

INVER GROVE HEIGHTS CITY COUNCIL AGENDA
MONDAY, MARCH 10, 2014
8150 BARBARA AVENUE
7:00 P.M.

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 Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.
 - A. Minutes – February 24, 2014 Regular City Council Meeting _____
 - B. Resolution Approving Disbursements for Period Ending March 5, 2014 _____
 - C. Change Order No. 1 for City Project No. 2006–08, Asher Water Tower Replacement _____
 - D. Accept Quote for Purchase of Traffic Counting Equipment _____
 - E. Approve Proposal for Update of Water System Model _____
 - F. Resolution Authorizing the Submittal of a Grant Application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014–08, Bohrer Pond NW Pretreatment Basin Phase II _____
 - G. Resolution Authorizing the Submittal of a Grant Application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014–09D, College Trail Reconstruction for Blaine Avenue Basin _____
 - H. Resolution Accepting the Proposal for Engineering Services from Bolton & Menk, Inc. for the Feasibility Study for City Project No. 2014–13, Northwest Area Utility Extension – Argenta Trail Alignment _____
 - I. Approve 2014 Seasonal/Temporary Compensation Plan _____
 - J. Personnel Actions _____
5. **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.
6. **PUBLIC HEARINGS:**

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. MARY T’KACH: Consider Resolution relating to a Variance to allow a 42 Inch High Solid Fence within the Front Yard whereas City Code requires 75% Clear Visibility on Front Yard Fences for property located at 1987 80th Street _____

FINANCE:

B. CITY OF INVER GROVE HEIGHTS: Approve Carryover of Unused Budget Appropriations _____

C. CITY OF INVER GROVE HEIGHTS: Approve Transfers and Fund Closings _____

D. CITY OF INVER GROVE HEIGHTS: Approve Transfers to Resolve 2013 Golf Course Cash Deficit _____

PARKS AND RECREATION:

E. CITY OF INVER GROVE HEIGHTS: Parks and Recreation Department Organization _____

8. MAYOR & COUNCIL COMMENTS

9. ADJOURN

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Melissa Kennedy at 651.450.2513 or mkennedy@invergroveheights.org

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, FEBRUARY 24, 2014 - 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The City Council of Inver Grove Heights met in regular session on Monday, February 24, 2014, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Madden, Mueller and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Public Works Director Thureen, Community Development Director Link, Finance Director Smith, Parks and Recreation Director Carlson, Fire Chief Thill, and Deputy Clerk Kennedy

3. PRESENTATIONS: None.

4. CONSENT AGENDA:

Councilmember Mueller removed Item 4D from the Consent Agenda.

Councilmember Bartholomew removed Item 4G from the Consent Agenda.

- A. i) Minutes – February 3, 2014 City Council Work Session
- ii) Minutes – February 10, 2014 Regular City Council Meeting
- B. **Resolution No. 14-11** Approving Disbursements for Period Ending February 19, 2014
- C. Approve Sentence to Serve Contract
- E. Approve 2014-15 VMCC Ice Rates
- F. Appointment of Board Members to the Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO)
- H. Personnel Actions

Motion by Madden, second by Piekarski Krech, to approve the Consent Agenda

Ayes: 5

Nays: 0 Motion carried.

D. Approve Low E Ceiling Consultant

Councilmember Mueller questioned if the new ceiling was needed to reduce the work load of the chillers because of the heat units.

Mr. Carlson explained a low E ceiling would be installed in the east rink above the ice surface. He stated the ceiling would help reduce the load on the ice sheet itself and in turn would reduce the load on the compressors. He added it was an energy-savings measure with an estimated pay back of less than six (6) years.

Councilmember Mueller questioned why a cover such as a tarp could not be used to achieve the same effect. He also questioned if other facilities had a similar product installed and if it achieved the desired cost and energy savings.

Mr. Carlson stated the consultant would ensure that the correct type of ceiling was specified for the facility and that the ceiling was installed correctly to achieve the estimated energy savings. He explained the goal was to reduce the heat load on the ice surface so the compressors do not have to run as frequently. He stated a number of other arenas in the metro area had installed a low E ceiling and it was a more complex and technical system than what a tarp could provide.

Councilmember Mueller questioned if the six (6) payback estimate was based on 12 months of operations.

Mr. Carlson stated the east rink had an ice sheet installed year round and the payback was calculated based on the 12-month operation.

Motion by Mueller, second by Madden, to approve Low E Ceiling Consultant**Ayes: 5****Nays: 0 Motion carried.****G. Approve Agreement to Provide Volunteer Coordination Services**

Councilmember Bartholomew stated he wanted additional information on the item because it had not been previously discussed.

Mr. Lynch explained the City was a member of an organization called High Performance Partnerships (HiPP) consisting of the 14 cities in Dakota County. The organization met on a monthly basis to discuss cooperative and consolidated efforts to deliver city services in an economical and reasonable fashion. He noted the Dakota Communications Center was an example of a HiPP initiative. Coordination of volunteerism activity in cities was one of the top priorities discussed by the organization. Four (4) agencies including West St. Paul, Inver Grove Heights, Rosemount, and Apple Valley were interested in participating in the agreement for volunteer coordination services. Rather than each city hiring its own volunteer coordinator the costs would be split between the agencies. The individual hired for the position would be responsible for coordinating volunteer activities that would specifically address the needs of each member city.

Councilmember Bartholomew questioned how the success of the program would be measured.

Mr. Lynch explained one of the requirements of the position would be to report the number of volunteers, the amount of contact they have had with interested parties and organizations, the number of projects they have been involved with, and the number of hours that have been volunteered to show the benefit provided to the City. He noted the agreement could be reviewed annually and the City could terminate participation by providing notification to the other cities by September of every year.

Councilmember Bartholomew clarified the city's share of the cost was \$7,000.

Mr. Lynch responded in the affirmative.

Mayor Tourville stated a couple of other cities decided to hire a volunteer coordinator on their own. He noted the City was not obligated to continue participation in the program beyond the first year. He questioned how long it would take to make a determination on the value of the program. He stated the City may not have enough information to notify the other cities by September.

Mr. Lynch stated a lot would depend on how quickly the position could be filled. He explained if the program did not start until April or May the City may not have enough information to make a value judgment by September of 2014.

Councilmember Piekarski Krech questioned where the money would be taken from.

Mr. Lynch indicated the money would come from the Host Community Fund.

Motion by Mueller, second by Madden, to approve agreement to provide volunteer coordination Services**Ayes: 5****Nays: 0 Motion carried.****5. PUBLIC COMMENT:**

Mayor Tourville reminded residents to help keep the fire hydrants in their neighborhoods clear.

6. PUBLIC HEARINGS:

A. CITY OF INVER GROVE HEIGHTS: Consider a Resolution Ordering the Project, Approving Plans and Specifications, Authorizing Advertisement for Bids, Approving an Agreement with Dakota County CDA, a Resolution Establishing Parking Restrictions and a Resolution Authorizing Negotiations for Easements for City Project No. 2014-09D, College Trail Reconstruction and Barbara Avenue Partial Reconstruction

Mr. Kaldunski stated this was the continuation of the public hearing that was opened on January 27th. Since that time staff gathered additional data and held another informational meeting with neighborhood residents. He explained the proposed project consisted of three (3) components: Barbara Avenue from the City Hall driveway to 80th Street, the College Heights area, and College Trail between Broderick Boulevard and Cahill Avenue. He noted a revised resolution was provided to also include a retaining wall at Blaine Avenue and 80th Street. The Barbara Avenue component consisted of both mill and overlay and reconstruction work. Additionally, a sidewalk would be added on the west side of the road. The existing curb and gutter would be saved.

Councilmember Mueller expressed concern with the proposed sidewalk across from the funeral home. He opined the property owner would be charged a hefty assessment and the sidewalk would not provide any direct benefit to the property.

Mayor Tourville questioned if the Robert's Funeral Home property would be assessed for the sidewalk.

Mr. Kaldunski explained the property would not be assessed specifically for the sidewalk, but would be assessed for the road reconstruction work. The assessment would be based on the City's standard policy. He stated the City did share preliminary estimates with the property owner and they were less than what was recommended in the benefit analysis. He noted the property owner did express concern with the preliminary estimates and the issue would be reviewed in more detail at the time of the assessment hearing.

Councilmember Mueller stated he did not agree with assessing the property owner based on square footage because a portion of the property was not useable.

Mr. Kaldunski explained the City assessed based on front footage in accordance with the City's assessment policy and the results of the benefit analysis.

Councilmember Mueller clarified the issue would be further discussed at the assessment hearing.

Mr. Kaldunski stated the portion of the project staff proposed to add to the plans and specifications was replacement of the retaining wall at Blaine Avenue and 80th Street. He explained the City currently had fences up to block off the sidewalk because the existing retaining wall was leaning over. Replacement of the retaining wall was proposed to be added as a separate, free-standing project that could be bid as an alternate within the larger project to achieve some economies of scale. This component would be funded solely through state aid dollars, no assessments would be levied for the retaining wall project.

Mr. Thureen clarified the retaining wall component would be paid for through the Pavement Management Fund. A portion of that cost could be recouped after the fact via state aid.

Mr. Kaldunski reviewed the project component proposed for the College Heights subdivision. He stated the area had rural roads. The plan was to perform a mill of the existing bituminous pavement and the gravel underneath to create a new aggregate base. The base would then be covered with a new four (4) inch layer of bituminous pavement. He noted the pavement would be 24 feet wide with gravel shoulders. He explained during the planning stages of the project the possibility of connecting the area to sanitary sewer and water was discussed. That component would have added substantial cost to the project and the feedback received from a majority of the residents in the area was that they were not interested in connecting to City utilities at this time so municipal sewer and water connections were not included in the project.

Councilmember Madden questioned if curbs would be installed in the area.

Mr. Kaldunski responded in the negative. He stated the area would continue to have rural roads.

Mayor Tourville stated a couple of residents in the neighborhood contacted him with a desire to see actual costs for connecting to City utilities in order to make a more informed decision. He explained some of the neighbors felt that a quick decision was made after seeing the initial estimates without considering how much it may cost them to replace their well and septic systems. He questioned if it was too late to look into obtaining more accurate cost estimates as an alternate bid.

Mr. Kaldunski stated a majority of the residents in the neighborhood were vehemently opposed to adding sewer and water connections to the project.

Councilmember Piekarski Krech questioned if the project plans and specifications included sewer and water connections in the College Heights area.

Mr. Kaldunski responded in the negative. He stated the work could not be added to the project as an alternate bid unless plans and specifications were completed.

Councilmember Piekarski Krech questioned if staff could finish the plans and specifications in a short period of time.

Mr. Kaldunski stated the city's consultant would be asked to prepare the plans and specifications because they already had the base plans and required information to complete the process relatively quickly. He reiterated a sewer and water plan could be prepared if the Council so directed.

Mayor Tourville reiterated the sewer and water portion could be included as a bid alternate for the project so the neighborhood is able to make a decision with more accurate cost estimates.

Councilmember Piekarski Krech agreed it would make sense to add it as an alternate to the project. She stated when you consider replacing a well and septic system for \$20,000 - \$30,000 an assessment for connection to City utilities may be a better deal for the residents. She noted if a sewer and water plan was added to the project as an alternate bid it would at least give the neighborhood an opportunity to decide if they wanted to move forward based on actual cost estimates.

Mr. Kuntz stated the notice of hearing for the project did not include the utility component. He explained in order for a project to be ordered with a utility component included the hearing would have to be re-noticed. He stated there may be an opportunity to develop the plans and specifications and go out for bids during the waiting period for the new notice of hearing.

Councilmember Piekarski Krech stated it would make sense to do it if the City could deal with the street issue and have the utility component added as an alternate with a separate hearing.

Mr. Kuntz questioned if the project feasibility report included a component that addressed utilities.

Mr. Kaldunski stated the feasibility study did not include information on sanitary sewer or water. He explained a utility component was discussed early on but was not included based on the neighborhoods' strong opposition.

Mr. Kuntz explained in order to add the utility component as an alternate to the project the City needed a new feasibility study, a new public hearing, and new plans and specifications.

Councilmember Madden questioned when the street project was supposed to be started.

Mr. Kaldunski stated the schedule was for construction to start in June.

Councilmember Mueller stated if staff could add the utility component as an alternate bid and keep the project on schedule it would be nice to give residents the choice.

Mr. Kuntz reminded the Council that the City's existing policy on the extension of utilities calls for 100% assessment of the project costs. He explained if there was deviation from the policy either because of benefit analysis or some other consideration, the Public Works Director would need to identify a funding source to cover the gap in costs.

Mr. Kaldunski reviewed the third project component, a segment of College Trail from Broderick to Cahill Avenue. The plans included complete reconstruction of the road to achieve the established standards for a collector street. Areas where curb and gutter currently exist were considered to be urban sections that would be constructed with a 26 foot wide pavement versus the existing 24 foot wide pavement. Curb and gutter would be located on one side of the roadway with a 4 foot gravel shoulder on the opposite side. In the areas considered to be rural sections there would be a 24 foot wide pavement with four (4) foot gravel shoulders on each side of the road. He explained there would be also some storm water and sanitary sewer work completed as part of the project. He stated a ten (10) foot wide bituminous trail currently

existed along College Trail that started at Broderick and ran in front of the Good Samaritan property. The project included a proposed extension of the ten (10) foot wide bituminous trail to Brewster Avenue. A crossing would be located on the east side of Brewster Avenue to connect to a six (6) foot wide concrete sidewalk along the south side of College Trail from Brewster to Cahill Avenue. He noted at the neighborhood meetings residents expressed concerns related to parking along College Trail. Staff contacted MnDOT and determined that parking would be allowed along the rural sections of the road, approximately 40 spaces.

Councilmember Mueller questioned why a 10 foot trail was proposed and how much use it would get. He also questioned if there would be a boulevard between the curb and the trail.

Mr. Kaldunski stated there was a six (6) foot boulevard by the bituminous trail.

Councilmember Mueller expressed concerns regarding maintenance of the trail and the sidewalk. He questioned why the City could not stripe a lane along College Trail for pedestrians similar to what is done in Minneapolis and St. Paul.

Mr. Kaldunski stated most trails in the City were either eight (8) or ten (10) feet wide. He explained the separate lanes on roadways in Minneapolis and St. Paul were to address bike traffic, not pedestrian traffic. He noted, in general, when a bike lane is incorporated into a roadway a separate sidewalk is also provided for pedestrians.

Councilmember Mueller opined having a separate trail created more work in terms of winter maintenance.

Mayor Tourville stated the trail and sidewalk were proposed for pedestrian safety. He opined putting a yellow line down the side of the road to create a separate lane would not be safe for pedestrians and bikers could not use the lane because gravel shoulders were proposed.

Mr. Thureen stated College Trail was an urban collector street. He explained staff planned the project with a 50-60 year horizon in mind and right now the existing roadway did not allow for safe pedestrian travel. He noted collector streets were higher volume roads that connect neighborhoods to neighborhoods, business areas, and other higher volume uses. When designing collector streets the goal is to create a system that provides safety for pedestrians. He stated the vast majority of the collector streets in the City's system have either a trail or sidewalk on at least one side.

Councilmember Mueller questioned if the City had to build the trail and sidewalk.

Mr. Thureen stated there was no mandate that required construction of the trail and sidewalk. He noted including such features was part of recognizing the need for safe and responsible design of a transportation system. He explained the street system was not just for cars and bikes and the City needed to consider pedestrians. In discussions with the neighborhood and the school district there were concerns raised regarding providing safe transport for pedestrians.

Councilmember Mueller opined he hoped the trail would get used.

Mr. Kaldunski discussed the need for easements. The feasibility study identified a larger number of easements required for the project. With the proposed design staff was able to reduce the number of easements to three (3) properties. Council was asked to authorize staff to negotiate for the easements identified.

Mayor Tourville stated there were several residents who expressed concerns about saving existing trees.

Mr. Kaldunski explained the plan was developed with those concerns taken into consideration. He reviewed the discussion and issues raised at the neighborhood meetings that were held. The total estimated project cost was \$3.2 million. The project was proposed to be funded using \$810,000 from Pavement Management, \$1.3 million in State aid, \$83,000 from utility funds, and approximately \$1.0 million dollars from special assessments. If the City's assessment policy had been followed the amount of special assessments would have increased to approximately \$1.5 million. Staff prepared the funding estimates with the knowledge that the Council would likely follow the recommended assessment caps contained in the benefit analysis. He noted no single-family properties would be assessed for the

proposed trail/sidewalk along College Trail. Funding for that project component would come from a combination of Pavement Management funds, state aid, a contribution from the City, and assessments to Inver Hills Community College, Dakota County CDA and AT&T. He reviewed the proposed project schedule. If the project was approved bids would be obtained and opened on March 27th, an assessment hearing would be held on May 12th, and construction would start in June.

Councilmember Bartholomew questioned why parking would not be allowed further to the east.

Mr. Kaldunski stated it was a safety issue. Parking was allowed up to the point where the guard rail ended and the slope of the shoulder changed significantly.

Councilmember Piekarski Krech questioned why the assessment hearing was proposed to be held prior to a contract being awarded for the project.

Mr. Kaldunski stated this was one of the first instances where such a schedule was proposed. Staff proposed the option to the City Council to get to a point where assessments would be levied in the same year the project was completed. He explained there had been issues in the past with pending assessments affecting the sale of property. He stated it would also allow the City to know if an assessment would be appealed prior to awarding a contract for the project.

Councilmember Piekarski Krech stated if the assessment hearing was held prior to awarding a contract assessments would be levied and the 30 day interest free payment period would begin before construction of the project started.

Mayor Tourville questioned if the date the assessment was levied could be set by the Council at the assessment hearing.

Mr. Kuntz explained statute provides that everyone assessed has at least 30 days during which payment of the assessment can be made without accruing interest. He stated in the resolution levying the assessment the Council could postpone the date by which the interest starts to accrue. Typically the resolution states that interest begins to accrue from the date of levy. That date could be changed by the Council to a later date which would provide all those assessed with the opportunity to pay off their assessment without interest up until the date that is set. He noted the intention would be to certify assessments to the County by November 1st so it would appear on the following year's tax statement.

Councilmember Piekarski Krech stated her main issue was assessing a property owner before a project has even started. She clarified people would have a longer period to pay the assessment without interest.

Mr. Kuntz responded in the affirmative. He explained the City would levy the assessment on May 12th to begin the 30 day appeal process. The date on which interest begins to accrue would be varied.

Councilmember Piekarski Krech opined the new method may be a benefit because it provides people with a longer period of time to pay the assessment without interest and it may reduce cost overruns.

Mr. Kuntz stated the assessment amount was driven more by the benefit analysis than the actual project costs.

Mr. Thureen explained the change was proposed in response to issues raised in past years by individuals trying to sell their properties. Once a project is ordered a pending assessment shows up against the property and lenders look at the estimated assessment as per City policy, not the recommended cap contained in the benefit analysis. Property owners had to escrow 1.5% of any pending assessment in order to sell their property which was creating an unfair burden on those individuals.

Jim Berquist, 8579 Bower Court, stated he was surprised to hear discussion regarding City utilities in the College Heights area because he was under the impression that no one in the neighborhood was in favor of including that work as part of the project.

Mayor Tourville explained some of the residents in the neighborhood simply wanted to get an estimate for how much it would cost to add it to the project.

Mr. Berquist questioned where the estimates came from for replacement of a well and septic system.

Councilmember Piekarski Krech stated new septic regulations were adopted that have caused the maintenance and replacement of systems to become quite expensive.

Mr. Berquist questioned if the utility work would still be ordered if a majority of the residents in the neighborhood were not in favor of adding it to the project.

Councilmember Madden stated if a majority of the residents were not interested it was not likely to move forward.

Paul Goodwill, 8271 College Trail, opined that the cost of the trail and sidewalk component was too much to spend on something that would not get used frequently. He stated he saw maybe 20 people walking on the road on any given weekend. He questioned why sewer and gutter work was being included in the project. He questioned the traffic counts that were contained in the feasibility study. He stated he was opposed to the construction of the trail/sidewalk component.

Mayor Tourville questioned why he was not in favor of the trail being built.

Mr. Goodwill opined it was a waste of money and the City would be better off putting the money towards something that would actually be used.

Mayor Tourville stated people may not walk along College Trail because they don't feel it is safe.

Mr. Goodwill opined it was safe to walk along College Trail because it was a low traffic area.

Mayor Tourville noted the trail had been identified as a need in the City's Comprehensive Plan and trail gap study for quite some time.

Rick Jacobs, 8261 College Trail, expressed appreciation for the neighborhood meetings that were held to discuss the project. He stated his biggest concern related to parking along College Trail. He was opposed to the trail because it affected the ability to park along that side of the road.

Mayor Tourville questioned if parking could be allowed on both sides of College Trail if the trail was removed.

Mr. Kaldunski stated parking could be allowed on the rural sections of the road. He explained where the trail was proposed, a curb would also be built. If the trail and curb were removed, it would be considered a rural section.

Mr. Jacobs stated there was a steep culvert on the north side of College Trail in front of his house. He noted a substantial amount of space was needed to afford the ability to have parking on the north side of the street and to continue to have the culvert. He questioned if there was enough space for parking on the north side, a culvert on the north side, and a sidewalk with a boulevard on the south side of College Trail. Lori Hansen, 8265 College Trail, stated she appreciated that staff took her water quality concerns into consideration. She noted bikers typically do not ride on trails or sidewalks because they are primarily for pedestrian traffic. She questioned if there was a way to put down a flat surface, without curb and gutter, for both pedestrians and bikers that would eliminate the need for the trail and sidewalk. She stated the majority of the kids who use College Trail to get to school ride their bikes.

Jim Hansen, 8265 College Trail, he opposed the construction of the trail because it was too expensive. He stated a majority of the traffic was down by the college and there was not a heavy volume of traffic along the entire stretch of the roadway. He referenced the City's trail gap study and the fact that the proposed trail was not identified as being cost effective. He opined even though residents would not be assessed for the trail the money was still coming from the taxpayers in some way. He suggested construction of a 12 foot driving lane on the north side of College Trail, a 14-16 foot driving lane on the south side that would include a bike lane, and an 8-10 foot parking lane also located on the south side. He opined if no one was parked along the south side there would be plenty of room for pedestrian and bike traffic. He noted this would also eliminate the winter maintenance concerns raised by Councilmember Mueller.

Mayor Tourville opined asphalt shoulders would not significantly increase pedestrian safety if parking was allowed in the same area.

Mr. Hansen opined there were better ways to spend \$822,000 than on the proposed trail and sidewalk.

Mr. Kaldunski stated the cross-sections indicate there is enough space to accommodate the proposed components of the project. He noted the grades would be matched very closely to the rural section that currently exists.

Mayor Tourville questioned if there was a cost estimate for constructing the road with asphalt shoulders.

Mr. Kaldunski responded in the negative. He noted the City did have an estimate of \$70,000 for parking bump-outs to accommodate 25 spaces on an eight (8) foot wide asphalt shoulder. He stated it would be difficult to continue an asphalt shoulder along the entire roadway because the shoulder became narrower as it approached the lake.

Mr. Goodwill stated in order to install the bump outs all of the trees in front of his house would have to be removed. He opposed construction of the bump outs.

Mr. Kaldunski explained with respect to the question of the need for curb and gutter it would help to collect and direct the water towards a water quality feature. The water currently goes into the ditch in front of 8261 College Trail and goes south into the lake. That water would be picked up by the new curb and gutter and sent towards a water quality feature located in the golf course area. He noted the curb and gutter also served as a physical barrier between traffic and pedestrians.

Councilmember Mueller questioned if there was a cost estimate for Mr. Hansen's proposal that would eliminate the trail.

Mr. Kaldunski stated they did not have a cost estimate for widening the road at this time. He explained currently the top of the road was relatively narrow at 24 feet wide with steep slopes on either side. He stated if the road was widened to pave the shoulders the cost would increase due to having to fill in the side slopes and adding more asphalt. He noted filling in the side slopes would also have wetland impacts that would have to be examined and the storm water generated from the additional impervious surface would need to be managed.

Eric, Kimley-Horn and Associates, stated the proposed plans call for a 4 foot shoulder with a 12 foot pavement section on the north side of College Trail. On the south side a 14 foot pavement section with a six (6) foot boulevard, a six (6) foot concrete sidewalk, and a two (2) foot shoulder. He explained Mr. Hansen suggested a proposed 16 foot pavement section on the south side that would include a 12 foot driving lane, a four (4) foot shoulder for bike traffic, and an additional eight (8) foot parking lane on the side. He stated the main issue with the option is that there would be an additional four (4) feet of pavement from what was proposed by staff. He noted there would also be no separation between pedestrian and vehicle traffic.

Mayor Tourville questioned when the proposed trail was added to the parks system plan.

Mr. Carlson stated trail section identified in the City's 2008 Comprehensive Plan. It was also a part of the City's 2011 Trail Gap study.

Councilmember Madden stated he was concerned with how the City was going to afford to maintain all of the trails in the park system in the future.

Mr. Thureen stated this project involved a collector street that was a part of the municipal state aid system. He explained the City's assessment policy specifically states that municipal state aid streets, when constructed, are supposed to have a sidewalk on at least one (1) side and the sidewalk is to be paid for using state aid funding. He noted 60-65% of the trail/sidewalk extension would be concrete and would not require much maintenance. The bituminous section would require crack seal and seal coat work. In terms of winter maintenance, it would cost approximately \$15 to plow the 1/8 of mile segment being discussed from Broderick to Cahill.

Councilmember Piekarski Krech noted the assessments would likely be the same whether the trail was

constructed or not. She stated a lot of the new regulations and standards were geared towards promoting walkable communities and active lifestyles. She opined the Metropolitan Council and State Legislature controlled a lot of the funding that was available to the City and she would rather see Inver Grove Heights get its fair share of the money than have it go to another community.

Councilmember Madden stated if Inver Grove Heights did not take the grant money another city would.

Mayor Tourville stated he supported the trail and sidewalk because it was a community amenity that would increase the safety for pedestrian traffic along the roadway. He opined more people may walk along College Trail if it was safer.

Bob Wild, 8279 College Trail, opined more people would not travel along the road if there was a sidewalk because they currently used other routes. He added that the cost of the trail/sidewalk was too expensive.

Mr. Berquist questioned if the College Heights area would also need curb and gutter if they decided to add sewer and water to the project.

Mayor Tourville stated curb and gutter would not necessarily be required.

Mr. Kaldunski stated in order to consider bidding sewer and water for the College Heights area the feasibility study would have to be amended.

Mr. Kuntz explained part of the feasibility study involves the financial feasibility of the project. He stated the State of Minnesota, on behalf of the community college, was scheduled to pay a goodly amount toward the project. The general consensus was that the City needed to be in position, at the time a contract was awarded for the project, to know with some level of certainty how much the State was paying for the project. He noted there currently was no agreement in place identifying that amount. He explained the preliminary estimate for the sewer and water component was approximately \$600,000 or roughly 20% of the total project cost. He stated that would be a large bid alternate and not all contract bids are balanced. Removing that component from the project would change the dynamics of the bid significantly. He explained it would be best to know what was going to be included in the project before it was bid. He presented a revised project schedule to the Council for consideration if it was their direction to include the utility component in the project.

Councilmember Piekarski Krech stated if the schedule had to be altered that much she would just assume forget the utility component because she did not want to miss the prime bidding season for construction.

Mayor Tourville suggested removing the College Heights area from the project and delaying it until 2015 to potentially include the utility component. He stated another option would be to leave the College Heights area in the project and ask the residents if they want the project delayed to look into adding the utility component.

Mr. Link stated if the sewer and water extension was to occur it could lead to rezoning and further subdivision of the lots.

