment Fund.

BACKGROUND

The Police Department is currently authorized to have 45 full-time peace officers, but does not currently have enough Tasers for each sworn officer. Currently the Department has 35 Tasers, but 29 are no longer serviceable because the company doesn't make replacement parts. The average life of a Taser in regular climates is five years, however, colder climates can shorten the life of the equipment.

It is an expectation of citizens and practitioners in public safety that all Officers have less lethal options such as Tasers, that they be in working order, and that officers train on them routinely and be proficient in their equipment. Citizens, courts and media also expect that law enforcement agencies train and equip officers with BWC's to record our interactions with the public as an accountability tool and to be transparent about our interactions with those we serve.

With that comes the expectation that the Department equips staff with BWC's that are in working order and serviceable. Law enforcement has seen numerous incidents nationally that the public has questioned why an officer was not wearing a BWC to record the incident or why they did not have a less lethal tool such as a Taser to use.

After the 2022 budget was well in progress, staff identified an opportunity to address the Taser situation that will also put us in a better position relative to maintenance and replacement of BWCs. The Department currently has working BWCs for all sworn staff, but there is no solid maintenance or replacement plan in place to prevent them from ending up like our Tasers are currently.

The proposed solution is to enter into a five year contract with Axon (current provider of our BWCs) that will result in all new Tasers being provided for staff plus an accompanying Officer Safety Plan. The Officer Safety Plan includes unlimited service and parts for the Tasers if they need repair, unlimited training cartridges for use of force training, unlimited live cartridge refills for officers to use on the street, and replacement Tasers when an existing unit is being repaired or is deemed unrepairable. The plan also includes new BWC's and replacement cameras if needed.

By purchasing all the equipment with the Officer Safety Plan, instead of replacing each Taser or BWC individually, the City will save over \$325,000 over the next five years. The total cost of the plan for five years is \$602,100.

Proposed Funding

The first year of the contract (2022) would cost \$120,420. Some funding is available in the Police Department's adopted budget for equipment, but not enough. Therefore, staff is recommending the transfer for \$72,000 from the Central Equipment Fund to cover the gap.

In January 2021, the Council approved closing the city's Equipment Acquisition Fund, which had a balance of almost \$650,000, and transferring remaining funds to the Central Equipment Fund. Approximately \$121,000 of that amount was already earmarked for police radios and fire uniforms and has been transferred to the General Fund where it is segregated for those purposes. Council also approved the use of \$120,000 for weather warning sirens/siren improvements and \$153,000 towards the purchase of encrypted portable radios. After these additional commitments, the balance remaining in the Central Equipment Fund from the original Equipment Acquisition Fund transfer is approximately \$255,000.

If the contract is approved, future Police Department budget requests (2023-2026) will be adjusted accordingly.

DAKOTA COUNTY
CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING A FIVE-YEAR CONTRACT IN THE AMOUNT OF
\$602,100 FOR THE PURCHASE OF BODY WORN CAMERAS, TASERS, AND
RELATED SERVICES FROM AXON WITH ADDITIONAL 2022 FUNDING
PROVIDED BY WAY OF A BUDGET AMENDMENT IN THE AMOUNT OF \$72,000**

WHEREAS, the Police Department has a need for new body worn cameras and tasers for police officers due to failing equipment; and

WHEREAS, by entering into a five-year contract with Axon, the city will save money over replacing these items on a case-by-case basis and will also receive the added benefit of repairs and replacement services covered under Axon's Officer Safety Plan; and

WHEREAS, the police department's 2022 budget needs an additional \$72,000 to cover the first-year cost of this contract and funds remain in the Central Equipment Fund that could be utilized for this purpose; and

WHEREAS, contracts and budget amendments require Council approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the city enter into a five-year contract in the amount of \$602,100 with Axon for equipment and services with additional 2022 funding provided by way of a \$72,000 budget amendment to the Police-Other Equipment account (101.42.4000.421.80800).

Adopted this 10th day of January 2022 by the City Council of Inver Grove Heights, MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

Consider Change Order No. 1 for City Projects No. 214892 & 214893 – Maintenance Building Exterior Wall Rehabilitation of both the Public Works Main Building and Cold Storage Building.

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Consent Agenda	Amount included in current budget	X
Contact:	651-450-2556	Budget amendment requested	
Prepared by:	Barry Underdahl, Street Superintendent	FTE included in current complement	
Reviewed by:	Kris Wilson, City Administrator	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED

The Council is asked to approve Change Order No. 1 for City Projects No. 214892 and 214893 – Maintenance Building Exterior Wall Rehabilitation of both the Public Works main building and cold storage building.

SUMMARY

The maintenance facility exterior wall rehabilitation project bids were received on April 15, 2021 and awarded to the low bidder, Restoration & Construction Services, on May 10, 2021. The original contract price for the main building was \$220,780.00 and the cold storage building was \$52,180.00. Much of the work has been completed but the remaining broken glass block replacement and the metal reveal strip replacement will take place in the spring of this year. The funds to cover the remaining costs will be carried over from the 2021 Central Equipment budget to the 2022 Central Equipment budget line item 603.00.5300.444.40040.

During the project it became apparent that replacing the original metal reveal strip with a 1-piece strip was a much better option than trying to refurbish the original multi-piece metal reveal strip around the entire building. Upon closer inspection, the quantity of broken glass block in the original contract for both buildings was found to be short.

The project cost for the main building would be reduced by \$25,750.00 by eliminating the refurbishing of the existing metal reveal strip and then increased by \$39,733.00 to provide a new metal reveal strip, for a net additional cost of \$13,983. Secondly, the additional cost to replace the broken glass block on the main building is \$7,520.00. The total added cost for the main building is therefore \$21,503.00.

The cost to replace the additional glass block on the cold storage building is \$3,360.00.

The total of the additional project cost for this change order, when the two buildings are added together, is \$24,863.00.

The quantity adjustments and additional cost to City Projects No. 214892 and 214893 are detailed in change order form No. 1, which is attached.

CHANGE ORDER NO. 1

CITY PROJECT NO. 214892 & 214893
Maintenance Building & Cold Storage Building Exterior Rehabilitation

Owner: City of Inver Grove Heights 8168 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: Project approved May 10, 2021
Contractor: Restoration & Construction Services, LLC 2340 197 th St. East Clearwater, MN 55320	Engineering Consultant: Inspec
<u>Purpose of Change Order:</u> 1. Provide new metal reveal strip as 1 piece: \$39,733. Cost reduction for exclusion of refurbishing existing metal reveal strip: \$25,750 2. Provide additional glass block replacement observed not noted in project documents: Main Building: \$7,520.00 Cold Storage Building: \$3,360.00	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: Main Bldg. \$220,780.00 Cold Storage \$52,180.00	Original Contract Time:
Previous Change Orders No. ____ to No. ____	Net Change from Previous Change Orders
Net Increase of this Change Order: \$24,863	Net Increase (Decrease) of Change Order
Contract Price with all Approved Change Orders: Main Building: \$242,283.00 Cold Storage: \$55,540.00	Contract Time with Approved Change Orders
Recommended By: Barry Underdahl, Street Superintendent	Approved By: _____

Approved By:

Barry Underdahl,
Street Superintendent

Approved By:

Tom Bartholomew, Mayor

Date of Council Action:

January 10, 2022

**Request for Council Action****Blue Ribbon Builders – Case No. 21-63PAZ**

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2021	None	X
Item Type:	Regular Agenda	Amount included in current budget	
Contact:	Heather Botten 651-450-2569	Budget amendment requested	
Prepared by:	Heather Botten	FTE included in current complement	
Reviewed by:		New FTE requested – N/A	
		Other	

ACTION REQUESTED:

The Council is asked to consider the following requests for property located at 5871 Cahill Avenue (PID No's 20-03410-51-020 and 20-03410-52-021);

1. A Resolution approving a Comprehensive Plan Amendment to change the guided land use from NC, Neighborhood Commercial and LDR, Low Density Residential to LMDR, Low-Medium Density Residential.
 - Requires a 4/5th's vote.
2. An Ordinance to rezone the property from R-1C, Single Family Residential and B-3, General Business to R-3B, Multiple Family Residential
 - Requires a 3/5th's vote.
 - 60-day deadline: January 21, 2022 (first 60 days)

SUMMARY:

The applicant is requesting a comprehensive plan amendment and rezoning on two abutting parcels, located along Cahill Avenue, to a designation that would be consistent with a multiple-family townhome development. The applicant would like to develop a maximum of 17 townhome units on the combined 2.24 acre property. If the rezoning and comprehensive plan amendment requests are successful, then platting and a conditional use permit would be required for site plan review.

The subject parcels are currently guided Low Density Residential (LDR) and Neighborhood Commercial (NC). The applicant is requesting to change the comprehensive plan designation to Low-Medium Density Residential (LMDR), which allows for densities of 4-8 residential units an acre. The concept plan shows a 17-unit townhome development on 2.24 acres, the equivalent of 7.6 units an acre.

The applicant is also requesting a rezoning of the parcels to R-3B, multiple-family. The R-3B district is established for multi-family dwellings with up to seven (7) units per building with densities ranging up to twelve (12) dwelling units per acre.

The subject parcels are surrounded by commercial and office to the north, multi-family and office to the east, single-family residential and open space to the west and single-family to the south. As previously stated, the parcels are located along Cahill Avenue which is a minor arterial road. Multiple-family housing is a typical type of development found along arterial and collector roads. Staff believes the proposed zoning and land use designations do not appear to be out of character for the surrounding areas and would be a good infill, transitional use between the single-family homes to the west and south and the commercial and multi-family development to the north and east.

RECOMMENDATION:

Planning Staff: Based on existing development patterns in the area, staff is supportive of the rezoning and comprehensive plan amendment and recommends approval of the request with the conditions listed in the attached resolution.

Planning Commission: At the December 21, 2021 public hearing, the applicant was present. Two residents spoke against the request and one resident stated the request was headed in the right direction but had concerns about setbacks and the possible need of variances. The Planning Commission clarified that the request in front of them was just the zoning and land use change and that a review of setbacks and site layout would be done with the plat and CUP request.

The Planning Commission recommended approval (8-0) of the rezoning and comprehensive plan amendment as presented, stating they believe the proposed changes would be a good transitional use and consistent with the existing uses in the area.

Attachments: Comprehensive Plan Amendment Resolution
Rezoning Ordinance
Planning Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT TO CHANGE
THE LAND USE DESIGNATIONS FROM NC, NEIGHBORHOOD COMMERCIAL AND LDR,
LOW DENSITY RESIDENTIAL TO LMDR, LOW-MEDIUM DENSITY RESIDENTIAL**

**CITY PLANNING CASE NO. 21-63PAZ
(Blue Ribbon Builders, LLC)**

WHEREAS, an application has been submitted for property located at 5871 Cahill Avenue, Inver Grove Heights, legally described as;

See Exhibit A

WHEREAS, an amendment to change boundaries of any district may be granted by the City Council on an affirmative vote of 4/5ths of the Council as per City Code and Minnesota Statute 462.355;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on December 21, 2021, in accordance with City Code and Minnesota Statute 462.355;

WHEREAS, the change to the Comprehensive Plan Land Use Plan was found by the City Council to be consistent with the existing and proposed uses in the area;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the Comprehensive Plan Map Amendment is hereby approved subject to the following conditions:

1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.
2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.

3. The amendment shall not become effective until a development plan has been approved by the City Council.

Adopted by the City Council of Inver Grove Heights on this 10th day of January, 2022.

Ayes:

Nays:

ATTEST:

Thomas Bartholomew, Mayor

Rebecca Kiernan, City Clerk

EXHIBIT "A"

Legal Description

File No. 2127021-14558

Parcel 1:

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly along the west line of said Southwest Quarter, a distance of 894.44 feet to the point of beginning of the parcel to be described; thence southerly along said west line 179.94 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the left, a distance of 359.45 feet; thence deflecting 41 degrees 25 minutes 56 seconds to the right, a distance of 75.00 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No.75); thence northeasterly along said centerline to the intersection with the herein after described Line A; thence northwesterly, along said Line A, to the point of beginning and there terminating.

Line A is described as follows:

Commencing at said Southwest corner of the Southwest Quarter; thence northerly along said west line a distance of 894.44 feet to point of beginning of said Line A; thence deflect 105 degrees 16 minutes 46 seconds to the right a distance of 514.03 feet to the center line of said Cahill Avenue East and said Line A there terminating.

And

Parcel 2:

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly along the west line of said Southwest Quarter a distance of 575.00 feet to the point of beginning of the parcel to be described; thence continuing northerly along said west line 139.50 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the right, a distance of 359.45 feet; thence deflecting 41 degrees 25 minutes 56 seconds to the right 75.00 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No. 75); thence southwesterly along said center line to the intersection with a line that passes through the point of beginning and is at a right angle to the west line of said Southwest Quarter; thence westerly 336.36 feet to the point of beginning.

