

INVER GROVE HEIGHTS CITY COUNCIL AGENDA – REVISED
MONDAY, APRIL 28, 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. i) Minutes – April 3, 2014 Special City Council Meeting _____

ii) Minutes – April 7, 2014 City Council Work Session _____

B. Resolution Approving Disbursements for Period Ending April 23, 2014 _____

C. Resolution Receiving Bids and Awarding Contract for the 2014 Pavement Management Program, City Project No. 2014-09A, Cracksealing _____

D. **ITEM PULLED BY STAFF** _____

E. Approve Soft Drink Supplier Proposal _____

F. Approve 2014 Tree Replacement Plan _____

G. 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:

A. **CITY OF INVER GROVE HEIGHTS:** Assessment Hearing for 2013 Pavement Management Program, City Project No. 2013-09C – Mill and Overlay _____

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. **JEFF LEYDE:** Consider the following actions for property located at Brent Avenue between 49th and 50th Streets:

i) Resolution relating to a Comprehensive Plan Amendment to Change the Land Use Designation from LDR, Low Density Residential to HDR, High Density Residential _____

ii) Ordinance Amendment to Change the Zoning of the Parcel from R-1A, Single Family Residential to R-3C, Multiple Family Residential _____

PUBLIC WORKS:

B. CITY OF INVER GROVE HEIGHTS: Approval of the Land Alteration Permit (LAP) No. C-094-14 for Luther Company Limited Partnership at 1470 50th Street E. _____

ADMINISTRATION:

C. CITY OF INVER GROVE HEIGHTS: Consider Approval of Separation Agreement With Golf Course Manager _____

D. CITY OF INVER GROVE HEIGHTS: Consider Resolutions Reflecting the Elimination of the Golf Course Manager Position, the Assignment of Responsibilities to other Golf Course Staff, and the Modification of the City’s Compensation Plan for Non-Union Employees _____

FINANCE:

E. CITY OF INVER GROVE HEIGHTS: Consider 2014 Budget Amendments _____

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 SPECIAL CITY COUNCIL MEETING
THURSDAY, APRIL 3, 2014 – 8150 BARBARA AVENUE**

1. CALL TO ORDER The City Council of Inver Grove Heights met in special session on Thursday, April 3, 2014, in the City Council Chambers. Mayor Tourville called the meeting to order at 6:00 p.m. Present were Council members Bartholomew, Mueller and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Community Development Director Link, Public Works Director Thureen, Parks and Recreation Director Carlson, Finance Director Smith, Chief Stanger, Chief Thill and Deputy Clerk Kennedy

2. DISCUSSION OF DRAFT MISSION AND VISION

Mr. Lynch stated the City Council directed staff to bring forth draft mission and vision statements and review the process that was used to develop the statements. He explained the process began approximately one year ago when the Council chose the words ethics, excellence, and engagement to represent the City's values. He stated the department and supervisor groups worked to define the values in the context of the various services provided across the organization and to identify the ways in which their employees lived the values in the day-to-day operations of their departments. A group, consisting of 14 volunteer employees from across the organization, was formed and tasked with the development of a mission statement. The Mission Committee met in three, two hour sessions with a facilitator and participated in a variety of exercises and assignments all geared towards preparing several draft mission statements for the organization. A total of 73 employees participated in the mission statement development project by providing feedback and input to the group. He reviewed the three (3) draft mission statements presented by the Mission Committee. The recommended mission statement was: "the mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in this vibrant community". A separate Vision Committee was then created to use the selected mission statement as a guide for the development of a vision statement. A total of 15 staff members met to identify the five (5) most important issues facing the future of the City. The group was then divided into sub-groups around the five (5) identified issues and tasked with performing a SWOT (Strengths Weaknesses Opportunities Threats) analysis in the context of each issue. Out of that work six (6) draft vision statements were prepared for Council consideration. He explained throughout the process it was thought that the mission statement primarily drives the workforce and the vision statement primarily drives the community and the Council's decision making process.

Councilmember Mueller questioned if someone was hired to perform the work.

Mr. Lynch stated a facilitator was hired to guide the process followed by each committee but the work was done internally by existing employees.

Councilmember Bartholomew opined he liked the tone of the recommended mission statement. He suggested changing the end of the statement to "in our vibrant community" rather than "in this vibrant community".

Mr. Lynch stated staff was still working to determine how to communicate the mission statement to the community at large. He noted the initial thought was to start by incorporating the statement into various communication pieces such as on emails, letterhead, website, and the Insights newsletter.

Councilmember Bartholomew suggested that the statement be shortened to capture its essence for presentation purposes on communication and correspondence.

Mayor Tourville suggested leaving the statement off of the letterhead. He agreed it should be featured on the website. He opined that a lot of organizations have taglines on letterhead or emails but not incorporate an entire mission statement into those communication pieces. He reiterated it would be a good idea to incorporate it into social media and the website.

Councilmember Bartholomew stated there would be some value in having it on certain communication pieces such as the Insights newsletter.

Dian Piekarski, 7609 Babcock Trail, asked for clarification on the difference between the mission and vision statements in terms of their applicability to the workforce, the Council, and the community as a whole. She questioned how many of the employees that participated in the process actually live in Inver Grove Heights.

Mr. Lynch stated both statements were prepared by City staff and that while some of them may live in the community it was not a requirement for participation in the process. He explained in terms of the application of each statement the mission generally drives and guides the work force and in that is related to the purpose and function of the City. The mission is about who we are as an organization and what the organization provides. The vision statement primarily drives the community as a whole and guides the Council's work and decision making.

Councilmember Bartholomew summarized that the vision statement was a reflection of where the City wants to go and the mission statement was a reflection of how to achieve that vision.

Mr. Lynch noted the process had generally been internal up to this point and the intent was to move forward with an opportunity for public input.

Councilmember Piekarski Krech stated the vision statement was supposed to be something that could be used when the City Council was making decisions. She opined that she was not sure any of the draft statements achieved that purpose. She noted she was in favor of the recommended mission statement.

Councilmember Bartholomew supported the recommended mission statement. He agreed with Councilmember Piekarski Krech's concerns regarding the vision statement. He stated the vision statement should tie into the values that were chosen by the Council.

Mayor Tourville stated he was also ok with the mission statement but was not sold on any of the draft vision statements. He opined he could live with a combination of a couple of the statements and suggested staff should work on some revisions to the draft statements for further discussion.

Councilmember Piekarski Krech opined the vision statement should encompass some of the things that are unique about the City. She suggested something that combined the concept of a "community of choice" and "a place where people want to stay". She stated the statement should reflect how the Council will make decisions so Inver Grove Heights is a place that people want to come and stay.

Mr. Lynch questioned how Council wanted to handle the development of a vision statement.

Councilmember Piekarski Krech suggested soliciting input from different groups within the community such as the school board, Chamber of Commerce, citizen advisory commissions, and business groups. She stated the Council could use that input to develop a final statement at a work session.

Councilmember Mueller stated staff did not need to redo everything and suggested that some tweaking of the draft statements take place for further discussion. He opined it was a good idea to get input from other groups in the community.

Mayor Tourville stated he did not have a problem incorporating the values into the vision statement. He added it would be a good idea to get input from other groups. He suggested Council direct staff to develop several revised statements and vet out to different groups for feedback. He noted a number of cities have sent the project to school districts and solicited input from civics or social studies classes. He stated staff could put the recommended mission statement on the next Council agenda for approval.

Councilmember Bartholomew opined it was important to put the individual departments' mission statements on the website and to make them visible for both employees and the public. He suggested the Finance department's mission statement be revised to state, "to provide accurate and timely financial information".

Mr. Lynch noted the individual departments would be asked to revise their current statements to ensure they tied into the new organizational statement.