Jim Berquist stated he was not opposed to the street project and did not want it delayed because it may cost more money in the future. He opined most of his neighbors felt the same way.

Councilmember Bartholomew stated it may make sense to pull College Heights out of the project until the sewer and water component can be added and the neighborhood has a chance to consider it with the cost information available.

Mayor Tourville stated it may be best to leave the project the way it is with the College Heights area included.

Motion by Mueller, second by Madden, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Bartholomew stated the curb and gutter was necessary for water quality and everyone was in agreement that the road needed to be reconstructed. He explained he was not an advocate of

trails but he understood the need for safety. He opined with safety in mind he could see the need for the trail in front of the college and Good Samaritan. He suggested removing the sidewalk along the south side of College Trail from the project because he did not think it would be used and did not see the need for it.

Councilmember Piekarski Krech stated the sidewalk along the south side was meant to connect the trail from the north side so pedestrians could get to Cahill.

Councilmember Bartholomew stated he would support the motion because it was important for the project to move forward. He reiterated his concern that the sidewalk along the south side of College Trail was not needed.

Councilmember Madden agreed with Councilmember Bartholomew's sentiments.

Motion by Tourville, second by Piekarski Krech, to adopt Resolution No. 14-12 Ordering Improvements, Authorizing and Approving Plans and Specifications, Authorizing Advertisement for Bids and approving a Waiver of Assessment Agreement for the 2014 Pavement Management Program, City Project No. 2014-09D – College Trail Reconstruction and Barbara Avenue Partial Reconstruction and Authorizing Advertisement for Bids for City Project No. 2014-06 – Blaine Avenue Retaining Wall Replacement

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech, second by Bartholomew, to adopt Resolution No. 14-13 relating to Parking Restrictions on College Trail from Broderick Boulevard to Cahill Avenue in the City of Inver Grove Heights and Resolution No. 14-14 Authorizing Use of Direct Purchase Eminent Domain Processes to Acquire Easement from Private Property Owners as required for College Trail Improvements included in City Project 2014-09D

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. HEIGHTS DEVELOPMENT: Consider Resolution relating to an Interim Use Permit Amendment to Allow for the One-Time Extension to Continue Limited Onsite Gravel Crushing for property located at 7280 Dickman Trail

Mr. Link reviewed the location of the property. He stated the request was to amend the interim use permit to extend the time frame. The interim use permit was for an on-site gravel crushing operation. The original permit was approved in 2006. The request was to operate under the same conditions as the previous permit. Crushing is allowed for a total of eight (8) consecutive days each calendar year from November 15th to April 15th. Hours are limited to 7 am to 5 pm. Staff was not aware of any issues, complaints, or problems since the original permit was issued. The applicant requested an extension of 25 years, Planning Commission recommended 20 years, and Planning staff recommended 10 years. Staff's recommendation for the shorter period of time was due to concerns regarding the City's long range plan to redevelop the Concord neighborhood. This particular location was one of four selected sites for redevelopment and it was felt that the crushing operation would not be a compatible use if redevelopment occurred around the site.

Councilmember Piekarski Krech questioned if the permit could be extended again after 10 years.

Mr. Link explained ordinance allowed only one extension for interim use permits. He stated that was the primary reason why the applicant requested a 25 year extension.

Ryan Stanton, Heights Development, explained when the original permit was approved an interim use permit was used in lieu of a conditional use permit. He stated his understanding was that the permit could be renewed multiple times provided there were no issues or problems with the operation. He noted that

was the sole reason why his request was for 25 years. He stated he would also be amenable to Planning Commission's recommended extension of 20 years. He explained his issue with the proposed 10 year extension was that at the end of that time period he would have to change the zoning to reapply for a permit at a substantial cost to him.

Mr. Lynch explained the City has begun to garner interest in redevelopment in the Concord area. He stated the City wanted to avoid the artificial creation of increased value because of the length of time the use would be allowed. He noted he wanted to ensure the City was not challenged by that issue if and when negotiations occur for purchase of the property over the next five (5) to ten (10) years.

Mr. Stanton stated the more likely scenario would be him negotiating with a larger developer for his property. He noted he would not turn down an offer to purchase his property if it was profitable for him.

Motion by Mueller, second by Bartholomew, to adopt Resolution No. 14-15 approving an Interim Use Permit Amendment to Allow for the One-Time Extension to Continue Limited Onsite Gravel Crushing for the Period of 20 Years for property located at 7280 Dickman Trail

Ayes: 5

Nays: 0 Motion carried.

PARKS AND RECREATION:

B. CITY OF INVER GROVE HEIGHTS: Consider Third Reading of an Ordinance Amendment to Title 11, Chapter 4 of the City Code (Subdivision Regulations) related to Updating Park Dedication Rates

Mr. Carlson stated no changes had been made since the first reading of the ordinance. He explained the information was provided to the Chamber of Commerce for review and the organization had no comments on the proposed changes to the ordinance.

Councilmember Bartholomew suggested a reduction in the cash dedication fee for industrial property to \$5,000 in order to match Rosemount. He opined it would make sense to match Rosemount's fee for industrial property in order to remain competitive in the market.

Councilmember Madden agreed with the proposed reduction in the cash dedication fee for industrial property.

Mayor Tourville questioned if the Council also wanted to raise the fees for residential property because they were less than other cities. He opined selectively increasing or decreasing certain fees and not others could throw off the formula that was created to calculate the fees.

Councilmember Bartholomew stated he did not want to increase any of the proposed fees. He opined the thought behind the proposed reduction for industrial property was the City's desire to spur development along Clark Road.

Councilmember Piekarski Krech opined the City needed to make industrial property more marketable to entice that type of development to occur. She stated residential development was going to occur regardless of the dedication fees.

Mr. Kuntz referenced number eight (8) in the resolution which discusses the methodology used to calculate the dedication fees for industrial property. He explained in order to get the desired fee of \$5,000 the Council needed to alter either the value per acre or the impact caused by industrial.

Councilmember Piekarski Krech suggested lowering the impact caused by industrial.

Mr. Kuntz stated to the extent that the City wants to explain the logic of how the fee was calculated, an alteration of both the contribution amount and the land dedication amount was required.

Motion by Mueller, second by Madden, to adopt Ordinance No. 1277 amending Inver Grove Heights City Code Sections 11-4-5 and 11-4-6 related to Park Dedication and Contribution Requirements and Resolution No. 14-16 Memorializing the Methodology Used to Establish Park Dedication and Contribution Fees and to reduce the dedication fee and the contribution amount for industrial to \$5,000

Ayes: 5

Nays: 0 Motion carried.

C. CITY OF INVER GROVE HEIGHTS: Consider Approval of Awarding Contract and Funding for the Dakota County Trailhead Project located in Swing Bridge Park

Mr. Carlson explained the Council was asked to approve the trailhead improvements for Swing Bridge Park in cooperation with Dakota County. He reviewed the improvements that had been made to Swing Bridge Park since 2010. Other agencies participating in the trailhead project included Dakota County and the National Park Service. The goals of the project were to provide: off-street parking, year-round access to restroom facilities, historical interpretation information, and picnic facilities. He explained Dakota County would contribute \$1,071,715 towards the project. The City's contribution, \$439,400, came from funds received through the State of Minnesota Bonding Grant. He noted both contributions included contingency funding. He explained the park would be open from 5 am to 10 pm and the restrooms would be open seven (7) days a week. The restroom facilities would be operated and maintained by Dakota County Parks. The picnic shelter would be available to rent through the City. He stated a joint powers agreement was in place that outlined each agency's operations and maintenance responsibilities.

Councilmember Mueller questioned if the City was responsible for maintenance of the picnic shelter.

Mr. Carlson responded in the affirmative.

Councilmember Bartholomew clarified that City ordinance states park hours start at 6 am, not 5 am.

Mr. Lynch stated there was a conflict between the County's established park hours and the City's ordinance.

Councilmember Bartholomew stated his understanding was the City could amend the ordinance just for Swing Bridge Park to coincide with the County's hours of operation.

Mr. Carlson stated he would look into the issue further.

Motion by Madden, second by Mueller, to adopt Resolution No. 14-17 approving the MRRT/Swing Bridge Park Trailhead Improvements in Conjunction with Dakota County

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

D. CITY OF INVER GROVE HEIGHTS: Consider Approval of City's Application to DEED for Host Community Grant Funding

Mr. Lynch explained when the MPCA took over enforcement of solid waste management an overall reduction in volume at landfills in Inver Grove Heights and Burnsville was anticipated. Council directed staff to pursue legislation that would provide funding to offset the cities' losses. The City will make application for DEED funds to purchase the former McPhillips property. The owner of the subject property approached the City to discuss the potential sale as part of the Concord redevelopment plan. The City would like to proceed with the purchase and turn the property over to the EDA for future resale in conjunction with redevelopment in the area.

Mr. Kuntz suggested a change to clarify three (3) sections of the application. The purpose of the change was to identify that the money being requested by the City would be transferred to the EDA. Upon receipt of the funds the EDA would become the acquiring authority and the named entity on the deed.

Councilmember Mueller questioned when the City would receive the money.

Mr. Lynch stated the funds had to be encumbered by the City by June 30th.

Councilmember Mueller questioned if the City would receive two separate payments or just one.

Mr. Lynch stated the City would receive \$437,500 for 2014 and would have to make a separate application to receive the same amount in 2015.

Motion by Madden, second by Piekarski Krech, to approve City's Application to DEED for Host Community Grant Funding with the clarifying language as suggested by the City Attorney.

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

9. ADJOURN: Motion by Mueller, second by Madden, to adjourn. The meeting was adjourned by a unanimous vote at 10:17 pm

DRAFT

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

Fiscal/FTE Impact:

<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of February 20, 2014 to March 5, 2014.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending March 5, 2014. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$514,150.66
Debt Service & Capital Projects	6,028.72
Enterprise & Internal Service	64,893.16
Escrows	1,906.14
	<hr/>
Grand Total for All Funds	<u><u>\$586,978.68</u></u>

If you have any questions about any of the disbursements on the list, please call Kristi Smith, Finance Director at 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period February 20, 2014 to March 5, 2014 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING March 5, 2014**

WHEREAS, a list of disbursements for the period ending March 5, 2014 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	\$514,150.66
Debt Service & Capital Projects	6,028.72
Enterprise & Internal Service	64,893.16
Escrows	1,906.14
Grand Total for All Funds	<u><u>\$586,978.68</u></u>

Adopted by the City Council of Inver Grove Heights this 10th day of March, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk



Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE PAINT & HARDWARE	519062/5	02/26/2014	501126	101.42.4200.423.60065	25.46
ACE PAINT & HARDWARE	516171/5	02/26/2014	501126	101.43.5100.442.60065	10.66
ACE PAINT & HARDWARE	517030/5	02/26/2014	501126	101.43.5100.442.60065	8.00
ACE PAINT & HARDWARE	518919/5	03/05/2014	501126	101.44.6000.451.60016	8.49
AFSCME COUNCIL 5	INV0026861	02/21/2014	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	26.84
AFSCME COUNCIL 5	INV0026862	02/21/2014	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	681.36
AFSCME COUNCIL 5	INV0026863	02/21/2014	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	80.26
AFSCME COUNCIL 5	INV0027055	03/07/2014	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	26.84
AFSCME COUNCIL 5	INV0027056	03/07/2014	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	681.36
AFSCME COUNCIL 5	INV0027057	03/07/2014	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	75.15
AT & T MOBILITY	287237771092X02122014	02/26/2014	287237771092	101.41.1000.413.50020	77.79
AT & T MOBILITY	287237771092X02122014	02/26/2014	287237771092	101.43.5100.442.50020	30.93
BLACKBIRD, JENNY	2/24/14	02/26/2014	PR 02/21	101.41.2000.415.10100	225.00
BLOOMINGTON CUSTOM EMBROIDERY	34160	03/05/2014	2/13/14	101.42.4200.423.30700	92.82
CA DEPT OF CHILD SUPPORT SERVICES	INV0026864	02/21/2014	MIGUEL GUADALAJARA FEIN/TAXPAY	101.203.2032100	279.69
CENTURY LINK	2/19/14 651 455 9072 782	03/05/2014	651 455 9072 782	101.42.4200.423.50020	41.46
CENTURY LINK	2/7/14 651 451 0205 0745	03/05/2014	651 451 0205 745	101.44.6000.451.50020	116.89
CHADER BUSINESS EQUIPMENT	IN11022	02/26/2014	IG00	101.42.4000.421.40044	180.00
CITY OF MINNEAPOLIS RECEIVABLES	400413004545	02/26/2014	612005356	101.42.4200.423.30700	2,218.50
CLAREY'S SAFETY EQUIPMENT	154078	02/26/2014	090500	101.42.4200.423.40042	174.46
COLLINS ELECTRICAL CONST.	1430195.01	03/05/2014	2/24/14	101.43.5200.443.40046	162.00
COMCAST	2/5/14 8772 10 591 035952	02/26/2014	8772 10 591 0359526	101.42.4200.423.30700	11.28
COORDINATED BUSINESS SYSTEMS	CNIN141035	02/26/2014	4555082	101.42.4200.423.30700	132.57
CUB FOODS	2/12/14	02/26/2014	HOUSE CHARGE 2/12/14	101.43.5100.442.60065	26.48
DAKOTA COMMUNICATIONS CENTER	IG2014-03	02/26/2014	MARCH 2014	101.42.4000.421.70502	42,672.60
DAKOTA COMMUNICATIONS CENTER	IG2014-03	02/26/2014	MARCH 2014	101.42.4200.423.70501	4,741.40
DAKOTA CTY FINANCIAL SVCS	JAN-14	03/05/2014	0430	101.42.4000.421.70501	1,329.81
DAKOTA CTY FINANCIAL SVCS	JAN-14	03/05/2014	0430	101.42.4200.423.30700	1,376.47
DAKOTA CTY FINANCIAL SVCS	JAN-14	03/05/2014	0430	101.43.5200.443.30700	46.66
DAKOTA CTY PROP TAXATION & RECORDS	2963	02/26/2014	2014 MAINTENANCE	101.41.1200.414.40044	3,125.00
EFTPS	INV0026882	02/21/2014	FEDERAL WITHHOLDING	101.203.2030200	38,982.13
EFTPS	INV0026884	02/21/2014	MEDICARE WITHHOLDING	101.203.2030500	11,342.82
EFTPS	INV0026885	02/21/2014	SOCIAL SECURITY WITHHOLDING	101.203.2030400	35,733.56
EFTPS	INV0027079	03/07/2014	FEDERAL WITHHOLDING	101.203.2030200	42,147.81
EFTPS	INV0027081	03/07/2014	MEDICARE WITHHOLDING	101.203.2030500	11,023.44
EFTPS	INV0027082	03/07/2014	SOCIAL SECURITY WITHHOLDING	101.203.2030400	33,114.44
ENTENMANN-ROVIN CO.	0097075-IN	02/26/2014	0011490	101.42.4000.421.60045	256.00
ENTENMANN-ROVIN CO.	0096872-IN	02/26/2014	0011490	101.42.4000.421.60045	91.00
FDIC	12/31/13 B	02/28/2014	ELAN CC 1/18/14 REDO	101.42.4200.423.60018	500.00
FIRST IMPRESSION GROUP, THE	56336-P	02/26/2014	55036	101.41.1100.413.50035	2,385.00
FIRSTSCRIBE	2461919	02/26/2014	2/1/14	101.43.5100.442.40044	250.00
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0026867	02/21/2014	HSA ELECTION-FAMILY	101.203.2032500	2,975.07
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0026868	02/21/2014	HSA ELECTION-SINGLE	101.203.2032500	2,855.99
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0027061	03/07/2014	HSA ELECTION-FAMILY	101.203.2032500	2,985.07
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0027062	03/07/2014	HSA ELECTION-SINGLE	101.203.2032500	2,855.99
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.41.1100.413.30550	5.43
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.41.2000.415.30550	21.47
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.42.4000.421.30550	76.02
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.43.5000.441.30550	5.43
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.43.5100.442.30550	21.72
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.44.6000.451.30550	18.16
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.45.3000.419.30550	4.92
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	101.45.3300.419.30550	10.86
GLASSING FLORIST	00339015	02/26/2014	00002002	101.41.1000.413.60065	117.78
HOFF, BARRY & KOZAR, P.A.	11041	02/26/2014	4292-001	101.41.1000.413.30420	103.24
HOFF, BARRY & KOZAR, P.A.	11041	02/26/2014	4292-001	101.41.1100.413.30420	103.25
HOME DEPOT CREDIT SERVICES	2/13/14 6035 3225 0255 48	02/26/2014	6035 3225 0255 4813	101.42.4200.423.40042	12.98
HOME DEPOT CREDIT SERVICES	2/13/14 6035 3225 0255 48	02/26/2014	6035 3225 0255 4813	101.42.4200.423.60011	49.85
HOME DEPOT CREDIT SERVICES	2/13/14 6035 3225 0255 48	02/26/2014	6035 3225 0255 4813	101.42.4200.423.60040	150.03
IAFC MEMBERSHIP	82644 2014 MEMBERSHIP	03/05/2014	82644	101.42.4200.423.50070	234.00
ICMA RETIREMENT TRUST - 457	INV0026869	02/21/2014	ICMA-AGE <49 %	101.203.2031400	3,892.94
ICMA RETIREMENT TRUST - 457	INV0026870	02/21/2014	ICMA-AGE <49	101.203.2031400	3,650.00
ICMA RETIREMENT TRUST - 457	INV0026871	02/21/2014	ICMA-AGE 50+ %	101.203.2031400	1,116.67
ICMA RETIREMENT TRUST - 457	INV0026872	02/21/2014	ICMA-AGE 50+	101.203.2031400	5,912.87
ICMA RETIREMENT TRUST - 457	INV0026873	02/21/2014	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	73.67
ICMA RETIREMENT TRUST - 457	INV0026880	02/21/2014	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	487.70
ICMA RETIREMENT TRUST - 457	INV0027063	03/07/2014	ICMA-AGE <49 %	101.203.2031400	4,763.29
ICMA RETIREMENT TRUST - 457	INV0027064	03/07/2014	ICMA-AGE <49	101.203.2031400	3,650.00
ICMA RETIREMENT TRUST - 457	INV0027065	03/07/2014	ICMA-AGE 50+ %	101.203.2031400	1,338.31
ICMA RETIREMENT TRUST - 457	INV0027066	03/07/2014	ICMA-AGE 50+	101.203.2031400	5,962.87
ICMA RETIREMENT TRUST - 457	INV0027067	03/07/2014	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	73.67

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 457	INV0027076	03/07/2014	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	487.70
INVER GROVE FORD	1/1/14	02/06/2014	94917	101.42.4000.421.70300	267.81
INVER GROVE FORD	12/26/13 94917	12/31/2013	94917	101.42.4000.421.70300	267.81
IPMA - HR MINNESOTA	4/23/14	03/05/2014	4/23/14 REGISTRATION	101.41.1100.413.50080	75.00
IUOE	INV0027068	03/07/2014	UNION DUES IUOE	101.203.2031000	1,121.75
KEEPRS, INC	238298	02/26/2014	INVERG0003	101.42.4000.421.60045	796.04
KILLION COMMUNICATION CONSULTANTS	2/27/14	03/05/2014	REFUND-OVERPAYMENT INVOICE 20	101.110.1150101	200.00
LANDRUM DOBBINS, LLC	1863	02/26/2014	JANUARY 2014	101.41.1100.413.30430	682.50
LELS	INV0027069	03/07/2014	UNION DUES (LELS)	101.203.2031000	1,350.00
LELS SERGEANTS	INV0027077	03/07/2014	UNION DUES (LELS SGT)	101.203.2031000	225.00
LEVANDER, GILLEN & MILLER P.A.	1/31/14 92000E	03/05/2014	92000E	101.42.4000.421.30410	16,581.36
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	101.41.2000.415.50025	117.90
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	101.44.6000.451.50025	78.60
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	101.45.3200.419.50025	22.93
MADISON NATIONAL LIFE INSURANCE COMPAN	1121093	02/26/2014	1012439000000000	101.203.2031700	2,508.99
MENARDS - WEST ST. PAUL	47500	03/05/2014	30170270	101.43.5200.443.60016	183.66
MIKE'S SHOE REPAIR, INC.	2242014	03/05/2014	2/24/14	101.42.4200.423.30700	28.00
MINNESOTA CHIEFS OF POLICE ASSOCIATION	MARCH/APRILE 2014	02/26/2014	TRAINING MARCH 31-APRIL 2 2014	101.42.4000.421.50080	1,460.00
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0026865	02/21/2014	RICK JACKSON FEIN/TAXPAYER ID: 4'	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0026866	02/21/2014	JUSTIN PARRANTO FEIN/TAXPAYER II	101.203.2032100	484.54
MN BOARD OF PEACE OFFICER STANDARDS	2014 RENEWAL	02/26/2014	2014 RENEWAL	101.42.4000.421.50070	450.00
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.207.2070300	0.61
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.207.2070300	(0.83)
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.42.4000.421.60006	163.79
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.42.4000.421.60040	62.56
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.42.4200.423.30700	69.44
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	101.42.4200.423.30700	35.53
MN DEPT OF REVENUE	INV0026883	02/21/2014	STATE WITHHOLDING	101.203.2030300	16,577.17
MN DEPT OF REVENUE	INV0027080	03/07/2014	STATE WITHHOLDING	101.203.2030300	17,239.15
MN FIRE SERVICE	2421	03/05/2014	2/5/14 EXAM	101.42.4200.423.30700	85.00
MN GFOA	02744	03/05/2014	RENEWAL 2014 MEMBERSHIP	101.41.2000.415.50070	60.00
MN GLOVE & SAFETY, INC.	278703	03/05/2014	CTINVP	101.44.6000.451.60045	165.50
MN LIFE INSURANCE CO	MARCH 2014	03/05/2014	POLICY #0027324	101.203.2030900	3,110.95
MN NCPERS LIFE INSURANCE	5420314	02/26/2014	MARCH 2014 542000	101.203.2031600	368.00
NATURE CALLS, INC.	20593	03/05/2014	JANUARY 2014	101.44.6000.451.40065	162.00
NORTH AMERICAN SALT	71124012	03/05/2014	533306/CSH950192	101.43.5200.443.60016	2,332.40
NORTH AMERICAN SALT	71122508	03/05/2014	533306/CSH950192	101.43.5200.443.60016	6,820.17
NPELRA	JANNETTO32820	02/26/2014	2014 MN ACTIVE MEMBERSHIP	101.41.1100.413.50070	200.00
OTIS, JOSHUA M	2/11/14	02/26/2014	REIMBURSE-LUNCH	101.42.4000.421.50075	17.81
PERA	INV0026874	02/21/2014	PERA COORDINATED PLAN	101.203.2030600	29,563.26
PERA	INV0026875	02/21/2014	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,365.04
PERA	INV0026876	02/21/2014	PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0026877	02/21/2014	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	57.69
PERA	INV0026878	02/21/2014	PERA POLICE & FIRE PLAN	101.203.2030600	10,971.55
PERA	INV0026879	02/21/2014	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	16,457.30
PERA	INV0027070	03/07/2014	PERA COORDINATED PLAN	101.203.2030600	31,822.80
PERA	INV0027071	03/07/2014	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,545.81
PERA	INV0027072	03/07/2014	PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0027073	03/07/2014	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	57.69
PERA	INV0027074	03/07/2014	PERA POLICE & FIRE PLAN	101.203.2030600	12,002.36
PERA	INV0027075	03/07/2014	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	18,003.47
PRECISE MRM	IN200-1001414	03/05/2014	000208	101.43.5200.443.50070	124.63
RIVER HEIGHTS CHAMBER OF COMMERCE	4361	02/26/2014	2/3/14	101.41.1000.413.50075	40.00
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	101.41.1100.413.60070	71.44
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	101.41.1100.413.60070	(12.32)
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	101.42.4200.423.60070	53.79
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	101.45.3000.419.60010	11.07
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	101.45.3300.419.60040	3.64
SAM'S CLUB	2/23/14 7715 0900 6184 56	03/05/2014	7715 0900 6184 5624	101.43.5200.443.50070	45.00
SAM'S CLUB	2/23/14 7715 0904 0133 48	03/05/2014	7715 0904 0133 4891	101.42.4200.423.50075	153.25
SCHROEPFER, WILLIAM	2/27/14	03/05/2014	REIMBURSE-MILEAGE FEB	101.41.2000.415.50065	102.37
SELA ROOFING & REMODELING	75845	02/21/2014	REFUND-10840 ALBERTON	101.45.0000.3221000	459.40
SEXTON COMPANY, THE	56881-A	02/26/2014	4115	101.43.5100.442.60045	28.00
SHORT ELLIOTT HENDRICKSON, INC.	277746	02/26/2014	4340	101.43.5100.442.30300	346.76
SPRINT	842483314-147	02/26/2014	84283314	101.41.1000.413.50020	69.98
SPRINT	842483314-147	02/26/2014	84283314	101.41.1100.413.50020	34.99
SPRINT	842483314-147	02/26/2014	84283314	101.41.2000.415.50020	35.83
SPRINT	842483314-147	02/26/2014	84283314	101.42.4000.421.50020	1,114.20
SPRINT	842483314-147	02/26/2014	84283314	101.42.4200.423.50020	639.92
SPRINT	842483314-147	02/26/2014	84283314	101.43.5000.441.50020	92.72
SPRINT	842483314-147	02/26/2014	84283314	101.43.5100.442.50020	270.24
SPRINT	842483314-147	02/26/2014	84283314	101.43.5200.443.50020	248.29
SPRINT	842483314-147	02/26/2014	84283314	101.44.6000.451.50020	336.04
SPRINT	842483314-147	02/26/2014	84283314	101.45.3000.419.50020	104.31
SPRINT	842483314-147	02/26/2014	84283314	101.45.3300.419.50020	205.70
STANGER, LARRY	2/26/14	03/05/2014	REIMBURSE-LUNCH	101.42.4000.421.50075	21.66
STERLING CODIFIERS	14854	02/26/2014	IN0921	101.41.1100.413.30700	862.00
STRAIGHT RIVER MEDIA	1282	02/26/2014	MARCH-APRIL 2014	101.41.1100.413.50032	900.00
STREAMLINE DESIGN INC	33913	03/05/2014	1/23/14	101.42.4200.423.60045	106.92
TOTAL CONSTRUCTION & EQUIP.	59679	03/05/2014	CIT001	101.44.6000.451.40047	141.44
TOTAL CONSTRUCTION & EQUIP.	59695	03/05/2014	CIT001	101.44.6000.451.40040	156.54