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 4 (ZONING MAP) OF THE INVER GROVE
HEIGHTS CITY CODE**

CITY PLANNING CASE NO. 21-63PAZ
(Blue Ribbon Builders)

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended, contingent upon the occurrence of all conditions of approval of the Comprehensive Plan Amendment for the Property detailed in Resolution No. 2021-_____, including approval by the Metropolitan Council of the Comprehensive Plan amendment, to rezone the following described property located within the City of Inver Grove Heights from B-3, General Business and R-1C, Single-family residential to R-3B, Multiple-family residential to wit:

Property address 5871 Cahill Avenue, Inver Grove Heights, legally identified as:

See Exhibit A

SECTION II. The Zoning Map of the City of Inver Grove Heights referred to and described in said Ordinance No. 1190 as that certain map entitled "Inver Grove Heights Zoning Map, June 24, 2002", together with all amendments thereto, hereinafter referred to as the "zoning map", shall not be republished to show the aforesaid rezoning, but the Clerk shall appropriately mark the said zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance and all of the notations, references and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

SECTION III. This Ordinance shall not be effective unless or until the Comprehensive Plan Amendment approved in Resolution No. 2021-_____ amending the land use for the Property from NC, Neighborhood Commercial and LDR, Low Density Residential to LMDR, Low-Medium Density Residential, becomes effective and is approved by the Metropolitan Council.

SECTION IV. Upon occurrence of all conditions of approval articulated herein, including amendment of the City's Comprehensive Plan to change the land use map, this Ordinance shall be in full force and effect from and after occurrence of said conditions and its publication according to law and

Ordinance No. _____
Page 2

Enacted and ordained into an Ordinance this 10th day of January, 2022.

Ayes:
Nays:

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT "A"

Legal Description

File No. 2127021-14558

Parcel 1:

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly along the west line of said Southwest Quarter, a distance of 894.44 feet to the point of beginning of the parcel to be described; thence southerly along said west line 179.94 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the left, a distance of 359.45 feet; thence deflecting 41 degrees 25 minutes 56 seconds to the right, a distance of 75.00 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No.75); thence northeasterly along said centerline to the intersection with the herein after described Line A; thence northwesterly, along said Line A, to the point of beginning and there terminating.

Line A is described as follows:

Commencing at said Southwest corner of the Southwest Quarter; thence northerly along said west line a distance of 894.44 feet to point of beginning of said Line A; thence deflect 105 degrees 16 minutes 46 seconds to the right a distance of 514.03 feet to the center line of said Cahill Avenue East and said Line A there terminating.

And

Parcel 2:

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly along the west line of said Southwest Quarter a distance of 575.00 feet to the point of beginning of the parcel to be described; thence continuing northerly along said west line 139.50 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the right, a distance of 359.45 feet; thence deflecting 41 degrees 25 minutes 56 seconds to the right 75.00 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No. 75); thence southwesterly along said center line to the intersection with a line that passes through the point of beginning and is at a right angle to the west line of said Southwest Quarter; thence westerly 336.36 feet to the point of beginning.



PLANNING REPORT

CASE NO: 21-63PAZ

APPLICANT: Blue Ribbon Builders, LLC

PROPERTY OWNER: Rose Ann Krech, Wayne and Marlys Krech

REQUEST: Comprehensive Plan Amendment and Rezoning

HEARING DATE: December 21, 2021

LOCATION: 5871 Cahill Avenue (two parcels)

COMPREHENSIVE PLAN: NC, Neighborhood Commercial and LDR, Low Density Residential

ZONING: B-3, General Business and R-1C, Single-family Residential

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner

BACKGROUND

The applicant would like to develop the two parcels located at 5871 Cahill Avenue into a townhome development. The applicant is proposing to change the land use designation of the 2.24 acres from LDR, Low-density Residential and NC, Neighborhood Commercial to LMDR, Low-Medium Density Residential. The development also requires a rezoning of the parcels from B-3, General Business and R-1C, Single-family to R-3B, Multi-family residential. There is currently one single family home on the south lot and the north lot had an approved automobile repair business. The parcels would be completely redeveloped into a townhome project.

If the comprehensive plan amendment and rezoning are successful, an application for platting and conditional use permit for multiple family will be required before development can occur. This subsequent process provides for public review and comment on the actual site plan. The applicant has stated that the maximum number of units they are considering for the property would be 17 with the final count depending on City requirements such as stormwater and setbacks.

SURROUNDING USES

The subject property is surrounded by:

North: Office building and Walgreens; zoned Commercial PUD; guided NC.

East: Multi-family senior, townhomes, and office; zoned R-3C and B-1; guided HDR, MDR, NC

West: Single family; zoned Residential PUD; guided LDR and Public Open Space

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

EVALUATION OF REQUEST

Comprehensive Plan Amendment

The subject parcel is currently guided Low Density Residential (LDR) and Neighborhood Commercial (NC). The applicant is requesting to change the comprehensive plan designation to LMDR, Low-Medium Density Residential.

Low Density Residential is defined in the 2040 Comprehensive Plan as a category that encompasses traditional “urban” density development. LDR includes lots or parcels ranging from 1 unit per acre to 4 units per net acre. Housing types in the low-density residential category include single-family detached homes, twin units and lower density, townhome style developments. In all cases, low-density residential development will be served by public water and sanitary sewer systems.

Neighborhood Commercial is defined as areas that include lots or parcels containing retail sales and services located along collector roadways that serve the adjacent neighborhood area. The neighborhood commercial designation is the least intensive of the commercial classifications use in the comprehensive plan. Neighborhood commercial areas are intended to house businesses that provide convenience goods and services.

Low-Medium Density Residential (LMDR) (4-8 residential units/net acre) is defined in the 2040 Comprehensive Plan as a category that includes a combination of single-family attached and single-family detached housing that is generally at a greater density than traditional single-family housing in Inver Grove Heights.

The proposed townhome development would consist of a maximum 17 units. The net area of the two subject parcels is 2.24 acres. At 17 units, the density of the proposed project would be 7.6 units per acre.

The area of the city the proposed parcels are located within is referred to in the 2040 Comp Plan as an *Established Development Area*. Established areas represent portions of the community which are mostly built out. Policy directions focus on preservation and maintenance of existing neighborhoods. Some of the Established Development Area Policies include:

- Allow infill development in a manner that protects the character of existing residential neighborhoods.
- Provide a broad range of housing opportunities.
- Ensure that new development areas are compatible in size and scale with existing, adjacent neighborhoods.
- Provide appropriate buffers to allow density transitions and to accommodate a range of housing types.
- Conduct long term planning to ensure existing neighborhood infrastructure is well maintained and reliable.
- Continually monitor the vitality and viability of existing commercial nodes and encourage the integration of supporting residential uses where necessary.

Rezoning

The City Code, Title 10-3-5 states that a rezoning request must be “in the best interest of the physical development of the City” in order to be approved. This suggests that the request should be reviewed against such factors as infrastructure availability; compatibility with existing land uses in the neighborhood; and consistency with the Comprehensive Plan.

The applicant is proposing a rezoning to R-3B, Multiple Family Residential. The R-3B district is established for multi-family dwellings with up to seven (7) units per building with densities ranging up to twelve (12) dwelling units per acre in areas which are provided with full urban services.

Infrastructure is in place to accommodate a multi-family development on this parcel. The surrounding uses are commercial and office to the north, multi-family and office to the east, single-family residential and open space to the west and single-family to the south. Within this neighborhood along Cahill and up to and along Upper 55th Street are a broad range of land uses. The mix includes single family, multiple family in apartments and townhomes, office buildings, commercial and restaurants. Staff believes the proposed multi-family zoning would be a compatible transitional zoning with the existing, established uses in the neighborhood. The zoning would also be consistent with the proposed land use designation and with the multi-family project proposed.

ALTERNATIVES

The Planning Commission has the following alternatives available for the proposed request:

A. Approval If the Planning Commission finds the application acceptable, the Commission should make the following recommendations:

- Approval of the **Comprehensive Plan Amendment** from LDR, Low-density Residential and NC, Neighborhood Commercial to LMDR, Low-Medium Density Residential subject to the following conditions:
 1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.
 2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.
 3. The comprehensive plan land use change shall not become effective until a rezoning and development plan has been approved by the City Council.
- Approval of the **Rezoning** from R-1C, Single-family Residential and B-3, General Business to R-3B, Multi-family Residential.

B. Denial If the Planning Commission does not favor the comprehensive plan amendment and rezoning request, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

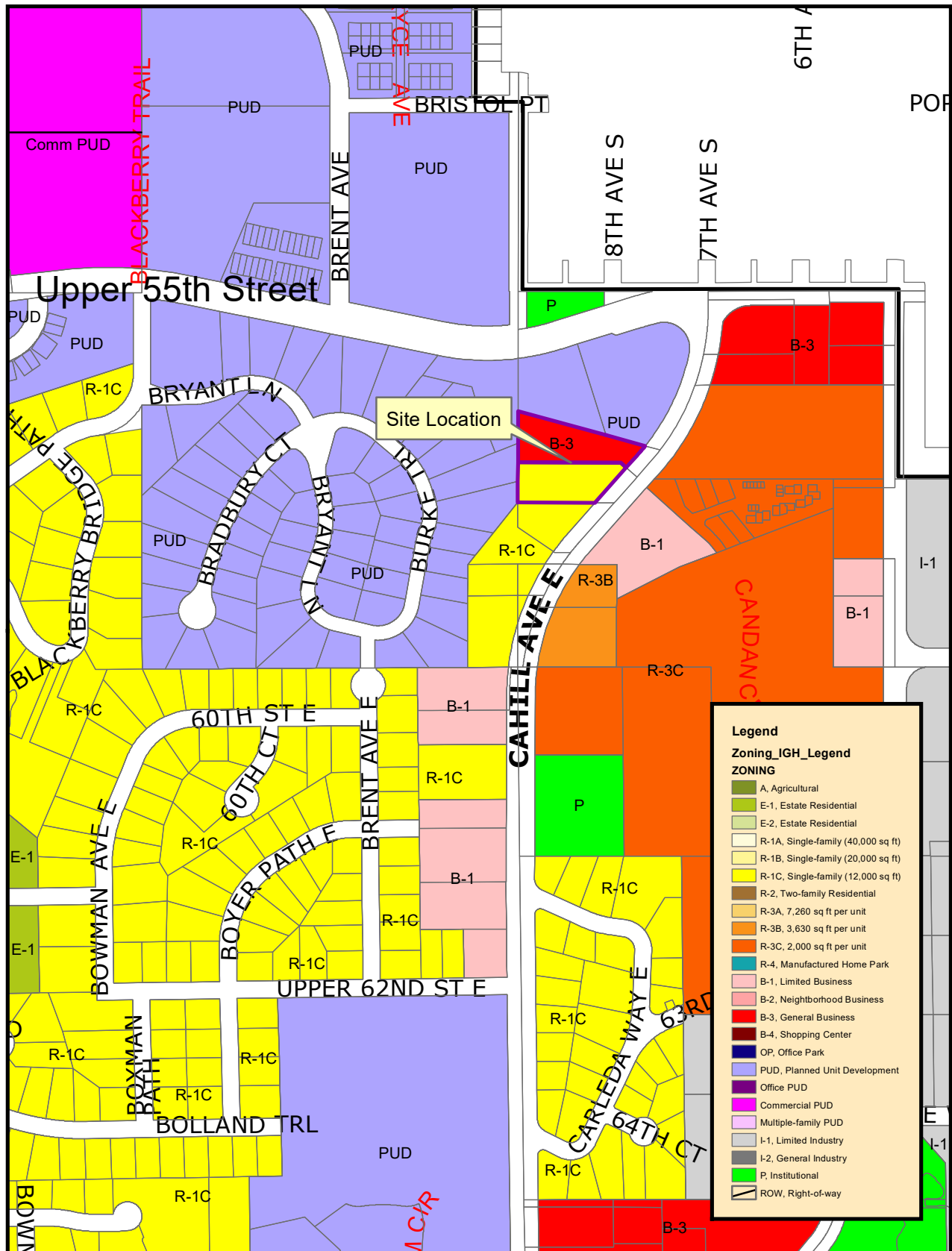
RECOMMENDATION

This report provides definitions of the existing and proposed comp plan land use designations and lists some of the policies for the Established Development Areas. The neighborhood around the proposed lots has a broad mix of uses with the primary road access network using Cahill and Upper 55th Street.

Staff feels this project appears consistent with the neighborhood and would not change the overall character. Based on the information in the preceding report and the conditions and approvals listed in Alternative A, staff is recommending approval of the request as presented.