3. ISSUES/CHALLENGES PRESENTATIONS BY DEPARTMENT HEADS

Mr. Lynch stated the department heads were asked to identify the short term and long range issues and challenges facing their respective departments.

COMMUNITY DEVELOPMENT

Mr. Link explained he chose to focus on two (2) complex issues, the Northwest Area and redevelopment. He stated construction activity and development inquiries had significantly increased. The 2013 numbers were the highest the City had experienced in the last in 5-10 years depending on which metric is used. He noted the City had received inquiries on 10 different properties in the City since the first of the year and the City also received the first development application for the Northwest Area since the Argenta Hills development with the potential for another development application to be submitted in the near future.

Mr. Link stated in the short term, his department's focus on Northwest Area would be more reactive or immediate in nature because the work would primarily consist of responding to development applications. He stated this would be challenging because the Northwest Area regulations are still relatively new to the City, and the process is both difficult and complex. The development design the City chose for the Northwest Area is different from what the City has previously experienced. The design was developed over an eight (8) year process which involved numerous studies and heavy citizen involvement. The chosen development design focuses on land use, storm water, and financing. The development design is premised on a different way of handling storm water including reduced impervious surface, onsite retention and treatment, and low impact development techniques. The emphasis is on the preservation of open space and natural resources. He explained staff will need to work closely with developers to educate them on the process because the development design is different from what they are used to in other communities and it is more lengthy, intense, difficult and costly. He noted his department's immediate priority was to react to development proposals. The long-term priority was an ongoing, proactive function that would involve planning for parks, collector streets, and the storm water system, monitoring land use regulations, storm water regulations, densities and intensities, and utility financing. He explained funding was a major challenge in addition to providing the infrastructure itself and maintaining the necessary staffing levels to handle the development applications, inquiries, and associated tasks.

Mr. Link explained redevelopment was a common activity in many cities but was a relatively new activity for Inver Grove Heights. He stated redevelopment efforts were focused on the Gun Club site and the Concord neighborhood. The goals of redevelopment would be to strengthen neighborhoods and businesses, stabilize and improve property values, improve tax base, employment, and commercial opportunities, and to take advantage of recent public investments. He noted redevelopment would require more involvement by the City than new development because it would involve planning, acquisition and assembling parcels, environmental investigation and remediation, seeking developers, financial assistance, and managing risk. In the short term the City's focus would be on acquisition and demolition, environmental investigation and remediation, and providing infrastructure where necessary. In the long term the focus would be on marketing, seeking developers, and processing development applications. Challenges would include financing, infrastructure, and staffing levels.

Councilmember Mueller stated he would like to see staff work on redevelopment of the Gun Club site and further development of the Northwest Area in 2014. He questioned how much land the City had available.

Mr. Link stated that would depend on what was defined as available. He noted only part of the Northwest Area had utilities. He stated the development inquiries had been related to properties that are spread out over the entire Northwest Area.

PUBLIC WORKS

Mr. Thureen explained the current major areas of focus for his department included the Pavement Management Program, new storm water permit, the Northwest Area, and succession planning for the

Utilities division. He stated the immediate work on the Pavement Management Program involved progressing with the 2014 street reconstruction project and beginning work on the feasibility study for the reconstruction of Broderick Boulevard. He explained the City applied for a new storm water permit and the City had 12 months to meet the new requirements and develop an implementation plan for the next five (5) years. The department would also be heavily involved in the development activity in the Northwest Area including the planning process for the additional trunk utility expansion and revisions of the transportation system. He noted the City was taking a lead role in the Argenta Trail/T.H. 55 study. He explained succession planning for the Utilities division was necessary due to the forthcoming retirement of the current superintendent. He noted all but one of the employees within the Utilities division would reach retirement age in the next three (3) to seven (7) years. The succession plan was needed to ensure operational continuity is maintained.

Mr. Thureen explained over the next two (2) to three (3) years the major challenges for his department fell into five areas including: pavement management, storm water management, facilities, Northwest Area development and the workforce.

Mr. Thureen stated the Council was recently updated on the street system's condition and the funding needs going forward to extend the life of the system. He explained the average expected life of pavement that does not receive regular maintenance was 20 to 30 years. The City has pavement that is almost 50 years old that has not received crack seal and seal coat treatments as frequently as is necessary and that has never received a mill and overlay. He noted the system's mileage was projected to increase 20 to 25 percent by the time the City is fully developed.

In terms of storm water management the City would need to implement the new federal storm water permit requirements. He noted the City had considerable system maintenance, repair, and replacement needs. He explained there were approximately 160 storm water treatment ponds that would require inspection to determine the level of sediment deposition. If the ponds are in need of sediment removal, staff would need to develop a maintenance project schedule. The City would also need to deal with the issue of PAH contamination in the sediment. He stated the City had two major storm sewer outfalls to the Mississippi River that were in need of reconstruction. He noted the City would need to increase the in-house staff time committed to, and the level of contracting for, storm water system maintenance. Funding levels would need to be discussed as the current storm water utility fee schedule generates approximately one-half of what the City currently spends on storm water system maintenance annually and approximately one-quarter of what the City should be spending to properly maintain the system.

Mr. Thureen stated he also wanted to have more discussion with Council regarding potential upgrades to the Public Works Maintenance Facility. He explained the current facility did not have adequate space for the employees or the equipment and the infrastructure system in the City continues to grow. In the future the City will need enough space to house additional employees and equipment. He noted the existing buildings were in need of major maintenance that could exceed \$580,000. He stated it was important that the space needs study be completed in order to develop a plan to address the issue.

He explained the Council already heard about the infrastructure challenges in the Northwest Area. He reiterated the storm water planning, design, and construction inspection would require significantly more time than is typically necessary for areas outside of the Northwest Area. Developers, engineers, contractors, and home builders are generally not familiar with the type of design required in the Northwest Area. He noted that although storm water management approach had lower initial costs, it required more time and cost to design. He stated the construction of the collector street system would also be a challenge as it is expected that developers will resist constructing portions of the system at no cost to the City.

Mr. Thureen stated the employee work force was aging and staff intended to develop succession plans for each of the divisions within Public Works.

Mayor Tourville asked staff to provide a schedule for upcoming Pavement Management projects because

the Council is often asked that question by citizens.

Mr. Thureen stated major projects were planned out, but the street maintenance projects were generally grouped by neighborhood and considered annually based on street ratings.

FINANCE

Ms. Smith stated the short term issues and challenges in the Finance Department included development of online utility billing and payment options, completion of a sales tax audit in May, presentation of the 2013 CAFR in May, and preliminary 2015 budget discussions. She noted the preliminary General Fund surplus estimate was approximately \$900,000 due to excess revenues and decreased expenditures. The preliminary market value and tax capacity reports reflect an additional increase for 2015. Going forward the Finance Department would like to pursue the GFOA Distinguished Budget Presentation Award, a multi-year process, that would include more narrative information in the budget including city-wide strategic plans, mission and values, goals, objectives, and performance measures. The department would also like to move forward with implementation of a multi-year budgeting tool. She stated the main issue or challenge facing the department in the long-term was financing stability. She explained the City would be considering TIF bond refinancing and renegotiation of the lease with the school district for use of the VMCC. Other items to be considered were long term financing of the Pavement Management Program, identification of a long-term revenue source for the EDA, completion of the Ehlers review of the Northwest Area financing plans, identification of funding for local improvement projects such as a new fire station. She explained the City needed to find right balance of funding and stability for long-range projects.

Mayor Tourville questioned how the audit process went with the new auditors.

Ms. Smith stated overall the audit process went well.

Councilmember Bartholomew stated he liked the idea of giving customers the option for online utility payments and encouraged the Finance Department to see if the city's online capabilities could be expanded further.