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOTAL CONSTRUCTION & EQUIP.	59520	03/05/2014	CIT001	101.44.6000.451.40047	95.90
TRACTOR SUPPLY CREDIT PLAN	2/18/14 6035 3012 0018 36	03/05/2014	6035 3012 0018 3679	101.43.5200.443.60016	16.99
TRANS UNION LLC	01456657	02/26/2014	0924V0009007	101.41.1100.413.30500	15.90
TWIN CITIES OCCUPATIONAL HEALTH PC	102175955	02/26/2014	N26-1251001589	101.41.1100.413.30500	110.00
UNIFIRST CORPORATION	090 0193438	03/05/2014	1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0193438	03/05/2014	1051948	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0194283	03/05/2014	1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0194283	03/05/2014	1051948	101.44.6000.451.60045	25.41
UNIFORMS UNLIMITED	194796	02/26/2014	I14866	101.42.4000.421.60045	69.10
UNIFORMS UNLIMITED	195604	03/05/2014	L20500	101.42.4000.421.60045	387.97
UNITED WAY	INV0026881	02/21/2014	UNITED WAY	101.203.2031300	105.00
UNITED WAY	INV0027078	03/07/2014	UNITED WAY	101.203.2031300	105.00
WAL-MART BUSINESS	2/22/14 6032 2025 3025 71	03/05/2014	6032 2025 3025 7113	101.42.4000.421.60065	90.92
YUCKOS INC	13689	03/05/2014	021214MB	101.44.6000.451.60011	438.00
Fund: 101 - GENERAL FUND					485,482.23
ENSEMBLE CREATIVE & MARKETING	IGH022514	03/05/2014	2/25/14	201.44.1600.465.50025	3,460.00
RIVER HEIGHTS CHAMBER OF COMMERCE	4413	03/05/2014	JANUARY/FEBRUARY 2014	201.44.1600.465.30700	3,500.00
RIVER HEIGHTS CHAMBER OF COMMERCE	4413	03/05/2014	JANUARY/FEBRUARY 2014	201.44.1600.465.40065	400.00
Fund: 201 - C.V.B. FUND					7,360.00
FUN EXPRESS INC	661659406-01	03/05/2014	1/23/14	204.44.6100.452.60009	110.23
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	204.44.6100.452.30550	2.35
MCWITHEY, SANDY	2/20/14	03/05/2014	REFUND-TRIP CANCELLATION	204.227.2271000	67.00
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	204.207.2070300	102.80
SPRINT	842483314-147	02/26/2014	84283314	204.44.6100.452.50020	81.56
TAHO SPORTSWEAR	14TF0206	03/05/2014	BROOMBALL	204.44.6100.452.60045	114.10
TARGET BANK	2/18/14 00028954117	03/05/2014	00028954117	204.44.6100.452.60009	41.23
TARGET BANK	2/18/14 00028954117	03/05/2014	00028954117	204.44.6100.452.60009	28.12
Fund: 204 - RECREATION FUND					547.39
ACE PAINT & HARDWARE	519099/5	03/05/2014	501126	205.44.6200.453.60016	3.99
ACE PAINT & HARDWARE	519099/5	03/05/2014	501126	205.44.6200.453.60040	13.49
ACE PAINT & HARDWARE	519099/5	03/05/2014	501126	205.44.6200.453.60040	13.50
ACE PAINT & HARDWARE	519101/5	03/05/2014	2/26/14	205.44.6200.453.60016	48.45
AQUA LOGIC, INC.	41823	02/26/2014	2/13	205.44.6200.453.40040	825.66
AQUA LOGIC, INC.	41853	02/26/2014	2/18/14	205.44.6200.453.40040	160.06
BODSBERG, KYLE	2/13/14	02/26/2014	REIMBURSE-BOOT ALLOWANCE	205.44.6200.453.60045	60.99
BODSBERG, KYLE	2/13/14	02/26/2014	REIMBURSE-BOOT ALLOWANCE	205.44.6200.453.60045	60.99
COMCAST	2/12/14 8772 10 591 01271	02/26/2014	8772 10 591 0127188	205.44.6200.453.50070	58.74
COMMON SENSE BUILDING SERVICES, INC.	32943	03/05/2014	FEBRUARY 2014	205.44.6200.453.40040	6,767.85
DAKOTA GLASS & GLAZING INC	2014054	02/26/2014	2/17/14	205.44.6200.453.60016	80.00
FISHER, JON	2/26/14 B	03/05/2014	REFUND-DAKOTA CTY DIVING CANCE	205.207.2070300	3.47
FISHER, JON	2/26/14 B	03/05/2014	REFUND-DAKOTA	205.44.0000.3492700	48.75
FISHER, JON	2/26/14	03/05/2014	REFUND-CANCELLATION	205.207.2070300	4.21
FISHER, JON	2/26/14	03/05/2014	REFUND-CANCELLATION	205.44.0000.3492700	59.07
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	205.44.6200.453.30550	23.00
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	205.44.6200.453.30550	5.43
GRAINGER	9369886933	03/05/2014	806460150	205.44.6200.453.60016	9.84
GRAINGER	9370250798	03/05/2014	806460150	205.44.6200.453.60016	83.05
GRAINGER	9373396960	03/05/2014	806460150	205.44.6200.453.60016	16.76
HAWKINS, INC.	3566305	03/05/2014	108815	205.44.6200.453.60024	850.51
HAWKINS, INC.	3566306	03/05/2014	108815	205.44.6200.453.60024	451.12
HILLYARD INC	601041969	03/05/2014	274069	205.44.6200.453.60011	268.86
HILLYARD INC	601041969	03/05/2014	274069	205.44.6200.453.60011	268.86
HILLYARD INC	700121018	03/05/2014	285036	205.44.6200.453.40042	222.75
HILLYARD INC	700121018	03/05/2014	285036	205.44.6200.453.40042	222.75
IT'S TIME LLC	21043	03/05/2014	FEB/MAR 2014	205.44.6200.453.50025	150.00
MENARDS - WEST ST. PAUL	46940	03/05/2014	30170270	205.44.6200.453.60016	40.39
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	205.207.2070300	7,708.69
MUELLER, ANNMARIE	2/18/14	02/26/2014	REFUND-OVER PAYMENT APRIL TURI	205.207.2070300	0.67
MUELLER, ANNMARIE	2/18/14	02/26/2014	REFUND-OVER PAYMENT APRIL TURI	205.44.0000.3492300	9.33
NAC MECHANICAL & ELECTRICAL SERVICE	99590	02/26/2014	8712-1	205.44.6200.453.40040	510.00
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	205.44.6200.453.60065	16.50
SPRINT	842483314-147	02/26/2014	84283314	205.44.6200.453.50020	19.49
SPRINT	842483314-147	02/26/2014	84283314	205.44.6200.453.50020	55.47
SPRINT	842483314-147	02/26/2014	84283314	205.44.6200.453.50020	83.85
SPRINT	842483314-147	02/26/2014	84283314	205.44.6200.453.50020	83.86
SPRUNG SERVICES	63941	02/26/2014	2/10/14	205.44.6200.453.40040	679.00
STATE OF MN - DEPT OF PUBLIC SAFETY	1907100512013 M-65259	03/05/2014	2524	205.44.6200.453.50070	50.00
STATE OF MN - DEPT OF PUBLIC SAFETY	1907100512013 M-65259	03/05/2014	2524	205.44.6200.453.50070	50.00
TARGET BANK	2/18/14 00028954117	03/05/2014	00028954117	205.44.6200.453.60065	18.47
TARGET BANK	2/18/14 00028954117	03/05/2014	00028954117	205.44.6200.453.60065	18.94
UNITED LABORATORIES	INV074502	02/26/2014	304172	205.44.6200.453.60011	165.19
UNITED LABORATORIES	INV074502	02/26/2014	304172	205.44.6200.453.60011	165.19
Fund: 205 - COMMUNITY CENTER					20,457.19
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	290.45.3000.419.30550	0.57
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	290.45.3000.419.50025	303.28
Fund: 290 - EDA					303.85

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHORT ELLIOTT HENDRICKSON, INC.	278234	02/26/2014	4340	426.72.5900.726.30300	988.82
Fund: 426 - 2006 IMPROVEMENT FUND					988.82
DCA TITLE	27006	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	300.00
DCA TITLE	27011	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27014	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27023	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27025	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27026	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27033	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27042	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
DCA TITLE	27113	02/26/2014	TITLE COMMITMENT FEE	440.74.5900.740.30700	400.00
FINANCE & COMMERCE, INC.	741423344	02/26/2014	10025798	440.74.5900.740.50025	226.71
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	440.74.5900.740.50025	91.70
Fund: 440 - PAVEMENT MANAGEMENT PROJ					3,818.41
JOEL CARLSON	2/17/14	02/26/2014	MARCH 2014	451.75.5900.751.30700	1,000.00
Fund: 451 - HOST COMMUNITY FUND					1,000.00
GREEN LIGHTS RECYCLING INC	14-1601	03/05/2014	S1022	454.43.5500.446.40025	221.49
Fund: 454 - LANDFILL ABATEMENT					221.49
ACE PAINT & HARDWARE	518994/5	02/26/2014	501126	501.50.7100.512.60016	15.48
ACE PAINT & HARDWARE	519028/5	02/26/2014	501126	501.50.7100.512.60016	54.42
ACE PAINT & HARDWARE	519034/5	02/26/2014	501126	501.50.7100.512.60016	(9.00)
ACE PAINT & HARDWARE	519081/5	03/05/2014	501126	501.50.7100.512.60016	7.49
ACE PAINT & HARDWARE	518073/5	02/26/2014	501126	501.50.7100.512.60016	6.40
ACE PAINT & HARDWARE	519102/5	03/05/2014	501126	501.50.7100.512.60016	10.50
ACE PAINT & HARDWARE	519114/5	03/05/2014	501126	501.50.7100.512.60016	19.98
ACE PAINT & HARDWARE	517056/5	02/26/2014	501126	501.50.7100.512.60016	17.09
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	501.50.7100.512.30550	15.77
GREAT NORTHERN ENVIRONMENTAL LLC	31	02/26/2014	1/3/14	501.50.7100.512.60022	142.68
HD SUPPLY WATERWORKS LTD	B732899	02/26/2014	099872	501.50.7100.512.75500	360.46
HD SUPPLY WATERWORKS LTD	C064933	03/05/2014	099872	501.50.7100.512.75500	537.60
HOSE / CONVEYORS INC	00042639	02/26/2014	CIT300	501.50.7100.512.60016	7.60
KILLION COMMUNICATION CONSULTANTS	2/27/14	03/05/2014	REFUND-OVERPAYMENT INVOICE 20	501.110.1150101	200.00
MN AWWA	INV0027102	03/05/2014	4/1/14-4/3/14 REGISTRATION	501.50.7100.512.50070	700.00
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	501.207.2070200	1,283.72
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	501.207.2070300	55.19
MN PIPE & EQUIPMENT	0311328	03/05/2014	2195	501.50.7100.512.60016	138.21
SHORT ELLIOTT HENDRICKSON, INC.	278233	02/26/2014	4340	501.50.7100.512.30300	2,924.90
SPRINT	842483314-147	02/26/2014	84283314	501.50.7100.512.50020	383.89
STATE OF MN - DEPT OF PUBLIC SAFETY	1907100472013 M-66673	03/05/2014	190710047	501.50.7100.512.40040	100.00
STATE OF MN - DEPT OF PUBLIC SAFETY	1907100492013 M-66669	03/05/2014	190710049	501.50.7100.512.40040	25.00
TKDA	002014000301	03/05/2014	0014026.007	501.50.7100.512.30700	1,418.02
VALLEY-RICH CO, INC	19784	02/26/2014	R13556	501.50.7100.512.40050	732.76
VESSCO INC	59372	02/26/2014	13641	501.50.7100.512.40040	398.52
WATER CONSERVATION SERVICES INC	4691	03/05/2014	1/28/14	501.50.7100.512.30700	278.00
WATER CONSERVATION SERVICES INC	4661	02/26/2014	JAN 21 2014	501.50.7100.512.30700	272.40
Fund: 501 - WATER UTILITY FUND					10,097.08
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	502.51.7200.514.30550	11.42
Fund: 502 - SEWER UTILITY FUND					11.42
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	503.52.8600.521.30550	10.86
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	503.52.8600.527.30550	5.43
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	503.207.2070300	2.39
MPGMA	2014-22	03/05/2014	2014 DUES	503.52.8500.526.50070	70.00
NAPA OF INVER GROVE HEIGHTS	366359	02/26/2014	4165	503.52.8600.527.60012	31.04
NARDINI FIRE EQUIPMENT CO., INC.	449641	03/05/2014	INVGOLCLU	503.52.8600.527.60065	196.38
NATIONAL AUTOMATIC SPRINKLER CO.	29747	02/26/2014	2/11/14	503.52.8500.526.40040	247.00
SPRINT	842483314-147	02/26/2014	84283314	503.52.8500.526.50020	115.43
STATE OF MN - DEPT OF PUBLIC SAFETY	1907100482013 M-66817	03/05/2014	190710048	503.52.8600.527.50070	25.00
WINZER CORPORATION	4956574	03/05/2014	177723	503.52.8600.527.40042	572.57
Fund: 503 - INVER WOOD GOLF COURSE					1,276.10
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	602.00.2100.415.30550	0.30
KENNEDY & GRAVEN	118631	02/26/2014	NV125-00045	602.00.2100.415.30420	180.80
LEAGUE OF MN CITIES INS TRUST	C0028653	02/26/2014	C0028653	602.00.2100.415.70200	1,678.65
Fund: 602 - RISK MANAGEMENT					1,859.75
ABM EQUIPMENT & SUPPLY	0138812-IN	02/26/2014	0126850	603.00.5300.444.40041	282.13
ACE PAINT & HARDWARE	519027/5	03/05/2014	501126	603.00.5300.444.60012	11.99
ACE PAINT & HARDWARE	516378/5	03/05/2014	501126	603.00.5300.444.60012	49.96
BOYER TRUCKS - PARTS DISTRIBUTION	827452	03/05/2014	C20390	603.00.5300.444.40041	459.98
C-AIRE INC	119333	03/05/2014	55077C	603.00.5300.444.40040	623.44
CARQUEST OF MSP-ROSEMOUNT	1596-209539	03/05/2014	614420	603.00.5300.444.40041	58.94
CARQUEST OF MSP-ROSEMOUNT	1596-209553	03/05/2014	614420	603.00.5300.444.60012	39.31
COMMON SENSE BUILDING SERVICES, INC.	32943	03/05/2014	FEBRUARY 2014	603.00.5300.444.40040	273.76
EMERGENCY AUTOMOTIVE TECHNOLOGIES	AW022614-60	03/05/2014	2/26/14	603.00.5300.444.40041	107.80
EMERGENCY AUTOMOTIVE TECHNOLOGIES	CS100813-16	03/05/2014	10/8/13	603.00.5300.444.40041	127.40

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FLEETPRIDE	59312675	03/05/2014	2/17/14	603.00.5300.444.40041	277.06
FLEETPRIDE	59317657	03/05/2014	501278	603.00.5300.444.40041	73.62
FLEETPRIDE	59319733	03/05/2014	565	603.00.5300.444.40041	(75.89)
FLEETPRIDE	59100750	02/26/2014	501278	603.00.5300.444.40041	285.79
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	603.00.5300.444.30550	5.43
H&L MESABI	90101	03/05/2014	514	603.00.5300.444.40041	751.84
INVER GROVE FORD	5134362	02/05/2014	1/22/14	603.00.5300.444.40041	44.52
INVER GROVE FORD	5134762	02/06/2014	1/27/14	603.00.5300.444.40041	19.25
INVER GROVE FORD	5132109	12/31/2013	12/26/13	603.00.5300.444.40041	(773.33)
INVER GROVE FORD	5132111	12/31/2013	12/26/13	603.00.5300.444.40041	(343.89)
INVER GROVE FORD	5136916	03/05/2014	2/18/14	603.00.5300.444.40041	68.43
INVER GROVE FORD	5135855	02/19/2014	2/6/14	603.00.5300.444.40041	20.25
INVER GROVE FORD	6133545/1	03/05/2014	12/23/14	603.00.5300.444.40041	2,107.66
KIMBALL MIDWEST	3405384	03/05/2014	222006	603.140.1450050	40.50
KIMBALL MIDWEST	3390049	02/26/2014	222006	603.00.5300.444.60012	390.03
KIMBALL MIDWEST	3396198	03/05/2014	222006	603.00.5300.444.60012	280.51
KIMBALL MIDWEST	3396198	03/05/2014	222006	603.140.1450050	65.00
MASTER TRANSMISSION	218305	02/26/2014	3177	603.00.5300.444.40041	160.08
MN DEPT OF REVENUE	JANUARY 2014	02/20/2014	SALES AND USE TAX JANUARY 2014	603.00.5300.444.40041	3.11
MN DEPT OF REVENUE	JANUARY 2014	02/24/2014	JANUARY 2014 PETRO TAX	603.00.5300.444.60021	1,069.04
MN POLLUTION CONTROL AGENCY	2200095286	02/26/2014	MND007183841	603.00.5300.444.40025	251.00
O'REILLY AUTO PARTS	1767-468592	02/26/2014	70342	603.00.5300.444.40041	53.67
O'REILLY AUTO PARTS	1767-469015	02/26/2014	70348	603.00.5300.444.40041	41.94
O'REILLY AUTO PARTS	1767-469022	02/26/2014	703429	603.00.5300.444.60040	17.98
O'REILLY AUTO PARTS	1767-469027	02/26/2014	70342	603.00.5300.444.60040	16.00
O'REILLY AUTO PARTS	1767-499043	02/26/2014	2/13/14	603.00.5300.444.40041	11.70
O'REILLY AUTO PARTS	1767-469149	03/05/2014	1578028	603.140.1450050	12.36
O'REILLY AUTO PARTS	1767-469866	03/05/2014	1578028	603.140.1450050	19.77
O'REILLY AUTO PARTS	1757-470633	03/05/2014	1578028	603.140.1450050	84.64
O'REILLY AUTO PARTS	1767-470568	03/05/2014	1578028	603.00.5300.444.60040	11.65
O'REILLY AUTO PARTS	1767-470713	03/05/2014	1578029	603.00.5300.444.40041	39.66
O'REILLY AUTO PARTS	1767-470848	03/05/2014	1578022	603.00.5300.444.60012	11.14
OXYGEN SERVICE COMPANY, INC	07753869	03/05/2014	04393	603.00.5300.444.60012	79.00
POMP'S TIRE SERVICE, INC.	980005403	02/26/2014	4502557	603.00.5300.444.60014	267.50
POMP'S TIRE SERVICE, INC.	980005873	03/05/2014	4502557	603.00.5300.444.60014	1,061.72
SCHARBER & SONS	R05146	03/05/2014	INVER001	603.00.5300.444.40041	2,194.11
SCHARBER & SONS	P38402	03/05/2014	INVER001	603.00.5300.444.40041	171.23
SEVENICH, JOHN	5630	03/05/2014	REFUND-MAIL BOX	603.00.5300.444.60016	75.00
SOUTH ST PAUL STEEL SUPPLY CO	01130749	02/26/2014	0100202	603.00.5300.444.60012	675.78
SPRINT	842483314-147	02/26/2014	84283314	603.00.5300.444.50020	93.60
TOWMASTER TRAILERS INC	355886	03/05/2014	2946	603.00.5300.444.40041	110.03
TRACTOR SUPPLY CREDIT PLAN	2/18/14 6035 3012 0018 36	03/05/2014	6035 3012 0018 3679	603.00.5300.444.40041	31.65
TRACTOR SUPPLY CREDIT PLAN	2/18/14 6035 3012 0018 36	03/05/2014	6035 3012 0018 3679	603.00.5300.444.60012	11.97
UNIFIRST CORPORATION	090 0193438	03/05/2014	1051948	603.00.5300.444.40065	73.52
UNIFIRST CORPORATION	090 0193438	03/05/2014	1051948	603.00.5300.444.60045	28.17
UNIFIRST CORPORATION	090 0194283	03/05/2014	1051948	603.00.5300.444.40065	73.52
UNIFIRST CORPORATION	090 0194283	03/05/2014	1051948	603.00.5300.444.60045	28.17
VARITECH INDUSTRIES, INC.	IN060-1001970	03/05/2014	001626	603.00.5300.444.40041	101.57
WESTERN PETROLEUM COMPANY	97130694-41801	02/26/2014	112741	603.00.5300.444.60012	460.86
WESTERN PETROLEUM COMPANY	97131294-41801	03/05/2014	112741	603.00.5300.444.40041	159.50
YOCUM OIL COMPANY, INC.	612069	03/05/2014	502860	603.140.1450060	12,876.16
ZIEGLER INC	PC100121375	03/05/2014	4069900	603.00.5300.444.40041	73.71
ZIEGLER INC	PC001541179	03/05/2014	4069900	603.00.5300.444.40041	92.19
Fund: 603 - CENTRAL EQUIPMENT					25,814.19
COORDINATED BUSINESS SYSTEMS	246342497	02/26/2014	923425	604.00.2200.416.40050	96.41
COORDINATED BUSINESS SYSTEMS	ARIN079208	02/26/2014	4502512	604.00.2200.416.60010	155.15
COORDINATED BUSINESS SYSTEMS	CNIN141629	03/05/2014	4502512	604.00.2200.416.40050	396.78
OFFICEMAX INC	716626	02/26/2014	687054	604.00.2200.416.60005	157.52
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60005	546.64
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60010	97.52
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60010	209.77
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60010	269.04
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60010	231.27
S & T OFFICE PRODUCTS	JANUARY 2014	02/26/2014	JANUARY 2014	604.00.2200.416.60010	423.30
Fund: 604 - CENTRAL STORES					2,583.40
COMMON SENSE BUILDING SERVICES, INC.	32943	03/05/2014	FEBRUARY 2014	605.00.7500.460.40040	3,478.41
CULLIGAN	1/31/14 157-98503022-8	02/26/2014	157-98503022-8	605.00.7500.460.60011	59.35
HOME DEPOT CREDIT SERVICES	2/13/14 6035 3225 0206 19	03/05/2014	6035 3225 0206 1959	605.00.7500.460.60011	90.47
HORWITZ NS/I	C003169	02/26/2014	CTYOFIGH	605.00.7500.460.40040	2,580.00
HORWITZ NS/I	w30760	03/05/2014	CTYOFIGH	605.00.7500.460.40040	623.75
HUEBSCH SERVICES	3212393	02/26/2014	100075	605.00.7500.460.40065	107.49
LONE OAK COMPANIES	62186	03/05/2014	MAILING UTILITY BILLS	605.00.7500.460.50035	447.14
LONE OAK COMPANIES	2/26/14	02/26/2014	UTILITY BILLING FEBRUARY 2014	605.00.7500.460.50035	1,464.18
MINNESOTA ELEVATOR, INC	302140	02/26/2014	5395	605.00.7500.460.40040	232.60
NEOPOST USA INC	14186360	02/26/2014	52240662-711508	605.00.7500.460.40044	508.73
P&D MECHANICAL CONTRACTING CO.	10067	02/26/2014	1/31/14	605.00.7500.460.40040	455.00
USA MOBILITY WIRELESS INC	X0317493B	02/26/2014	0317483-5	605.00.7500.460.40065	4.89
Fund: 605 - CITY FACILITIES					10,052.01

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANCED TECHNOLOGY SYSTEMS, INC.	72019	02/26/2014	2/5/14	606.00.1400.413.60010	588.70
AT & T MOBILITY	287237771092X02122014	02/26/2014	28723771092	606.00.1400.413.50020	25.93
ESRI INC	25611242	02/26/2014	3/8/14-3/7/15 MAINTENANCE	606.00.1400.413.30700	7,831.90
GENESIS EMPLOYEE BENEFITS, INC	22508	02/26/2014	4TH QUARTER	606.00.1400.413.30550	5.43
GRAINGER	9367941284	02/26/2014	806460150	606.00.1400.413.60040	210.46
GS DIRECT, INC.	304362	02/26/2014	CIT165	606.00.1400.413.60010	559.04
INTEGRA TELECOM	11746562	02/26/2014	645862	606.00.1400.413.50020	779.77
INTEGRA TELECOM	120350195	02/26/2014	002129	606.00.1400.413.50020	160.69
OFFICE OF MN. IT SERVICES	DV14010464	02/26/2014	200B00171	606.00.1400.413.30750	311.81
SPRINT	842483314-147	02/26/2014	84283314	606.00.1400.413.50020	84.82
SPRINT	842483314-147	02/26/2014	84283314	606.46.0000.3660000	(111.92)
WORKS COMPUTING, INC.	21252	02/26/2014	INVER	606.00.1400.413.30700	1,150.00
WORKS COMPUTING, INC.	21331	02/26/2014	INVER	606.00.1400.413.30700	1,602.58
Fund: 606 - TECHNOLOGY FUND					13,199.21
CULLIGAN	1/31/14 157-98473242-8	02/26/2014	157-98473242-8	702.229.2286300	39.80
EMMONS & OLIVIER RESOURCES	00095-0037-8	12/31/2013	10025798	702.229.2298301	1,027.97
HEALTHEAST VEHICLE SERVICES	20452	02/26/2014	1/17/14	702.229.2291000	556.61
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	702.229.2303001	28.00
LILLIE SUBURBAN NEWSPAPERS	1/31/14 001363	02/26/2014	001363	702.229.2303101	24.50
SOUTH EAST TOWING	13-4272	03/05/2014	FORFEITURE 13-4272	702.229.2291000	229.26
Fund: 702 - ESCROW FUND					1,906.14
Grand Total					586,978.68

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order No. 1 for City Project No. 2006-08 – Asher Water Tower Replacement

Meeting Date: March 10, 2014
Item Type: Consent
Contact: Scott D. Thureen, 651.450.2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SDT* *YB*

- Fiscal/FTE Impact:**
- None
 - Amount included in current budget
 - Budget amendment requested
 - FTE included in current complement
 - New FTE requested – N/A
 - Other: Water Operating Fund

PURPOSE/ACTION REQUESTED

Consider Change Order No. 1 for City Project No. 2006-08 – Asher Water Tower Replacement.

SUMMARY

The improvements were ordered by the City Council on March 26, 2012. The contract was awarded in the amount of \$2,187,000 to CB & I, Inc. on November 26, 2012 for City Project No. 2006-08 – Asher Water Tower Replacement.

Change Order No. 1 is for: (1) a credit for the cost of performing shop inspections (\$11,154.00) as set forth in the contract documents (the work was billed under SEH invoice no. 272171 that was paid by the City), and (2) additional costs for over-excavation and replacement of poor quality soils with lean concrete, \$2,226.00.

I recommend approval of Change Order No. 1 in the amount of (\$8,928.00), for an adjusted contract amount of \$2,178,072.00, for work on City Project No. 2006-08 – Asher Water Tower Replacement

SDT/kf

Attachment: Change Order No. 1



CONTRACT CHANGE ORDER NO. 1
ASHER WATER TOWER
CITY OF INVER GROVE HEIGHTS, MN
SEH FILE NO. 123899

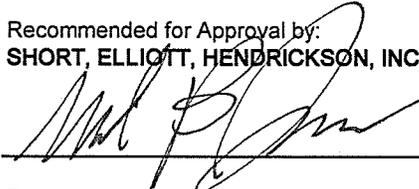
Date: February 12, 2014

ITEM DESCRIPTION	TOTAL
1 Delete Cost of Shop Inspections Contract CREDIT to the Owners for the cost of performing shop inspections as set forth in the Contract Documents. Invoice No. 272171 for this work billed under SEH Project No. 124581, dated 8/20/2013, was previously paid by the City of Inver Grove Heights.	\$ <u>(11,154.00)</u>
2 Unforeseen Soil Conditions Contract ADD for all labor and materials associated with over-excavation and replacement of the poorer quality soils with lean concrete.	\$ <u>2,226.00</u>
3 Substantial Completion Date Contract ADD of 3 days to the Substantial Completion date for the work performed under Item 2, above, changing it from August 1, 2014 to August 4, 2014.	\$ <u>0.00</u>
4 Final Completion Date Contract ADD of 3 days to the Final Completion date for the work performed under Item 2, above, changing it from August 31, 2014 to September 3, 2014.	\$ <u>0.00</u>
Total This Change Order No. 1	\$ <u>-8,928.00</u>

CONTRACT SUMMARY

Original Contract Amount:	\$ <u>2,187,000.00</u>
Total This Change Order No. 1:	\$ <u>-8,928.00</u>
Total All Previous Change Orders:	\$ <u>0.00</u>
Revised Contract Amount:	\$ <u>2,178,072.00</u>

Recommended for Approval by:
SHORT, ELLIOTT, HENDRICKSON, INC.



Date: 2-18-14

Approved by Owner:
CITY OF INVER GROVE HEIGHTS

 Date: _____

Approved by Contractor:
CB&I, Inc.