Attachments: Location Map
Existing/Proposed Comp Plan Map
Existing/Proposed Zoning Map
Applicant Narrative
Sketch Plan

5871 Cahill Avenue Case No. 21-63PAZ



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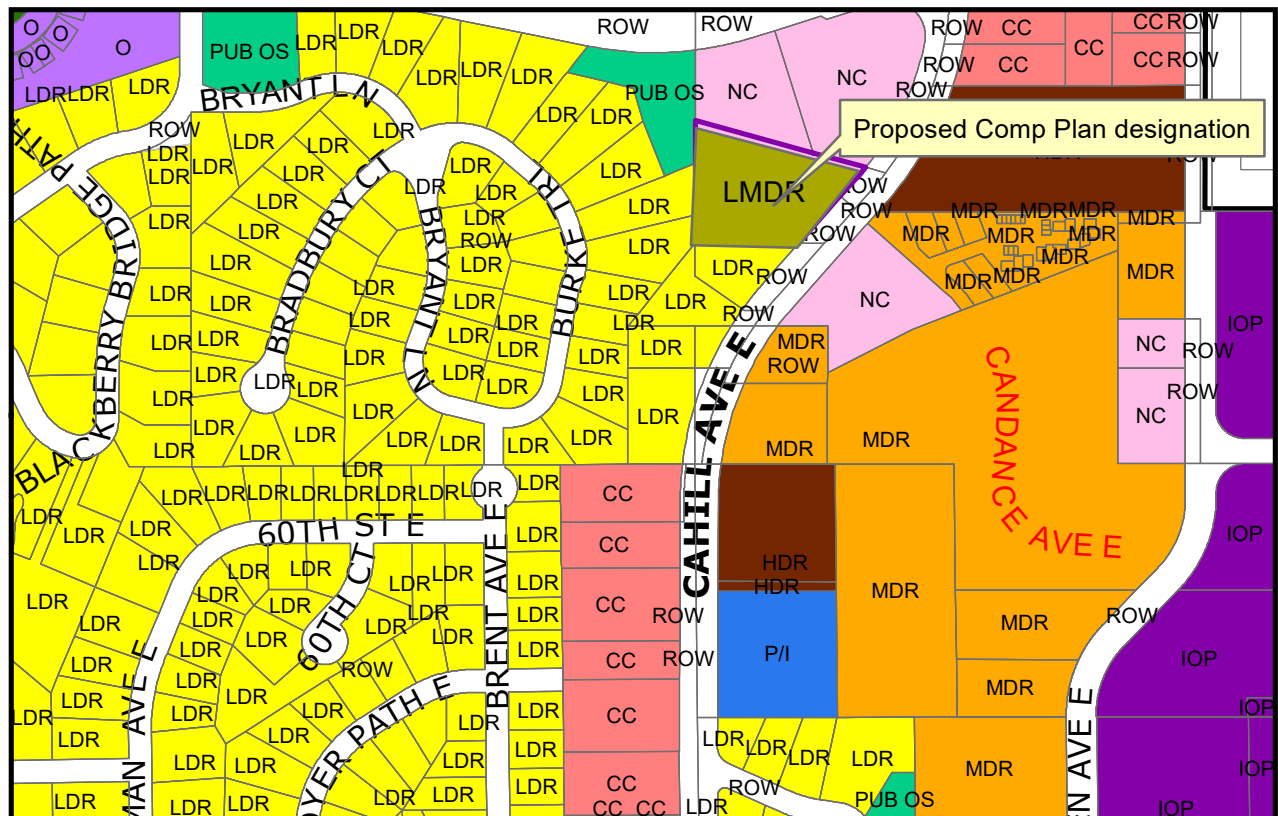
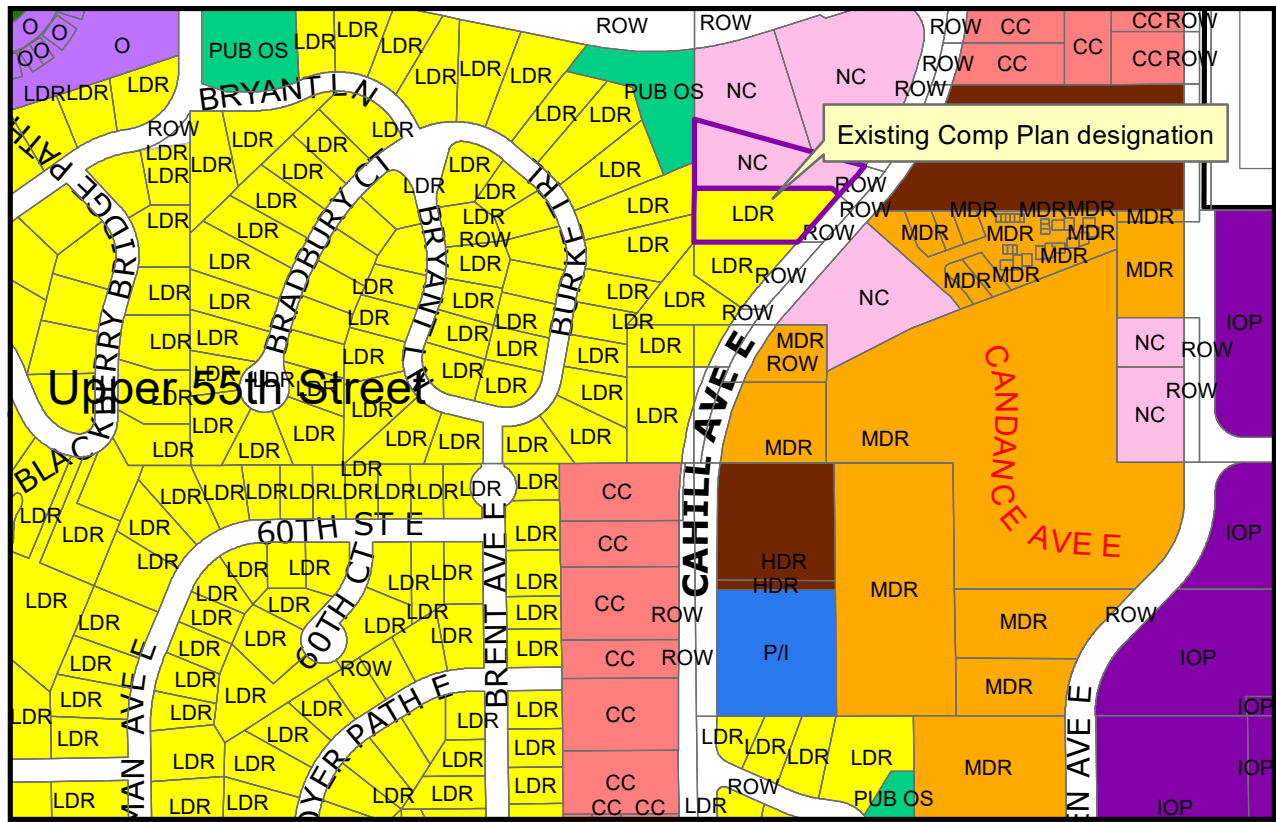
Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map

Map not to scale

5871 Cahill Avenue
Case No. 21-63PAZ

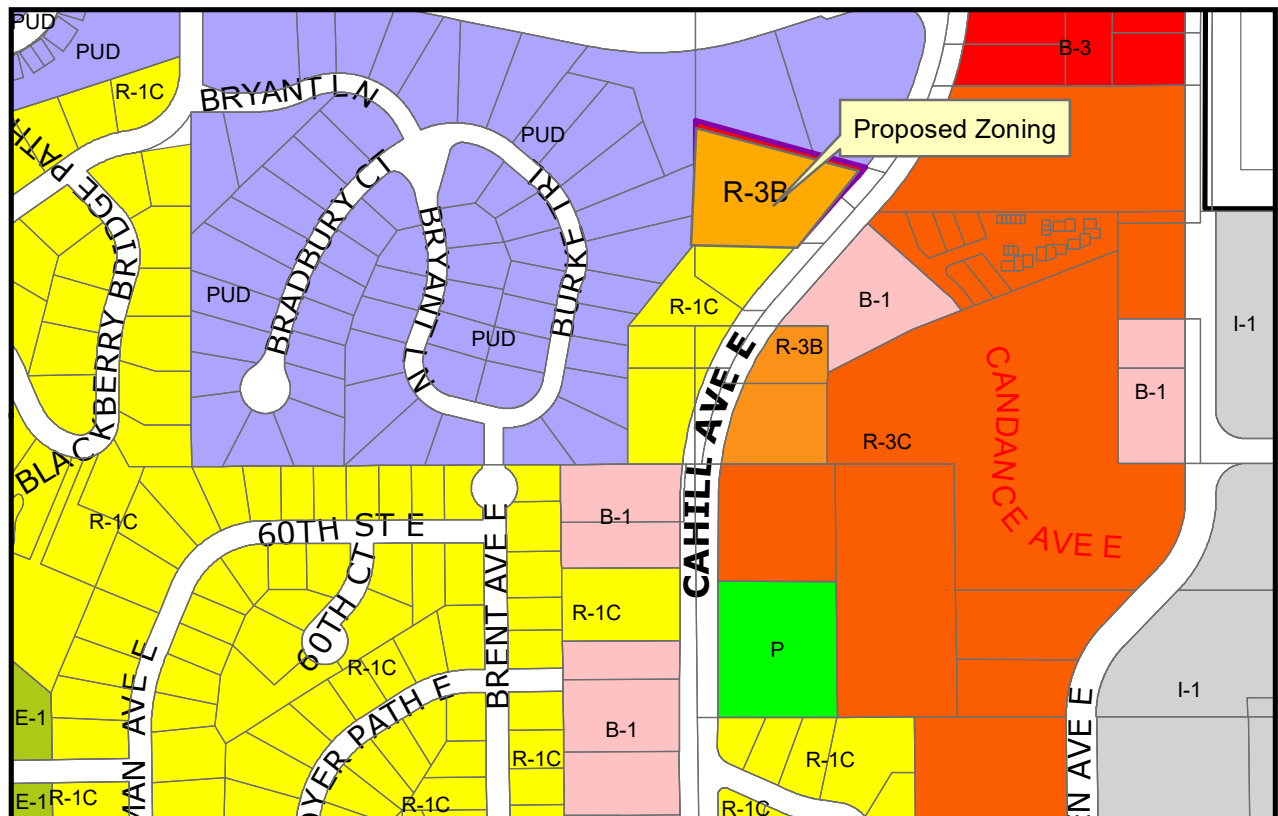
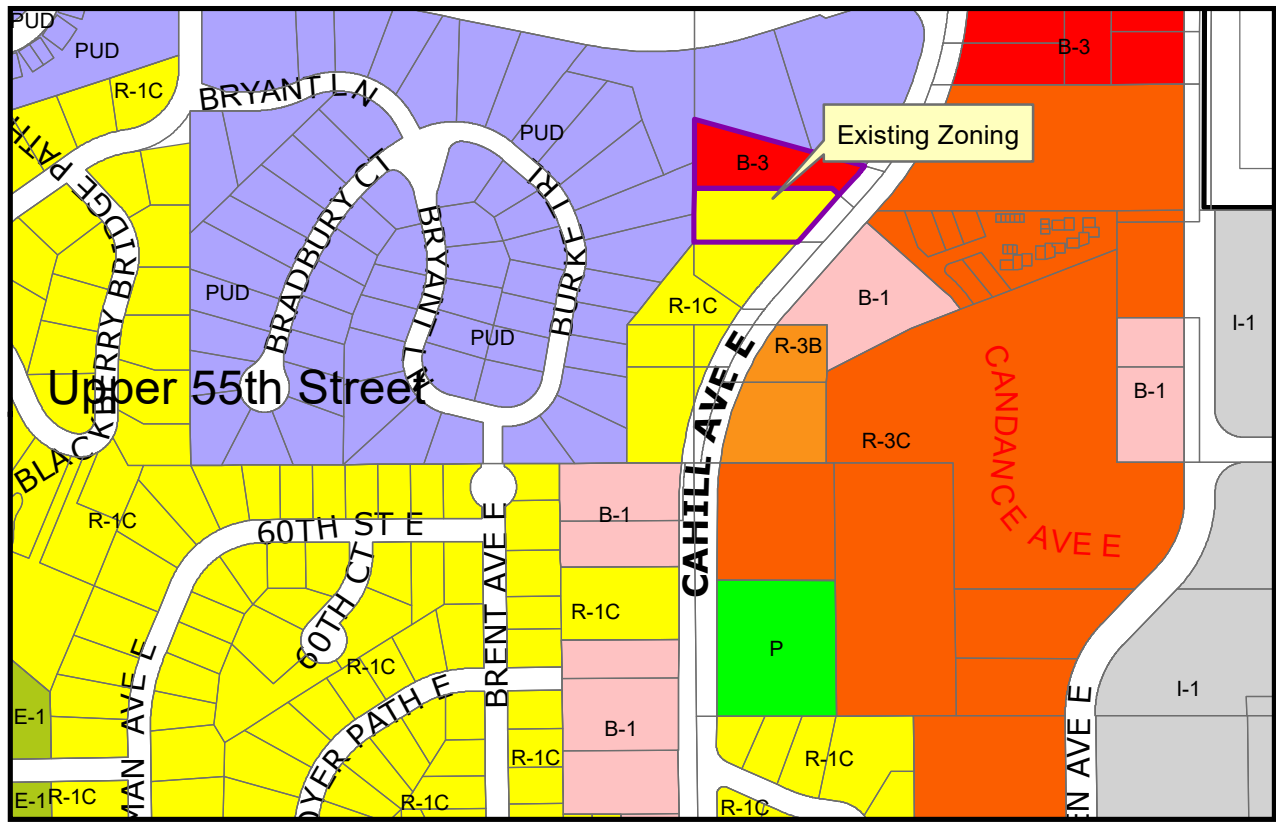


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Exhibit C
Comp Plan Map
Map not to scale

5871 Cahill Avenue Case No. 21-63PAZ



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Exhibit B

Zoning Map

Map not to scale

Justification Statement
Rezoning & Comprehensive Plan Amendment
The Legacy at Veterans Parkway

December 16, 2021

Request:

Blue Ribbon Builders, LLC is requesting to rezone the subject property located at 5871 at Cahill Ave to allow the development of an up to 17-unit multi-family 3-building townhome project.

- There are two parcels under consideration
 - Parcel A – (Described as follows:)

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly, along the west line of said Southwest Quarter, a distance of 575.00 feet to the point of beginning of the parcel to be described; thence continuing northerly, along said west line, a distance of 139.50 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the right, a distance of 75.00 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No. 75); thence southwesterly, along said center line, to the intersection with a line that passes through the point of beginning and is at a right angle to the west line of said Southwest Quarter; thence westerly, a distance of 336.36 feet to the point of beginning.