PARKS AND RECREATION

Mr. Carlson stated the short term priorities for the Parks and Recreation Department included completion of the Northwest Area park planning process, renewal of the lease with the school district for use of the VMCC, identification of an operational model for the golf course, and identification and adoption of a funding plan for the parks and recreation system. He noted the renewal of the lease with the school district was extremely important because some of the revenue generated was used to offset operating costs and debt obligations at the VMCC.

He explained the long term priorities were to develop a replacement strategy for the refrigeration system at the ice arena, consideration of capital improvements at the Grove and VMCC to potentially repurpose some of the space to uses that are less expensive to operate, identification of parcels in the Northwest Area for future park land and trail systems, and implementation of the Parks and Recreation System Plan. He noted there had been discussion related to repurposing the splash pool and the concession stand near the splash pool to different uses.

Councilmember Piekarski Krech noted she heard from customers that there would be no swimming opportunities for little kids if the splash pool was repurposed. She opined the facility needed a water feature that was zero depth and that the facility was unique because it offered water space for non-swimmers. She stated staff needed to determine what the key demographic was and who the City wanted to attract to facility.

Mayor Tourville opined the splash pool was a key feature of the facility and that staff should consider adding space for families.

Councilmember Mueller opined the Northwest Area park plan should be a priority now.

Mr. Carlson stated the plan was a priority and staff was working internally through the planning process so the City will be prepared to work with potential developers.

Dian Piekarski questioned how Dakota County's trail plans would be incorporated into the Northwest Area park plan.

Mr. Carlson stated the County had adopted a preferred alignment and master plan for the Mendota/Lebanon Greenway. He explained the preferred alignment was included on the City's maps so developers would know where it is to be located. He noted the County was an active participant in the process and may purchase easements or open space to make the greenway happen. He stated the goal was for the City's Northwest Area park plan to connect with the County's plans for the greenway.

POLICE

Chief Stanger stated the number one priority for the Police Department for the next one (1) to three (3) years was staffing. He explained the first area he would like to address in 2014 was CSO position. He stated in 2013 the CSO program was reduced to a single, part time, non-benefitted position. He noted the position continued to be compensated at a full-time rate and was included in the 2014 budget. He explained the person in the CSO position has since resigned and moved on to a different career. He stated the department was in the process of redeveloping/updating the CSO job description to fulfill the community needs by employing two (2) part-time CSO positions within the budgeted pay rate. He noted with the creation of a training program for the CSO position, staff's intent was to also include an aspect to potentially identify and develop future police officers.

Chief Stanger explained that even though the demand for police services had increased over the years, the sworn staff levels had remained constant for ten (10) years. He stated in order to meet the demands for services the sworn staffing levels would need to increase over the next three (3) years. He proposed the addition of two (2) police officers in 2015 to increase both the patrol and investigative divisions. He suggested the recruitment of two (2) additional patrol positions starting in 2016, to enable the department to increase patrol staff and front line supervisory staff to allow for 24/7 on-duty supervision. He noted the goal was to get back to a proactive department versus a primarily reactive department.

FIRE

Chief Thill stated the department's biggest challenge in both the short and long term was staffing. She explained staff worked hard to get the newest six (6) recruits. She noted the requirements and expectations for paid-on-call firefighters were very high. The department works hard to provide high quality service and staff wants to be able to maintain that service level. She explained fewer people were willing to volunteer their time and many metro fire departments were having trouble recruiting paid-on-call firefighters. She stated the department lost 4-5 firefighters every year for various reasons. She explained in order to keep the firefighters safe the department had extensive training requirements that take the same amount of time as a full-time firefighter. She stated the training requirements had increased by 25% and it made it difficult to recruit and retain firefighters. She explained the City had to find ways to make the paid-on-call job more attractive to potential candidates including consideration of changes to the response and training models and development of a competitive compensation plan. She noted if the City added a third fire station the department would need to recruit ten (10) additional firefighters, five (5) of which should be hired in 2015 because it takes three (3) years to complete the training program. She reiterated that the pool of candidates would continue to shrink unless changes were made because the time commitment was a major deterrent for potential recruits. She stated the goal was to expand pool of candidates by exploring options for utilizing City employees as paid-on-call firefighters and increasing relationships with neighboring fire departments. She explained the department's long term goals centered on fire prevention and community risk reduction. This would include an evaluation of existing facilities and investigation of potential revenue sources to plan for the future of the department.

4. DISCUSS AND PROVIDE DIRECTION REGARDING DRAFT JOB DESCRIPTIONS

Mr. Lynch explained as per Council direction the position description for the City Administrator was updated to more accurately reflect the duties that are performed. He stated he was looking for further direction and feedback from the Council.

Mayor Tourville suggested several changes related to formatting that could be incorporated into the document. He stated the position description had not been updated since 2006.

Councilmember Piekarski Krech stated the old position description was a compilation of a number of documents.

Councilmember Bartholomew stated he was not prepared to approve the new position description or move forward until he had a chance to compare the documents side by side and submit questions to the City Administrator to reconcile the differences.

Councilmember Mueller agreed more discussion and revision was needed.

Mr. Kuntz stated the context of the current position description was an exhibit to the City Administrator's contract. He explained if the position description was amended the contract would also need to be amended to conform to the changes.

Councilmember Piekarski Krech questioned why there was no information pertaining to salary or qualifications included in Exhibit A.

Mr. Kuntz stated that information did not need to be included because it was an exhibit attached to an employment contract.

Mayor Tourville opined there were a number of redundancies that could be eliminated from the position description.

Councilmember Bartholomew stated it was important to make sure that everything that is expected of the position was included in the revised job description.

Mr. Kuntz stated if the title of the position was going to be changed the City would need to designate the duties of the City Clerk to another position.

Councilmember Piekarski Krech stated that was why it was important for the Council to look at the make-up of the Administration department to determine what things needed to change and how things needed to be done.

Mr. Lynch stated job descriptions were also provided for both an Administrative Services Manager and Human Resources Director for discussion and consideration for potential changes in the administration department.

Councilmember Piekarski Krech questioned why the selection criteria were the same for each of the positions. She opined the whole idea for changing the Assistant City Administrator position was so it would no longer be at the level of a department head. She stated the position descriptions require the same education and experience as the City Administrator position.

Mr. Lynch stated Council had previously discussed two options. The first involved the reclassification of the current Assistant City Administrator position to something else. The second was consideration of a new position. He explained in either scenario the City would want a professional person with a substantial background such as a Bachelor's Degree or a Master's Degree because that position would be responsible for making recommendations to the City Administrator and dealing with complex tasks such as personnel issues.

Councilmember Piekarski Krech suggested that the City Administrator position description include a requirement for a Master's Degree.

Mayor Tourville stated the job description for the Human Resources Director was much different than that of the Administrative Services Manager.

Councilmember Piekarski Krech stated the qualifications were not different in terms of experience and education. She questioned if all current employees met the requirements of their job descriptions.

Councilmember Mueller stated he thought staff was going to project out 5-6 years and revamp the compensation schedule so new employees would not reach the top of range so quickly. He opined that issue should be made a priority and dealt with before the City considers hiring new people.

Mr. Lynch stated the City went through a lengthy compensation and classification study a few years ago. He noted Council previously discussed that if a change was made to Assistant City Administrator position that the person currently in the position would stay at the same compensation level until they left. He explained the State of Minnesota requires comparable worth and pay equity analysis across the organization. He stated changes made in one area of the compensation plan would impact all other positions because it had to be scaled accordingly.

Mayor Tourville stated a compensation study would affect a lot of different areas and was a lengthy process involving a lot of work. He suggested that the Council needed to figure out what their priorities were so staff knew what to focus on.

Councilmember Mueller noted he did not want to affect the pay schedule for current employees.