Date: 2/12/2014

Approved by Owner:
CITY OF INVER GROVE HEIGHTS

 Date: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Quote for Purchase of Traffic Counting Equipment

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SAT

- Fiscal/FTE Impact:
- None
 - Amount included in current budget
 - Budget amendment requested
 - FTE included in current complement
 - New FTE requested – N/A
 - Other: Pavement Management Fund

PURPOSE/ACTION REQUESTED

Accept quote for purchase of traffic counting equipment.

SUMMARY

The City is required to conduct traffic counts on our Municipal State Aid streets every four years. Our last counts were conducted in 2010 and we are scheduled to do new counts in 2014. The traffic counts are reported to Mn/DOT and incorporated into their traffic modeling. In 2010, the equipment used to complete the counts was getting old and the rubber counting tubes and equipment were worn out. The old equipment needs to be replaced.

Two quotes were received:

Countingcars.com	\$2,559.50 (combined with Traffic Counters on-line)
International Road Dynamics	\$3,597.00

I recommend accepting the proposal from Countingcars.com and Traffic Counters on-line. The equipment would be funded from the Pavement Management Fund.

TJK/kf
 Attachments: Quotes

QUOTE 2

COUNTINGCARS.com

Your One Stop Shop For Traffic Counting Equipment!

Attn: Nick Hahn
City of Inver Grove Heights
February 14, 2014

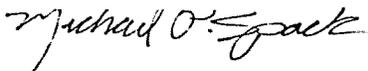
Re: Tube Counter Accessories Quote [February 14 2014]

Description	Qty	Each	Total
50ft Heavy Tubes	12	\$48	\$576
Box of Pavement Nails [100 Count]	8	\$26	\$208
6ft Chains	10	\$16	\$160
8 Inch Spikes	50	\$1.25	\$62.50
Nylon Loops	100	\$1.60	\$160
Nylon Straps	60	\$1.30	\$78
		Total	\$1,244.50
Shipping and Handling (Pick-Up)			\$0
Estimate (Prices in USD)			\$1,244.50

Terms:

- Prices are in U.S. Dollars.
- Quote will remain valid if a purchase order is provided by April 1, 2014.
- Most items are in stock, however items are sold on a first come first served basis and items could be backordered.
- All goods remain the property of CountingCars.com until paid in full.

Sincerely,
CountingCars.com



Michael P. Spack, PE, PTOE
President

\$1244.50 (SUPPLIES)
+ \$1315.00 (COUNTERS)

\$2559.50 TOTAL

Gulf Coast Solutions, Inc.

406 18th Ave
Indian Rocks Beach, FL 33785-2922
Ph: (727) 517-2449
Fax: (727) 593-2961
sales@gulfcoast-solutions.com
www.TrafficCountersOnline.com

TrafficCountersOnline

Quotation

Date	Quote No.
2/14/14	14001

City of Inver Grove Heights
Tom Kaldunski, City Engineer
Inver Grove Heights, MN 55077

Terms	Bid Number
Net 30	Email

Item	Description	Qty	Rate	Total
0715700	MiniACE Accumulator, 1 Tube	6	215.00	1,290.00
Shipping UPS	Estimated UPS Ground Shipping		25.00	25.00
			Total	\$1,315.00

Delivery 10-14 days ARO.
This Quotation is Valid for 30 Days. Shipping Costs are Estimated.

QUOTE 1



International Road Dynamics Inc.

USD

2402 Spring Ridge Drive, Suite E
Spring Grove, IL 60081
USA
Tel: (815) 675-1430 Fax: (815) 675-1530
email: product.info@irdinc.ca
web: www.irdinc.com

QUOTE

Quote # PQ14-0060
Date 01/21/14
Sales Rep. Davis Hurlburt
Phone 306-653-9727
Fax 306-242-5599
Email davis.hurlburt@irdinc.com

Quote To:

Nick Hahn
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove MN 55077
USA

Qty	Part #	Description	Unit Price	Ext. Price
6	IT0715508	TRAFFIC ACE, 2 TUBE ACCUMULATOR	\$445.00	\$2,670.00
3	IT3000128	50 FOOT DUAL ROAD TUBE KIT Each Kit Includes: (2) 50' Tube, (2) Box of PK Nails, (50) Clamps, (50) Screws, (4) Figure Eight Clamps, (4) Chinese Fingers, (4) End Plug 1/4-20	\$180.00	\$540.00
3	IT3000126	50 FOOT ROAD TUBE KIT Each Kit Includes: (1) 50' Tube, (1) Box of PK Nails, (25) Clamps, (25) Screws, (2) Figure Eight Clamps, (2) Chinese Fingers, (2) End Plug 1/4-20	\$90.00	\$270.00
3	IT3000101	50 FOOT ROAD TUBE	\$39.00	\$117.00
			Total:	\$3,597.00

Terms and Conditions:

- All prices are in US dollars
- Prices are FOB Spring Grove, Illinois, USA - Shipping Extra
- Taxes (if applicable) are not included
- Quotation is valid for 30 days from date of issue
- Payment terms are Net 30 days from date of invoice on approved credit
- Standard IRD Warranty Conditions Apply
- Interest of 1.5% monthly will be charged on overdue accounts

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Proposal for Update of Water System Model

Meeting Date: March 10, 2014
Item Type: Consent
Contact: Jim Sweeney, Utility Superintendent
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: 

	Fiscal/FTE Impact:
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other: MSA Funds

PURPOSE/ACTION REQUESTED

Approve proposal for update of Water System Model.

SUMMARY

The City's water system model has not been updated for a number of years. In the period of time since it was last updated, there have been many changes and additions to the system. It is time to update the model so that we have accurate information to answer questions about system demands as the City continues to grow and re-develop.

I recommend that the proposal from Stantec Consulting Services, Inc. for \$17,900 for model updating, field testing and model calibration. Funding comes from the approved 2014 Water budget.

SDT/kf
Attachment: Proposal



Stantec Consulting Services Inc.
2335 Highway 36 West
St. Paul MN 55113
Tel: (651) 636-4600
Fax: (651) 636-1311

March 3, 2014
File: 19380TBD

Attention: Mr. Jim Sweeney
Utility Superintendent
City of Inver Grove Heights
8168 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Jim,

Reference: City of Inver Grove Heights Hydraulic Model Update

Thank you for the opportunity to serve the City of Inver Grove Heights by completing a water system hydraulic model update. This letter presents Stantec's proposal for engineering services based on the task list as detailed below and in the attached cost estimate. The project will focus on updating and improving the hydraulic model and not include any water system analysis. We discussed completing an uncalibrated model with roughness coefficients from previous work in the next few months before field testing and calibration can be completed with warmer weather.

WATER SYSTEM HYDRAULIC MODELING TASKS

The City of Inver Grove Heights water system hydraulic model will be updated and reviewed in the most up to date version of Bentley's WaterCAD software, V8i for AutoCAD 2012.

1. UPDATE EXISTING WATER SYSTEM MODEL
 - a. Update water system pipes, pumps, storage, etc.
 - b. Include all water mains 6 inch and larger required for model operation
 - c. Review recent capital improvements to ensure hydraulic model is current
 - d. Update water system demands (described below)
 - e. Develop model scenarios as needed for different demand conditions
2. DETERMINE DESIGN WATER SYSTEM DEMANDS FOR EVALUATIONS
 - a. Review last 10 years water demands and population data
 - b. Review unaccounted for water as needed to document pumpage, usage, other
 - c. Reallocate/update water demands using actual 2013 average day water usage
 - d. Review top 10 large water users for accuracy in hydraulic model



March 3, 2014
Mr. Jim Sweeney
Page 2 of 2

Reference: City of Inver Grove Heights Hydraulic Model Update

3. WATER SYSTEM FIELD TESTING AND MODEL CALIBRATION

- a. Provide a detailed flow and pressure test plan to City
- b. Perform flow and pressure tests for model calibration with City assistance
 - i. Collect flow, multiple residual pressures, water facility condition data for each test
- c. Complete model calibration on water system utilizing all flow test data
- d. Provide results of field testing and model calibration to City

4. WATER SYSTEM MASTER PLAN REPORT DELIVERABLE

- a. Provide City with a letter report detailing work completed, incorporating figures and graphics as appropriate
- b. Provide electronic modeling files for City use

COMPENSATION AND SCHEDULE

Stantec proposes to provide the City of Inver Grove Heights with professional engineering services required to provide the services described herein regarding the water system hydraulic model. Upon receiving authorization to proceed with the project, Stantec will commence data collection and model updating. Stantec anticipates providing the draft, uncalibrated water system hydraulic model eight weeks after authorization. The team providing services will include Jason K. Bordewyk as project manager and engineer and Mark Rolfs for technical oversight and quality control.

Stantec will provide services on an hourly basis and estimates the level of effort required to be \$17,900 in accordance with the attached work plan. Reimbursable expenses are included in this proposed figure. Stantec will bill our time in accordance with the rate schedule utilized in the master agreement with the City of Inver Grove Heights. Stantec will not exceed the hourly amount without further authorization from you.

We are truly grateful for this opportunity to be of service to you and the City. Thank you once again for your time to discuss this project this week. Please contact us if you have any specific questions; either Ryan Capelle at 651.604.4857 or Jason Bordewyk at 651.967.4568. If this agreement is acceptable, please sign below and return a copy to us.

Regards,

Mark R. Rolfs
Senior Associate, Stantec

City of Inver Grove Heights

Inver Grove Heights Water System Hydraulic Model Update

PROJECT TASK	PROJECT ENGINEER	QA/QC
	HOURS	
<u>Determine Design Water System Demands for Evaluations</u>		
Review last 10 years of water demands (average day, maximum day, etc.)	8	-
Review Top 10 large water users; Review unaccounted for water		
Determine design demands for average day, maximum day, and peak hour conditions	<u>8</u>	<u>2</u>
<i>Subtotal Hours</i>	16	2
<u>Update Existing Water System Hydraulic Model</u>		
Data collection for demand review and hydraulic model updating	12	-
Review and update physical distribution system data; assign Hazen William roughness coefficients based on previous modeling efforts	12	-
Review and update physical facility data including tanks, pumps, pressure reducing valves, etc.	8	-
Update hydraulic model demands (ideally, we will correlate actual 2013 billing data for all customers, specifically review large users, etc.)	20	-
Consolidate and update hydraulic model scenarios	<u>8</u>	<u>2</u>
<i>Subtotal Hours</i>	60	2
<u>Water System Field Testing and Calibration</u>		
Detailed Flow and Pressure Testing Plan	8	-
Perform Flow and Pressure Tests (with assistance from 2 City staff)	16	-
Hydraulic Model Calibration with documentation	<u>32</u>	<u>2</u>
<i>Subtotal Hours</i>	56	2
<u>Water System Hydraulic Model Update Documentation</u>		
Letter Report detailing work completed with appropriate graphics	<u>8</u>	<u>2</u>
<i>Subtotal Hours</i>	<u>8</u>	<u>2</u>
Total Project Hours	132	8
Total Estimated Labor Cost		\$17,500
Reimbursable expense (field testing mileage and equipment, deliverable report costs, etc.)		<u>\$400</u>
Total Project Cost (hourly + expenses estimated)		\$17,900
<i>Since field testing and calibration cannot be completed until warmer weather, if needed the City could choose to authorize Stantec to only complete uncalibrated model work at this time.</i>		
Total Project Cost without Field Testing and Model Calibration at this time		\$10,500

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing the Submittal of a Grant Application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SJA

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: SWCD Urban Cost Share Grant, Storm Water Utility Funds

PURPOSE/ACTION REQUESTED

Consider resolution authorizing the submittal of a grant application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II.

SUMMARY

The City Engineering Staff has been working with the Dakota County Soil and Water Conservation District (SWCD) to secure a 65 percent cost share grant for City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II.

The City will apply for the Community Conservation Partnership with Dakota County. This funding is available from the Dakota County SWCD. These funds will be utilized to construct a storm water infiltration basin on City property to reduce stormwater discharges and pollutant loads into Bohrer Pond near the Bridgewood Apartments on City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II. The Dakota County SWCD Board will be taking action to select projects eligible to receive funds following the application deadline.

The preliminary construction estimate for this project is \$79,955.00 (see attached). Funding for this project will come from SWCD Grant (\$35,802.00), City (\$27,763.00) and Bridgewood Apartments (\$16,390.00). The grant will provide up to 65 percent of the eligible construction costs. The construction of the treatment basin is eligible as outlined in the estimate (65 percent of \$55,080 = \$35,802). The City will be responsible for the ineligible costs along with providing engineering services to design and administer the project. We will be entering into an agreement with Bridgewood Apartments to secure their funding of the storm sewer and related parking lot improvements.

The City will be providing matching funding for the CCP program utilizing the City's storm water utility fees and in-kind engineering and project management services. A map showing the basin excavation is attached for reference.

A project fact sheet from the SWCD outlining this program is attached for reference. The SWCD staff believes this project is a prime candidate for funding in the 2014 construction season.

The City Engineer recommends adoption of the resolution authorizing the submittal of a grant application for the Community Conservation Partnership with Dakota County Soil and Water Conservation District for City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II. A request for project approval will be presented to the Council if the grant application is successful and an agreement is executed by the owners of Bridgewood Apartments.

TJK/kf

- Attachment:
- Resolution
 - Cost estimate
 - Project map
 - Project fact sheet
 - Grant application

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE DAKOTA
COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE COMMUNITY
CONSERVATION PARTNERSHIP PROGRAM ON CITY PROJECT NO. 2014-08 – BOHRER POND
NW PRETREATMENT BASIN PHASE II**

RESOLUTION NO. _____

WHEREAS, as part of the City's 2014 Improvement Program, the NW treatment basin on Bohrer pond has been identified for construction starting in 2014; and

WHEREAS, in order to improve water quality the City Council has authorized the development of storm water facilities with the construction project; and

WHEREAS, based on the experience the Dakota County Soil and Water Conservation District has with the construction and maintenance of storm water facilities, the SWCD will assist the City with an application for a grant from their Community Conservation Partnership Program as outlined in the Council packet.

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

1. Staff is authorized to submit an application seeking up to \$50,000 Community Conservation partnership in grants from the Dakota County Soil & Water Conservation District for storm water facilities for City Project No. 2014-08 – Bohrer Pond NW Pretreatment Basin Phase II.

Adopted by the City Council of Inver Grove Heights, Minnesota this 10th of March 2014.

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

ITEM NO.	Mn/DOT NO.	ITEM DESCRIPTION	UNIT	EST. QUANTITY	UNIT PRICE	TOTAL ESTIMATED COST
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BIORETENTION CELL

1	2105.501	COMMON EXCAVATION (P)	CY	526	\$22.00	\$ 11,572.00
2	2105.526	FILTER TOPSOIL BORROW SPECIAL ENGINEERED MIX B SOIL (80:20 WASHED COURSE SAND AND GRADE 2 ORGANIC COMPOST)	CY	282	\$65.00	\$ 18,330.00
3	2511.501	RANDOM RIPRAP CL III W/ GEOTEXTILE FABRIC	CY	9	\$91.00	\$ 819.00
4	2112.501	SUBGRADE SCARIFICATION TO 24"	SY	270	\$0.50	\$ 135.00
5	SPECIAL	WOOD WEIR STRUCTURE	EA	1	\$200.00	\$ 200.00
6	3247	4" HDPE PERFORATED DRAIN TILE W/ KNIT SOCK	LF	90	\$9.10	\$ 819.00
7	3248	4" PVC SEWER PIPE	LF	30	\$13.10	\$ 393.00
8	2501.569	4" PVC CLEANOUT /SCREW CAP	EA	3	\$400.00	\$ 1,200.00
9	2501.573	INSTALL CONCRETE 4" HEADWALL	EA	1	\$400.00	\$ 400.00
10	2501.569	4" KNIFE VALVE W/ ANTI SEEPAGE COLLAR	EA	1	\$580.00	\$ 580.00
11	2575.523	TURF REINFORCEMENT MAT,	SY	70	\$15.10	\$ 1,057.00
12	2571.506	NATIVE PLANTS (#2 CONTAINER, LOCAL ECOTYPE, SPECIES PER PLANTING PALLETE)	EA	135	\$35.00	\$ 4,725.00
13	2575.512	WOOD MULCH (MNDOT TYPE 6) SHREDDED HARDWOOD	CY	24	\$70.00	\$ 1,680.00
14	2575.526	COMPOST BLANKET	SY	261	\$5.00	\$ 1,305.00
15	2575.56	HYDRAULIC SOIL-STABILIZER, TYPE SPECIAL (FLEXTERRA)	LB	2200	\$3.00	\$ 6,600.00
16	2575.523	EROSION CONTROL BLANKET, CATEGORY 2	SY	261	\$1.50	\$ 391.50
17	2575.532	FERTILIZER TYPE 2	LB	50	\$1.15	\$ 57.50
18	2575.605	SEEDING, MNDOT MIX NO. 340	ACRE	0.65	\$5,000.00	\$ 3,250.00
19	SPECIAL	PLASTIC LAWN EDGING, HEAVY DUTY	LF	230	\$4.20	\$ 966.00
20	2575.505	SOD,TYPE LAWN	SY	120	\$5.00	\$ 600.00

Estimated Value of Cost Shared Items

\$ 55,080.00

CITY

21	2021.501	MOBILIZATION	LS	1	\$2,000.00	\$ 2,000.00
22	2573.602	TEMPORARY ROCK CONSTRUCTION EXIT	LS	1	\$800.00	\$ 800.00
23	2564.537	INFILTRATION AREA SIGNAGE	EA	3	\$250.00	\$ 750.00
24	2573.54	FILTER LOG TYPE COMPOST BIOROLL	LF	70	\$8.00	\$ 560.00
25	2104.501	REMOVE EXISTING SILT FENCE	LF	200	\$1.50	\$ 300.00
26	2573.55	EROSION CONTROL SUPERVISOR	LS	1	\$1,200.00	\$ 1,200.00
27	2123.61	STREET SWEEPER (WITH PICK UP BROOM)	HR	5	\$175.00	\$ 875.00
28	SPECIAL	ADDITIONAL STORMWATER MANAGEMENT ALLOWANCE		1	\$2,000.00	\$ 2,000.00

Estimated Value of Non Cost share Items

\$ 8,485.00

BRIDGEWOOD

29	2506.502	CONSTRUCT DRAINAGE STRUCTURE, DESIGN 4022	EA	1	\$4,000.00	\$ 4,000.00
30	2503.541	21" RC PIPE SEWER	LF	60	\$50.00	\$ 3,000.00
31	2501.515	21" RC PIPE APRON	EA	1	\$1,500.00	\$ 1,500.00
32	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	56	\$10.00	\$ 560.00
33	2211.501	AGGREGATE BASE, CLASS 5 100% CRUSHED LIMESTONE	TON	26	\$30.00	\$ 780.00
34	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) (3")	TON	13	\$250.00	\$ 3,250.00
35	2531.501	CONCRETE CURB AND GUTTER DESIGN B612	LF	66	\$50.00	\$ 3,300.00

Estimated Value of Bridgewood Contributions

\$ 16,390.00

Total Estimated Cost

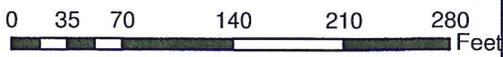
Value of cost Share Items
Value of non Cost Share Items
Bridgewood contributions

\$ 55,080.00
\$ 8,485.00
\$ 16,390.00

TOTAL	\$ 79,955.00
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SWCD Contribution	\$35,802.00
City Contribution	\$27,763.00
Bridgewood Contribution	\$16,390.00
Total	\$79,955.00

City of
Inver Grove Heights
Property Map



6311

6415

3105

CARMEN AVE

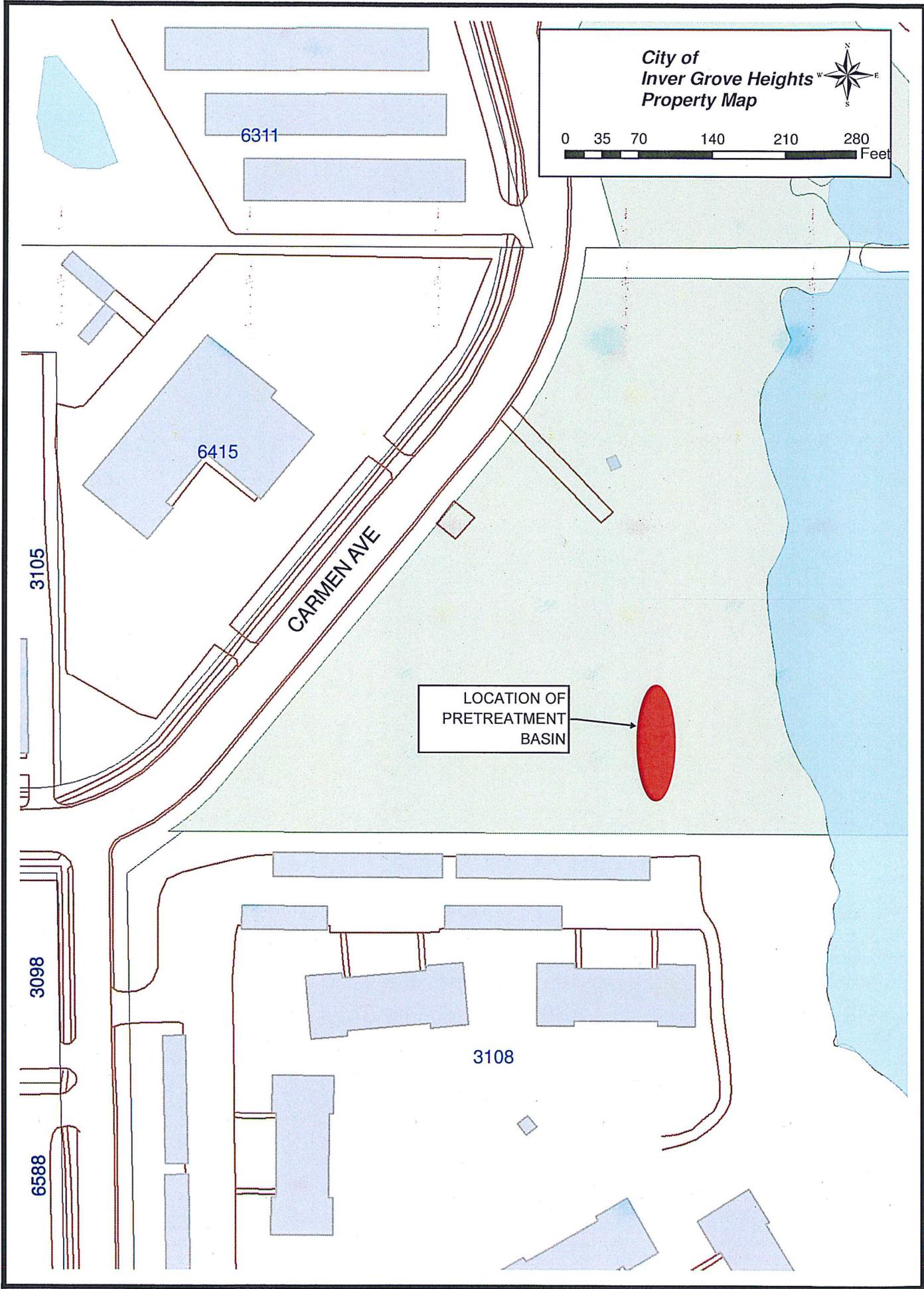
LOCATION OF
PRETREATMENT
BASIN



3098

3108

6588





City of Inver Grove Heights Bohrer Pond Bridgewood Retrofit

Project: This project diverts runoff from 1.19 acres of impervious surfaces away from an eroded slope leading to Bohrer Pond (DNR 19-34P) and provides water quality treatment in a 2,200 square foot bioretention cell located on city property. The estimated annual pollutant reductions are 1.46 acre-feet volume, 7.75 tons sediment, and 8.32-lbs phosphorous.

Practice:

Stormwater Retrofit
(Bioretention and
Diversion)

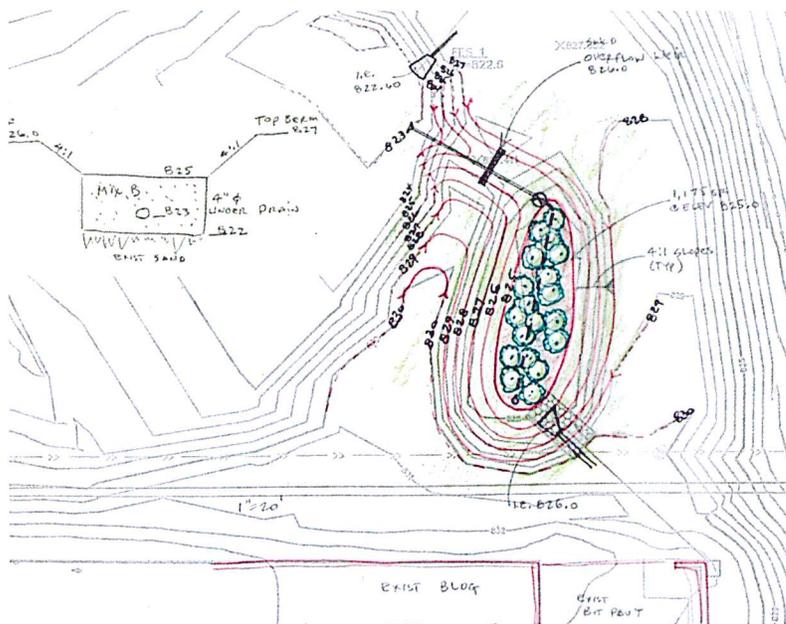


Costs:

The estimated value of the cost shared portions of the project is \$55,080.00

Project Benefits:

- Runoff volume reduction
- Reduction in TSS and Phosphorus
- Improved water quality
- Opportunity for public outreach and education



Partner:

City of Inver Grove Heights

Watershed:

Mississippi River

Construction:

2014

Funding: Landowner is requesting Community Conservation Partnership cost share not to exceed \$35,802.00 (65%)

Location:

Inver Grove Heights
Minnesota





Dakota County Soil and Water Conservation District
COST SHARE APPLICATION

Program Type: IPP CCS CIF CCP

1. LEAD APPLICANT/CONTACT

Name/Title: Tom Kaldunski, P.E., City Engineer _____
Organization: City of Inver Grove Heights _____
Address: 8150 Barbara Avenue, Inver Grove Heights, MN 55077 _____
Phone/Fax: (651) 450-2572 _____

2. PROJECT LOCATION (Attach Drawing, Hudson Map, etc., to accurately locate site)

Address/City/Township: PID No. 200030029020 _____
Section 3 ___ Township 27 ___ Range 22 _____

3. PROJECT DESCRIPTION, PLAN SKETCHES AND PHOTOS

(Attach Additional Pages as Necessary)

The City of Inver Grove Heights requests cost share funding to retrofit a 2,200 square foot bioretention cell in the southeast corner of a city owned property located near the intersection of Carmen Avenue and Claude Way. Retrofitting a bioretention cell at this location would divert flows away from an actively eroding gully and provide water quality treatment for the existing drainage that currently discharges into Bohrer Pond without any treatment. The city will provide engineering, construction documents and oversee the installation of the project. District staff will assist the city with design and provide technical assistance during the installation. District staff has reviewed the project plans and have determined them to be consistent with Districts technical standards.

The requested cost share funding will only be used for the installation of the bioretention cell located on the city's property per the attached cost share agreement. Funding will not be used for any improvements located on the Bridgewood Apartment property located to the south or for any other construction activities not identified on the approved cost share plans.

District staff will provide technical assistance and field document the installation of the bioretention cells. The proposed project is consistent with both the requirements of the Community Conservation Partnership program and the Districts technical standards.