- Parcel B – (Described as Follows:)

That part of the Southwest Quarter of the Southwest Quarter of Section 34, Township 28 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the southwest corner of the Southwest Quarter of said Section 34; thence northerly, along the west line of said Southwest Quarter, a distance of 894.44 feet to the point of beginning of the parcel to be described; thence southerly, along said west line, a distance of 179.94 feet; thence deflecting 90 degrees 00 minutes 00 seconds to the left, a distance of 359.45 feet; thence deflecting 41 degrees 25 minutes 56 seconds right, a distance of 75.000 feet to the center line of Cahill Avenue East (formerly known as C.S.A.H. No. 75); thence northeasterly, along said centerline, to the intersection with the herein after described "Line A"; thence northwesterly, along said "Line A", to the point of beginning.

"Line A" is described as follows:

Commencing at said Southwest corner of the Southwest Quarter; thence northerly, along said west line, a distance of 894.44 feet to the point of beginning of said "Line A"; thence deflect 105 degrees 16 minutes 46 seconds to the right, a distance of 514.03 feet to the center line of said Cahill Avenue East and said "Line A" there terminating.

Parcel A is currently zoned as R-1C

- The **R-1C Residential District** is established for existing and future one-family detached dwelling areas which are provided with full urban services, with a minimum lot size of 12,000 square feet.

Blue Ribbon Builders, LLC is requesting the Comprehensive Plan be amended to be a LMDR, Low Density Residential to LMDR, Low -Medium Density Residential (4-8 units/acre) density residential a compatible land use for the proposed zoning of the project. The rezoning request is to allow for a R3-B Multi-Family Residential classification from the current designation R-1C.

- **R-3B:** The **R-3B Residential District** is established for multi-family dwellings (whether rental or cooperative or condominium) with up to seven (7) units per building with densities ranging up to twelve (12) dwelling units per acre.

Parcel B is currently zoned B-3:

- **B-3:** The **General Business District (B-3)** is established for large scale retail sales and services serving the region.

Blue Ribbon Builders, LLC is requesting the Comprehensive Plan be amended to be a LMDR, Low Density Residential to LMDR, Low -Medium Density Residential (4-8 units/acre) a compatible land use for the proposed zoning of the project. The rezoning request is to allow for a R3-B Multi-Family Residential classification from the current designation R-1C.

- **R-3B:** The **R-3B Residential District** is established for multi-family dwellings (whether rental or cooperative or condominium) with up to seven (7) units per building with densities ranging up to twelve (12) dwelling units per acre.

The property is under contract by Blue Ribbon Builders, LLC with contingencies on approval by the City of Inver Grove Heights on the Comprehensive Plan and Rezoning amendments to a LMDR, Low Density Residential to LMDR, Low -Medium Density Residential (4-8 units/acre) a

compatible land use for the proposed zoning of the project. R-3B allowing a Conditional Use Permit (CUP) to proceed with Blue Ribbon Builders LLC Multi-Family Townhome Project.

This project is proposing to subdivide a 2.13-acre parcel amending the comprehensive plan to change the guided land use from NC, Neighborhood Commercial and LDR, Low Density Residential to LMDR, Low -Medium Density Residential (4-8 units/acre). to R-3B for the development of a 17-unit multi-family townhome community.

Justification of Request

The Comprehensive Plan says its objectives are to encourage and promote quality development and utilize existing infrastructure and city services. We believe this project meets these objectives. While the property is zoned (Parcel A -- R1-C, Parcel B -- B-3), re-zoning the site will provide a broader tax base with pride of ownership. The subject property is a tremendous in-fill location for this multi-family project with convenient access to existing city services, utilities, and conveniently located in a central location with excellent access to major roadways and to the several of the premier shopping areas located in the region.

- There is an existing water main on Cahill and there is an existing onsite sanitary sewer available to be utilized along with all major utilities.
- The proposed use is compatible with surrounding uses.

Based upon the above information, the Applicant respectfully request approval of this Rezoning and Comprehensive Plan Amendment.

Doug Johnson

Blue Ribbon Builders, LLC
Its: President

763-227-1191



Request for Council Action

TITLE: Consider Request for Approval of Rental Housing Licenses

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	X
Item Type:	Regular	Amount included in current budget	
Contact:	651-450-2491	Budget amendment requested	
Prepared by:	Nicole Cook Rental and Code Compliance Coordinator	FTE included in current complement	
Reviewed by:	Heather Rand, Community Development Director	New FTE requested - N/A	
		Other	

PURPOSE/ACTION REQUESTED

The City Council is asked to consider approval of eighteen (18) rental 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.

ANALYSIS

The following rental license applications have been submitted:

4819 BISSET LANE - JEFFREY CAMPBELL
 6975 ARCHER COURT - HAR MATTAPARTI
 6973 ARCHER PLACE - HAR MATTAPARTI
 8163 DARCY LANE - JENNIFER SOBOTA
 2111 78TH COURT - RONALD RICHINS
 7870 BARBARA AVENUE - FRANCIS HICKEY
 3816 67TH STREET - FRANCIS HICKEY
 3811 66TH STREET - FRANCIS HICKEY
 7810 BARBARA AVENUE - FRANCIS HICKEY
 9395 OLD CONCORD BLVD - MICHAEL CASSIDY
 4927 BISSET LANE - MOHAMMAD YOUSAF
 2586 49TH STREET - KATHLEEN PAN

4888 BOATMAN LANE - ROBERT STEFANI
3484 CLOMAN WAY - KYLE CORNIEA
4852 BIVENS COURT - SCOTT ANDERSON
4877 BITTERMAN PATH - SHAILESH KOPPIKAR
3220 81ST STREET - TODD KELM
4875 BRYCE AVENUE- LARRY GROPPOLI

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

RECOMMENDATION

Community Development staff recommends approval of the licenses listed above.

Request for Council Action

Consider Resolution Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	
Item Type:	Regular	Amount included in current budget	
Contact:	Jake Moser, 651-450-2489	Budget amendment requested	
Prepared by:	Jake Moser, Civil Engineer	FTE included in current complement	
Reviewed by:	Klay Eckles, Interim Public Works Director	New FTE requested - N/A	
		Other: Pavement Management Fund, Stormwater Utility Fund, and Special Assessments	X

PURPOSE/ACTION REQUESTED

The Council is asked to consider the attached resolution receiving the feasibility report and scheduling a public hearing for City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation.

SUMMARY

On October 11, 2021, City Council authorized preparation of a feasibility report by Bolton & Menk, Inc. for City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation. The feasibility report was authorized to review the pavement rehabilitation strategy and scope for a neighborhood project. The feasibility report is complete and available for review at the Engineering Division.

The feasibility report recommends a 2-inch mill and overlay with minor utility rehabilitation work and limited curb repair. The feasibility report includes preliminary design with cost estimate, preliminary budget, existing utility analysis, outreach to affected property owners and a project schedule. The schedule recommends holding a public improvement hearing to consider ordering the project at the February 28, 2022, Council Meeting.

The total estimated project cost is \$306,300. Funding will come from the pavement management fund, stormwater utility fund, and special assessments. The City assessment policy for the recommended improvements calls for 80% of the street and storm water project costs to be assessed. The policy assessment amount for the 26 single family properties benefited by the project is \$9,424 per lot. The assessed amount is higher than what it would be for a typical residential lot, because this is a "large lot" neighborhood with lots averaging about 1.5 acres. A benefit analysis report by an independent appraiser supports a maximum assessment amount of \$15,600 per single family property. The recommended assessment is therefore the policy amount of \$9,424 per lot.

This project was initiated by the City Council with the 2021 Pavement Rehabilitation Initiative. Resident feedback was requested by holding a virtual open house, in-person open house, and correspondence with project staff by email or phone calls. A total of 12 residents participated in one of the open house options. Staff responded to questions about rehabilitation project scope, assessment policy, pavement management funding, and street maintenance practices. The feedback from the open houses was also incorporated into the feasibility report. The residents that participated were generally supportive of the project, though the amount of the assessment was upsetting for some.

Staff recommends passage of the resolution receiving the feasibility report and scheduling a public hearing for City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation.

JM/kf

Attachments: ~~Resolution~~ Summary from Feasibility Report
Preliminary Assessment Map
Preliminary Assessment Roll

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

RESOLUTION NO. _____

**CONSIDER RESOLUTION RECEIVING FEASIBILITY REPORT AND SCHEDULING A PUBLIC
HEARING FOR CITY PROJECT NO. 2022-09G - ALBANO TRAIL AND ALBRIGHT COURT
REHABILITATION**

WHEREAS, On October 11, 2021, City Council authorized the preparation of a feasibility report by Bolton & Menk, Inc. for City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation; and

WHEREAS, a feasibility report has been prepared by Bolton & Menk, Inc. for the Public Works Director with reference to City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation.

Project No. Improvements

2022-09G	Mill and Overlay (bituminous removal, and bituminous pavement), spot curb and gutter removal and replacement, storm sewer casting adjustments and replacements, appurtenances and restoration on the following streets: Albano Trail from Aladin Trail to Jefferson Trail (MN 149); and Albright Court from Albano Trail to its north terminus.
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**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS
THAT:**

Said report is hereby received by the City Council of the City of Inver Grove Heights on January 10, 2022.

1. The City Council will consider the above-mentioned improvements in accordance with the report and assess, or tax, the abutting properties for all or a portion of the cost of the improvements, pursuant to Chapter 429 of the Minnesota Statutes at an estimated cost of \$306,300.
2. A public hearing will be held on such improvements at 6:00 p.m. on Monday, February 28, 2022, in the City Council Chambers at 8150 Barbara Avenue and the City Clerk shall give mailed and published notice of such hearing and improvements as required by law.
3. Funding is through the Pavement Management Program, Stormwater Utility Fund, and special assessments.

Adopted by the City Council of Inver Grove Heights this 10th day of January 2022

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

I. EXECUTIVE SUMMARY

This feasibility study and report have been prepared for the Albano Trail & Albright Court Street Rehabilitation, City Project 2022-09G. The proposed project includes pavement rehabilitation, spot curb and gutter repair, and utility adjustments to Albano Trail and Albright Court. The project area includes approximately 4,400 centerline feet of bituminous roadway.

The estimated costs for the proposed improvements are detailed below. These estimated costs include a 5% construction cost contingency and 18% allowance for indirect costs.

CP 2022-09FG Improvements	Amount
Street Improvements	\$ 277,053
Storm Sewer Improvements	\$ 29,240
Total Project Cost (CP 2022-09G)	\$ 306,293

The improvements detailed in this report are proposed to be financed through a combination of the City Pavement Management Fund, Stormwater Utility Fund, and special assessments to benefitting properties. A preliminary financing plan is outlined below, with a more detailed financing report provided within the body of this report.

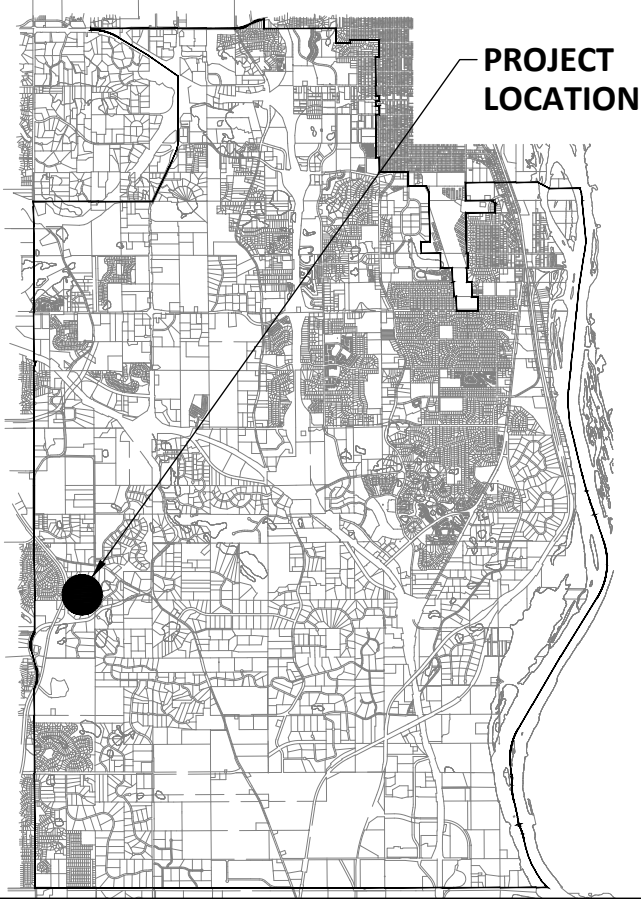
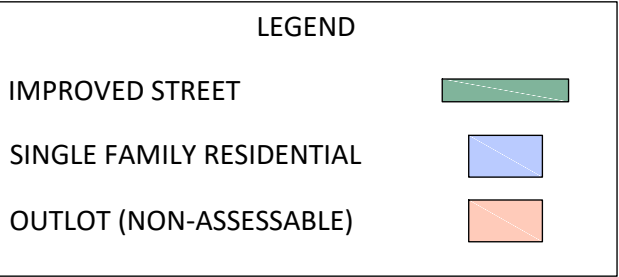
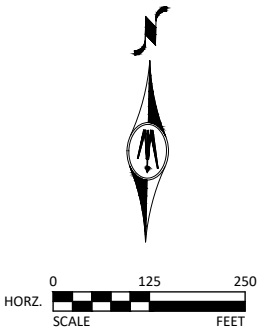
CP 2022-09G Financing Source	Amount
Pavement Management Fund	\$ 55,411
Stormwater Utility Fund	\$ 5,848
Special Assessments	\$ 245,034
Total Project Cost (CP 2022-09G)	\$ 306,293

The proposed project area includes 26 single family properties and a non-assessable outlot owned by the Ves Valley Estates Homeowner Association. The City assessment policy for the proposed improvements is 80% of the street and storm sewer project costs. The policy assessment amount is \$9,424 per single family lot. An independent appraiser performed a special benefit analysis on benefitting properties and recommends a maximum assessment amount of \$15,600 per single family property. The recommended assessment is the policy amount of \$9,424 per single family lot. A detailed preliminary assessment roll is provided in the body of this report.