Mr. Lynch stated staff could make an updated compensation and classification study a priority if Council so directed.

Councilmember Bartholomew stated he firmly believed that a redundancy existed in the City Administrator and Assistant City Administrator positions. He explained the challenge to staff was either to eliminate the position or reclassify the position to something else. He opined that the position description for the Administrative Services Manager was not different from the current duties of the Assistant City Administrator position. He suggested that the major change to be made was to emphasize that the position should assist the City Administrator in the overall management of City activities and all references to “develop or direct” should be eliminated so it is clear that it is an assistant position.

Mayor Tourville suggested that job description for the City Administrator should be finalized first and then Council could consider what to do with the Assistant City Administrator position. He stated the changes made to the City Administrator’s job description would force the job description for the Assistant City Administrator to be updated in accordance with what the City Council wanted.

Councilmember Piekarski Krech opined the City had to get rid of some top level positions if they were going to be able to afford to address some of the challenges presented by the various department heads. She stated the City had too many supervisors and too many department heads. She opined the Assistant City Administrator position did not need to be at a department head level. She stated citizens want to know what the City is doing to be effective and efficient. She commented that there were a lot of financial needs and the Council could not put all of the City’s resources into salaries.

Motion by Piekarski Krech, second by Bartholomew, to schedule a special meeting on April 21, 2014 at 6 p.m. to further review the City Administrator’s job description.

Ayes: 4

Nays: 0 Motion carried.

5. COUNCIL STRATEGIC PLANNING

Mr. Lynch provided an overview of what took place during the Council’s strategic planning sessions in 2013 and the determined outcomes that were identified. The primary topics of discussion were reviewed and a progress report on each topic was provided. He explained the department heads identified the

challenges and issues ahead for their departments and indicated written summaries would be provided to the Council. He stated the goal of the strategic planning process was to establish the priorities of the City for the next 12-18 months. He noted in past strategic planning sessions too many priorities had been identified and suggested that the Council narrow the focus to five or six major issues to work on over the next 12-18 months.

Councilmember Piekarski Krech stated not much had been accomplished with respect to the performance measurement topic.

Mr. Lynch stated a number of things had been discussed at the staff level. He explained the City had software in place to measure work orders and service outcomes.

Councilmember Piekarski Krech stated they did not know what went on in a typical day at City Hall or what gets accomplished. She questioned if staff knew how much contact happens daily and what the result of that contact is or how effective the City's customer service training was. She opined that staff was doing a lot of things behind the scenes that the City Council was not aware of. She stated they needed to identify what services the City provides to community and if they were getting better at providing those services. She stated the performance measurement tool would provide an idea of where the City was at in terms of day-to-day operations.

Mr. Lynch explained the City had certain departments and divisions that collected a large volume of data while others did not simply because of the nature of their functions. He stated the City could track a lot of data, but needed to determine how the data would be used. He noted internal discussions had occurred about measuring how long it takes to do things and tracking that information over time to measure changes and determine if services are improving. He stated a survey was done that provided feedback regarding City services but, absent that, the majority of the contact with citizens or customers is with the City Council or the department heads and supervisors. He reiterated that the City needed to find out how data would be used and what the City wanted to improve.

Councilmember Bartholomew stated the concern was with quality improvement and developing a mechanism to track the quality of City services over time. He opined that it should be a relatively easy task to accomplish and expressed frustration that more progress had not been made in the area since the topic was identified in 2013. He agreed that generally speaking staff did a good job but was concerned that the City lost the opportunity to improve the quality of services and processes in place when things do go wrong or mistakes are made.

Mayor Tourville stated there was an advantage to having a starting point and establishing criteria with which to measure the quality of services. He suggested staff could establish a depository for complaints and compliments.

Councilmember Bartholomew stated it would be very simple for staff to retain information or track complaints and compliments within each department.

Councilmember Piekarski Krech stated at some point all complaints and compliments should come together to determine if there is a pattern. She questioned what had been done to introduce the values to employees.

Mr. Lynch stated staff began the process shortly after the City Council established the three (3) values. He explained departments had discussions that centered on the words to determine what they meant and how employees lived those values within their daily work. He stated the employee groups would be reminded of the values in conjunction with the roll out of the mission and vision statements.

Mayor Tourville reviewed the objectives that had been completed or were in the process of being completed. He stated the topics of economic development/redevelopment and transportation planning needed to continue to be priorities going forward. He suggested scheduling additional strategic planning sessions.

Mr. Lynch stated the nine (9) items listed in the March 14th memo were very broad and comprehensive. He noted he heard several themes during the department head presentations and Council discussion that could be used to define the scope of the City's strategic planning efforts. He identified those themes as fiscal management, staffing, quality improvement, economic development/redevelopment, facilities management, and community feedback (how to obtain and use it) to track services on an ongoing basis. He suggested that the Council narrow down the scope of those themes to establish priorities that could realistically be accomplished in the next 12-18 months.

Mayor Tourville suggested incorporating the City's values into the strategic plan.

Councilmember Piekarski Krech stated the issues that were identified were all intertwined. She opined that the values should be used as a framework for the Council to look at decisions and put them in perspective according to parameters that everyone understands.

Mayor Tourville suggested circulating the definitions of the values and how they would be used as a framework for decisions at the Council level.

Motion by Piekarski Krech, second by Mueller, to add Strategic Planning to the April 21st Special Meeting agenda

Ayes: 4

Nays: 0 Motion carried.

6. ADJOURN

Motion by Bartholomew, second by Mueller to adjourn. The meeting was adjourned by a unanimous vote at 9:15 p.m.

**INVER GROVE HEIGHTS CITY COUNCIL STUDY SESSION
MONDAY, APRIL 7, 2014 – 8150 BARBARA AVENUE**

1. CALL TO ORDER The City Council of Inver Grove Heights met in study session on Monday, April 7, 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, Community Development Director Link, Parks and Recreation Director Carlson, Public Works Director Thureen, Finance Director Smith, Chief Stanger, Fire Chief Thill and Deputy Clerk Kennedy

2. FRANCHISE FEES

Mr. Lynch stated the item was part of an ongoing conversation that began with the identification of needs within the infrastructure system and a funding gap. He explained franchise fees were identified as a possible funding source.

Ms. Smith stated an annual need of \$7.5 million was identified for the Pavement Management Program. Current funding sources included \$500,000 from the Host Community Fund, \$2.0 million in special assessments, and potential state aid (although it would likely not be available until 2019). She noted there would be a funding gap even if a franchise fee was imposed. She provided parcel specific information related to franchise fees and taxes that were based on franchise fee collections of \$1.1 million as a flat fee per account compared to the per parcel tax increase if \$1.1 million was levied. She explained the residential and commercial properties listed were the same parcels used for budgeting purposes. She stated in order to generate \$1.1 million with a franchise fee, a flat fee for electric of \$2.51 and \$1.20 for gas would result in an annual charge of approximately \$44.52 for residential properties. If the \$1.1 million was levied the increase in tax would be \$40.53 for a property valued at \$125,600. She noted the franchise fee was more expensive than a tax levy increase for properties valued at approximately \$125,000. She stated 91% of the electric accounts that would be subject to a franchise fee were residential properties and 95% of the gas accounts that would be subject to a franchise fee were residential properties.

Mayor Tourville clarified the franchise fee would be the same across for all properties regardless of valuation or usage.

Ms. Smith responded in the affirmative. She stated the charge was converted into a flat fee so it would not vary based on fluctuating usage. She noted the fee would be recalculated annually to ensure the percentage converted into a flat fee was consistent.

Mayor Tourville stated some surrounding cities calculated the fee based on percentage.

Mr. Lynch stated there was greater variability in terms of percentage because it was a function of the total amount to be collected.

Councilmember Mueller questioned if there would be set up fees with the utility companies.