The application attachments are:

- 1) Application Factsheet
- 2) Cost Share Project Value Estimate
- 3) Subwatershed Analysis Worksheets
- 4) Urban Cost Share Program Contract with Operation & Maintenance Plan

4. LIST THE MAIN OUTCOME OR BENEFITS OF THE PROPOSED PROJECT

(Attach Additional Pages as Necessary)

The project will provide water quality treatment for the first 1 inch of site runoff for 1.19 acres of impervious surfaces. The estimated pollutant load reductions provided by the proposed bioretention cells was determined using WinSlamm.

The proposed treatment design is consistent with Dakota County Bioretention Standards, MPCA NPDES and MS4 technical guidelines.

The site will also be used to field demonstrate the stormwater retrofit of an existing public facility. The project design and installation will be documented for education purposes by fact sheets and other means of distribution for public information purposes.

X
X
SHEET NO.

2014-08 BOHRER POND
NW PRETREATMENT BASIN
PHASE II

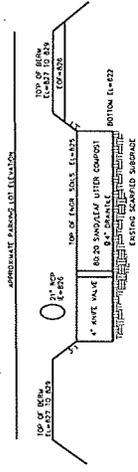
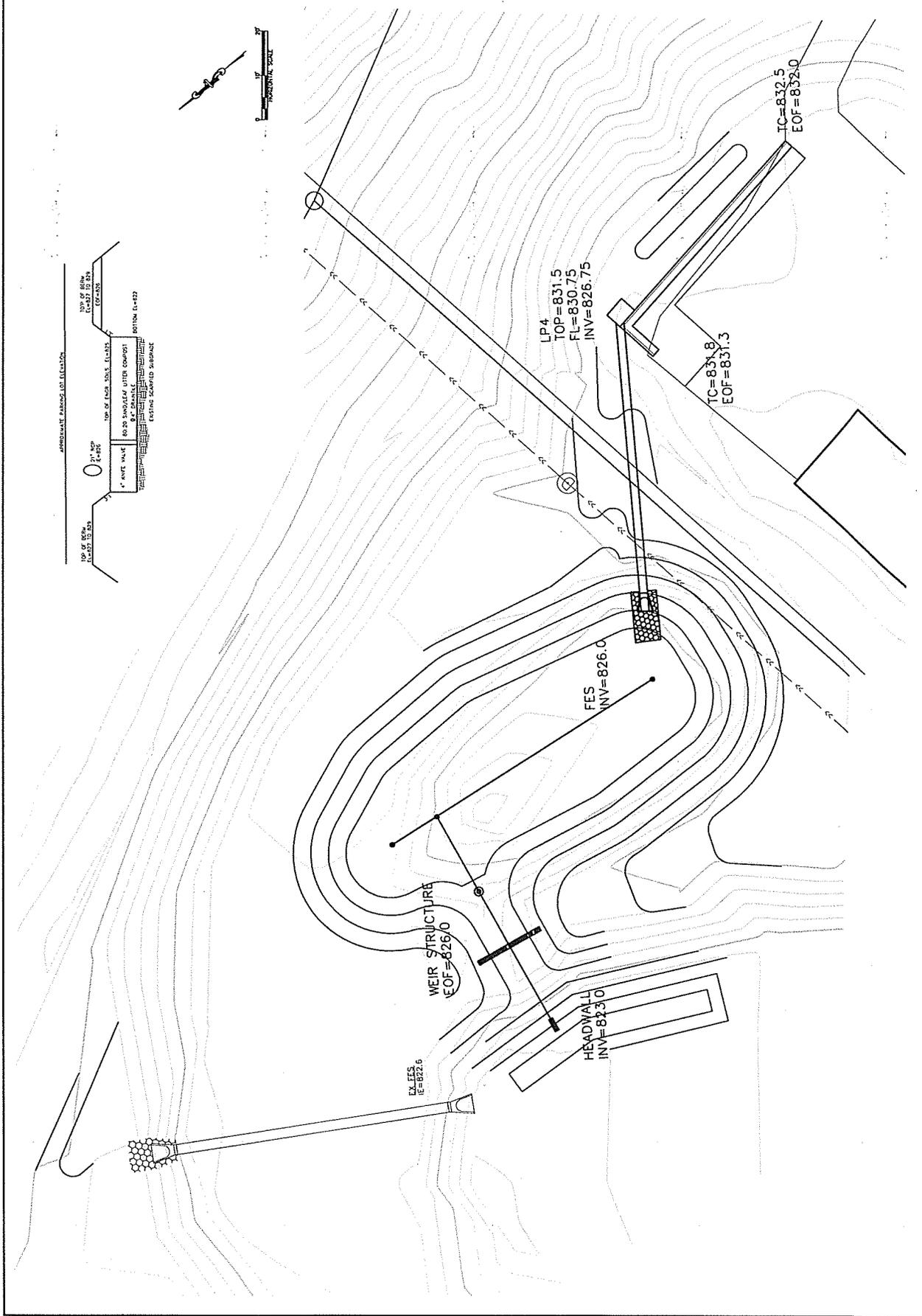


City of
Inver Grove Heights

8150 BIRLAH AVE
INVER GROVE HEIGHTS, MN 55077
(651) 450-2370 Fax (651) 450-2302

DATE: _____ WORK REC. NO. _____
 1. HEREBY CERTIFY THAT THIS PLAN
 SHOWS THE LOCATION OF ALL
 STRUCTURES AND REPORT HAS BEEN
 BY ME OR UNDER MY DIRECT SUPERVISION
 AND THAT I AM A DULY REGISTERED
 PROFESSIONAL ENGINEER
 UNDER THE STATE OF MINNESOTA
 STATUTES SECTION 326.02 TO 326.16.

DESIGN FILE:	2014-08
DATE:	2014-08
REV:	
NO.:	
DESCRIPTION:	



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing the Submittal of a Grant Application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014-09D – College Trail Reconstruction for Blaine Avenue Basin

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SAT

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: SWCD Urban Cost Share Grant, Storm Water Utility Funds, MSA, PMP, Assessments

PURPOSE/ACTION REQUESTED

Consider resolution authorizing the submittal of a grant application for the Community Conservation Partnership (CCP) with Dakota County Soil and Water Conservation District for City Project No. 2014-09D – College Trail Reconstruction for Blaine Avenue Basin.

SUMMARY

The City Engineering Staff has been working with the Dakota County Soil and Water Conservation District (SWCD) to secure a cost share grant for City Project No. 2014-09D – College Trail Reconstruction for the construction of a storm water treatment basin at Blaine Avenue.

The City will apply for the Community Conservation Partnership with Dakota County. This funding is available from the Dakota County SWCD. These funds will be utilized to construct a storm water filtration basin on City easements to reduce stormwater discharges and pollutant loads into an existing wetland near the Inver Hills Community College on City Project No. 2014-09D – College Trail Reconstruction and Barbara Avenue Partial Reconstruction. The Dakota County SWCD Board will be taking action to select projects eligible to receive funds following the application deadline.

The preliminary construction estimate for this basin is \$84,910 (see attached). Funding for this project will come from SWCD Grant (up to \$50,000), and the City (\$34,910). This is part of the overall \$3.2M project.

The City will be providing matching funding for the CCP program utilizing the City funds and credit for in-kind engineering and project management services. A map showing the basin excavation is attached for reference.

A project fact sheet from the SWCD outlining this program is attached for reference. The SWCD staff believes this project is a prime candidate for funding in the 2014 construction season.

The City Engineer recommends adoption of the resolution authorizing the submittal of a grant application for the Community Conservation Partnership with Dakota County Soil and Water Conservation District for City Project No. 2014-09D – College Trail Reconstruction for Blaine Avenue Basin.

TJK/kf
 Attachment: Resolution
 Grant Application
 Cost estimate
 Project map
 Project fact sheet

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE DAKOTA
COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE COMMUNITY
CONSERVATION PARTNERSHIP PROGRAM ON CITY PROJECT NO. 2014-09D –
COLLEGE TRAIL RECONSTRUCTION (FOR THE BLAINE AVENUE BASIN)**

RESOLUTION NO. _____

WHEREAS, as part of the City's 2014 Pavement Management Program, College Trail will be reconstructed and a storm water filtration basin is planned near an existing wetland in the northwest corner of Blaine Avenue and College Trail that has been identified for construction starting in 2014; and

WHEREAS, in order to improve water quality the City Council has authorized the development of storm water facilities with the construction project; and

WHEREAS, based on the experience the Dakota County Soil and Water Conservation District has with the construction and maintenance of storm water facilities, the SWCD will assist the City with an application for a grant from their Community Conservation Partnership Program as outlined in the Council packet.

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

1. Staff is authorized to submit an application seeking up to \$50,000 in Community Conservation partnership in grants from the Dakota County Soil & Water Conservation District for storm water facilities for City Project No. 2014-09D – College Trail Reconstruction (for the Blaine Avenue Basin).

Adopted by the City Council of Inver Grove Heights, Minnesota this 10th of March 2014.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk



Dakota County Soil and Water Conservation District
COST SHARE APPLICATION

Program Type: ___IPP ___CCS ___CIF ___X_CCP

1. LEAD APPLICANT/CONTACT

Name/Title: Tom Kaldunski, P.E., City Engineer _____
Organization: City of Inver Grove Heights _____
Address: 8150 Barbara Avenue, Inver Grove Heights, MN 55077 _____
Phone/Fax: (651) 450-2572 _____

2. PROJECT LOCATION (Attach Drawing, Hudson Map, etc., to accurately locate site)

Address/City/Township: PID No. 200160003012 _____
Section 16 ___ Township 27 ___ Range 22 _____

**3. PROJECT DESCRIPTION, PLAN SKETCHES AND PHOTOS
(Attach Additional Pages as Necessary)**

The City of Inver Grove Heights requests cost share funding to retrofit a 4,370 square foot bioretention cell in a permanent drainage easement owned by the city in the northwest quadrant of the intersection of College Trail and Bower Path/Blaine Avenue. Retrofitting a bioretention cell at this location would provide water quality treatment for the existing drainage that currently discharges into a wetland complex located on the south side of College Trail. The city will provide engineering, construction documents and oversee the installation of the project. District staff will assist the city with design and provide technical assistance during the installation. District staff has reviewed the project plans and have determined them to be consistent with Districts technical standards.

The requested cost share funding will only be used for the installation of the bioretention cell per the attached cost share agreement. Funding will not be used for any roadway improvements the city will be making as part of the College Trail reconstruction project or for any other construction activities not identified on the approved cost share plans.

District staff will provide technical assistance and field document the installation of the bioretention cells. The proposed project is consistent with both the requirements of the Community Conservation Partnership program and the Districts technical standards.

The application attachments are:

- 1) Application Factsheet
- 2) Cost Share Project Value Estimate
- 3) Subwatershed Analysis Worksheets
- 4) Urban Cost Share Program Contract with Operation & Maintenance Plan

**4. LIST THE MAIN OUTCOME OR BENEFITS OF THE PROPOSED PROJECT
(Attach Additional Pages as Necessary)**

The project will provide water quality treatment for the runoff for 15.20 acres of contributing drainage area. The estimated pollutant load reductions provided by the proposed bioretention cells was determined using WinSlamm.

The proposed treatment design is consistent with Dakota County Bioretention Standards, MPCA NPDES and MS4 technical guidelines.

The site will also be used to field demonstrate the stormwater retrofit of an existing public facility. The project design and installation will be documented for education purposes by fact sheets and other means of distribution for public information purposes.

5. BUDGET SUMMARY AND REQUESTED AMOUNT
(Attach supporting Cost Estimates and Funding Summary)

Total Estimated Project Value is: \$ 84,910
 Funding Amount Requested from District is: \$ 50,000 (65%)
 Value of Match Provided by Applicant is: \$ 34,910 (35%)

6. OTHER FUNDING SOURCES
 State _____ EQIP/USDA _____ Watershed _____ Other _____

7. COLLABORATORS – PRINCIPAL CONTACT NAMES AND PHONE NUMBERS

Collaborator	Contact Person	Role	Phone/Fax
Dakota County	Tom Kaldunski, P.E.	Applicant/Project Manager	(651) 450-2572
Dakota SWCD	Jim Davidson	Technical Assistance	(651) 480-7779

8. Public Outreach: Are you willing to allow a small sign to be placed near the project and site visits?
 Yes No

9. Operation and Maintenance: Are you willing to follow an Operation and Maintenance Plan prepared by the SWCD at your own expense?
 Yes No

I certify that to the best of my knowledge and belief that the information contained in this application is true, complete and accurate

 Signature of Applicant/Contact Date

 Signature of Property Owner(s) Date

Revised 2/07/13

FIGURE 1

CITY OF INVER GROVE HEIGHTS
 COLLEGE TRAIL RECONSTRUCTION AND BARBARA AVENUE PARTIAL RECONSTRUCTION
 CITY PROJECT 2014-09D

OPINION OF ESTIMATED COST
 FILTRATION BASIN IMPROVEMENT

<u>Item No.</u>	<u>Item</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	MOBILIZATION	LS	1	\$ 3,000.00	\$ 3,000
2	CLEARING	ACRE	0.05	\$ 4,500.00	\$ 225
3	CLEARING	TREE	11	\$ 200.00	\$ 2,200
4	GRUBBING	ACRE	0.05	\$ 4,500.00	\$ 225
5	GRUBBING	TREE	11	\$ 200.00	\$ 2,200
6	COMMON EXCAVATION	CY	1,789	\$ 10.00	\$ 17,890
7	ORGANIC TOPSOIL BORROW	CY	200	\$ 30.00	\$ 6,000
8	FILTER TOPSOIL BORROW	CY	500	\$ 65.00	\$ 32,500
9	6" PVC PIPE DRAIN	LF	20	\$ 6.00	\$ 120
10	6" PERF PE PIPE DRAIN	LF	160	\$ 6.00	\$ 960
11	6" HDPE PIPE DRAIN CLEANOUT	EACH	3	\$ 500.00	\$ 1,500
12	6" KNIFE VALVE AND BOX	EACH	1	\$ 1,000.00	\$ 1,000
13	12" RC PIPE CULVERT DES 3006 CL V	LF	22	\$ 30.00	\$ 660
14	12" RC PIPE APRON	EACH	2	\$ 400.00	\$ 800
15	CONSTRUCT BULKHEAD	EACH	1	\$ 300.00	\$ 300
16	OUTLET CONTROL STRUCTURE	EACH	1	\$ 8,000.00	\$ 8,000
17	DECIDUOUS SHRUB NO 5 CONT	SHRUB	46	\$ 45.00	\$ 2,070
18	EROSION CONTROL BLANKETS CATEGORY 3	SY	400	\$ 1.50	\$ 600
19	HYDRAULIC SOIL STABILIZAER, TYPE SPECIAL	POUND	1,000	\$ 3.00	\$ 3,000
20	EROSION STABILIZATION MAT - SHOREMAX	SY	25	\$ 4.00	\$ 100
21	EROSION STABILIZATION MAT - ENKAMAT	SY	40	\$ 4.00	\$ 160
22	SEED MIXTURE 25-141	ACRE	0.05	\$ 4,000.00	\$ 200
23	SEED MIXTURE 33-261	ACRE	0.25	\$ 4,000.00	\$ 1,000
24	SEED MIXTURE 33-262	ACRE	0.05	\$ 4,000.00	\$ 200
TOTAL IMPROVEMENTS COST					\$ 84,910

City of
Inver Grove Heights
Property Map



0 60 120 240 360 480 Feet

2920

BLAINE AVE

LOCATION OF
PRE TREATMENT
BASIN



2500

COLLEGE TRI

8121

8195

2721

8579

BOWER CT

8562

8583

BOWER PATH

86TH STE

2714

City of Inver Grove Heights College Trail Stormwater Retrofit



Project: This project constructs a 4,370 square foot biofiltration cell that provides water quality treatment for runoff from a 15.20 acre contributing drainage area. The project site is located in a permanent drainage easement in the northwest quadrant of the College Trail and Bower Path/Blaine Avenue intersection.

Costs:

The estimated value of the cost shared portions of the project is \$84,910

Practice:

Stormwater Retrofit (Bioretention)

Project Benefits:

- Runoff volume reduction
- Reduction in TSS and Phosphorus
- Improved water quality
- Opportunity for public outreach and education

Partner:

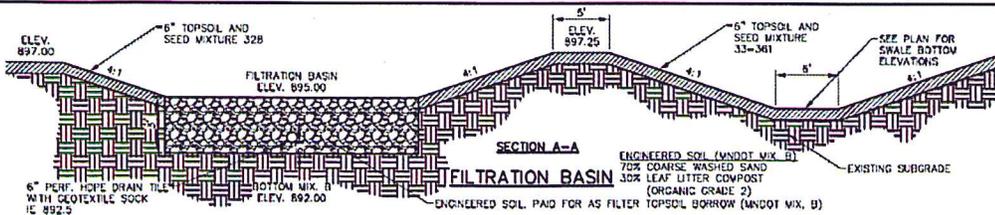
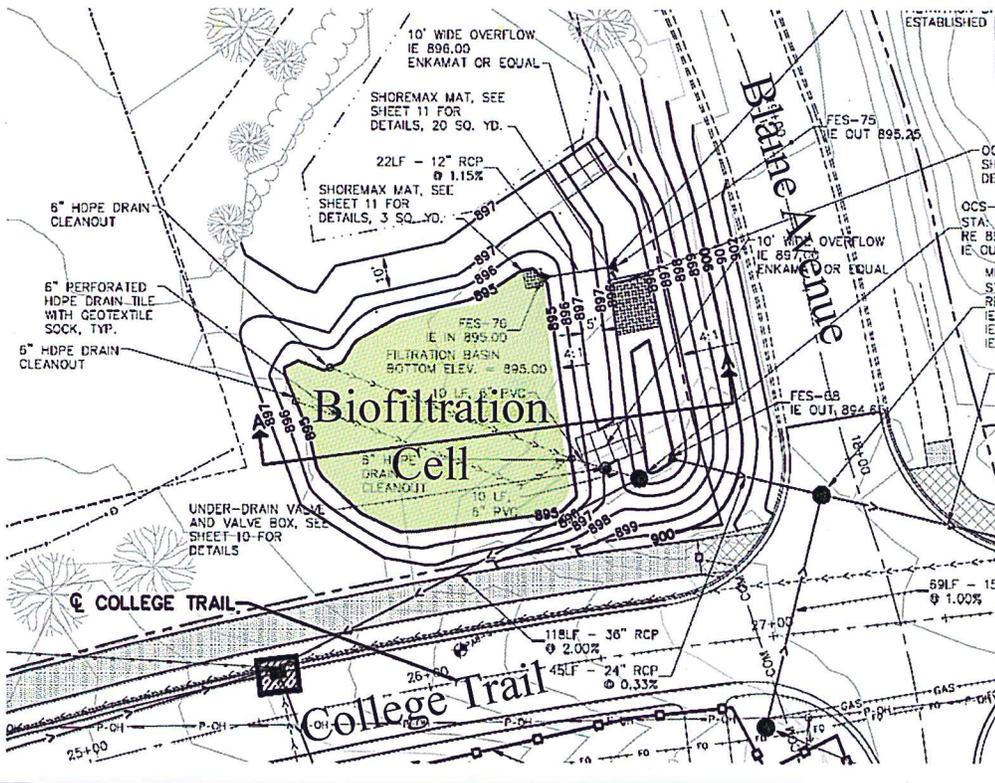
City of Inver Grove Heights

Watershed:

Mississippi River

Construction:

2014



Funding: Landowner is requesting Community Conservation Partnership cost share not to exceed \$50,000 (65%)

Location:

Inver Grove Heights
Minnesota



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting the Proposal for Engineering Services from Bolton & Menk, Inc. for the Feasibility Study for City Project No. 2014-13 – Northwest Area Utility Extension - Argenta Trail Alignment

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SAT

	Fiscal/FTE Impact:
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: NWA Utility Connection Fees

PURPOSE/ACTION REQUESTED

Consider resolution accepting the proposal for engineering services from Bolton & Menk, Inc. for the 2014 Feasibility Study for trunk utilities to provide infrastructure improvements to pending development in the Northwest Area of the City near the Argenta Trail alignment, City Project No. 2014-13.

SUMMARY

In 2013 and 2014, the City had discussions with various property owners about potential development in portions of the Northwest Area that are currently not served by trunk utilities. The City Engineer reviewed various options to provide trunk utility service to the parcels of interest. One option follows a route to serve lands owned by Schmidt, Shanahan and Jeffers Pond (see Exhibit 1), which is being called the Argenta Trail alignment.

In order to accommodate the potential development requests, the City Council is being asked to consider ordering a feasibility study for the Argenta Trail alignment. Attached is a proposal from Bolten & Menk, one of the City's consulting engineers in our pool of consultants. This proposal outlines Bolten & Menk's approach to completing the feasibility study at a cost not to exceed \$15,700. Bolten & Menk have been selected to do this work because of their knowledge and expertise in this area.

Since this feasibility study will outline the need for trunk utility improvements to service the entire Northwest Area on the Argenta Trail alignment, it is proposed that the City fund this study with Northwest Area utility connection fees.

I recommend that the Council adopt the resolution accepting the proposal for engineering services from Bolton & Menk, Inc. in the amount of \$15,700 for preparing a feasibility study for trunk utilities to serve parcels in the Northwest Area near the Argenta Trail alignment.

TJK/kf

Attachments: Resolution
 Proposal
 Exhibit 1 - proposal map of study area

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

**RESOLUTION ACCEPTING TO AGREEMENT FOR ENGINEERING SERVICES FROM BOLTON &
MENK, INC. FOR THE CITY PROJECT NO. 2014-13 - NORTHWEST AREA (NWA) UTILITY
EXTENSION, ARGENTA TRAIL ALIGNMENT**

RESOLUTION NO. _____

WHEREAS, the City is receiving development interest in a portion of the Northwest Area that is not currently served by trunk utilities; and

WHEREAS, the City requested and received a proposal from Bolten & Menk for engineering services to include a feasibility study for trunk utility improvement to serve the Northwest Area near 70th Street and Argenta Trail; and

WHEREAS, it proposed to make improvements and to assess or tax the benefited property for all or a portion of the cost of said improvements, pursuant to Minnesota Statutes, Chapter 429 and Section 103B.201 to 103B. 251, or use developer contributions, the water fund and the sewer fund as follows:

2014-13 Northwest Area Utility Extensions – Argenta Trail Alignment
 Trunk sanitary sewer and trunk water main

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

1. The proposed feasibility report is ordered.
2. The proposal for engineering services from Bolton & Menk,, Inc. for Project 2014-13 – Northwest Area Utility Extension, Argenta Trail Alignment is accepted.
3. Staff is authorized to execute a contract with Bolton & Menk, Inc. in the amount of \$15,700 for the study.
4. Funding is provided by Northwest Area Utility Connection Fees.
5. The report to be completed with all convenient speed, advising the Council, in a preliminary way, as to whether the proposed improvements are necessary, cost effective, and feasible and as to whether it would be best made, as proposed, or in connection with other improvements and the estimated cost of the improvements as recommended.

Adopted by the City Council of Inver Grove Heights, Minnesota this 10th day of March 2014.

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Melissa Rheaume, Deputy Clerk



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

12224 Nicollet Avenue • Burnsville, MN 55337
Phone (952) 890-0509 • Fax (952) 890-8065
www.bolton-menk.com

March 5, 2014

Mr. Tom Kaldunski, P.E.
City Engineer
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Proposal for Professional Engineering Services
Feasibility Study for Deanovic Development Infrastructure Improvements
City of Inver Grove Heights, Minnesota

Dear Mr. Kaldunski:

Thank you for the opportunity to submit this proposal to complete a feasibility study for infrastructure improvements associated with the future Deanovic Development in the City of Inver Grove Heights. This proposal is based on our December 10th meeting and subsequent February 27th meeting.

As you are aware, Bolton & Menk has been assisting the City since 2006 with the development of the City's Northwest Area infrastructure. Our work has included reviews of past study reports, the completion of additional studies and reports, and the design and construction of the first \$12M of trunk utility improvements in the area. We believe our collective experience and knowledge of the NW Area make us especially qualified to assist in the continued development of the area, and we are pleased to complete this next study for you and the City. The following details our project understanding, scope, and associated fees.

PROJECT UNDERSTANDING

According to our meetings, the City of Inver Grove Heights desires to complete a feasibility study and report for public infrastructure improvements necessary to support the future Deanovic Development (multiple properties) in the City's Northwest Area. The Deanovic Development is comprised of three areas. The first is approximately 54 acres and is located west of Argenta Trail, bordered by TH 55 to the south, 70th Street W. to the north, and Argenta Trail on the east. Mr. Deanovic also owns 2 areas north of 70th Street, one west of Argenta Trail, approximately 25 acres, abutting the City limits and the other east of Argenta Trail, approximately 60 acres. The focus areas are illustrated in Figure 1. The focus area also includes a portion of the Peltier property, as it is likely that trunk alignments will need to traverse this property. The public infrastructure improvements being considered to support the development include trunk sanitary sewer and watermain extensions from the south, near Amana Trail. In general, Bolton & Menk will complete a feasibility study and report addressing options of these infrastructure improvements. We will be specifically evaluating a north-south alignment through the Deanovic parcel south of 70th Street, and two alternative alignments to serve the property located north of 70th street and east of Argenta Trail. We understand Dakota County is not interested in having trunk utilities paralleling (within) their right-of-way.

While the feasibility study and report will focus on the Deanovic Development areas, a high-level review of adjacent properties, illustrated in Figure 1, will be completed to determine how best to serve those

N:\PROPOSALS\Inver Grove Heights\Deanovic Feasibility Study\Proposal.docx

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer



areas too. Bolton & Menk completed (updated) sanitary sewer flow models for this area as a part of the original NW Area Feasibility Study and design of the initial trunk utilities. We will re-evaluate these flows based on potential changes in alignments and any other land use changes since the initial study was completed.

In accordance with the City's requirements and our expressed understanding of the project details, Bolton & Menk proposes the following project approach to successfully complete the Deanovic Development Feasibility Study.

PROJECT APPROACH

Bolton & Menk will evaluate trunk sanitary sewer and watermain extension from Amana Trail to the north/northwest to serve the development areas. These extensions will be coordinated with the trunk sanitary sewer and watermain extensions Bolton & Menk designed for the Northwest Area, as well as with the original alignments presented in the original *Northwest Expansion Area* feasibility report. While the feasibility study will help refine the alignments of these utilities, the sanitary sewer alignment is anticipated to traverse private property before reaching the Deanovic Development Area. Our evaluation will assess the feasibility and costs of completing these extensions. Property acquisition costs will not be evaluated with this report.

Through previous studies and reports completed in the vicinity of the Deanovic Development, consideration has been given to the area's anticipated watermain and sanitary sewer improvements. Through our evaluation of these studies, along with our own knowledge and experience within the Northwest Area, we have identified the following key issues that must be considered during the completion of the Deanovic Development Feasibility Study:

- Review and modifications, if necessary, of the sanitary sewer flow data provided in Northwest Area Water & Sanitary Extensions Feasibility Study for areas north of 70th Street.
- Coordination and confirmation of updated sanitary sewer flow data with Bolton & Menk's updated sewer flow information previously completed within the Northwest Area.
- Coordination with Bolton & Menk's final design and engineering of the trunk watermain and sanitary sewer extensions to 70th Street to ensure consistent application of design standards, specifications, materials, and regulatory requirements.
- Coordination with suggested alignments in the *Northwest Expansion Area* feasibility report.
- Potential alignment alternatives to satisfy competing interests between project stakeholders including the City, landowners, Dakota County, Mn/DOT, etc.
- Review potential profiles, with alternative alignments, to better evaluate sewer depth.
- The possibilities of easement acquisition through private properties (for example the Peltier property).
- The impacts of terrain and geographic relief on the trunk sanitary sewer and watermain alignments.
- The impact of wetlands and the City's Natural Resources Inventory on the trunk sanitary sewer and watermain alignments.
- Minimizing clearing and grubbing through wooded areas.
- Private utility impacts.
- Evaluate adjacent developments and preliminary plats for impact on alignments.
- Cost estimates for proposed trunk utility extensions.