If the City Council chooses to accept this report and schedule a public hearing, the recommended project schedule would be as follows:

Receive Feasibility Report, Call for Improvement Hearing	January 10, 2022
Improvement Hearing, Order Plans and Specifications	February 28, 2022
Approve Plans and Specifications, Authorize Bidding	March 14, 2022
Bid Opening	April 12, 2022
Council Receives Bids, Awards Project.....	April 25, 2022
Begin Construction.....	May, 2022
Substantial Completion	September, 2022
Assessment Hearing	Fall, 2022

Based upon the analysis completed as part of this study, the proposed Albano Trail & Albright Court Street Rehabilitation, City Project 2022-09G is feasible, necessary, cost-effective, and would benefit the properties within the project area and the City of Inver Grove Heights.



PRELIMINARY ASSESSMENT ROLL
 Albano Trail & Albright Court Street Rehabilitation
 City Project No. 2022-09G

Map #	PIN	Property Type	Owner	Site Address	Street and Storm		
					Per Policy Assessment	Benefit Cap	Proposed Assessment
1	208147501050	SF	MCNERNEY JASON M	9433 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
2	208147501060	SF	RISK DAVID	9392 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
3	208147501070	SF	BAZAL MICHAEL J & JEANNE A	9356 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
4	208147501080	SF	TANGEN GREG	9324 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
5	208147501090	SF	SCHOUVELLER JOHN M & GAYL M	9296 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
6	208147501100	SF	LIGTENBERG KERRY D & SARA K	9274 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
7	208147501110	SF	MARSH JODY A TSTE	9262 ALBRIGHT CT	\$9,424.39	\$15,600.00	\$9,424.39
8	208147502010	SF	ABELOVITZ JOSEPH H & JULIE M	9349 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
9	208147502020	SF	KRUEGER RICHARD E & ANNE E	9333 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
10	208147502030	SF	FJALSTAD JON D & CAROL N	9319 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
11	208147502040	SF	ESSER JACK M & STEPHANIE L	9305 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
12	208147502050	SF	AGREN PETER DAVID	9293 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
13	208147502060	SF	HOTTINGER DAVID G	9279 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
14	208147502070	SF	HITTNER KEITH H JR & NICOLE	9269 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
15	208147502080	SF	BUSCH PAUL G & SHEILA G	9261 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
16	208147502090	SF	JUSTICE RANDY & JAYNE	9253 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
17	208147502100	SF	JENSEN JAY M & MICHELLE J	9245 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
18	208147502110	SF	WHITEHEAD BRANDON	9237 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
19	208147503080	SF	FLASKERUD CRAIG	9252 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
20	208147503070	SF	MURPHY JOSEPH M	9316 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
21	208147503060	SF	VECELLIO CHRISTOPHER P	9336 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
22	208147503050	SF	URICK WILLIAM BRIAN	9350 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
23	208147503040	SF	FRANKLIN KENNETH P & JOAN M	9364 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
24	208147503030	SF	KERR THOMAS M & MARY B	9374 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
25	208147503020	SF	LEANDER JEANNETTE M	9384 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
26	208147503010	SF	CARLSON DANIEL & MAUREEN	9418 ALBANO TRL	\$9,424.39	\$15,600.00	\$9,424.39
		OUTLOT	VES VALLEY HOA	OUTLOT A	\$0.00	-	\$0.00
							\$245,034.06

OUTLOT A (NON-ASSESSABLE)

TOTAL STREET & STORM COST:	\$306,292.57
ASSESSABLE STREET & STORM COST (80%):	\$245,034.06
# OF RESIDENTIAL UNITS (PROJECT AREA):	26
ASSESSMENT RATE PER UNIT (RESIDENTIAL RATE):	\$9,424.39



Request for Council Action

First Reading of Ordinance Amending City Code Title 7, Chapter 3, Related to Public Rights of Way Management

		Fiscal/FTE Impact	Mark all that apply
Meeting Date:	January 10, 2022	None	x
Item Type:	Regular	Amount included in current budget	
Contact:	Bridget Nason, City Attorney	Budget amendment requested	
Prepared by:	Bridget Nason, City Attorney	FTE included in current complement	
Reviewed by:		New FTE requested - N/A	
		Other	

REQUESTED ACTION

The Council is asked to conduct a first reading of the attached ordinance, amending the City Code Title 7, Chapter 3, relating to public rights of way management, in order to better align the city code with state law regarding the installation of small wireless facilities in the public right-of-way.

BACKGROUND

In 2017, the Minnesota Legislature passed legislation amending Minnesota Statutes, Chapter 237 setting forth the rights of wireless service providers and cities with respect to the installation of small wireless facilities in the public right-of-way. The legislative amendments generally provide the following:

1. Includes wireless services providers in the definitions of telecommunications right of way user, as well as definitions specific to small wireless deployment;
2. Allows wireless services providers to install, mount, maintain, modify, operate or replace their small wireless facilities in the public rights-of-way;
3. Sets forth procedures for city processing of wireless services providers' rights-of-way applications;

4. Provides a right of collocation to wireless services providers' small wireless facilities on City-owned wireless support structures in public rights-of-way;
5. Provides limitations on cities with respect to the fees it may impose upon wireless service providers that locate upon City-owned wireless support structures in public rights-of-way;
6. Delineates as a permitted use small wireless facilities in all zoning districts with the exception of single family residential zoning districts, where it may be a conditional use.

The attached ordinance amending the Inver Grove Heights City Code incorporates all of these statutory requirements and comports with the prior legislative amendments.

This draft ordinance was first presented to the IGH City Council on December 11, 2017 where the first reading of the ordinance was approved 5-0; however, for some reason that ordinance never returned to the Council for further consideration and a second or third reading. Based on the length of time since it was last presented, the proposed ordinance, with a few minor revisions, is once again being brought forward for a first reading at this time. In addition to this ordinance, zoning ordinance amendments that impose statutory permissible restrictions on placement of small wireless facilities will be brought before the City Council in the near future.

ACTION REQUESTED

The Council is asked to consider the first reading of the attached Ordinance.

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 7, CHAPTER 3 RELATING TO PUBLIC RIGHTS OF WAY MANAGEMENT**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 7, Chapter 3 of the Inver Grove Heights City Code amended as follows: The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the Code.

**Chapter 3
PUBLIC RIGHTS OF WAY MANAGEMENT**

7-3-1: FINDINGS, PURPOSE AND INTENT:

7-3-2: ELECT TO MANAGE PUBLIC RIGHTS OF WAY:

7-3-3: DEFINITIONS:

7-3-4: ADMINISTRATIVE OFFICIAL:

7-3-5: UTILITY COORDINATION COMMITTEE:

7-3-6: REGISTRATION AND RIGHT OF WAY OCCUPANCY:

7-3-7: PERMIT REQUIREMENTS:

7-3-7-1: PERMITS REQUIRED:

7-3-7-2: APPLICATION FOR PERMIT:

7-3-7-3: PERMIT FEES:

7-3-7-4: SECURITY:

7-3-7-5: ISSUANCE OF PERMIT; CONDITIONS:

7-3-7-6: DENIAL OF PERMIT:

7-3-7-7: DISPLAY OF PERMIT:

7-3-7-8: EXTENSION OF PERMIT:

7-3-7-9: JOINT AND INDIVIDUAL APPLICATIONS:

7-3-7-10: REVOCATION OF PERMITS:

7-3-8: SUPPLEMENTARY APPLICATIONS:

7-3-9: OTHER OBLIGATIONS:

7-3-10: ROUTINE OBSTRUCTION AND EXCAVATION:

7-3-11: DILIGENCE IN PERFORMING WORK; DELAY PENALTY:

7-3-12: WORK STANDARDS:

7-3-13: INSPECTIONS:

7-3-14: WORK WITHOUT PERMIT:

7-3-15: INSTALLATION REQUIREMENTS:

7-3-16: PATCHING AND RESTORATION OF RIGHT OF WAY:

7-3-17: MAPPING DATA:

7-3-18: UNDERGROUNDING:

7-3-19: LOCATION AND RELOCATION OF FACILITIES:

7-3-20: PREEXCAVATION FACILITIES LOCATION:

7-3-21: INTERFERENCE BY OTHER FACILITIES:

7-3-22: VACATION OF RIGHT OF WAY:

7-3-23: INDEMNIFICATION AND LIABILITY:

7-3-24: ABANDONED FACILITIES:

7-3-25: APPEALS:

7-3-26: RESERVATION OF REGULATORY AND POLICE POWERS:

7-3-27: SEVERABILITY:

7-3-1: FINDINGS, PURPOSE AND INTENT:

- A. To provide for the health, safety and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights of way, the city strives to keep its rights of way in a state of good repair and free from unnecessary encumbrances.
- B. Accordingly, the city enacts this chapter relating to right of way permits and administration. This chapter imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within the city rights of way or to be placed therein at some future time. This chapter is intended to complement the regulatory roles of state and federal agencies. Under this chapter, persons excavating and obstructing the rights of way will bear financial responsibility for their work through the recovery of out of pocket and projected costs from persons using the public rights of way.
- C. This chapter shall be interpreted consistently with ~~1997 session laws, chapter 123, substantially codified in~~ Minnesota statutes, sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the "~~A~~act") and the other laws governing applicable rights of the city and users of the rights of way. This chapter shall also be interpreted consistent with Minnesota rules 7819.0050 through 7819.9950 and Minnesota rules, chapter 7560, where possible. To the extent that any provision of this chapter cannot be interpreted consistently with the Minnesota rules, the interpretation most consistent with the Aact and other applicable statutory and case law is intended. This chapter shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public. (Ord. 1174, 4-28-2008)

7-3-2: ELECT TO MANAGE PUBLIC RIGHTS OF WAY:

Pursuant to the authority granted to the city under state and federal statutory, administrative and common law, the city elects, pursuant to Minnesota statutes section 237.163 subdivision 2(b), to manage rights of way within its jurisdiction. (Ord. 1174, 4-28-2008)

7-3-3: DEFINITIONS:

The following definitions apply in this chapter:

ABANDONED FACILITY: A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A

facility is not abandoned unless declared so by the right of way user.

APPLICANT: Any person requesting permission to excavate, ~~or~~ obstruct, or otherwise place facilities in a right of way.

CITY: The city of Inver Grove Heights, Minnesota. For purposes of section 7-3-23 of this chapter, "city" means its elected officials, officers, employees and agents.

COLLOCATE OR COLLOCATION: To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the City or other governmental unit.

COMMISSION: The State of Minnesota public utilities commission.

CONGESTED RIGHT OF WAY: A crowded condition in the subsurface of the public right of way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minnesota statutes section 216D.04, subdivision 3, over a continuous length in excess of five hundred feet (500').

CONSTRUCTION PERFORMANCE BOND: Any of the following forms of security provided at permittee's option:

- A. Individual project bond, including a license and permit bond.
- B. Cash deposit.
- C. Security of a form listed or approved under Minnesota statutes section 15.73, subdivision 2.
- D. Letter of credit, in a form acceptable to the city.
- E. Self-insurance, in a form acceptable to the city.
- F. A blanket bond for projects within the city, or other form of construction bond, for a time specified and in a form acceptable to the city.

DEGRADATION: A decrease in the useful life of the right of way caused by excavation in or disturbance of the right of way, resulting in the need to reconstruct such right of way earlier than would be required if the excavation or disturbance did not occur.

DEGRADATION COST: Subject to Minnesota rules 7819.1100, means the cost to achieve a

level of restoration as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13 set forth in Minnesota rules parts 7819.9900 to 7819.9950.

DEGRADATION FEE: The estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right of way caused by the excavation, and which equals the degradation cost.

DELAY PENALTY: The penalty imposed as a result of unreasonable delays in right of way excavation, obstruction, patching, or restoration as established by permit.

DEPARTMENT. The City's Department of Public Works.

DEPARTMENT INSPECTOR: Any person authorized by the city to carry out inspections related to the provisions of this chapter.

DIRECTOR: The director of the department of public works of the city or her or his designee.

EMERGENCY: A condition that:

- A. Poses a danger to life or health, or of a significant loss of property; or
- B. Requires immediate repair or replacement of facilities in order to restore service to a customer.

EQUIPMENT: Any tangible asset used to install, repair, or maintain facilities in any right of way.

EXCAVATE: To dig into or in any way remove or physically disturb or penetrate any part of a right of way.

FACILITY OR FACILITIES: Tangible asset in the public right of way required to provide utility service.

HIGH DENSITY CORRIDOR: A designated portion of the public right of way within which telecommunications right of way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

HOLE: An excavation in the right of way, with the excavation having a length less than the width of the pavement or adjacent pavement.

LOCAL REPRESENTATIVE: A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.