Mr. Lynch stated the City would be charged an administrative fee that could be spread out over all payees. In exchange the City would forego charging utility companies for right-of-way permits, a value of approximately \$12,000 - \$15,000.

Councilmember Bartholomew questioned if the City could take the franchise fee and apply it as a fee to property tax statements. He also questioned why the City could not directly bill utility customers for the fee in a similar manner to what is done for the storm water utility fee. He opined it would add more clarity for customers if the fee was added to the storm water utility bill.

Mr. Lynch stated the City could not directly bill gas and electric customers because the City did not own those specific utilities. He noted the City owned the storm water utility.

Mr. Kuntz stated there were statutory regulations in place that would prevent the City from direct billing. He explained the enabling authority would be City. The City would impose the franchise fee on the utility companies and the utility companies would choose to pass the fee onto their utility customers.

Councilmember Bartholomew opined that if the City was contemplating raising funds for City improvements, then the City should be able to bill customers directly for the fee. He stated his fear was that franchise fee would get lost in the details of a utility bill and people would either forget about it or not realize what the fee was charged for.

Mr. Kuntz stated one issue with direct billing would be to determine what the remedy would be if the fee was not paid. The City would not own the utility and could not turn off service for non-payment.

Councilmember Mueller questioned if non-profits were subject to the franchise fee.

Mayor Tourville stated all users of the utilities would be subject to a franchise fee. He clarified that tax exempt properties would not be subject to a levy increase.

Councilmember Piekarski Krech questioned what the consequence would be for those who default on their utility bill. She questioned if the utility companies would pay the total franchise fee to the City no matter what or if they would only pay for the amount generated by those customers who have paid their bill.

Mayor Tourville stated a lien would be placed against the property for failure to pay.

Councilmember Piekarski Krech stated she was concerned that the fee would be the same for all residential properties. She explained people in less expensive homes presumably had less money and it was not fair that they would pay same amount as everyone else. She opined there were moral implications to the imposition of a franchise fee that she had issues with.

Mayor Tourville stated he also had equity concerns for both residential and commercial properties.

Ms. Smith explained the utility companies indicated they could not set a residential or commercial rate if it was not reflective of a percentage.

Mayor Tourville questioned if the City could tell the utility companies not to charge a flat fee and to set different tiers for calculation of the fee.

Councilmember Piekarski Krech stated the problem was utility companies did not bill based on property valuation, the bill was based on the property's usage of the specific utility.

Dian Piekarski, 7609 Babcock Trail, questioned why no General Fund dollars were going towards roads and infrastructure. She opined the City should be able to direct bill similar to what is done for the SW utility fee because that fee is also applicable to all properties in the City. She suggested that the City should tell citizens what the total cost was for all the additional fees that are charged and how that would equate to a tax increase. She questioned why the City could not assess to raise money for the Pavement Management Fund.

Mayor Tourville stated the City was only able to assess for specific projects because they were required to demonstrate benefit to affected properties.

Mr. Lynch explained 2013 was the first year that General Fund money was not put into the Pavement Management Fund. The recommendation from the City's bond counsel was to consider funding larger projects through bonding and the City had yet to determine if that recommendation would be followed.

Mayor Tourville questioned if the Council wanted to have staff continue to pursue the use of franchise fees.

Councilmember Piekarski Krech expressed concern that the franchise fee would not raise the full amount needed. She stated it did not make sense to add another layer of fees when the City would still need to

come up with more mechanisms to generate the full amount. She opined it was not a transparent or equitable fee.

Mayor Tourville stated the City was not going to spend \$7.5 million in one year on pavement management projects. He noted the City needed to continue the process to make improvements in the system, but could not go broke to fix everything at once. He suggested considering the use of some surplus money for pavement management projects and to continue consideration of bonding for larger projects.

Councilmember Madden stated he did not like the concept of imposing additional fees. He explained he would rather raise taxes and be honest with taxpayers about the need for the money.

Councilmember Mueller stated he was not interested in pursuing franchise fees at this time.

Allan Cederberg suggested the City could use a process similar to what is done to collect the storm water utility. He opined the City could tap into other funds or refinance current bonds to supplement the Pavement Management Fund.

Ms. Smith stated a vast majority of the City's bonds had either been refinanced or were not eligible to be refinanced.

3. DISCUSS INVER WOOD GOLF COURSE MANAGEMENT RFP PROCESS AND CAPITAL IMPROVEMENTS

Mr. Carlson explained the City Council expressed interest in looking into development of a RFP to outsource management of Inver Wood for the 2015 season. He stated Council was provided with RFP examples from St. Paul and Red Wing, as well as information related to the management of Ramsey County golf courses. He explained the Council also expressed interest in researching the best practices for management of Inver Wood. Staff recommended establishment of a work group comprised of two (2) council members, three (3) PRAC commissioners, and four (4) staff members to explore potential management alternatives and make a recommendation to the City Council. He stated it was anticipated that the process would take 3-4 months to complete and the goal would be to implement the recommendations in time for the 2015 season.

Councilmember Piekarski Krech stated the City needed a RFP that would determine if anyone was willing to manage the golf course and, if so, what the parameters would be. She opined she did not see the benefit of the work group. She stated the Council needed to get the pertinent information and decide whether or not to move forward. She noted there were two (2) clear choices, either outsource management or proceed with internal management. She stated discussion by PRAC was important, and she wanted to hear their recommendations.

Mayor Tourville agreed there was no need for a special committee because pretty much everyone mentioned would need to be involved in the process anyway. He suggested staff could meet with some people from St. Paul to determine if a RFP would be worth it. He noted the RFPs would not be the same because Inver Wood does not offer the same amenities. He opined current management staff should understand that if they do a good job in 2014 the City may not look at a RFP for outsourcing management. He reiterated PRAC needed to have a lot of input throughout the process.

Councilmember Mueller suggested staff should contact the management companies that bid on St. Paul's RFP and invite more to test the market. The information should then come back to the Council for further discussion.

Mr. Lynch stated the management companies would likely have a number of questions that staff would not necessarily have the answers to without prior discussion and direction. He explained staff needed to be prepared with that information in order to determine who was capable of responding and so interested parties would know up front what the City's expectations would be.

Mayor Tourville stated nobody would be able to determine the return on investment except those responding to the RFP. He noted St. Paul looked at outsourcing management for five (5) years before it

actually happened. He suggested that staff come back to the Council with the important questions that needed answers or develop different scenarios for consideration. He stated staff could get together with those they felt would be interested to find out what the questions would be.

Councilmember Mueller opined he did not want to drag out the process for another six (6) months. He stated staff should find out what options are out there for companies that are interested in bidding on a RFP.

Councilmember Piekarski Krech stated the City had enough people on PRAC and on staff with enough expertise to move forward. She opined the City needed to develop something to determine if there was any interest in the course.

Mr. Carlson clarified the Council wanted to move forward with the process that was suggested, minus City Council involvement on a work group.

Mayor Tourville stated staff should be able to put a RFP together and come back to City Council with questions if needed.

Willie Krech, 9574 Inver Grove Trail, suggested sending out a RFP with basic information to see if there was any interest. He stated that way the City could see what ideas were out there and then staff could work out the details with those that are interested. He noted the City had to consider outsourcing management to see if it would be worth it. He opined the City may be able to retain management as a result of the changes that were made.

Dennis Schueller, 8081 Carmen Ave. E., stated he was at the course almost daily through mid-June. He opined the course was a great piece of property and a nice amenity for the City. He stated moving forward with a course that is well-maintained and in good condition was a positive. He explained PRAC recommended considering RFPs, but also wanted to work with the management to look at programming options. He stated the course was very successful in the 1990's and could be again if the programming was expanded. He opined the new management was anxious to make the course more successful than it had been recently and he was confident that the current employees could make the course successful. He noted the City may not get the same quality management staff through the RFP process. He suggested programming changes to change the culture and attract more golfers who would frequent the course on a regular basis. He opined the City could not depend on off-the-street revenue to support operations. He stated if the new management successfully increased the number of rounds played, the City may not need to outsource.