Mr. Kaldunski
March 5, 2014
Page 3

Bolton & Menk will complete the Deanovic Development Feasibility Study utilizing existing available information relative to the Deanovic Development and the Northwest Area. This information is expected to include, but is not limited to, previous study reports, plat information, aerial photography and pictometry, and digital contour information. No field work such as soil borings, supplemental field topography, or tree inventories are proposed at this time.

PROJECT SCHEDULE

The City of Inver Grove Heights has requested the Deanovic Development Feasibility Report be submitted by the end of March. We have staff ready to get started upon execution of this contract.

PROPOSED FEES

In accordance with the City of Inver Grove Heights' project requirements, Bolton & Menk proposes to complete the scope of work as described above for a not-to-exceed fixed fee of \$15,700.

Please be assured that we are committed to completing this study within the proposed schedule and cost and in accordance with all of your requirements and expectations.

Thank you, again, for inviting Bolton & Menk to offer you this proposal, as well as your continued consideration of our services to the City of Inver Grove Heights and the Northwest Area. We look forward to working with you and the City on this project. If you have any questions regarding our proposal, please do not hesitate to call us.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in cursive script, appearing to read "Brian Hilgardner".

Brian Hilgardner, P.E.
Senior Project Manager/
Principal Engineer

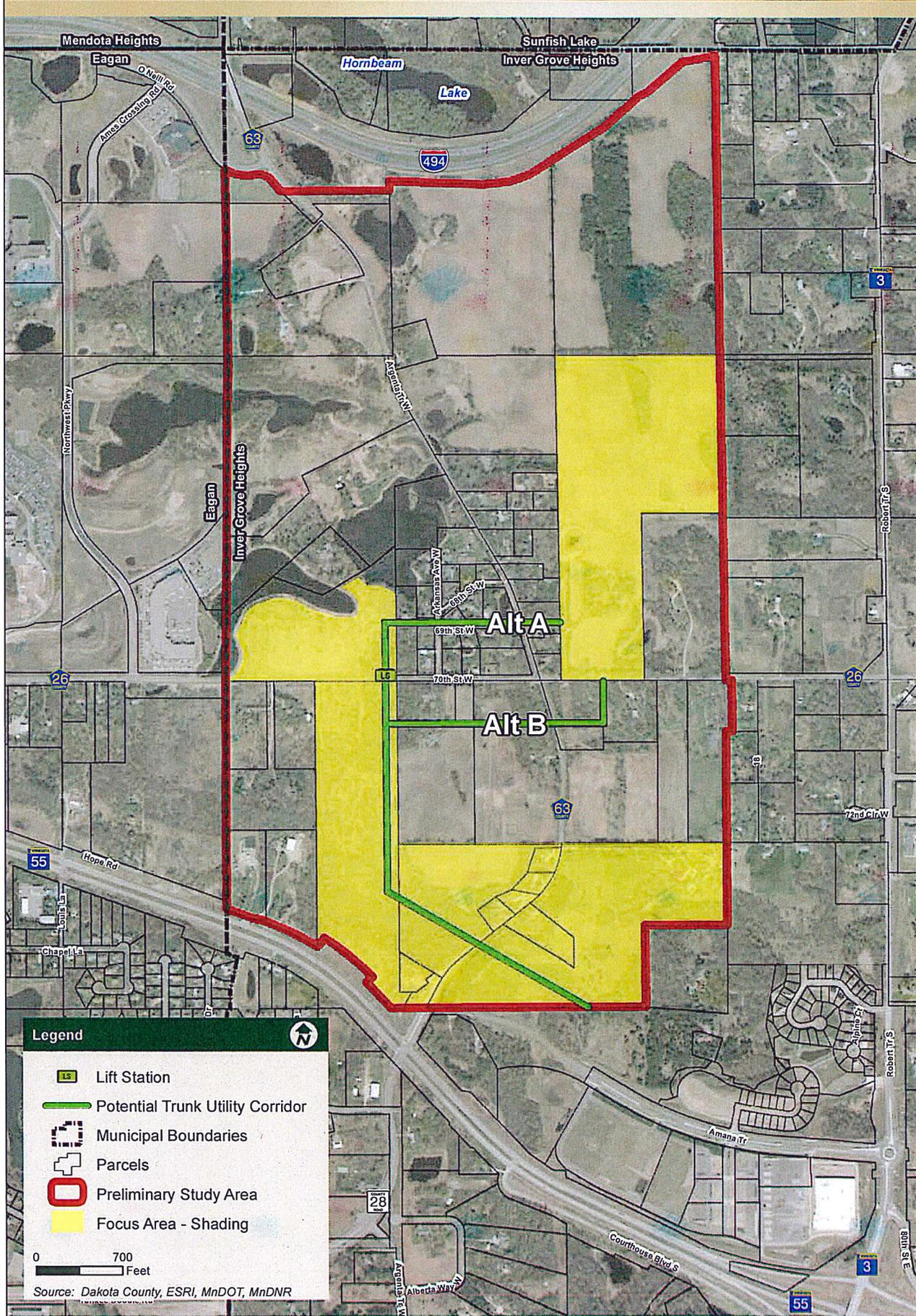


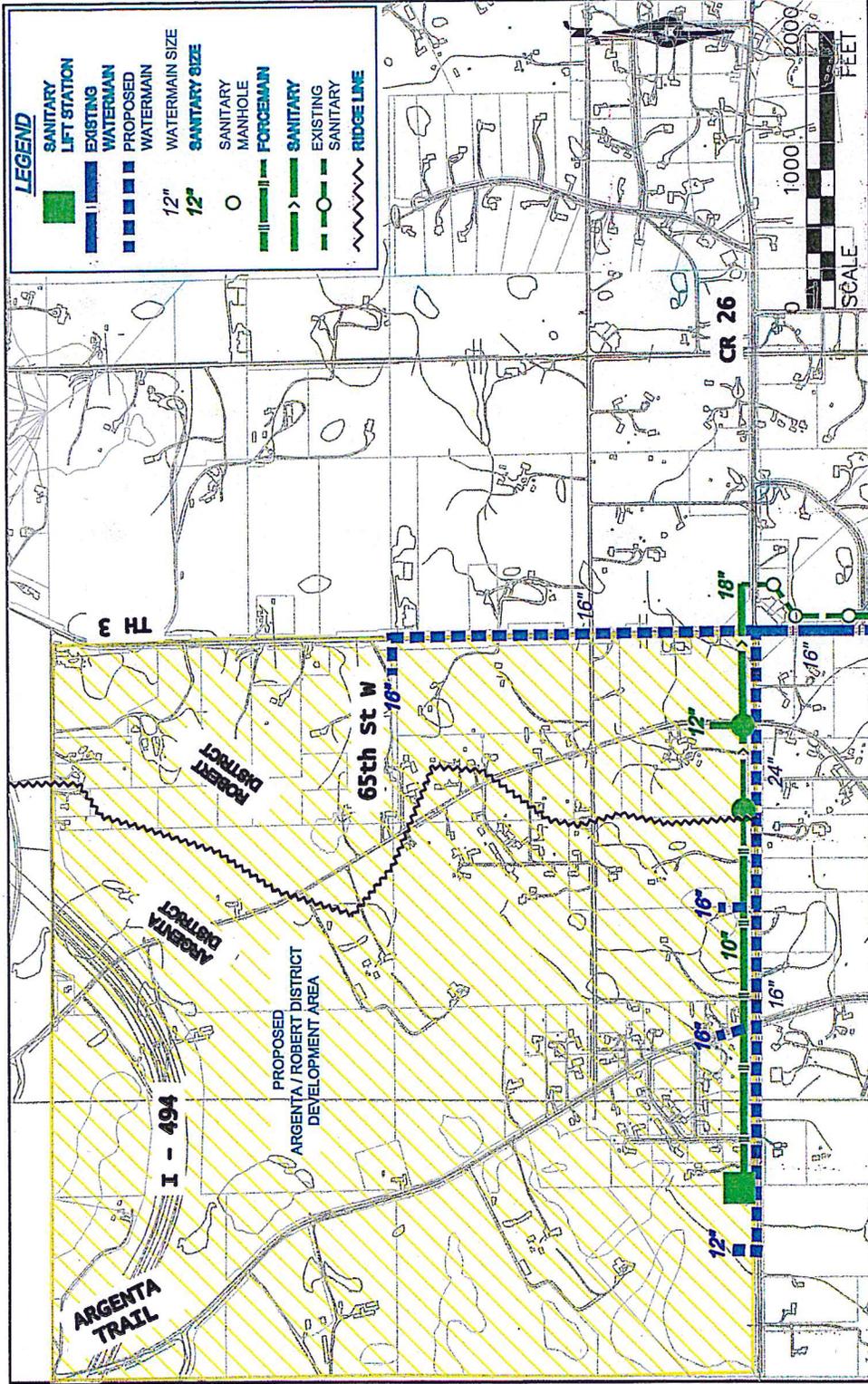
Proposed Deanovic Development Sanitary Sewer & Watermain Improvements

City of Inver Grove Heights

Utility Study Area

March, 2014





BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN
 BURNSVILLE, MN WILLMAR, MN CHASMA, MN
 RAMSET, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

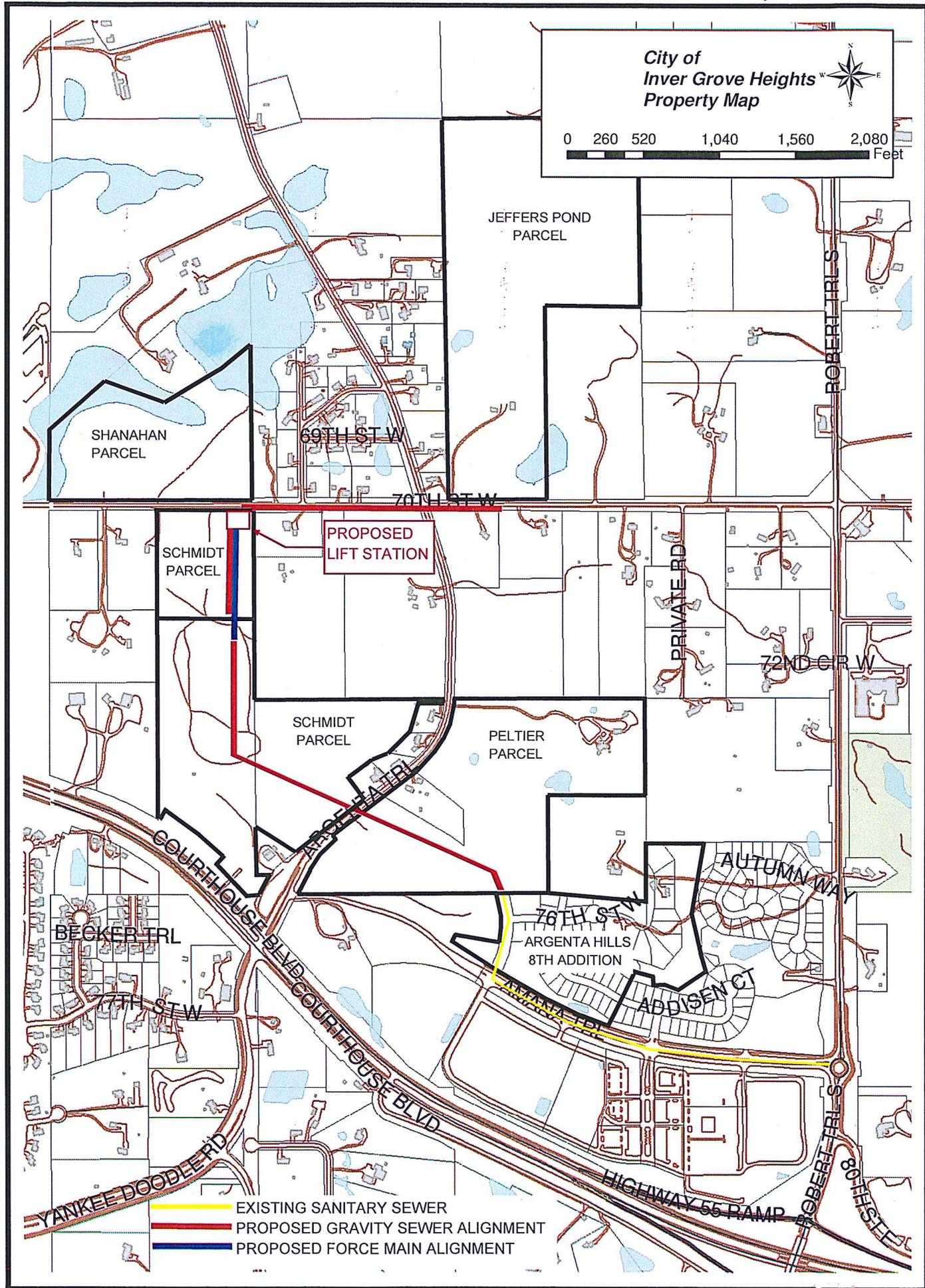
CITY OF INVER GROVE HEIGHTS
 UTILITY FEASIBILITY STUDY
 PROPOSED DEVELOPMENT TRUNK UTILITY LAYOUT

AUGUST, 2010

FIGURE NO. 2

©Bolton & Menk, Inc. 2010, All Rights Reserved
 H:\INCH\T161023594\CAD\ULT TRNK SYS-FIGURE-2.dwg 8/20/10 2:54 pm

Exhibit 1



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER THE 2014 SEASONAL/TEMPORARY COMPENSATION PLAN

Meeting Date: March 10, 2014
 Item Type: Consent
 Contact: JTeppen, Asst City Admin
 Prepared by:
 Reviewed by:

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED Consider the proposed 2014 seasonal/temporary employee compensation plan.

SUMMARY City Ordinance provides that the City Council shall approve compensation plans for positions classified by the City each year. This includes seasonal/temporary part-time non-benefited positions.

The City traditionally sets a wage range for seasonal/temporary positions so that there is movement within a range to compensate for varying degrees of experience and education.

The ranges for these positions are based on the prevailing supply of employees within the overall job market and wage trends in the overall job market. There are just a few proposed changes; they are bolded on the attached compensation plan. These proposed changes are due to market rates and the desire to keep our rates competitive with other organizations. The changes are accounted for in budget/s.

Employees are compensated based on related experience, including any certifications that they bring to the position (First Aid, CPR, etc.). An employee may see an increase when they return to the position for a new season, or if they are employed year-round, they may receive an increase based on acquiring additional certifications, or increased levels of responsibility.

The minimum wage is currently \$7.25 per hour.

City of Inver Grove Heights
Temporary/Seasonal Positions

Proposed 2014 ranges

Cart person	\$7.25 - \$8.50
Starter	\$7.25 - \$11.50
Ranger	\$7.25 - \$11.50
Recreation Instructor	\$7.25 - \$23.50
Recreation Official	\$7.25 - \$18.00
Skating Rink Attendant	\$7.25 - \$12.00
Gym Supervisor	\$7.25 \$9.00 - \$15.00
Concessionaire	\$7.25 - \$13.50
Skate Guard	\$7.25 - \$9.50
Skate Instructor	\$7.25 - \$22.00
Skate Assistant	\$8.00 - \$14.00
Fitness Worker	\$9.00 - \$13.00
Fitness Instructor	\$16.50 - \$27.00 \$17.00 - \$28.00
Guest Service Worker	\$8.50 - \$12.25
Kids Rock Assistant	\$7.75 - \$10.25 \$7.75 - \$11.00
Operations Helper	\$7.25 - \$12.50 \$7.50 - \$14.00
Engineering Helper	\$10.00 - \$14.00
Kids Rock Leader	\$11.00 - \$15.00
Manager on Duty	\$11.00 - \$15.25
Ice Programs Coordinator on ice	\$22.00 - \$40.00
Child Care Worker	\$7.25 - \$13.00
Pool Attendant	\$8.00 - \$11.00
Lifeguard	\$9.50 - \$12.50
WSI	\$11.75 - \$15.50
Lead Lifeguard	\$10.50 - \$14.00
Swim Lesson Manager	\$13.75 - \$18.25
Instructor Trainer	\$13.00 - \$17.50
Recording Secretary	\$13.00 - \$17.00
Seasonal Coordinator	\$15.00 - \$20.00
Non-Certified Swim Instructor	\$9.75 - \$13.50
Birthday Party Host	\$7.50 - \$10.00
On-Call Clerk	\$14.00 - \$18.00
Ticket Taker	\$7.25 - \$11.00
Utility Helper	\$9.42 - \$14.06

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: March 10, 2014
Item Type: Consent
Contact: Jenelle Teppen, Asst. City Admin
Prepared by: Amy Jannetto, H.R. Coordinator
Reviewed by: n/a

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED Staff requests that the Council approve the personnel actions listed below:

Please confirm the seasonal/temporary employment of: Golf – Matt Moynihan.

Please confirm the separation of employment of: Kent Zoya, Firefighter and Jim Lanoue, Lieutenant, continuing as Firefighter.

Please confirm the employment of: Scott Gubash, Utility Maintenance Worker.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

MARY T’KACH – Case No. 13-58V

Meeting Date: March 10, 2014
 Item Type: Regular
 Contact: **HB** Heather Botten 651.450.2569
 Prepared by: **HB** Heather Botten, Associate Planner
 Reviewed by: Planning

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | None |
| <input type="checkbox"/> | Amount included in current budget |
| <input type="checkbox"/> | Budget amendment requested |
| <input type="checkbox"/> | FTE included in current complement |
| <input type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a **Variance** to allow two, solid fence segments within the front yard whereas the code requires front yard fences to provide no less than 75% clear visibility. This request is for property located at 1987 80th Street.

- Requires a 3/5ths vote.
- 60-day deadline: April 8, 2014 (second 60-days)

SUMMARY

The City Council tabled this request at the January 27, 2014 meeting to allow for additional information to be provided by the applicant.

The applicant is requesting to construct two **solid** fence segments within the front yard. The Zoning Code requires any fence within the front yard to be no higher than 42 inches and to have at least 75% opacity (which essentially allows a chain link fence). The proposed fence would be 42 inches high and would be placed on top of a 2-3 foot berm. The fence height would comply with City Ordinance. The fence would also be setback 10 feet from the front property line, which complies with City Code. November 2013, the City Council denied the applicants request to install a solid seven foot high fence along the front property line. The applicant has submitted photo-shopped pictures of a fence at the proposed locations. These pictures are included with the packet.

The applicant has stated the purpose of the solid fencing would be to mitigate the lights shining into the house from the Community Center and to reduce some of the noise pollution from 80th Street. When Dakota County widened 80th Street they obtained over 30 feet of property from the applicant, reducing the amount of front yard on the property. The location of the solid fence would be out of any sight lines along 80th Street and visibility leaving the residence would not be impacted as there would be over 30 feet between the fence and the curb.

The Zoning Code requires fencing in the front yard to provide at least 75% clear visibility and be no higher than 42 inches. The front yard would be the front 30 feet of the property. A fence installed more than 30 feet from the front property line could be a solid fence and up to seven feet in height.

Based on Council discussion staff reviewed the file for the Community Center. An excerpt from the staff memo dated Feb 23, 1995 stated: “To reduce the impacts to the residential properties to the north, the grading plan includes a 2-3 foot berm between the main parking lot and the sidewalk on the south side of 80th Street. This berm in conjunction with future landscaping will provide effective screening of automobile headlights.” Vehicles have gotten larger and taller over the last 20 years and the 2-3 foot berm that was installed may not be effective screening today. Additionally, the existing landscaping located on the south side of 80th Street does not provide the applicant any screening from headlights.

Planning Staff: Staff believes approving the variance could set a precedent for other solid fences in the front yard and that the request is not necessary for the property to be used in a reasonable manner. Therefore, staff recommends denial of the solid fence located in the front yard with the findings listed in the attached resolution.

Attachments: Denial Resolution
 Narrative and pictures from the applicant
 CC minutes from the Jan. 27 meeting
 Staff Report

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

RESOLUTION NO. _____

**RESOLUTION DENYING A VARIANCE TO ALLOW TWO, 42 INCH HIGH SOLID
FENCE SEGMENTS WITHIN THE FRONT YARD SETBACK WHEREAS CITY CODE
REQUIRES A MINIMUM OF 75% CLEAR VISIBILITY ON FRONT YARD FENCES**

**CASE NO. 13-58V
Mary T'Kach**

Property located at 1987 - 80th Street and legally described as follows:

**Lots 10 & 11 ex. E 50 ft, all of lot 12 subj to Co Rd 28, Richter Addition, according to the
recorded plat, Dakota County, Minnesota**

WHEREAS, an application has been received for a Variance to allow two, 42 inch high solid fence segments 10 feet from the front property line whereas a minimum of 75% clear visibility is required for fences located in the front yard;

WHEREAS, the afore described property is zoned R-1B, Single Family Residential;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on January 7, 2014 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the fence variance. The property would still function as a single family residence.
2. Approval of the fence variance could set a precedent for other solid fences located within the front yard.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting the variance; the solid fence may be considered a convenience to the applicant, not a practical difficulty.
4. Approval of the solid fence within the front yard could alter the character of the neighborhood as it would be the only solid fence located in the front yard in this neighborhood.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 42 inch high solid fence within the front yard setback is hereby denied.

Adopted by the City Council of Inver Grove Heights this 10th day of March, 2014.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

March 6, 2014

Inver Grove Heights City Council
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Mayor and City Council Members:

This is a follow-up to my request for a variance from the existing City code requiring a front yard fence to have at least 75% of its area open, unless it is set back 30 feet from the front property line. Per your request, I am submitting three images to serve as representation (not exact dimensions) as follows:

- One image shows a solid six foot high fence located on the property line. This location would have been allowed under current City codes had the County not needed 32 feet of front yard area to widen County Road 28/80th Street.
- One image shows a solid 42 inch high fence, sitting on a 2-3 foot berm (the berm depicted as the height of the snow).
- One image shows a solid six foot high fence, sitting back 30 feet from the property line. This location and height is currently allowed under City code and no variance is needed.

In reviewing the City's Zoning Map and driving around the City, I could not find a similar intensity of use in a "P, Public Institutional" zone as is found with the Community Center and National Guard Armory. Currently we have schools, libraries, places of worship, fire stations and City administration buildings in the "P, Public Institutional" zoning. Unlike these other facilities in "P, Public Institutional" zones in the City, the Community Center operates nearly 365 days per year with hours that typically run from very early morning to very late at night. No other facilities in the City's "P, Public Institutional" zone operate with this intensity of traffic, noise and lights.

If you have any questions or would like to discuss this project prior to the upcoming City Council meeting, please feel free to contact me at 651-455-8452.

Thank you for your continued consideration of this request.

Sincerely,

Mary T'Kach
Property owner
1987 80th Street East
Inver Grove Heights, MN 55077

42" fence on top
of a berm.



6' fence on
property line



6' fence - 30' from
the front property
line.



INVER GROVE HEIGHTS CITY COUNCIL MEETING – January 27, 2014

utilities into the area.

Mr. Kuntz stated the City should not impose such a condition because there was no benefit analysis for the property and it would be unfair to ask the property owner to give up his right to appeal an assessment without that information available.

Motion by Madden, second by Mueller, to adopt Resolution No. 14-05 approving a Variance to construct a new home on a Vacant Lot that does not meet the minimum lot size requirements for property located at 7929 Argenta Trail

Ayes: 4

Nays: 1 (Piekarski Krech) Motion carried.

B. MARY T'KACH; Consider Resolution relating to a Variance to allow a 42 inch high solid fence within the front yard setback whereas code requires minimum 75% clear visibility on front yard fences for property located at 1987 80th Street



Mr. Link reviewed the location of the property. The property owner's previous variance requests were denied and a revised proposal was submitted for Council's consideration. The proposed fence complied with setback and height requirements. The request was for a solid fence in the front yard. City Code requires front yard fences to be 75% clear, primarily for public safety reasons. The applicant would like to have a solid fence to mitigate the light from the community center across the street and noise from the traffic along 80th Street. The fence would be outside of sight lines along 80th Street and the visibility leaving the residence would not be impaired. Planning staff was concerned that this would be the only solid fence in a front yard in the neighborhood. He noted precedent was also a concern because there were many instances throughout the City in which homes were located across the street from churches, schools, or businesses that generate both noise and light that could negatively impact a neighborhood. Planning staff also found the request to be a matter of convenience rather than necessity as the fence is not needed for reasonable use of the property. Both Planning staff and the Planning Commission recommended denial of the request.

Mary T'Kach, 7848 Babcock Trail, stated the difficulty was created when the County took 32 feet from the front yard of the property. She opined if that had not occurred the variance would not be required.

Mayor Tourville clarified whether or not the County took frontage from the property the issue was the 75% clear visibility requirement for the fence was not met in the proposal that was submitted.

Ms. T'Kach stated the last time she presented the request there were a lot of suggestions as to how to soften the design and reduce the height of the fence. She opined that her revised proposal considered those suggestions and reflected a 42" high fence set on a berm that would be landscaped on the street side. She referenced the minutes from the Council meeting on September 10, 2012 in which a variance was granted for a solid fence that would encroach onto the front yard of a property located on Cooper Avenue. She explained the Council cited reasons for approval of the variance including security and screening of the property. She stated none of her neighbors opposed the request.

Mayor Tourville stated they were back to the issue of setting a precedent for allowing a solid fence in the front yard. He clarified that the request referenced for the property along Cooper Avenue was not a similar circumstance because the property was a corner lot. He explained a practical difficulty had to be identified to grant the variance.

Councilmember Mueller questioned what was meant by the term solid.

Councilmember Piekarski Krech stated it related to the ability to see through the fence based on the materials that were used to construct it. She explained a wood fence would be solid compared to a chain link fence.

Councilmember Madden stated the issue was the opaqueness of the fence.

Councilmember Mueller questioned why the hardship could not be the light and noise from the community center and the traffic along 80th Street.

INVER GROVE HEIGHTS CITY COUNCIL MEETING – January 27, 2014

PAGE 6

Mayor Tourville stated the difficulty would be distinguishing between this application and future applications from property owners who want solid fences in their front yards. The issue was setting a precedent for how future requests would be handled.

Ms. T'Kach opined there were not many people seeking a variance for a 42-inch high fence.

Galena Schirmer, 1987 80th St. E., stated she lived at the residence with her two (2) small children. She opined the difference between being across from the community center and a business or a church was that the noise, traffic, and light were a constant presence almost 24 hours a day.

Mayor Tourville stated everyone understood the concerns. He questioned if a variance would be needed if a fence that met the clear visibility requirement was constructed and landscaping was also used to further buffer the property from noise and light.

Mr. Link stated if it was not a solid fence and met the code requirement for clearness a variance would not be required. He noted landscaping would not require a variance either.

Councilmember Piekarski Krech questioned if a picket fence would meet the requirement.

Mr. Link stated it was not likely that a picket fence would work because ordinance requires the fence to be 75% clear.

Ms. T'Kach stated a picket fence would not mitigate the noise. She explained if the County had not taken 32 feet from her property she would be able to put up a 42 inch high fence without the variance because she would be able to meet the setback requirements.

Mr. Link confirmed the restriction on the solid fence was only in the 30 feet from the right-of-way back onto the property. He explained a house that was setback 60 feet could build a solid fence at the 30 foot setback. He noted the stipulation only applied to that distance within 30 feet of the right-of-way. He stated the purpose of the regulation was two-fold. The first was for aesthetics and design to maintain a certain appearance or attractiveness as you drive down the street. The second was for public safety to ensure there are no obstructions that would block drivers' visibility.