MANAGEMENT COSTS: The actual costs the city incurs in managing its rights of way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right of way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right of way work; determining the adequacy of right of way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; mapping of as built location of facilities located in the right of way; revoking right of way or small wireless facility permits; and performing all other tasks required by this chapter, including other costs the city may incur in managing matters described in this chapter. Management costs do not include payment by a telecommunications right of way user for the use of the right of way, unreasonable fees of a third-party contractor used by the City including fees tied to or based on customer counts, access lines, or revenues generated by the right of way or for the city; the fees and costs of litigation relating to the interpretation of ~~Minnesota session laws 1997, chapter 123~~; Minnesota statutes sections 237.162 or 237.163 or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to section 7-3-25 of this chapter.

OBSTRUCT: To place any tangible object in a right of way so as to hinder free and open passage over that or any part of the right of way, or so as to hinder maintenance of any City asset.

OBSTRUCTION PERMIT: The permit which, pursuant to this chapter, must be obtained before a person may obstruct a right of way, allowing the holder to hinder free and open passage over the specified portion of that right of way, for the duration specified therein, including a blanket permit for a period of time and for types of work specified by the director, if deemed appropriate in ~~his~~their discretion.

OBSTRUCTION PERMIT FEE: Money paid to the city by a permittee to cover the costs as provided in section 7-3-7-3 of this chapter.

PATCH OR PATCHING: A method of pavement replacement that is temporary in nature. A patch consists of:

- A. The compaction of the subbase and aggregate base; and
- B. The replacement, in kind, of the existing pavement for a minimum of two feet (2') beyond the edges of the excavation in all directions.

PAVEMENT: Any type of improved surface that is within the public right of way and that is paved or otherwise constructed with paver blocks, bituminous, concrete, aggregate, or gravel.

PERMIT: Has the meaning given "right of way permit" in ~~Minnesota statutes section 237.162~~this chapter.

PERMITTEE: Any person to whom a permit to excavate or obstruct a right of way has been granted by the city under this chapter.

PERSON: An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

PUBLIC RIGHT OF WAY OR RIGHT OF WAY: Has the meaning given thereto in Minnesota statutes section 237.162, subdivision 3.

REGISTRANT: Any person who:

- A. Has or seeks to have its equipment or facilities located in any right of way; or
- B. In any way occupies or uses, or seeks to occupy or use, the right of way or place its facilities or equipment in the right of way.

RESTORE OR RESTORATION: The process by which an excavated right of way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

RESTORATION COST: The amount of money paid to the City by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.

RIGHT OF WAY PERMIT: Either the utility permit or the obstruction permit, or both, depending on the context, required by this chapter.

RIGHT OF WAY USER: A. A telecommunications right of way user as defined by Minnesota statutes section 237.162, subdivision 4; or

B. A person owning or controlling a facility in the right of way that is used or intended to be used for providing utility service, and who has a right, under law, franchise, or ordinance, to use the public right of way.

SERVICE LATERAL: An underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.

SERVICE OR UTILITY SERVICE: Means and includes:

- A. Those services provided by a public utility, as defined in Minnesota statutes section 216B.02, subdivisions 4 and 6;
- B. Services of a telecommunications right of way user, including transporting of voice or data information;
- C. Services of a cable communications system as defined in Minnesota statutes ~~section 238.02, subdivision 3~~chapter 238;
- D. Natural gas or electric energy or telecommunications services provided by the city;
- E. Services provided by a cooperative electric association organized under Minnesota statutes chapter 308A; and
- F. Water and, sewer, including service laterals, steam, cooling or heating services.

SMALL WIRELESS FACILITY: A wireless facility that meets both of the following qualifications:

- A. Each antenna is located inside an enclosure of no more than six (6) cubic feet in volume or could fit within such an enclosure; and
- B. All other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than twenty-eight (28) cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment

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SUPPLEMENTARY APPLICATION: An application made to excavate or obstruct more of the right of way than allowed in, or to extend, a permit that has already been issued.

TELECOMMUNICATIONS RIGHT OF WAY USER: A person owning or controlling a facility

in the right of way, or seeking to own or control a facility in the right of way, that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system, defined and regulated under Minnesota statutes chapter 238, and telecommunications activities related to providing natural gas or electric energy services, ~~whether provided by~~ a public utility as defined in Minnesota statutes section 216B.02, a municipality, a municipal gas or power agency organized under Minnesota statutes chapters 453 and 453A, or a cooperative electric association organized under Minnesota statutes chapter 308A, are not telecommunications right of way users for purposes of this chapter except to the extent such entity is offering wireless service.

TEMPORARY SURFACE: The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation.

TRENCH: An excavation in the right of way, with the excavation having a length equal to or greater than the width of the pavement or adjacent pavement.

UTILITY PERMIT: The permit which, pursuant to this chapter, must be obtained before a person may excavate in a right of way. A utility permit allows the holder to excavate that part of the right of way described in such permit.

UTILITY PERMIT FEE: Money paid to the city by an applicant to cover the costs as provided in section 7-3-7-3 of this chapter. (Ord. 1174, 4-28-2008)

UTILITY POLE: A pole that is used in whole or in part to facilitate telecommunications or electric service.

WIRELESS FACILITY: Equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

WIRELESS SERVICE: Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.

WIRELESS SUPPORT STRUCTURE: A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

7-3-4: ADMINISTRATIVE OFFICIAL:

The director is the principal city official responsible for the administration of the rights of way, right of way permits, and the ordinances related thereto. The director may delegate any or all of the duties hereunder. (Ord. 1174, 4-28-2008)

7-3-5: UTILITY COORDINATION COMMITTEE:

The city may create an advisory utility coordination committee. Participation on the committee is voluntary. The committee will be composed of any registrants that wish to assist the city in obtaining information and by making recommendations regarding use of the right of way, and to improve the process of performing construction work therein. The city may determine the size of such committee and shall appoint members from a list of registrants that have expressed a desire to assist the city. (Ord. 1174, 4-28-2008)

7-3-6: REGISTRATION AND RIGHT OF WAY OCCUPANCY:

A. Registration Required:

1. Each person who occupies, uses, or seeks to occupy or use the right of way or place any equipment or facilities in or on the right of way, including persons with installation and maintenance responsibilities by lease, sublease or assignment, must register with the city. Registration will consist of providing application information and paying a registration fee. Registration shall be renewed annually. No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof in, any right of way without first being registered with the city.
2. Nothing in this chapter shall be construed to repeal or amend the provisions of a city ordinance establishing the rights of and limitations placed on persons to plant or maintain boulevard plantings or gardens in the area of the right of way between their property and the street curb. Persons carrying out or requesting the following work shall not be deemed to use or occupy the right of way within the meaning of this chapter, and shall not be governed by this chapter. Such persons are or may be governed by other code sections, including, but not limited to, those noted as follows:

- a. Persons planting or maintaining vegetation in the boulevard, chapters 1 and 2 of this title and title 5, chapter 9 of this code.
 - b. Persons installing driveways, sidewalks, curb and gutter, or parking lots, chapter 2 of this title and section 10-15-20 of this code.
 - c. Persons erecting fences over drainage or utility easements, chapter 2 of this title and section 10-15-12 of this code.
 - d. Persons engaged in snow removal activities, chapter 1 of this title.
 - e. Persons installing street furnishings, mailboxes, bus stop benches and shelters, title 10, chapter 15, article I of this code.
 - f. Persons installing vending machines, chapter 1 of this title.
 - g. Persons installing irrigation systems, chapter 1 of this title.
 - h. Persons installing pet containment systems, chapter 1 of this title.
 - i. Persons installing water or sewer service lines, chapter 2 of this title.
3. Nothing herein relieves a person from complying with the provisions of the Minnesota statutes chapter 216D, gopher one call law.

B. Required Information: The registrant shall provide the following at the time of registration and shall promptly notify the city of changes in such information:

- 1. Registrant's name, address, telephone number, facsimile number and gopher one call registration certificate number if required by state law.
 - 2. Name, address, telephone number, e-mail address, and facsimile number of the person responsible for fulfilling the obligations of the registrant.
- a. A certificate of insurance from a company licensed to do business in the state of Minnesota providing coverage in the following amounts:

(1) General Liability: Public liability, including premises, products and complete operations:

Bodily injury liability	\$1,000,000.00 each person
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\$3,000,000.00 each occurrence

Property damage liability \$3,000,000.00 each occurrence

Bodily injury and property
damage combined \$3,000,000.00 single limit

(2) Comprehensive: Automobile liability insurance, including owned, nonowned and hired vehicles:

Bodily injury liability \$1,000,000.00 each person

Property damage liability \$3,000,000.00 each occurrence

In lieu of the above, bodily injury
and property damage combined \$3,000,000.00 single limit

b. Such certificate shall verify that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the: 1) use and occupancy of the right of way by the registrant, its officers, agents, employees and permittees; and 2) placement and use of equipment or facilities in the right of way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground equipment and collapse of property. Such certificate shall also name the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages. Such certificate shall require that the director be notified thirty (30) days prior to cancellation of the policy.

4. Twenty four (24) hour emergency number.

5. An acknowledgment by the registrant of the indemnification pursuant to section 7-3-23 of this chapter.

6. Such other information the director may require.

C. Notice Of Changes: The registrant shall keep all of the information listed in subsection B of this section current at all times by providing to the city information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

D. Construction And Maintenance Plan:

1. If requested by director, each registrant shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground facilities with the city. Such plan shall be submitted using a format designated by the city and shall contain the information determined by the city to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights of way. The plan shall include, but not be limited to, the locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year.
2. Notwithstanding the foregoing, the city will not deny an application for a right of way permit for failure to include a project in a plan submitted to the city if the registrant has used commercially reasonable efforts to anticipate and plan for the project. (Ord. 1174, 4-28-2008)

7-3-7: PERMIT REQUIREMENTS:

7-3-7-1: PERMITS REQUIRED:

Except as otherwise provided in this code, no right of way user person may obstruct or excavate any right of way or install or place facilities in the right of way, without first having obtained the appropriate right of way permit from the city to do so.

- A. Utility Permit: A utility permit is required by a registrant to excavate that part of the right of way described in such permit and to hinder free and open passage over the specified portion of the right of way by placing facilities described therein, to the extent and for the duration specified therein.
- B. Obstruction Permit: An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of the right of way by placing equipment described therein on the right of way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid utility permit for the same project.
- C. Other Permits: Other permits may be required for persons in accordance with this code.
- D. Overhead Facilities: Permits for installation, repair or other work on aboveground facilities within the meaning of Minnesota statutes section 237.163, subdivision 6(b)(4), will be obstruction permits, notwithstanding the need for excavation, provided the excavation is augered or hand dug for the purpose of placing a pole type structure. (Ord. 1174, 4-28-2008)

E. Small Wireless Facility Permit: A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to

otherwise install a small wireless facility in the specified portion of the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.

7-3-7-2: APPLICATION FOR PERMIT:

Application for a permit is made to the city on forms approved by the City Engineer or the City Engineer's designee. Right of way permit applications shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

- A. Registration with the city pursuant to this chapter.
- B. Submission of a completed permit application form as provided by the city, including all required attachments, and five (5) copies of scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities owned or operated by the applicant. Plans must include scaled dimensions indicating the proposed location of the facility within the right of way and scaled dimensions of the facility from an existing physical topographic feature (such as "back of curb", "edge of bituminous road"). Plans must also show all existing physical topographic features (trees, shrubs, culverts, driveways, fences, street signs) that lie within ten feet (10') of the proposed facility location.
- C. Scaled drawings showing the location of any public streets, alleys, sidewalks, or trails that will be disrupted by the work.
- D. Scaled drawings showing the location of any public streets, alleys, sidewalks, or trails that will be temporarily closed to traffic or obstructed by the work.
- E. A description of methods to be used for restoration of streets or boulevards.
- F. Payment of money due the city for:
 - 1. Permit fees, estimated restoration costs and other management costs.
 - 2. Prior obstructions or excavations.
 - 3. Any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights of way or any emergency actions taken by the city.

- G. Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least one hundred percent (100%) of the amount owing.
- H. Posting an additional or larger construction performance bond for additional facilities when the applicant requests a utility permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards. (Ord. 1174, 4-28-2008)

7-3-7-3: PERMIT FEES:

A. Fee Schedule And Fee Allocation: The city permit fee schedule shall be available to the public and established in advance where reasonably possible. The permit fees shall be designed to recover the city's actual costs incurred in managing the right of way and shall be based on an allocation among all users of the right of way, including the city.

B. Fees Established:

1. Utility Permit Fee: The city shall establish a utility permit fee in an amount sufficient to recover the following costs:

- a. City management costs.
- b. Degradation costs, if applicable.

2. Obstruction Permit Fee: The city shall establish the obstruction permit fee which shall be in an amount sufficient to recover the city management costs.

3. Small Wireless Facility Permit Fee: The city shall impose a small wireless facility permit fee in an amount sufficient to recover:

- a. City management costs.
- b. City engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

C. Payment Of Fees: No utility permit or obstruction permit shall be issued without payment of excavation or obstruction permit fees.

D. Fees Nonrefundable: Permit fees that were paid for a permit that the city has revoked for a breach, as stated in section 7-3-7-10 of this chapter are not refundable.