Mayor Tourville stated he wanted the people involved in the management of the course to feel empowered and that they have an opportunity to turn things around. He noted he wanted the same effort put into making the course successful as there would be in development of a RFP. He suggested providing Council with a report every other month at the work sessions on the progress at Inver Wood.

Mr. Schueller stated Inver Wood was very similar to River Oaks and should offer programs that are similar. He suggested staff needed a can-do attitude to explore new opportunities. He opined the City should not think of outsourcing until it is fully known what the new management can do to change the trends at Inver Wood.

Councilmember Mueller stated he would like a monthly report from PRAC on how they feel things are going at the course.

Councilmember Bartholomew clarified they were still asking staff to explore RFP options.

The council members replied in the affirmative.

Mr. Carlson explained the driving range opened in 1991. In 1995 the Zschokke family constructed a home at the back end of the driving range. He stated over the years the Zschokkes have begun to experience more intrusion from golf balls on their property as technology has advanced in terms of equipment. He explained there were funds budgeted to address the issue with the driving range and from a risk

management perspective there were two solutions available. He noted last year a specific area was not used for the tee area which shortened the distance to the Zschokke property. He stated one option would be to reinstitute the use of artificial mats to allow the turf time to get healthy. Staff would be on hand to ensure customers are staying within the designated tee area. He stated another option would be to install a larger protective net that is taller and longer, for an estimated cost of \$85,000.

Mayor Tourville questioned how much revenue was generated from driving range annually and what the anticipated life was of the protective net.

Mr. Carlson stated approximately \$70,000 was generated annually. He explained the life of the net was dependent on the weather conditions.

Councilmember Piekarski Krech questioned if staff had spoken to the City's insurance company.

Mr. Carlson stated the City did contact the insurance company and because the issue was known to be a problem that exists, the Zschokkes would have to file claim against City. He explained staff certainly did not want to spend \$85,000 at this time, but wanted to bring the issue forward for direction.

Councilmember Piekarski Krech stated the City should not be liable because the Zschokkes chose build their home on the golf course. She questioned how the City would handle issues with the new housing development on 80th St.

Mayor Tourville questioned how large the problem was.

Mr. Carlson explained he visited the property and could see golf ball dents in the steel siding and the property owner stated golf balls were also landing on the roof.

Councilmember Piekarski Krech stated she was not in favor of spending money on a new net because it was the same situation for everyone that chose to live on the golf course.

Councilmember Mueller stated he was not in favor of spending money a new net either.

Mayor Tourville suggested looking at configuration options for the mat to make the driving range longer and mitigate the issue without putting up a new net.

Mr. Schueller commented it was preferable to hit off turf at the driving range. He opined the City would lose clientele if they did not allow golfers to hit off the turf at certain times of year. He suggested moving the tee area back or limiting the range to irons only on certain days or at certain times.

Mayor Tourville stated it was topic for further discussion by golf course management. He suggested looking at alternatives because it did not appear as though the Council would approve the purchase of a new net.

4. RENTAL HOUSING PROGRAM

Mr. Link stated Council previously directed staff to analyze the program, administration, costs, and revenues for three (3) types of programs: a proactive inspection program with regular, mandatory inspections, a reactive inspection program based on complaints, and a landlord management/tenant behavior program. He explained there was general agreement that whatever type of program was chosen it would serve four (4) primary functions. The program would provide for the maintenance of structures, basic life/safety standards, basic living standards, and quality of life standards.

A proactive inspection program would require all rental dwelling units to be inspected on a regular basis, likely every two (2) to four (4) years. The program would be administered by the Community Development Director, and would require additional staff such as a Housing Inspector. The major disadvantage to the proactive program was the cost. Start-up costs were estimated to be \$47,300 and ongoing operational costs were estimated to be \$101,100. The license fee for each unit would be approximately \$68.00, assuming a two year license was issued. The program would have to be funded either via license fees, the general fund, or a combination of license fees and the general fund.

A reactive program would be complaint driven and there would be no regular inspections. He stated staff currently received between three (3) and six (6) complaints per month on rental units, typically related to living standards. The program would use existing staff and would focus on enforcing life safety and basic living standards. He noted the disadvantage of a reactive program was that it was totally driven by tenant complaints. He stated the costs would be relatively minimal with startup costs estimated at \$20,000 and ongoing costs estimated to be \$3,400.

The third type of program encourages landlords and property managers to adhere to specific quality of life standards. The program may offer incentives for managers and landlords to obtain management training and it could be implemented with or without a proactive or reactive program. He explained the program would be run by the Police Department and would require additional staff. He noted the major disadvantage was the cost. The startup costs were estimated to be \$24,800 and the ongoing costs were estimated to be \$92,800. He stated if Council wanted to proceed with this type of program staff would need to do a bit more work to define the parameters.

Councilmember Piekarski Krech suggested the program could be run in conjunction with the Fire Department and the City could train the firefighters to do more in-depth inspections. She questioned how often other cities conducted inspections.

Mr. Link stated some inspected annually or biannually, and some based the frequency of inspection on the type of unit.

Councilmember Piekarski Krech suggested a 3-5 year inspection cycle, with major complexes inspected every 3 years. She stated the program should use existing staff and the costs could be reduced by using Fire personnel. She opined the City could do proactive program with existing people and it should not take much effort to get program the program started. She stated she wanted to start moving forward with a program, at least preliminarily on the bigger rental complexes. She suggested putting a program in the budget for 2015 and starting in 2014 with a sample program to see what could be done. She stated the City could either issue a license or say an inspection would be required at a certain frequency for a set fee.

Councilmember Bartholomew questioned the \$20,000 estimate for software. He asked if there was a specific software package recommended for this type of service.

Mr. Link stated staff was aware of at least four (4) different software packages. He noted that was one area where more information was needed. He stated the current inspections software had an add-on package for rental housing that could be purchased for approximately \$40,000.

Mayor Tourville noted that was not a one-time cost and it could be spread out over a 5-6 year period.

Councilmember Bartholomew questioned if staff had looked at the software programs that were used in South St. Paul or West St. Paul.

Mr. Link stated that would be the next step.

Councilmember Mueller stated he wanted to start a program but was concerned the Fire Department did not have enough time to do the inspections.

Mayor Tourville stated there were items in the cost estimates that were questionable. He explained he wanted the program to start as soon as possible because there was a tremendous need considering the City's size and the number of rental units. He stated the landlord/tenant management program seemed to get the most positive feedback from other cities. He noted an ordinance was needed in order to enforce life safety issues and he also expressed interest starting the landlord/tenant program through the Police Department. He suggested the City had existing staff that could work on starting the program.

Mr. Link reiterated the reactive program would not require new staff. He stated his department did not have the staff available to enforce a proactive program.

Mayor Tourville suggested staff provide the Council with information as to how much of the proactive program existing staff could handle.

Mr. Link stated both West St. Paul and South St. Paul use outside inspections services to enforce their programs and still had the need for a 0.25 FTE staff person for administration of the program.

Mary T’Kach, 7848 Babcock Trail, presented the Housing Committee’s thoughts on the establishment of a rental housing program. The committee encouraged implementation of a proactive program. She stated it would benefit property owners, tenants, and the community if the City had a robust program. She noted there was a transition amongst younger people away from home ownership that would cause an upward spike in the number of rental properties in the City. She stated the City was ill-prepared to deal with complaints that exist. She explained the program would help landlords avoid problem tenants and provide tenants with assistance with health and safety issues. The committee was equally concerned about the costs associated with a program, but felt it was not overly burdensome on property owners. She stated a program would decrease the number of calls for police service and would turn fire inspections into a more routine occurrence. The committee suggested a strong education program for both tenants and landlords. She opined the landlord management/tenant behavior program should not be run through the Police Department because people may be hesitant to participate for fear of retribution.