Mayor Tourville clarified the applicant could construct the solid fence 31 feet from the right-of-way.

Mr. Link responded in the affirmative. He stated the house was setback 33 feet from the right-of-way. The applicant could put up a solid fence 3 feet in front of the house without a variance.

Ms. T'Kach stated her proposal was to build the fence 15 feet from the right-of-way so she would be 15 feet shy of meeting the setback requirement. She reiterated if the County had not taken the additional 32 feet from her property she would have had 47 feet to work with and would not need a variance for the fence.

Councilmember Piekarski Krech stated if the only issue was related to the 30 foot setback requirement she would be more amenable to considering the request because she could not imagine many other people would want to construct a solid fence that close to their home.

Mayor Tourville stated he was still concerned about setting a precedent for future requests.

Councilmember Mueller questioned if the applicant would consider building the fence 20 feet from the right-of-way.

Ms. T'Kach stated that would be better than not being allowed to construct the fence.

Mayor Tourville explained the Council needs to determine if they want to allow solid fences in the front yard.

Councilmember Piekarski Krech stated the question was does the City want solid fences less than 30 feet from the property line. She noted the City would already allow a solid fence to be constructed at 30 feet.

Mayor Tourville suggested tabling the item to see if something could be worked out. He stated it may be easier if the applicant could provide some information to show what the fence would look like at 15 feet and at 20 feet.

P L A N N I N G R E P O R T
C I T Y O F I N V E R G R O V E H E I G H T S

REPORT DATE: December 27, 2013

CASE NO: 13-58V

HEARING DATE: January 7, 2014

APPLICANT & PROPERTY OWNER: Mary T'Kach

REQUEST: Variance to allow a solid fence within the front yard setback

LOCATION: 1987 - 80th Street

COMPREHENSIVE PLAN: Low Density Residential

ZONING: R-1B, Single-family Residential

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The applicant is requesting a variance to allow the construction of two solid fence segments 42 inches high, 10 feet from the front property line. The zoning code requires any fence within a front yard to be no higher than 42 inches and have at least 75% opacity. The reasons for the rule appear to be mainly visibility for traffic and emergency vehicles along the street and driveways. A second reason would be aesthetics, both in uniformity along front views and visual appeal.

The property is located along 80th Street/CR 28, across from the Veterans Memorial - Community Center. The applicant is requesting a 66 foot segment of fence to be located 10 feet from the front property line (about 37 feet from the curb). The second segment would be 18 feet of fence located along a secondary drive area also setback 35 +/- feet from the curb. The applicant has stated the purpose of the solid fencing in the front yard would be to mitigate the lights shining into the house from the Community Center traffic and to reduce some of the noise pollution from 80th street.

As the Commission may recall, the applicant requested a variance a couple months ago to allow a seven foot high solid fence to be located along the front property line; this request was denied by the City Council. The revised request would be to install a solid 42" fence on top of a 2-3 foot high berm, ten feet from the front property line. The fence would meet height and setback requirements only needing a variance to allow a solid fence verses a chain link fence.

SPECIFIC REQUEST

The following specific application is being requested:

- A.) A **variance** to allow a solid fence within the front yard setback whereas 75% opacity is required for all fences within the front yard.

EVALUATION OF THE REQUEST

SURROUNDING USES: The subject site is surrounded by the following uses:

North-Residential; zoned R-1B, single-family; guided LDR, Low Density Residential
West - Residential; zoned R-1B, single-family; guided LDR, Low Density Residential
East - Residential; zoned R-1C, single-family; guided LDR, Low Density Residential
South - Community Center/ Armory; zoned P, public/institutional; guided P/I, Public Institutional

VARIANCE REVIEW

City Code Title 11, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The general intent of this standard is to limit the precedent that could be set if the variance was granted. The area is developed with other single family homes to the north, west and east. The code allows fences that are at least 75% opaque (chain link) in the front yard; allowing a solid fence could set a precedent for other fences located in the front yard.

The request is in harmony with the intent of the comprehensive plan as the lot is being utilized as residential which would contain typical accessory structures or improvements such as fences.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The location of the fence segments would be at least 10 feet back from the property line, out of any traffic sight lines along 80th Street. The maximum length of the large segment would be 66 feet, extending a little beyond the length of the house, not across the entire length of the property. The shorter segment of fencing would be no longer than 18 feet in length. Traffic visibility leaving the residence should not be impacted as there would be over 35 feet between the fence and the curb.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

When Dakota County widened 80th street from two lanes to what it is today they acquired over 30 feet from the applicant's property reducing the setback area from the house to the edge of right-of-way. Additionally, the house was built in 1949, prior to the Community Center being constructed. This situation is somewhat unique in that property was taken from the applicant to widen a road and the house is located across the street from the Community Center. Both not typical impacts to a residential lot, however there are other instances throughout the City where properties are located along busy county roads or across from churches, schools, businesses, etc. that could also be impacted by vehicle lights and noise, the variance may be considered a convenience to the applicant, not a practical difficulty.

4. *The variance will not alter the essential character of the locality.*

There are fences in all residential neighborhoods. One of the functions of zoning regulations is to maintain consistency of structure placement and aesthetic qualities from street and neighboring views. The zoning code allows chain link fences 42 inches or shorter within the front yard setback. The applicant is planning to create a 2-3 foot high berm on the property and installing a 42 inch solid fence on top of it. The fence height would comply with zoning requirements but allowing a solid fence in the front yard whereas the code requires 75% opacity could alter the character of the neighborhood.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives for the requested action:

Approval: If the Planning Commission finds the Variance to be acceptable, the Commission has the following options:

- A. Approval of the Variance to allow the construction of a solid fence within the front yard setback whereas 75% opacity is required subject to the following conditions:
1. The fence installation shall be in substantial conformance with the site plans dated 12-9-13 on file with the Planning Department.
 2. The fence must be located on the land owner's property and out of the County right-of-way.

3. A County work permit is required for equipment located within the County right-of-way.

Denial: If the Planning Commission does not favor the proposed request, it should be recommended for denial, which could be based on the following rationale:

1. Denying the variance request does not preclude the applicant from reasonable use of the property as the property would still function as a single family residence.
2. Approval of the variance could set a precedent for other solid fences located within the front yard.
3. Staff does not believe there are practical difficulties in complying with the official control and the solid fence may be considered a convenience to the applicant, not a practical difficulty.
4. Approval of a solid fence within the front setback could alter the character of the neighborhood as it would be the only solid fence within the front yard in this neighborhood.

RECOMMENDATION

Staff believes the variance situation is somewhat unique due to the fact the County obtained about 30 feet of right-of-way from the property to widen 80th street reducing the amount of space between the house and the edge of right-of-way; however, the request still seems to be a convenience to the applicant and not necessary for the property to be used in a reasonable manner. For the reasons listed in alternative B staff is recommending denial of the proposed request.

Attachments: A) Location Map
 B) Applicant Narrative
 C) Site Plan
 D) Elevation Plan



Fence Variance 1987 - 80th Street



- Legend**
- A, Agricultural
 - E-1, Estate (2.5 ac.)
 - E-2, Estate (1.75 ac.)
 - R-1A, Single Family (1.0 ac.)
 - R-1B, Single Family (0.5 ac.)
 - R-1C, Single Family (0.25 ac.)
 - R-2, Two-Family
 - R-3A, 3-4 Family
 - R-3B, up to 7 Family
 - R-3C, > 7 Family
 - R-4, Mobile Home Park
 - B-1, Limited Business
 - B-2, Neighborhood Business
 - B-3, General Business
 - B-4, Shopping Center
 - OP, Office Park
 - PUD, Planned Unit Development
 - OFFICE PUD
 - Comm PUD, Commercial PUD
 - MF PUD, Multiple-Family PUD
 - I-1, Limited Industrial
 - I-2, General Industrial
 - P, Public/Institutional
 - Surface Water
 - ROW

N
Map not to scale

Exhibit A
Zoning and Location Map

December 9, 2013

Inver Grove Heights Planning Commission
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Planning Commission Members:

This is a request for a variance from the existing City code requiring a front yard fence, within 30 feet of the front property line, have at least 75% of its area open. Since my last request, that was denied, I have re-designed my plans (please see attached drawing) for two sections of fence to reduce noise and light issues based on the concerns of the Planning Commission and the City Council. Although the Council denied my original variance request at the November 12, 2013 City Council meeting, a suggestion was made to reduce the visual impact of the fence sections by creating a landscaped berm and constructing the fence on the berm, back from the property line, rather than on the property line as originally requested. Also, there was a concern regarding the overall height of the original fence design. This request will not require a height variance, as the fence will not exceed the 42 inch height limit.

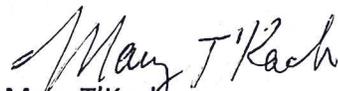
I agree that these changes will result in a more esthetically pleasing fence, and therefore, am now seeking a single variance to allow a solid fence that meets the 42 inch fence height requirement and is set back from the property line, for the front yard of my property at 1987 80th Street East.

The practical difficulty in this case is a lack of space to build a solid fence that meets the setback requirements of the City. This practical difficulty was created when Dakota County reduced the front yard of this property by 32 feet when County Road 28 (80th Street) was widened from two lanes to four-plus lanes.

There will be landscaping maintained on the street side of the 42" fence sections that will create a pleasant visual esthetic for the public while reducing the noise and light pollution from the road and nearby parking lots.

If you have questions or would like to discuss this request, please contact me at 651-455-8452. Thank you for your re-consideration of this request.

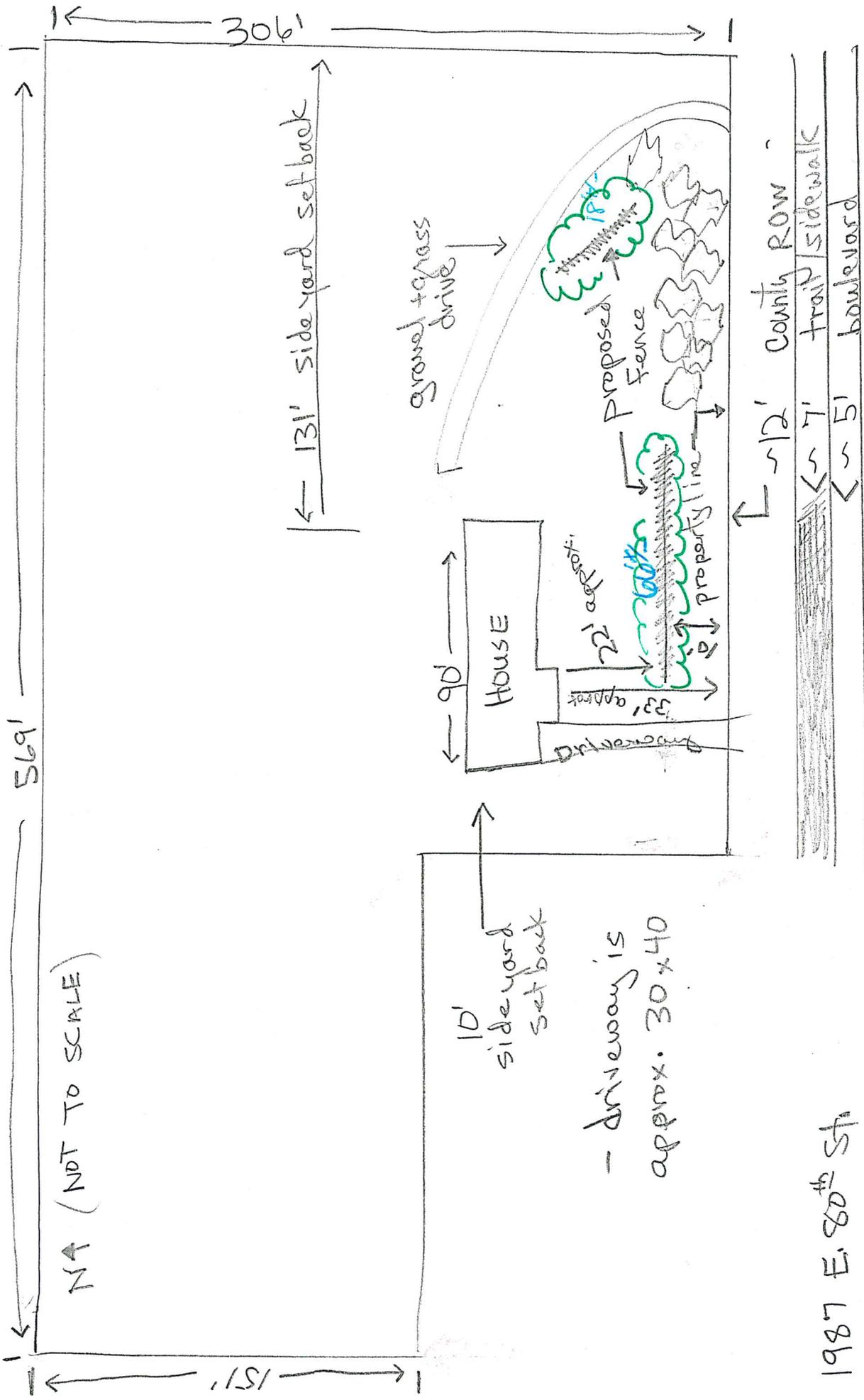
Sincerely,



Mary T'Kach

Property owner
1987 80th Street East
Inver Grove Heights, MN 55077

'B'



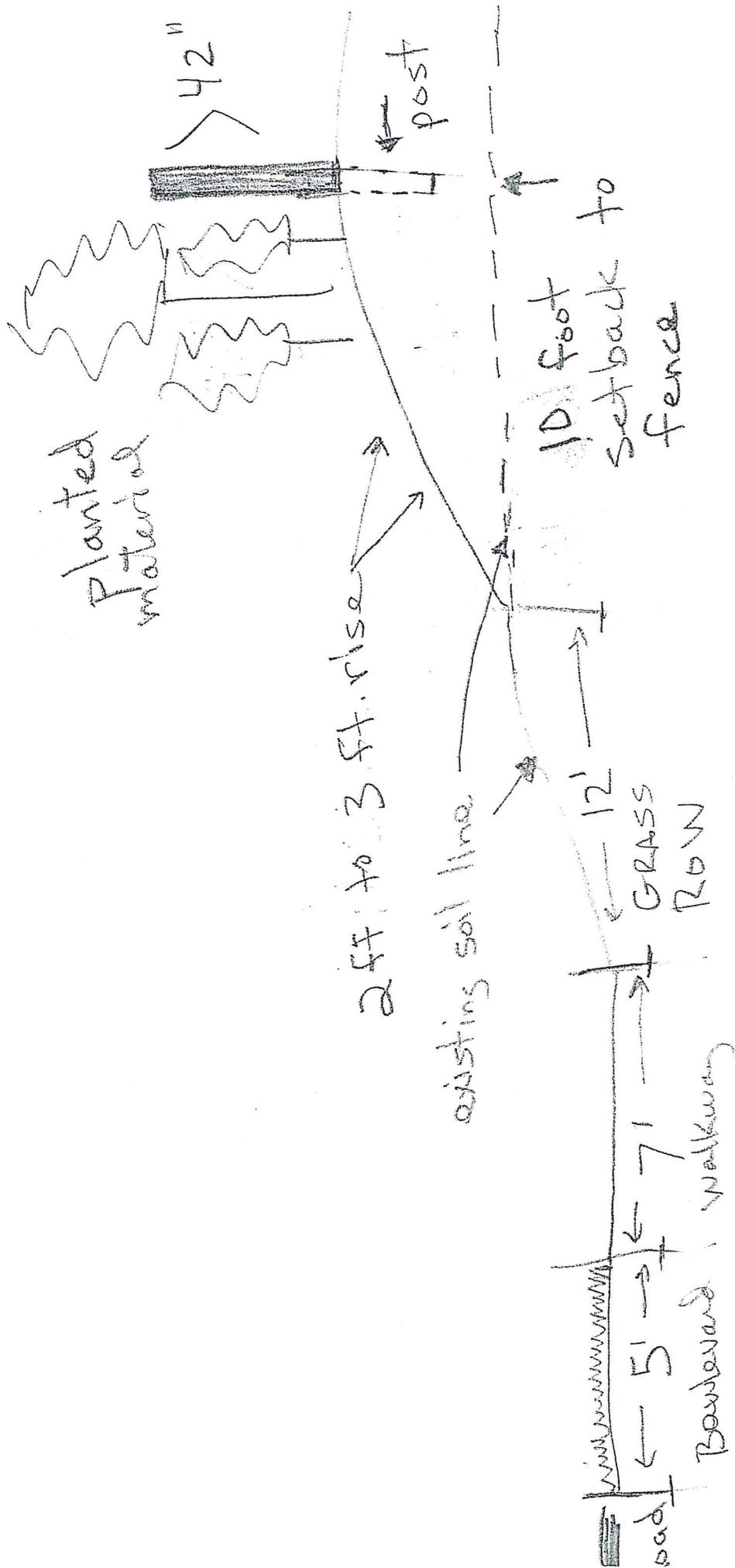
10' side yard setback

- driveway is approx. 30x40

Parcel ID # 20-64000-00-120



C-



U.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Carryover of Unused Budget Appropriations

Meeting Date: March 10, 2014
 Item Type: Regular
 Contact: Kristi Smith 651-450-2522 *Kristi Smith*
 Prepared by: Kristi Smith, Finance Director
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input checked="" type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Approve the Carryover of Unused Budget Appropriations from the 2013 Budget to the 2014 Budget.

SUMMARY

Appropriations for the 2013 Budget expired on December 31, 2013. As in past years some items were not completed in 2013 and we are requesting carryover of unused 2013 appropriations to the 2014 Budget. Requests are as follows:

General Fund

- Police – Supplies - Training - \$3,000
- Police – Conferences and Seminars - \$2,200
- Engineering – Engineering Consultants - \$16,000
- Planning – Planning Services - \$27,100
- Fire – Temporary Employees - \$10,000
- Streets – Supplies – Maintenance - \$44,400

Community Center

- Buildings - \$30,000 for the Grove front desk and \$50,000 for P&R office space. (Funded by transfers of \$30,000 from the Community Projects Fund and \$50,000 from the Capital Facilities Fund.)

ADA

- Repair & Maintenance – Buildings - \$23,600

Water

- Repair & Maintenance - Equipment - \$180,000

We are requesting the following transfers for 2014:

- From the Community Projects Fund to the Community Center Fund – up to \$30,000 to cover the above carryover request for Community Center capital outlay.
- From the Capital Facilities Fund to the Community Center Fund – up to \$50,000 to cover the above carryover request for Community Center capital outlay.

The General Fund prior to these carryovers and transfers has an estimated surplus in excess of \$900,000. The 2013 budget anticipated a contribution from fund balance of \$114,300.

Each department was asked to submit their requests for carryovers and transfers. Copies of those requests are attached.

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF 2013
BUDGET APPROPRIATIONS BY AMENDING THE 2014 BUDGET**

WHEREAS, there are a number of items that were appropriated for in the 2013 Budget which were not accomplished during the fiscal year, and

WHEREAS, it is desirable that these items be accomplished during 2014 and there needs to be budget appropriations in the 2014 Budget for these items.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the 2014 Budgets are hereby amended as follows:

General Fund:

Police Department	101.42.4000.421.60018	Increase	\$3,000
Police Department	101.42.4000.421.50080	Increase	2,200
Engineering Department	101.43.5100.442.30030	Increase	16,000
Planning Department	101.45.3200.419.30600	Increase	27,100
Fire Department	101.42.4200.423.10300	Increase	10,000
Streets Department	101.43.5200.443.60016	Increase	44,400
Contribution from Fund Balance	101.00.0000.3991000	Increase	102,700

Community Center Fund:

205.44.6200.453.80200	Increase	80,000
205.00.0000.3992000	Increase	80,000

ADA Fund:

447.00.7500.460.40040	Increase	23,600
447.00.0000.3992000	Increase	23,600

Water Fund:

501.50.7100.512.40042	Increase	180,000
501.50.0000.3992000	Increase	180,000

BE IT FUTHER RESOLVED: that the following transfers are authorized in 2014:

From: Community Projects Fund	450.57.9200.590.91100	Max. \$30,000
To: Community Center Fund	205.59.0000.3911000	Max. 30,000
From: Capital Facilities Fund	400.57.9200.590.91100	Max. 50,000
To: Community Center Fund	205.59.0000.3911000	Max. 50,000

Adopted by the City of Inver Grove Heights this 10th day of March 2014.

Ayes:
Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

Kristi Smith

From: Larry Stanger
Sent: Wednesday, February 05, 2014 10:25 AM
To: Kristi Smith
Subject: 2013 Carryovers

Follow Up Flag: Follow up
Flag Status: Flagged

Kristi,

Below are the 2013 carryover requests for Police:

50080 – Conferences and Seminars: \$2200.00

Crime Scene Processing (1300) and Firearms Armorer (900) training are offered in various regions throughout the United States every year. In 2013 there were not offered in Minnesota; however, this year (2014) they will be.

60018 – Supplies – Training: \$3000.00

Ammunition is in short supply and backordered because of the war effort and we were unable to receive all of the 9 mm ammunition we needed for training that is billed when received.

9 mm ammunition is scheduled to be available to us in the first quarter of this year (2014).

If you have any questions, give me a call.

Thanks,

Larry



Larry Stanger

Chief of Police

Inver Grove Heights Police Department

8150 Barbara Ave | Inver Grove Heights, MN 55077

651-450-2526 (Direct) | 651-450-2543 (Fax) | lstanger@invergroveheights.org

THIS COMMUNICATION MAY CONTAIN CONFIDENTIAL AND/OR OTHERWISE PROPRIETARY MATERIAL and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers.

Kristi Smith

From: Tom Kaldunski
Sent: Thursday, December 26, 2013 9:21 AM
To: Kristi Smith
Cc: Scott Thureen
Subject: Request for An Engineering Budget Carry Over To 2014
Attachments: 2013_Special Studies Mapping Proposal_Barr Engr.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Kristy ,

I am writing this message to request that a 2013 budget balanced be carried forth from 2013 to 2014 . The Engineering division has a budget for Engineering Consultants (Account 101.43.5100.442.30300). There is currently budget allocated to cover an expense from EOR , as they update the city's NWA storm water basin map . The remaining balance, after EOR completes their work , was intended to fund a storm water mapping of special studies as outlined in the attached proposal from Barr Engineering . I would request that all funds left in the account for Engineering Consultants on 1/1/2014 be carried forth into 2014 to fund the projects that EOR and Barr are doing for the city .

Let me know if you need any other info to arrange for this carry over .

Thomas J. Kaldunski, PE
City Engineer
City of Inver Grove Heights
651-450-2572

December 10, 2013

Mr. Tom Kaldunski, P.E.
City Engineer
City of Inver Grove Heights

Re: Proposal to Map Hydrologic and Hydraulic Drainage Studies

Dear Mr. Kaldunski:

Thank you for your request for a proposal regarding the mapping of hydrologic and hydraulic studies completed by Barr for the city as part of the development reviews and feasibility studies. We understand that the purpose of the mapping is to provide an easy way for city staff to determine the location of studies not included in the 2008 WRMP and the watersheds that were included in the studies.

The WRMP includes results of studies completed through at least 2005. We reviewed the list of projects completed by Barr for the City and have found that there were 24 reviews or studies completed between 2006 and 2013. We propose to create two shapefiles as part of this mapping project. The first shapefile will show the parcels that were the focus of the review or feasibility study, and the second shapefile will show the watersheds that were modified for the hydrologic or hydraulic study. The following is a summary of the attribute information that will be included in each of the shapefiles:

- Parcel shapefile attributes will include: name of the review/study, address of the parcel (to be provided by the city), year the review/study was completed, BMPs evaluated, modeling program used, and the established high water mark (if different than given in the WRMP)
- Watershed shapefile attributes will include: name of review/study, year the review/study was completed, and the type of model that was used (XP-SWMM, HydroCAD, BWM, etc).

To ensure that the final deliverables can be easily incorporated into the city's GIS database, we propose discussing this mapping effort with city GIS staff at the onset of the project. Our work scope includes an in-person kick-off meeting at the city offices with city GIS staff, and other city staff as needed. The purpose of the meeting is to discuss the attributes listed above, and to determine if there is any way to streamline this effort (i.e. –utilizing a shapefile already developed by the city).

Upon completion of this mapping effort, the shapefiles will be provided to the city for their use. To maintain the database, the city may want to consider updating the shapefiles yearly to include all studies performed within the previous year. In addition to creating the shapefiles, we will create pdf maps of the city using the 2008 SWMP watershed maps as base maps, and showing the shapefiles created for this

mapping effort. The attached figure shows an excerpt of two of the study areas overlaid on the 2008 SWMP base map. These pdf maps will be provided to you in draft form for you to review, and will be updated based on your comments.

The following is a summary of the deliverables for this project:

- Parcel shapefile (electronic file)
- Watershed shapefile (electronic file)
- PDF maps of areas where watersheds were modified during one the reviews or studies (electronic file)

The total cost estimate for the referenced mapping effort \$12,500, which assumes we will create all shapefiles. If we are able to start with a shapefile created by the city, the costs would be reduced. We can start work upon your notice to proceed, and will provide you with the draft pdf maps within six weeks of the project kick-off meeting.

Please contact me (email kchandler@barr.com, phone 952-832-2813) with the notice to proceed or if you have questions on this scope of services.

Sincerely,



Karen Chandler, P.E.
Senior Project Manager
Barr Engineering Company



-  Inter-Basin Flow Direction Arrows
-  Flow Direction Arrows
-  LaMettry's Subwatersheds
-  Luther Kia Subwatersheds
-  Project Parcels
-  Drainage Basins
-  Watersheds
-  Municipal Boundaries
-  City of Inver Grove Heights

Figure 2-18
 HIGHWAY 110-494 DRAINAGE BASIN
 Drainage Pattern Map
 Inver Grove Heights Surface
 Water Management Plan

Bear Feet: ArcGIS 10.1, 2013-10-31 13:22 File: [C:\feet\inver_grove_heights\current\Data\Map\Users\user2003\Example_Project_map.mxd User: user2

Kristi Smith

From: Tom Link
Sent: Monday, March 03, 2014 8:28 AM
To: Kristi Smith
Subject: 2013 Budget Carryovers and Transfers

Kristi,

Budget Carryover

I request that the following unused funds from the 2013 budget be carried over to 2014:

Planning – Planning Services (3200-101-419-30-60) - \$27,139.15

These funds for planning studies relate to the Concord Boulevard Neighborhood redevelopment efforts, the Gun Club Site environmental contamination and acquisition negotiations, and the RCM/ULI Housing Audit. These studies have been delayed for various reasons, primarily by the actions of the Minnesota Department of Transportation and the Minnesota Pollution Control Agency.

Transfers

I also request the following two transfers for the year 2014:

The transfer of \$150,000 from the Host Community Fund to the Doffing Avenue Voluntary Acquisition Program (Concord Floodplain Acquisition – Project #9811).

The transfer of \$300,000 from the Host Community Fund to the EDA Fund for economic development acquisitions.

Let me know if you need additional information or if you have any questions. Thanks.

Tom

TO: Kristi Smith, Finance Director
FROM: Judy Thill, Fire Chief
SUBJECT: Budget carryover 2012 to 2013
DATE: March 5, 2014

I would like to request carryover of the following 2013 Fire Department funds to 2014 for the listed accounts:

Temporary employee wages 101.42.4200.423.10300

- Increase in emergency calls

	<u>\$10,000</u>
TOTAL	\$10,000

MEMORANDUM

TO: Scott Thureen, Public Works Director
FROM: Barry Underdahl, Street Superintendent
SUBJECT: Budget Carryover
DATE: February 3, 2014

Department 5200 – Streets

The winter maintenance season has taken a toll on our de-icing salt reserves. In the current state contract we are guaranteed 2800 tons of regular road salt from Cargill Inc. at \$61.63 per ton and 620 tons of treated road salt from North American Salt Company at \$79.74 per ton. The current contract period is June 8, 2013 through June 7, 2014.