- E. Application To Franchises: Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right of way user in the franchise. (Ord. 1174, 4-28-2008)

7-3-7-4: SECURITY:

A construction performance bond in an amount determined by the director shall be required from each applicant. A surety bond shall be from a corporate surety authorized to do business in the state. Security required pursuant to this section shall require that the holder will perform the work in accordance with this chapter and applicable permits and regulations; will pay to the city any costs incurred by the city in performing work pursuant to this chapter; and will indemnify and save the city and its officers, agents and employees harmless pursuant to this code. The construction performance bond shall be released by the city upon completion of the work and compliance with all conditions imposed by the permit. For permits allowing excavations within the public right of way, the construction performance bond shall be held for a period of twenty four (24) months to guaranty the adequacy of all restoration work. (Ord. 1174, 4-28-2008)

7-3-7-5: ISSUANCE OF PERMIT; CONDITIONS:

- A. Issuance: If the applicant has satisfied the requirements of this chapter, the city shall issue a permit within ten (10) business days of receiving a completed application. If the city issues a permit under this chapter, the applicant shall not be required to obtain a permit for the same work under chapter 2 of this title.
- B. Conditions: The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare or when necessary to protect the right of way and its current use. The permittee shall comply with all conditions contained in the permit.
- C. Notice Of Work: Upon request by the director, the permittee shall notify in writing, in a form approved by the director, all residents specified by the director whose property is adjacent to the right of way where the proposed work is to be done indicating start and completion dates. Written notification is not required for routine obstruction and excavation projects described in section 7-3-10 of this chapter. (Ord. 1174, 4-28-2008)

D. Small Wireless Facility Conditions:

In addition to conditions under Section 7-3-7-5 B , the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:

- A. small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
- B. No new wireless support structure installed within the right-of-way shall exceed fifty (50) feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding fifty (50) feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
- c. No wireless facility may extend more than ten (10) feet above its wireless support structure.
- d. Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.
- e. Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, such equipment must be consistent with the City's aesthetic standards regarding wireless equipment. Such standards shall ensure that wireless equipment is installed with a stealth design and that equipment does not detract from the character of the area in which it is installed. In addition, the City Engineer shall adopt standards that ensure City assets can continue to effectively perform their intended function, and the city may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure. Such standards shall be made available with the application required for a small cell permit.
- f. Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
- g. A permit will be deemed void if the approved equipment is not installed within one year of issuance of the permit.

E. Small Wireless Facility Agreement:

A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The city may require payment of the following in the standard collocation agreement:

- a. Up to \$150 per year for rent to collocate on the city structure.
- b. \$25 per year for maintenance associated with the collocation;
- c. A monthly fee for electrical service as follows:
 1. \$73 per radio node less than or equal to 100 maximum watts;
 2. \$182 per radio node over 100 maximum watts; or
 3. The actual costs of electricity, if the actual cost exceed the foregoing.

The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

F. Action on Small Wireless Facility Permit Applications:

- a. Deadline for Action: The city shall approve or deny a small wireless facility permit application within ninety (90) days after filing of such application. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.
- b. Consolidated Applications: An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to fifteen (15) small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:
 1. are located within a two mile (2) radius;
 2. consist of substantially similar equipment; and
 3. are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

G. Tolling of Deadline:

The 90-day deadline for action on a small wireless facility permit application may be tolled if:

- a. The city receives applications from one or more applicants seeking approval of permits for more than thirty (30) small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by thirty (30) days by informing the affected applicants in writing of such extension.
- b. The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within thirty (30) days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
- c. The city and a small wireless facility applicant agree in writing to toll the review period.

7-3-7-6: DENIAL OF PERMIT:

The city may deny a permit for failure to meet the requirements and conditions of this chapter; or if the city determines that the denial is necessary to protect the health, safety, and welfare; or when necessary to protect the right of way and its current use; or for the following specific violations:

- A. Failure to register pursuant to section 7-3-6 of this chapter.
- B. A proposed excavation within a street or sidewalk surface that has been constructed or reconstructed within the preceding seven (7) years, unless the director determines that no other locations are feasible or when necessitated by emergency.
- C. The applicant is subject to revocation of a prior permit issued pursuant to this chapter.
- D. The proposed schedule for the work would conflict or interfere with an exhibition, celebration, festival or any other similar event.
- E. The right of way would become unduly congested due to the proposed facilities and equipment when combined with other uses in the right of way, as provided in subsection 7-3-19F of this chapter.

- F. Businesses or residences in the vicinity will be unreasonably disrupted.
- G. The applicant failed to meet a reasonable schedule to participate in a mandated joint trench operation with other applicants, and the additional work will unreasonably disrupt the restored right of way, businesses or residences.
- H. The proposed schedule conflicts with scheduled reconstruction of the right of way. (Ord. 1174, 4-28-2008)

Procedural Requirements: The denial or revocation of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny or revoke a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within thirty (30) days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within thirty (30) days after submission.

7-3-7-7: DISPLAY OF PERMIT:

Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city. (Ord. 1174, 4-28-2008)

7-3-7-8: EXTENSION OF PERMIT:

No person may excavate or obstruct the right of way beyond the date or dates specified in the permit unless: a) such person makes a supplementary application for another right of way permit before the expiration of the initial permit or requests a verbal extension; and b) a new permit or permit extension is granted. Verbal extensions may be granted by the director for a period no greater than forty eight (48) hours or for emergencies. (Ord. 1174, 4-28-2008)

7-3-7-9: JOINT AND INDIVIDUAL APPLICATIONS:

- A. Joint Trenching: The director may require registrants to jointly apply for permits to excavate or obstruct the right of way at the same place and time.
- B. Fees: The registrant who applies for a joint utility permit shall pay the required permit fee. (Ord. 1174, 4-28-2008)

7-3-7-10: REVOCATION OF PERMITS:

- A. Substantial Breach: The city reserves its right to revoke any right of way permit, without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:
 - 1. The violation of any material provision of the right of way permit;
 - 2. An evasion or attempt to evade any material provision of the right of way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
 - 3. Any material misrepresentation of fact in the application for a right of way permit;
 - 4. The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
 - 5. The failure to correct, in a timely manner, work that does not conform to a condition indicated on a written notice issued pursuant to subsection 7-3-15E of this chapter.
- B. Written Notice Of Breach: If the city determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the city shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated in subsection A of this section, will allow the city to place additional or revised conditions on the permit to mitigate and remedy the breach.
- C. Response To Notice: Within a time established by the director following permittee's receipt of notification of the breach, the permittee shall provide the city with a plan to cure the breach, acceptable to the city. The permittee's failure to submit a timely and acceptable plan, or the permittee's failure to timely implement the approved plan, shall be cause for immediate revocation of the permit.

D. Reimbursement Of City Costs: If a permit is revoked, the permittee shall also reimburse the city for the city's reasonable costs, including restoration costs and the costs of collection and reasonable attorney fees incurred in connection with such revocation. (Ord. 1174, 4-28-2008)

7-3-8: SUPPLEMENTARY APPLICATIONS:

A. Limitation On Area: A right of way permit is valid only for the area of the right of way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee who determines that an area greater than that specified in the permit must be obstructed or excavated must, before working in that greater area: 1) make application for a permit extension and pay any additional fees required thereby; and 2) be granted a new permit or permit extension.

B. Limitation On Dates:

1. A right of way permit is valid only for the dates specified in the permit. No permittee may begin work before the permit start date or, except as provided herein, continue working after the end date. Except in the case of verbal extensions, if a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.
2. If the obstruction or excavation of the right of way begins later or ends sooner than the date given on the permit, the permittee shall notify the city by supplementary application of the accurate information as soon as this information is known. (Ord. 1174, 4-28-2008)

7-3-9: OTHER OBLIGATIONS:

- A. Compliance With Other Laws: Obtaining a right of way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including, but not limited to, Minnesota statutes sections 216D.01 to 216D.09 (gopher one call excavation notice system) and Minnesota rules chapter 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right of way pursuant to its permit, regardless of who does the work.
- B. Prohibited Work: Except in an emergency, or with the approval of the city, no right of way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

- C. Interference With Right Of Way: A permittee shall not so obstruct a right of way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with, unless otherwise approved by the director. Private vehicles of those doing work in the right of way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.
- D. Traffic Control: A permittee shall implement traffic control measures in the area of the work and shall use traffic control procedures in accordance with the most recent manuals on uniform traffic control, traffic control devices and traffic zone layouts published by the state of Minnesota.
- E. Trenchless Excavation: As a condition of all applicable permits, permittees employing trenchless excavation methods, including, but not limited to, horizontal directional drilling, shall follow all requirements set forth in Minnesota statutes chapter 216D and Minnesota rules chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the director. (Ord. 1174, 4-28-2008)

7-3-10: ROUTINE OBSTRUCTION AND EXCAVATION:

Routine excavations and obstructions are permitted without separate notice and separate compensation for such projects. Projects that do not involve excavation of paved surface and that last less than a continuous eight (8) hour period in duration between seven o'clock (7:00) A.M. and seven o'clock (7:00) P.M., Monday through Friday, excluding holidays, may, in the director's discretion, be considered routine obstruction and excavation and include, by way of example, switching, replacing fuses, replacing transformers, placing line guards, animal protection, leak surveys, anode installations and inspections, or to repair facilities due to public damage or accident. (Ord. 1174, 4-28-2008)

7-3-11: DILIGENCE IN PERFORMING WORK; DELAY PENALTY:

Work shall progress in an expeditious manner as permitted by weather conditions until completion in order to avoid unnecessary inconvenience. In the event that the work is not performed in accordance with applicable regulations, excavations and utility connections, or the work is not done in an expeditious manner, or is abandoned without due cause, the city may, after seventy two (72) hours' notice to the permit holder, correct and fill the excavation or repair the street. The entire cost of such work shall be paid by the permit holder upon demand made by the city. In accordance with Minnesota rule 7819.1000, subpart 3, the city shall establish and

impose a delay penalty for unreasonable delays in right of way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution. A delay penalty will not be imposed for delays due to force majeure, including inclement weather, civil strife, acts of God, or other circumstances beyond the control of the applicant. (Ord. 1174, 4-28-2008)

7-3-12: WORK STANDARDS:

The permit holder shall comply with the following standards when engaging in the work:

- A. Observe and comply with all laws, rules and regulations of the state.
- B. Conduct the operation and perform the work in a manner as to ensure the least obstruction and interference to traffic.
- C. Take adequate precautions to ensure the safety of the general public and those who require access to abutting property.
- D. If required by the director, notify adjoining property owners prior to the commencement of work which may disrupt the use of and access to such adjoining properties.
- E. In all cases where construction work interferes with the normal use of the construction area, provide for closing the construction area to traffic or to afford restricted use of the area and comply with MUTCD traffic safety signing requirements.
- F. Exercise precaution at all times for the protection of persons, including employees and property.
- G. Protect and identify excavations and work operations with barricade flags and, if required, by flagmen in the daytime and by warning lights at night.
- H. Provide proper trench protection as required by OSHA when necessary and, depending upon the type of soil, in order to prevent cave ins endangering life or tending to enlarge the excavation.
- I. Protect the root growth of trees and shrubbery.
- J. Installation of pipe (utility conductors) under concrete or bituminous pavements shall be done by jacking, auguring or tunneling as directed by the director unless otherwise authorized.

K. All backfilling must be placed in six inch (6") layers at optimum moisture and compacted with the objective of attaining one hundred percent (100%) of standard proctor density. Compaction shall be accomplished with hand, pneumatic or vibrating compacters, as appropriate.

L. No metal tracked or other lugged equipment is allowed to be driven on the public right of way. (Ord. 1174, 4-28-2008)

7-3-13: INSPECTIONS:

A. Site Inspection: Permittee shall make the work site available to the city and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

B. Authority Of Director:

1. At the time of inspection, the director may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well being of the public.
2. The director may issue an order to the permittee to correct any work that does not conform to the terms of the permit or other applicable standards, conditions, or code. If the work failure is a "substantial breach", within the meaning of Minnesota statutes section 237.163, subdivision 4(c), the order shall state that failure to correct the violation will be cause for revocation of the permit after a specified period determined by the director. The permittee shall present proof to the director that the violation has been corrected within the time period set forth by the director in the order. Such proof shall be provided no later than the next business day following the day of completion. If such proof has not been presented within the required time, the director may revoke the permit pursuant to section 7-3-7-10 of this chapter. (Ord. 1174, 4-28-2008)

7-3-14: WORK WITHOUT PERMIT:

A. Emergency Situations:

1. Each registrant shall immediately notify the director of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to state gopher one call regarding an emergency situation does not fulfill this requirement. Within two (2) business days after the occurrence of the emergency, the registrant shall apply for the necessary permits, pay the fees associated therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

2. If the city becomes aware of an emergency regarding a registrant's facilities, the city will attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

B. Nonemergency Situations: Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right of way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by this code, deposit with the city the fees necessary to correct any damage to the right of way, and comply with all of the requirements of this chapter. (Ord. 1174, 4-28-2008)

7-3-15: INSTALLATION REQUIREMENTS:

The excavation, backfilling, patching and restoration, and all other work performed in the right of way shall be done in conformance with Minnesota rules 7819.1100 and 7819.5000 and other applicable local requirements, insofar as they are not inconsistent with the Minnesota statutes sections 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minnesota rules chapter 7560 and this chapter. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in subsection 7-3-17B of this chapter. (Ord. 1174, 4-28-2008)

7-3-16: PATCHING AND RESTORATION OF RIGHT OF WAY:

A. Timing: The work to be done under the utility permit, and the patching and restoration of the right of way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonal or unreasonable under subsection 7-3-9B of this chapter or if the permittee is granted a new permit.

B. Performing Work: Permittee must patch its own work. The city may choose either to have the permittee restore the surface and subgrading portions of right of way or to restore the surface portion of right of way itself.

1. Permittee Restoration: If the permittee restores the right of way itself, it shall, at the time of application for a utility permit, post a construction performance bond in accordance with the provisions of section 7-3-7-4 of this chapter, and Minnesota rules 7819.3000.