Councilmember Madden stated everyone keeps adding fees and the costs add up. He agreed that a program was needed, but wanted to keep costs to a minimum.

Ms. T’Kach stated it was a value proposition for all residents because the program would help to keep property values up and it should be viewed as an investment into the community.

Dian Piekarski, 7609 Babcock Trail, suggested that the Code Compliance Specialist could be involved in the implementation and administration of the program. She stated an anonymous program could help eliminate any concerns about retribution. She suggested the City could implement a reactive program along with a random sampling of proactive inspections to get a good idea of how properties are being maintained. She noted the random sampling may also provide a better sense of whether or not a proactive program is needed.

Mayor Tourville stated starting any kind of program would deter some of the problem properties. He suggested trying to implement a program using existing staff at least for the start of 2015. He stated the City needed to be able to address complaints and did not need to start with annual inspections. He noted the City should not assume that landlords will pay any of the costs because they will be passed onto tenants.

Councilmember Madden stated he would like to start a reactive program sooner than 2015.

5. CITY ORDINANCE RELATED TO COUNCILMEMBER VACANCIES

Mr. Kuntz explained the Deputy Clerk requested background information related to the statutory provisions in place that deal with a council vacancy. He stated current City Code provisions do not address council vacancies and it was thought by staff that perhaps the issue should be generally addressed by ordinance. He reviewed the statutory regulations related to filling a vacancy and the timing of a special election. He explained the City could choose to adopt an ordinance that would address the timing of a special election and a general process that would be followed in instances where appointment is required to fill a vacancy.

Ms. Kennedy stated the issue was brought forward for discussion to determine if the Council wanted to address the issue in the City Code.

Mayor Tourville stated it would be a good idea to address the issue by ordinance. He suggested looking at the language related to the timing of a special election and the establishment of an appointment process.

Councilmember Piekarski Krech requested information related to the cost of a special election.

6. **EXECUTIVE SESSION**

A. Preliminary Consideration of Employee Charges

The Council entered executive session at 9:10 p.m.

7. **CONSIDER DECISION WITH RESPECT TO EMPLOYEE CHARGES**

The City Council requested additional information and directed staff to place the item on the May 27th agenda for further discussion.

8. **ADJOURN**

The meeting was adjourned at 11:20 p.m.

DRAFT

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: April 28, 2014
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

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

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of April 10, 2014 to April 23, 2014.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending April 23, 2014. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$294,290.28
Debt Service & Capital Projects	123,818.90
Enterprise & Internal Service	147,890.91
Escrows	526.06
	<hr/>
Grand Total for All Funds	<u><u>\$566,526.15</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 April 10, 2014 to April 23, 2014 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING April 23, 2014**

WHEREAS, a list of disbursements for the period ending April 23, 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	\$294,290.28
Debt Service & Capital Projects	123,818.90
Enterprise & Internal Service	147,890.91
Escrows	526.06
 Grand Total for All Funds	 <u><u>\$566,526.15</u></u>

Adopted by the City Council of Inver Grove Heights this 23th day of April, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk



Expense Approval Report

By Fund

Payment Dates 4/10/2014 - 4/23/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AFSCME COUNCIL 5	INV0027887	04/18/2014	UNION DUES (AFSCME F	101.203.2031000	67.10
AFSCME COUNCIL 5	INV0027888	04/18/2014	UNION DUES (AFSCME F	101.203.2031000	681.36
AFSCME COUNCIL 5	INV0027889	04/18/2014	UNION DUES (AFSCME F	101.203.2031000	75.15
AFSCME COUNCIL 5	INV0027650	04/04/2014	UNION DUES (AFSCME F	101.203.2031000	40.26
AFSCME COUNCIL 5	INV0027651	04/04/2014	UNION DUES (AFSCME F	101.203.2031000	681.36
AFSCME COUNCIL 5	INV0027652	04/04/2014	UNION DUES (AFSCME F	101.203.2031000	75.15
BUDGET BLINDS	5561	04/16/2014	1/21/14	101.42.4200.423.40040	698.00
BUREAU OF CRIMINAL APPREHENSION	00000155017	04/16/2014	00000012981	101.42.4000.421.40044	390.00
CA DEPT OF CHILD SUPPORT SERVICES	INV0027890	04/18/2014	MIGUEL GUADALAJARA	101.203.2032100	279.69
CULLIGAN	3/31/14 157-98459100-6	04/16/2014	157-98459100-6	101.42.4200.423.60065	80.40
CULLIGAN	3/31/14 157-98459118-8	04/16/2014	157-98459118-8	101.42.4200.423.60065	92.82
DAKOTA AWARDS INC	1404035	04/16/2014	IN23037	101.41.1100.413.60065	121.81
EFTPS	INV0027908	04/18/2014	FEDERAL WITHHOLDINC	101.203.2030200	38,682.42
EFTPS	INV0027910	04/18/2014	MEDICARE WITHHOLDIN	101.203.2030500	11,154.20
EFTPS	INV0027911	04/18/2014	SOCIAL SECURITY WIT-	101.203.2030400	34,572.94
FIRE ENGINEERING	2014 RENEWAL	04/16/2014	507831014	101.42.4200.423.50070	29.00
FIRST IMPRESSION GROUP, THE	56336	04/16/2014	4363	101.41.1100.413.50032	2,854.23
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	101.44.6000.451.50030	544.76
FIRST IMPRESSION GROUP, THE	56576	04/16/2014	4363	101.41.1100.413.50032	215.00
GENESIS EMPLOYEE BENEFITS ACH ONL'	INV0027893	04/18/2014	HSA ELECTION-FAMILY	101.203.2032500	2,985.07
GENESIS EMPLOYEE BENEFITS ACH ONL'	INV0027894	04/18/2014	HSA ELECTION-SINGLE	101.203.2032500	3,026.88
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.41.1100.413.30550	29.57
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.41.2000.415.30550	92.30
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.42.4000.421.30550	282.05
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.42.4200.423.30550	14.00
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.43.5000.441.30550	8.38
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.43.5100.442.30550	53.81
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.43.5200.443.30550	33.17
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.44.6000.451.30550	54.47
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.45.3000.419.30550	17.50
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.45.3200.419.30550	14.57
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	101.45.3300.419.30550	22.67
HAUGH, TRISH	4/9/14	04/16/2014	REIMBURSE-CHICKEN P	101.41.0000.3414000	25.00
HENNING FIRE PROTECTION EQUIPMENT	334816	04/16/2014	4/1/14	101.42.4000.421.60065	90.00
HER, STEVE	3/31/14	04/16/2014	REIMBURSE-LUNCH	101.42.4000.421.50075	10.82
ICMA RETIREMENT TRUST - 457	INV0027895	04/18/2014	ICMA-AGE <49 %	101.203.2031400	4,484.46
ICMA RETIREMENT TRUST - 457	INV0027896	04/18/2014	ICMA-AGE <49	101.203.2031400	4,175.00
ICMA RETIREMENT TRUST - 457	INV0027897	04/18/2014	ICMA-AGE 50+ %	101.203.2031400	1,075.51
ICMA RETIREMENT TRUST - 457	INV0027898	04/18/2014	ICMA-AGE 50+	101.203.2031400	6,012.87
ICMA RETIREMENT TRUST - 457	INV0027899	04/18/2014	ICMA (EMPLOYER SHAR	101.203.2031400	73.67
ICMA RETIREMENT TRUST - 457	INV0027906	04/18/2014	ROTH IRA (AGE 49 & UN	101.203.2032400	487.70
IUOE	INV0027663	04/04/2014	UNION DUES IUOE	101.203.2031000	1,121.75
KENISON, TERRI	MARCH 2014	04/16/2014	MARCH 2014	101.42.4200.423.30700	850.00
LELS	INV0027664	04/04/2014	UNION DUES (LELS)	101.203.2031000	1,350.00
LELS SERGEANTS	INV0027672	04/04/2014	UNION DUES (LELS SGT	101.203.2031000	225.00
LYNN & ASSOCIATES	IG21:2014	04/16/2014	1/23/14	101.41.1100.413.50080	600.00
MARTIN-MCALLISTER	8816	04/16/2014	INV001	101.41.1100.413.30500	3,150.00
METROPOLITAN AREA MGMT ASSOC.	1420	04/16/2014	2014 MEMBERSHIP DUE	101.41.1100.413.50070	45.00
METROPOLITAN COUNCIL ENVIRON SRVC	MARCH 2014	04/16/2014	MARCH 2014	101.41.0000.3414000	(124.25)
MINNEAPOLIS OXYGEN CO.	171093842	04/16/2014	113504	101.42.4200.423.40042	74.40
MINNEAPOLIS OXYGEN CO.	171093843	04/16/2014	113504	101.42.4200.423.40042	81.84
MINNESOTA DEPARTMENT OF HUMAN SE	INV0027891	04/18/2014	RICK JACKSON FEIN/TA.	101.203.2032100	329.48
MINNESOTA DEPARTMENT OF HUMAN SE	INV0027892	04/18/2014	JUSTIN PARRANTO FEIN	101.203.2032100	495.61
MN DEPT OF REVENUE	INV0027909	04/18/2014	STATE WITHHOLDING	101.203.2030300	16,457.88
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	101.207.2070300	0.32
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	101.207.2070300	208.94
MN DEPT OF TRANSPORTATION	P00002770	04/16/2014	0000001298	101.43.5200.443.40046	174.35
MN FIRE SERVICE	2506	04/16/2014	CERTIFICATION EXAM	101.42.4200.423.30700	100.00
MN GLOVE & SAFETY, INC.	279523	04/16/2014	CTINVP	101.43.5200.443.60016	15.80
OXYGEN SERVICE COMPANY, INC	03259571	04/16/2014	04394	101.42.4000.421.60065	24.80
PERA	INV0027900	04/18/2014	PERA COORDINATED PL	101.203.2030600	30,225.92
PERA	INV0027901	04/18/2014	EMPLOYER SHARE (EXT	101.203.2030600	2,418.05