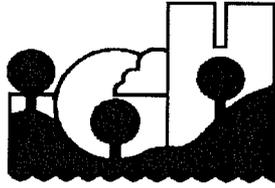
As a contract participant we have the option to acquire 20% more salt than the original estimated usage quantities listed above. Due to unpredictable weather, and a diminished salt supply, it is recommended we replenish some of our salt reserve by acquiring the additional 20% available in the current contract.

I respectfully request the carryover of \$44,400.00 from the 2013 Street Department budget to be made available for expenditure in 2014 in line item 101.43.5200.443.60016 for the purchase of road salt.

Park and Recreation

2013 Budget Carry Over Requests

Division	Project	Amount	Budget Code
ADA	ADA	\$23,600	447.00.7500.460.40040
VMCC/Grove	Front Desk	\$30,000	C10000/205.44.6200.453.80300 (should be 80200 though)
VMCC/Grove	Park & Recreation Office	\$50,000	C10000/205.44.6200.453.80300 (should be 80200 though)



City of Inver Grove Heights
UTILITY DIVISION

MEMORANDUM

TO : Scott Thureen
FROM : Jim Sweeney
SUBJECT : **2013 Budget Carryover**
DATE : January 17, 2014

We have identified one 2013 Water Fund budget account balance that we would like to carryover to 2014.

Water Fund Account # 501-50-7100-512-40042 - \$ 180,000.00

These funds are earmarked for the rehabilitation of filter cells # 1 thru # 4 at the Water Treatment Facility. This project is currently underway and is expected to be completed in May before our peak water production season begins.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Transfers and Closing of Funds

Meeting Date: March 10, 2014
 Item Type: Regular
 Contact: Kristi Smith 651-450-2521
 Prepared by: Kristi Smith, Finance Director
 Scott Thureen, PW Director
 Eric Carlson, P&R Director
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Approve Transfers and Closing of Funds.

SUMMARY

We are requesting the following transfers effective December 31, 2013:

- From the Host Community Fund to the Community Center Fund - \$395,364.67 to cover the operating deficit for 2013. The budgeted transfer was \$373,200.00. The 2007 VMCC/Grove audit set a goal of recovering 90% of the Community Center operating expenditures with operating revenues. It is estimated that in 2013 the VMCC/Grove covered 85% of Community Center operation expenditures.
- From the Community Project Fund to the Community Center Fund - \$309,746.24 to cover capital outlay purchased in 2013. The budgeted transfer was \$403,000.00.
- \$500,000.00 from the Host Community Fund to the Pavement Management Project Fund. In previous years funds were budgeted into the General Fund from the Host Community Fund and then budgeted out of the General Fund into the Pavement Management Fund. Beginning with the 2013 budget the in and out of the General Fund was removed with the intent that the funds be transferred directly from the Host Community Fund to the Pavement Management Project Fund thus requiring year-end authorization of the transfer.
- \$150,000.00 from the Host Community Fund to the 2005 Local Improvement Construction Fund, Project #9811 Doffing Avenue Voluntary Acquisition Program to replenish the account. The balance of uncommitted funds is currently about \$405,000.00.
- \$18,867.58 from the General Fund Fund to the 2001 Improvement Fund, Project #0101 Ready Property Appraisal and Acquisition.

Over the course of the last 10+ years the City has had contact with Mr. John Ready on issues related to his property and proposed development in the SW corner of the City. Much of the property had gone tax forfeiture and the City acquired a number of parcels, in addition, from time to time over the last several years the City has had to consult with legal counsel on the issues presented by either the State of MN, Mr. Ready, or at public meetings. In total the City has spent \$18,900 on acquisition and legal costs without designating which funds should pay for these expenses. The recommended action and subsequent approval by the City Council will clear up how these accumulated expenses should be funded.

- \$40,941.40 from the 2002 Improvement Fund, Project #9813 82nd Street East to the Permanent Improvement Revolving Fund. Special assessments have been fully levied and the project should be closed.
- \$18,874.47 to the 2003 Local Improvement Construction Fund, Project #0329 River Road Street and Drainage from the Pavement Management Project Fund.
City Project No. 2003-29 involved reconstruction of a portion of River Road to address drainage issues. The entire project cost was proposed to be assessed to the abutting properties. At the assessment hearing, the City Council decided to defer one-half the assessment on five parcels that the road bisects, due to the low probability of that portion of each parcel that is situated between the road and the Mississippi River being developed. Due to the fact the deferred amount will likely not be realized, I recommend that the project deficit be funded by a transfer from the Pavement Management Project Fund.
- \$192,580.59 to the 2005 Local Improvement Construction Fund, Project #0506 T.H. 149 Improvements from the MSA Fund.
City Project No. 2005-06 involved the improvement of T.H. 149 in Eagan and Inver Grove Heights. Eagan was the lead agency on the project. The approved funding sources for the City's share of the cost were Municipal State Aid funds, utility funds and the Capital Improvement Revolving Fund. There was a considerable difference between the feasibility study estimate of funding that would be provided by Mn/DOT and the final eligible costs. The difference resulted in the funding shortfall. The Capital Improvement Revolving Fund was originally intended to be used for some of the funding. However, it is recommended that Municipal State Aid funds be used instead.
- \$47,125.52 to the 2005 Local Improvement Construction Fund, Project #0511 65th St E & Delaney Ave E from the Pavement Management Program Fund.
City Project No. 2005-11 involved the improvement of 65th Street East from Dawn Avenue East to Delaney Avenue East and Delaney Avenue East from Upper 64th Path to a point approximately 175 feet south of 65th Street East. The funding plan in the feasibility study assumed most of the total estimated cost would be assessed (following the City's assessment policy of assessing new roads at 100 percent), with the water and sewer funds covering the balance.
The final total project cost was \$196,485. The Water Connection Fund paid \$4,181 and the Sewer Connection Fund paid \$1,391. The proposed assessments were reduced by 50 percent following the recommendation in the benefit analysis. In addition, a portion of one assessment and all of another were deferred. The result of all of these actions was a \$47,126 funding deficit. It is recommended that funds be transferred from the Pavement Management Project Fund to cover the shortfall.
- \$3,082.59 to the 2007 Local Improvement Construction Fund, Project #0701 65Th St E Sidewalk Improvements from the MSA Fund.
City Project No. 2007-01 constructed a concrete sidewalk along the north side of 65th Street from Cahill Avenue, west to the driveway for the Presbyterian Homes senior living development. The project is to be fully funded with Municipal State Aid funds.
- \$6,011.86 to the 2008 Local Improvement Construction Fund, Project #0822 Bohrer Pond Shore Protection from the 2004 Local Improvement Construction Fund, Project #0408 Bohrer Pond Outlet.
City Project No. 2008-22 involved restoration of approximately one-quarter mile of shoreline along the south side of Bohrer Pond. This project repaired shoreline erosion that occurred prior to the installation of a storm water outlet for Bohrer Pond (City Project No. 2004-08). The City received a grant through the Dakota County Soil and Water Conservation District to fund a portion of the construction cost. The project costs in excess of the grant are to be funded from City Project No. 2004-08.
- \$347.00 from the 2009 Local Improvement Construction Fund, Project #0926 Cameron Property Acquisition to Park Capital Replacement Fund. Earnest money was reported in project #0926, however, the proceeds were recognized in the Park Capital Replacement Fund.

- \$13,442.56 to the 2011 Local Improvement Construction Fund, Project #1104 93rd St E/90th – Abigail Ct from the Capital Improvement Revolving Fund. This project was terminated on May 14, 2012, Resolution #12-79.
City Project No. 2011-04 was a petitioned project to construct a new street segment (93rd Street East at Abigail Court East). The petitioners provided some funding for the feasibility study. Once the project costs were identified, the local support waned. The project was abandoned. It is recommended that the Capital Improvement Revolving Fund be used to fund the shortfall.
- \$28,089.08 to the 2011 Local Improvement Construction Fund, Project #1105 Concord Blvd (Cooper Path to TH 52) of which \$20,559.08 is from the Pavement Management Project Fund, \$6,030.00 is from the Sewer Operating Fund, and \$1,500.00 is from the Water Operating Fund.
City Project No. 2011-05 was a county-led mill and overlay project on Concord Boulevard between Cooper Path and T.H. 52. The City was responsible for costs associated with our underground utility adjustments and modifications (gate valve covers, manholes, catch basins) per the joint powers agreement for the project between the City and the County. It is recommended that the project funding be covered by transfers of \$20,559 from the Pavement Management Project Fund, \$6,030 from the Sewer Fund and \$1,500 from the Water Fund.
- \$8,702.79 to the 2013 Local Improvement Construction Fund, Project #1307 Concord Blvd & Cahill Ave Traffic Signal Revisions from the MSA Fund.
City Project Nos. 2013-07 and 2013-08 were county-led signal revisions to add flashing left turn arrows to existing signals in the City that are part of the County's system. The City entered into agreements to cost-share the improvements per the County's policy. It is recommended that Municipal State Aid funds be used to fund the projects.
- \$3,111.38 to the 2013 Local Improvement construction Fund, Project #1308 Babcock Trail & Mendota Rd/ Southview Blvd Traffic Signal Revisions from the MSA Fund.
City Project Nos. 2013-07 and 2013-08 were county-led signal revisions to add flashing left turn arrows to existing signals in the City that are part of the County's system. The City entered into agreements to cost-share the improvements per the County's policy. It is recommended that Municipal State Aid funds be used to fund the projects.

We are requesting the following funds be closed effective December 31, 2013 through residual equity transfers:

- \$518.05 transfer from 2002 Local Improvement Construction Fund, Project #0297, Fund 422 to Permanent Improvement Revolving Fund, Fund 445.
- \$15,735.27 transfer from G.O. Equipment Certificate 2008B, Fund 351 to Closed Bond Fund, Fund 399.

We are requesting the following transfers for 2014:

- \$300,000.00 to the Economic Development Authority from the Host Community Fund for property acquisition to be transferred at the time of purchase.

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

RESOLUTION NO. _____

RESOLUTION APPROVING 2013 AND 2014 TRANSFERS

WHEREAS, there are transfers and fund closings which need to be approved for 2013,
and

WHEREAS, there are transfers which need to be approved for 2014.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the following transfers are authorized in 2013:

From: Host Community Fund	451.57.9200.590.91100	\$395,364.67
To: Community Center Fund	205.59.0000.3911000	395,364.67
From: Community Projects Fund	450.57.9200.590.91100	309,726.24
To: Community Center Fund	205.59.0000.3911000	309,726.24
From: Host Community Fund	451.57.9200.590.91100	500,000.00
To: Pavement Management Project Fund	440.59.0000.3911000	500,000.00
From: Host Community Fund	451.57.9200.590.91100	150,000.00
To: 2005 Local Improvement Construction Fund Project #9811	425.59.0000.3911000	150,000.00
From: General Fund	101.57.9200.590.91100	18,867.58
To: 2001 Local Improvement Construction Fund Project #0101	421.59.0000.3911000	18,867.58
From: 2002 Improvement Fund Project #9813	422.72.5900.722.91100	40,941.40
To: Permanent Improvement Revolving Fund	445.59.0000.3911000	40,941.40
From: Pavement Management Project Fund	440.57.9200.590.91100	18,874.47
To: 2003 Local Improvement Construction Fund Project #0329	423.59.0000.3911000	18,874.47
From: MSA Fund	406.57.9200.590.91100	192,580.59
To: 2005 Local Improvement Construction Fund Project #0506	425.59.0000.3911000	192,580.59
From: Pavement Management Project Fund	440.57.9200.590.91100	47,125.52
To: 2005 Local Improvement Construction Fund Project #0511	425.59.0000.3911000	47,125.52

From: MSA Fund	406.57.9200.590.91100	3,082.59
To: 2007 Local Improvement Construction Fund Project #0701	427.59.0000.3911000	3,082.59
From: 2004 Local Improvement Construction Fund Project #0408	424.72.5900.724.91100	6,011.86
To: 2008 Local Improvement Construction Fund Project #0822	428.59.0000.3911000	6,011.86
From: 2009 Local Improvement Construction Fund Project #0926	429.72.5900.729.91100	347.00
To: Park Capital Replacement Fund	444.59.0000.3911000	347.00
From: Capital Improvement Revolving Fund	408.57.9200.590.91100	13,442.56
To: 2011 Local Improvement Construction Fund Project #1104	431.59.0000.3911000	13,442.56
From: Pavement Management Project Fund	440.57.9200.590.91100	20,559.08
From: Water Operating Fund	501.57.9200.590.91100	1,500.00
From: Sewer Operating Fund	502.57.9200.590.91100	6,030.00
To: 2011 Local Improvement Construction Fund Project #1105	431.59.0000.3911000	28,089.08
From: MSA Fund	406.57.9200.590.91100	8,702.79
To: 2013 Local Improvement Construction Fund Project #1307	433.59.0000.3911000	8,702.79
From: MSA Fund	406.57.9200.590.91100	3,111.38
To: 2013 Local Improvement Construction Fund Project #1308	433.59.0000.3911000	3,111.38

BE IT FUTHER RESOLVED: that the following residual equity transfers are authorized in 2013 and Funds 422 and 351 are subsequently closed:

From: 2002 Improvement Fund Project #0297	422.72.9200.590.91200	\$518.05
To: Permanent Improvement Revolving Fund	445.59.0000.3912000	518.05
From: G.O. Equip Certificate 2008B	351.59.9200.590.91200	15,735.27
To: Closed Bond Fund	399.59.0000.3912000	15,735.27

BE IT FUTHER RESOLVED: that the following transfers are authorized in 2014:

From: Host Community Fund	451.57.9200.590.91100	\$300,000.00
To: Economic Development Authority Fund	290.45.0000.3911000	300,000.00

Adopted by the City of Inver Grove Heights this 10th day of March 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Transfers to Resolve 2013 Golf Course Cash Deficit

Meeting Date: March 10, 2014

Item Type: Regular

Contact: Kristi Smith 651-450-2521

Prepared by: Kristi Smith, Finance Director

Reviewed by: Eric Carlson, P&R Director
 Joe Lynch, City Administrator

Fiscal/FTE Impact:

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> | None |
| <input type="checkbox"/> | Amount included in current budget |
| <input type="checkbox"/> | Budget amendment requested |
| <input type="checkbox"/> | FTE included in current complement |
| <input type="checkbox"/> | New FTE requested – N/A |
| <input checked="" type="checkbox"/> | Other |

PURPOSE/ACTION REQUESTED

Approve transfers to resolve 2013 Golf Course Fund cash deficit.

SUMMARY

The Golf Course Fund is currently reporting a cash deficit as of 12/31/13 of \$78,075.03. We are requesting \$64,862.94 from the Central Equipment Fund and \$13,212.09 from the Host Community Fund.

In 2011 the Central Equipment Fund loaned the Golf Course Fund \$190,773.36 to be repaid over three years with interest at two percent. Payments were made in 2011, 2012, and 2013 according to the schedule and the balance is now \$0. The amount repaid in 2013 was \$64,862.94. Since the loan has been repaid we are requesting \$64,862.94 be transferred from the Central Equipment Fund and \$13,212.09 from the Host Community Fund.

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

RESOLUTION NO. _____

RESOLUTION APPROVING 2013 TRANSFERS

WHEREAS, the Golf Course Fund is reporting a cash deficit as of December 31, 2013,
and

WHEREAS, it is desirable that the annual cash deficit be resolved through transfers from
other funds.

**NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE
HEIGHTS:** that the following transfers are authorized in 2013:

From: Central Equipment Fund	603.00.9200.590.91100	\$64,862.94
From: Host Community Fund	451.57.9200.590.91100	13,212.09
To: Golf Course Enterprise Fund	503.59.0000.3911000	78,075.03

Adopted by the City of Inver Grove Heights this 10th day of March 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Parks & Recreation Department Organization

Meeting Date: March 10, 2014
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

The Council is asked to determine the organizational structure of the Park & Recreation Department by selecting either Option 1 or Option 2.

SUMMARY

Park & Recreation Department Organizational Structure

On December 2, 2013 the City Council directed staff to reduce the Inver Wood Golf Course budget by \$60,000 and that the savings should come from the salary and benefits portion of the budget.

On December 9, 2013 in response to the Council’s direction a re-organization of the Park and Recreation Department was proposed to the City Council.

On January 6th and 21st, 2014 the Council discussed the re-organization and shared some concerns about the impact to the organization and questioned whether or not the re-organization could be effective.

On March 3, 2014 the Council reviewed an organizational structure that was basically the same organizational structure as it was in 2013 with the exception of the elimination of the Golf Course Manager position.

This evening the Council is asked to determine what the future organizational structure of the department should be based on the following two options.

Option 1

This option represents an organizational structure similar to the 2013 structure of the department with the following exceptions:

- The Golf Course Manager position will be eliminated. The City and the affected employee will work towards an amicable separation
- The 0.75 FTE Clubhouse Coordinator would be increased to a 1.0 FTE Golf Course Supervisor and that the position will report to the Parks & Recreation Director
- The Golf Course Superintendent will report to the Parks and Recreation Director

There wasn’t enough time to prepare actual job descriptions and determine salary requirements for the positions that will be affected by either of the options presented. Generally speaking the job duties of positions that will “change” under Option 1 are as follows:

Golf Course Supervisor

- Develops, manages, and directs clubhouse staff in the execution of a municipal golf operation.
- Develops administrative plans and internal procedures consistent with City requirements.
- Coordinates and executes all financial procedures including reports, bank deposits, purchasing, invoice approval, credit card administration, and other procedures.
- Administers safety, liquor license compliance program, and all additional licensing requirements.
- Coordinates marketing efforts including website development. Develops and executes capital plans and projects.
- Reports directly to the Park and Recreation Director
- Assists the Park and Recreation Director with creation and monitoring of the golf course clubhouse budget

Golf Operations Coordinator

- Responsible for the daily delivery of customer services and programs including instruction, junior program, leagues, events, merchandising, tee time management, point-of-sale system, and staff scheduling.
- Supervises the Clubhouse Cashiers.
- Executes financial procedures including bank deposits, daily reports, and recordkeeping as assigned.
- Works golf shop customer service shifts and provides weekend supervision and duties as scheduled.
- Reports directly to the Golf Course Supervisor

Golf Course Superintendent

- No changes to the current job description with the following exceptions:
 - Reports directly to the Park and Recreation Director
 - Assist the Park and Recreation Director with creation and monitoring of the golf course maintenance budget

Option 2

This option represents an organizational structure similar to the 2013 structure of the department with the following exceptions:

- The Golf Course Manager position will be eliminated and the affected employee will be reassigned to the Maintenance Manager and will oversee Parks and Golf Course maintenance. The position will report to the Park and Recreation Director.
- The 0.75 FTE Clubhouse Coordinator would be increased to a 1.0 FTE Golf Course Supervisor and that the position will report to the Parks & Recreation Director
- The Park Superintendent job responsibilities would change slightly but the affected employees pay and benefits would stay the same. The affected employee will report to the Maintenance Manager

There wasn't enough time to prepare actual job descriptions and determine salary requirements for the position that will be affected by either of the options presented. Generally speaking the job duties of positions that will "change" under Option 2 are as follows:

Golf Course Supervisor

- Develops, manages, and directs clubhouse staff in the execution of a municipal golf operation.
- Develops administrative plans and internal procedures consistent with City requirements.
- Coordinates and executes all financial procedures including reports, bank deposits, purchasing, invoice approval, credit card administration, and other procedures.
- Administers safety, liquor license compliance program, and all additional licensing requirements.
- Coordinates marketing efforts including website development. Develops and executes capital plans and projects.
- Reports directly to the Park and Recreation Director
- Assists the Park and Recreation Director with creation and monitoring of the golf course clubhouse budget

Golf Operations Coordinator

- Responsible for the daily delivery of customer services and programs including instruction, junior program, leagues, events, merchandising, tee time management, point-of-sale system, and staff scheduling.
- Supervises the Clubhouse Cashiers.
- Executes financial procedures including bank deposits, daily reports, and recordkeeping as assigned.
- Works golf shop customer service shifts and provides weekend supervision and duties as scheduled.
- Reports directly to the Golf Course Supervisor

Golf Course Superintendent

- No changes from current job description with the following exception:
 - Reports directly to the Maintenance Manager

Maintenance Manager

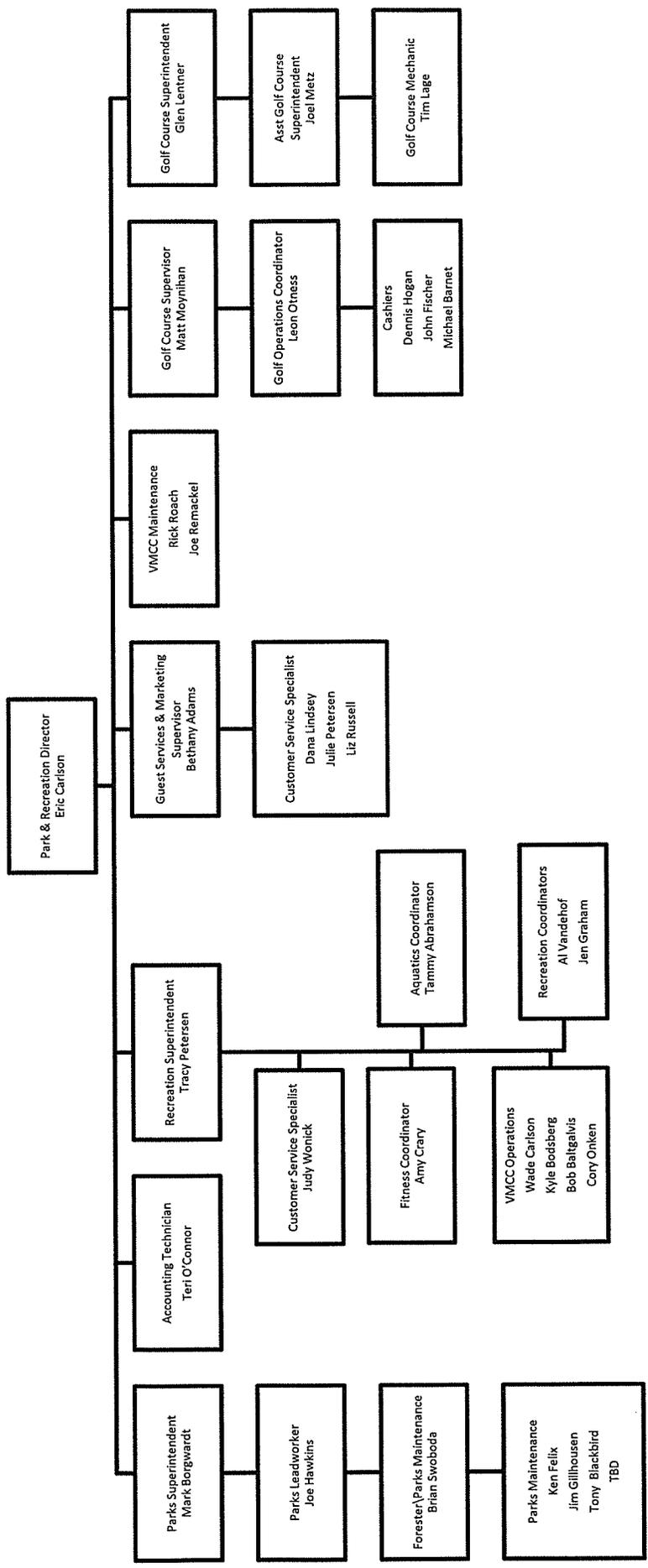
- Plan for the maintenance and development of the park system and golf course.
- Develops and sustains an effective and productive operational year-round work plan for both the park system and golf course.
- Develops policies and procedures for the efficient and effective provision of division services.
- Prepares overall division operational and capital budgets for the park system and golf course.
- Formulates plans and specifications and monitors projects to ensure the City receives projects that are high quality within approved budgets and completed on time.
- Reports to the Park and Recreation Director

Park Superintendent

- Plans and directs daily work activities of the park maintenance staff
- Supervises work assignments and addresses issues in the field
- Work on site with repair and construction projects
- Motivates and ensures job performance standards are met through proper mentoring and coaching of parks staff
- Training park staff in daily job functions as needed
- Reports to the Maintenance Manager

Department Organization Chart

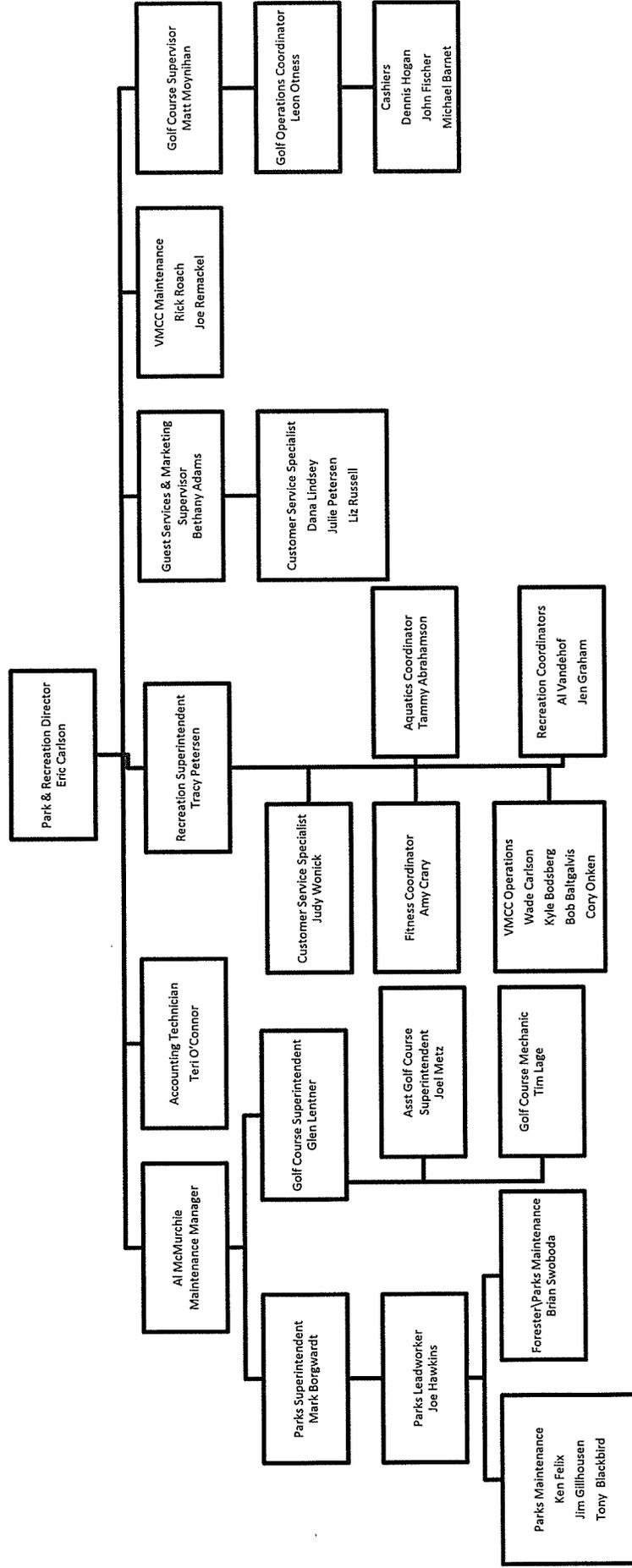
Option 1



"Discover the Opportunities"

Department Organization Chart

Option 2



"Discover the Opportunities"