2. City Restoration: If the city restores the surface portion of right of way, permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the pavement settles or otherwise fails for reasons not caused by the city's failure to properly restore, the permittee shall pay to the city, within thirty (30) days of billing, all costs associated with correcting the defective work.

3. Degradation Fee In Lieu Of Restoration: In lieu of right of way restoration, a right of way user may elect to pay a degradation fee. However, the right of way user shall remain responsible for replacing and compacting the subgrade and aggregate based material in the excavation, and the degradation fee shall not include the cost to accomplish these responsibilities.

C. Standards: The permittee shall perform patching and restoration according to the standards and with the materials specified by the city and shall comply with Minnesota rules 7819.1100. In exercising authority over restoration, the director shall be guided by the following standards and considerations:

1. The number, size, depth and duration of the excavations, disruptions or damage to the right of way;
2. The traffic volume carried by the right of way and the character of the neighborhood surrounding the right of way;
3. The preexcavation condition of the right of way and the remaining life expectancy of the right of way affected by the excavation;
4. Whether the relative cost of the method of restoration to the permit holder is in reasonable balance with the prevention of an accelerated depreciation of the right of way that would otherwise result from the excavation, disturbance or damage to the right of way; and
5. The likelihood that the particular method of restoration would be effective in slowing the depreciation of the right of way that would otherwise take place.

D. Duty To Correct Defects: The permittee shall correct defects in patching or restoration performed by permittee or its agents. Upon notification from the city, permittee shall correct all restoration work to the extent necessary, using the method required by the city. Unless otherwise agreed to by the director, said work shall be commenced within two (2) days of receipt of the notice from the city and shall be completed within fourteen (14) days of commencement of work, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonal or unreasonable under subsection 7-3-9B of this chapter.

- E. Failure To Restore: If the permittee fails to restore the right of way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city shall notify the permittee in writing of the specific alleged failure or failures and shall allow the permittee five (5) days from receipt of said written notice to cure said failure or failures, unless otherwise extended by the director. In the event the permittee fails to cure, the city may, at its option, perform the necessary work, and the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the right of way. If the permittee fails to pay as required, the city, in addition to other remedies provided by law, may exercise its rights under the construction performance bond. (Ord. 1174, 4-28-2008)

7-3-17: MAPPING DATA:

- A. Information Required: Each registrant and permittee shall provide mapping information required by the city in accordance with Minnesota rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the director accurate maps and drawings certifying the as built location of all equipment installed, owed, and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided consistent with the city's electronic mapping system, when practical or as a condition imposed by the director. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the permit holder's registration.
- B. Service Laterals: All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minnesota rules 7560.0150, subpart 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals and the service lateral vertical locations in those cases where the director reasonably requires it. Permittees or their subcontractors shall submit to the director evidence satisfactory to the director of the installed service lateral locations. Compliance with this subsection and with applicable state gopher one call law and Minnesota rules governing service laterals installed after December 31, 2007, shall be a condition of any city approval necessary for: 1) payments to contractors working on a public improvement project including those under Minnesota statutes chapter 429; and 2) city approval of performance under development agreements or other subdivision or site plan approval under Minnesota statutes chapter 462. The director shall reasonably determine the appropriate method of providing such information to the city. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or for future permits to the offending permittee or its subcontractors. (Ord. 1174, 4-28-2008)

7-3-18: UNDERGROUNDING:

A. Purpose: The purpose of this section is to promote the health, safety and general welfare of the public and is intended to foster: 1) safe travel over the right of way; 2) nontravel related safety around homes and buildings where overhead feeds are connected; and 3) orderly development in the city. Location and relocation, installation and reinstallation of facilities in the right of way or in or on other public ground must be made in accordance with this section and is intended to be enforced consistently with state and federal law regulating right of way users, specifically including, but not limited to, Minnesota statutes sections 161.45, 237.162, 237.163, 301B.01, 222.37, 238.084 and 216B.36 and the telecommunications act of 1996, title 47, USC section 253.

B. New Facilities: Facilities newly installed, constructed or otherwise placed in the public right of way or in other public property held in common for public use must be located and maintained underground pursuant to the terms and conditions of this chapter and in accordance with applicable construction standards, subject to the exceptions below. Aboveground installation, construction, modification, or replacement of meters, gauges, transformers, street lighting, pad mount switches, capacitor banks, reclosers and service connection pedestals shall be allowed. These requirements shall apply equally outside of the corporate limits of the city coincident with city jurisdiction of platting, subdivision regulation or comprehensive planning as may now or in the future be allowed by law.

C. Permanent Replacement, Relocated Or Reconstructed Facilities: If the city finds that one or more of the purposes set forth in subsection A of this section would be promoted, the city may require a permanent replacement, relocation or reconstruction of a facility to be located and maintained underground, with due regard for seasonal working conditions. For purposes of this subsection, "reconstruction" means any substantial repair of or any improvement to existing facilities. Undergrounding may be required whether a replacement, relocation or reconstruction is initiated by the right of way user owning or operating the facilities, or by the city in connection with: 1) the present or future use by the city or other local governmental unit of the right of way or other public ground for a public project; 2) the public health or safety; or 3) the safety and convenience of travel over the right of way. Subject to subsection D of this section, all relocations from previously placed underground facilities shall be to another underground location.

D. Exceptions: The following exceptions to the strict application of this section shall be allowed upon the conditions stated:

1. Technical/Economic Feasibility; Promotion Of Policy: Aboveground installation, construction, or placement of facilities shall be allowed in residential, commercial and industrial areas where the council, following consideration and recommendation by the planning commission, finds that:

- a. Underground placement would place an undue financial burden upon the landowner, rate payer, or right of way user, or would deprive the landowner of the preservation and enjoyment of substantial property rights; or
 - b. Underground placement is impractical or not technically feasible due to topographical, subsoil or other existing conditions which adversely affect underground facilities placement; or
 - c. Failure to promote the purposes of undergrounding. The right of way user clearly and convincingly demonstrates that none of the purposes under subsection A of this section would be advanced by underground placement of facilities on the project in question, or the city determines on its own review that undergrounding is not warranted based on the circumstances of the proposed undergrounding.
2. Temporary Service: Aboveground installation, construction, or placement of temporary service lines shall only be allowed:
- a. During new construction of any project for a period not to exceed three (3) months.
 - b. During an emergency in order to safeguard lives or property within the city.
 - c. For a period of not more than seven (7) months when soil conditions make excavation impractical.
- E. Developer Responsibility: All owners, platters, or developers are responsible for complying with the requirements of this section and, prior to final approval of any plat or development plan, shall submit to the director written instruments from the appropriate right of way users showing that all necessary arrangements with said users for installation of such facilities have been made. (Ord. 1174, 4-28-2008)

7-3-19: LOCATION AND RELOCATION OF FACILITIES:

- A. Compliance With State Regulations: Placement, location and relocation of facilities must comply with the act, with other applicable rights of the city under its police power, and with Minnesota rules 7819.3100, 7819.5000 and 7819.5100, to the extent the rules do not limit authority otherwise available to cities.
- B. Relocation Notification Procedure: The director shall notify the utility owner at least three (3) months in advance of the need to relocate existing facilities so the owner can determine if relocation or replacement is required and plan any required work. The city should provide one notification, provide the date work will start on the city's project and, if different, provide the date by which the relocation must be completed. To the extent technically feasible and limited by seasonal constraints, all utilities shall be relocated within one month or in a time

frame determined by the director. The director may allow a different schedule if it does not interfere with the city's project. The utility owner shall diligently work to relocate the facilities within the above schedule.

C. Delay To City Project: If the owner fails to meet the relocation schedule due to circumstances within the utility's control, the city may charge the utility owner for all costs incurred by the city because the relocation is not completed in the scheduled time frame.

D. Joint Trenching: All facilities shall be placed in appropriate portions of right of way so as to cause minimum conflict with other underground facilities. When technically appropriate and no safety hazards are created, all utilities shall be installed, constructed or placed within the same trench. Notwithstanding the foregoing, gas and electric lines shall be placed in conformance with Minnesota rules part 7819.5100, subpart 2, governing safety standards.

E. Corridors:

1. The city may assign a specific area within the right of way, or any particular segment thereof as may be necessary, for each type of facility that is or, pursuant to current technology, the city expects will be located within the right of way. All utility, obstruction, or other permits issued by the city involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue. A typical cross section of the location for utilities may be on file at the director's office. This section is not intended to establish "high density corridors".
2. Any registrant who has facilities in the right of way in a position at variance with the corridors established by the city may remain at that location until the city requires facilities relocation to the corridor pursuant to relocation authority granted under Minnesota rules 7819.3100 or other applicable law.

F. Limitation Of Space: To protect the public health, safety, and welfare, or when necessary to protect the right of way and its current use, the city shall have the power to prohibit or limit the placement of new or additional facilities within the right of way. In making such decisions, the city shall strive, to the extent possible, to accommodate all existing and potential users of the right of way, but shall be guided primarily by considerations of the public interest, the public needs for the particular utility service, the condition of the right of way, the time of year with respect to essential utilities, the protection of existing facilities in the right of way, and future city plans for public improvements and development projects which have been determined to be in the public interest. (Ord. 1174, 4-28-2008)

7-3-20: PREEXCAVATION FACILITIES LOCATION:

In addition to complying with the requirements of Minnesota statutes sections 216D.01 to

216D.09 (one call excavation notice system) before the start date of any right of way excavation, each registrant who has facilities or equipment in the area to be excavated shall be responsible to mark the horizontal placement of all said facilities, to the extent technically feasible. To the extent its records contain such information, each registrant shall provide information regarding the approximate vertical location of its facilities, at the time of installation, to excavators upon request. Nothing in this section is meant to limit the rights, duties and obligations of the facility owners or excavators as set forth in Minnesota statutes sections 216D.01 to 216D.09. (Ord. 1174, 4-28-2008)

7-3-21: INTERFERENCE BY OTHER FACILITIES:

When the city does work in the right of way, in its governmental right of way management function, and finds it necessary to maintain, support, or move a registrant's facilities to carry out the work without damaging the registrant's facilities, the city shall notify the local representative as early as is reasonably possible. The city costs associated therewith will be billed to that registrant and must be paid within thirty (30) days from the date of billing. Each registrant shall be responsible for the cost of repairing any facilities in the right of way which it or its facilities damage. (Ord. 1174, 4-28-2008)

7-3-22: VACATION OF RIGHT OF WAY:

- A. Reservation Of Right: If the city vacates a right of way which contains the equipment of a registrant, and if the vacation does not require the relocation of registrant facilities and equipment, the city shall reserve, to and for itself and all registrants having facilities and equipment in the vacated right of way, the right to install, maintain and operate any facilities and equipment in the vacated right of way and to enter upon such right of way at any time for the purpose of reconstruction, inspecting, maintaining or repairing the same.
- B. Relocation Of Equipment: If the vacation requires the relocation of registrant facilities and equipment, and: 1) if the vacation proceedings are initiated by the registrant, the registrant must pay the relocation costs; or 2) if the vacation proceedings are initiated by the city, the registrant must pay the relocation costs unless otherwise agreed to by the city and the registrant; or 3) if the vacation proceedings are initiated by a person or persons other than the registrant or permit holder, such other person or persons must pay the relocation costs. (Ord. 1174, 4-28-2008)

7-3-23: INDEMNIFICATION AND LIABILITY:

By registering with the city, or by accepting a permit under this chapter, a registrant or permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota rules 7819.1250. (Ord. 1174, 4-28-2008)

7-3-24: ABANDONED FACILITIES:

- A. Discontinued Operations: A registrant who has decided to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right of way under this chapter have been lawfully assumed by another registrant.
- B. Removal: Any registrant who has abandoned facilities in any right of way shall remove them from that right of way pursuant to Minnesota rules 7819.3300, unless the requirement is waived by the director. A facility is not abandoned unless declared so by the operator. (Ord. 1174, 4-28-2008)

7-3-25: APPEALS:

A right of way user that: a) has been denied registration; b) has been denied a permit; c) has had a permit revoked; d) believes that the fees imposed are not in conformity with Minnesota statutes section 237.163, subdivision 6; or e) disputes a determination of the director regarding subsection 7-3-17B of this chapter may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the city council. The city council shall act on a timely written request at its next regularly scheduled meeting. A decision by the city council affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision. (Ord. 1174, 4-28-2008)

7-3-26: RESERVATION OF REGULATORY AND POLICE POWERS:

A permittee's or registrant's rights are subject to the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public. (Ord. 1174, 4-28-2008)

7-3-27: SEVERABILITY:

If any section, subsection, sentence, clause, phrase, or portion of this chapter is, for any reason, held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof. If a regulatory body or a court of competent jurisdiction should determine, by a final, nonappealable order, that any permit, right or registration issued under this chapter or any portions of this chapter is illegal or unenforceable, then any such permit, right or registration granted or deemed to exist hereunder shall be considered as a revocable permit with a mutual right in either party to terminate without cause upon giving sixty (60) days' written notice to the other. The requirements and conditions of such a revocable permit shall be the same requirements and conditions as set forth in the permit, right or registration, respectively, except for conditions relating to the term of the permit and the right of termination. Nothing in this chapter precludes the city from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein. (Ord. 1174, 4-28-2008)

Section Two. Effective Date. This ordinance amendment shall be effective from and after its passage and publication according to law.

Passed this ____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

By: _____
Thomas Bartholomew, Mayor

ATTEST:

By: _____
Rebecca Kiernan, City Clerk