PERA	INV0027902	04/18/2014	PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0027903	04/18/2014	EMPLOYER SHARE (PEF	101.203.2030600	57.69
PERA	INV0027904	04/18/2014	PERA POLICE & FIRE PL	101.203.2030600	11,262.65
PERA	INV0027905	04/18/2014	EMPLOYER SHARE (POL	101.203.2030600	16,893.94
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.41.1000.413.60065	11.03
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.41.2000.415.50065	14.78
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.41.2000.415.50065	17.25
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.41.2000.415.50065	14.78
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.42.0000.3225000	12.00
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.44.6000.451.50065	8.00
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.45.3200.419.50080	9.75
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.45.3200.419.50080	12.00
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.45.3300.419.50080	8.00
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	101.45.3300.419.50080	8.00
SAM'S CLUB	3/23/14 7715 0904 0133 48	04/16/2014	7715 0904 0133 4891	101.42.4200.423.60011	62.88
SAM'S CLUB	3/23/14 7715 0904 0133 48	04/16/2014	7715 0904 0133 4891	101.42.4200.423.60065	27.12
SENSIBLE LAND USE COALITION	4/30/14	04/16/2014	REGISTER-T. LINK	101.45.3000.419.50080	38.00
TWIN CITIES OCCUPATIONAL HEALTH PC	102202650	04/16/2014	N26-1251001589	101.41.1100.413.30550	160.00
UNITED WAY	INV0027907	04/18/2014	UNITED WAY	101.203.2031300	105.00
UNITED WAY	INV0027673	04/04/2014	UNITED WAY	101.203.2031300	105.00
USA MOBILITY WIRELESS INC	X0317409D	04/16/2014	0317409-1	101.42.4000.421.50020	4.89
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.42.4200.423.40010	208.43
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.42.4200.423.40020	124.31
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.43.5200.443.40020	17.62
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.43.5400.445.40020	687.06
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.43.5400.445.40020	54.49
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.43.5400.445.40020	61.92
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.44.6000.451.40010	80.80
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	101.44.6000.451.40020	116.22
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.42.4000.421.40042	42.01
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.42.4200.423.40010	2,854.00
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.42.4200.423.40020	1,559.76
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.43.5200.443.40020	180.83
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.43.5400.445.40020	725.36
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.43.5400.445.40020	10,691.65
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.44.6000.451.40010	949.39
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	101.44.6000.451.40020	1,232.18

Fund: 101 - GENERAL FUND

220,706.49

BROADWAY AWARDS	34949	04/16/2014	4/3/14	204.44.6100.452.60009	456.50
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	204.44.6100.452.50030	4,766.45
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	204.44.6100.452.50035	94.32
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	204.44.6100.452.30550	21.55
HOMEGROWN LACROSSE	2014 TEAM REGISTRATIC	04/16/2014	MN00435	204.44.6100.452.50070	150.00
IGH SENIOR CLUB	4/3/14	04/16/2014	3/17/14	204.227.2271000	1,662.00
JOHNSON, DELORES	4/4/14	04/16/2014	REFUND-SENIOR TRIP	204.227.2271000	57.00
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	204.207.2070300	1,198.53

Fund: 204 - RECREATION FUND

8,406.35

ACE PAINT & HARDWARE	519422/5	04/16/2014	501126	205.44.6200.453.60012	8.28
ACE PAINT & HARDWARE	519422/5	04/16/2014	501126	205.44.6200.453.60012	8.28
ACE PAINT & HARDWARE	519533/5	04/16/2014	501126	205.44.6200.453.60016	11.98
ARNOLD, NICK	4/2/14	04/16/2014	REIMBURSE-LOCKER R	205.44.6200.453.60016	713.18
COMDATA CORPORATION	M40910826	04/16/2014	ABHPV RH172	205.44.6200.453.60065	17.86
FASTENAL COMPANY	MNTC6132990	04/16/2014	MNTC62008	205.44.6200.453.60016	757.70
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	205.44.6200.453.50030	5,311.41
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	205.44.6200.453.50035	94.32
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	205.44.6200.453.30550	11.00
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	205.44.6200.453.30550	30.24
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	205.44.6200.453.30550	10.50
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	205.44.6200.453.30550	10.50
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	205.44.6200.453.30550	3.50
GRAINGER	9406561341	04/16/2014	806460150	205.44.6200.453.60016	26.78
GRAINGER	9407240192	04/16/2014	806460150	205.44.6200.453.60016	125.12
GRAINGER	9409142008	04/16/2014	806460150	205.44.6200.453.60040	77.18
GRAINGER	9409142008	04/16/2014	806460150	205.44.6200.453.60040	77.17
GRAINGER	9411256952	04/16/2014	806460150	205.44.6200.453.60016	37.90
HERZOG, STEPHEN	4/4/14	04/16/2014	REIMBURSE-MEMBERS	205.44.0000.3490100	104.00
INDELCO PLASTICS CORP	835691	04/16/2014	VET001	205.44.6200.453.60016	136.68
KRUCKENBER, GENE	3/31/14	04/16/2014	REIMBURSE-LOW ENRO	205.44.0000.3493501	54.00
MENARDS - WEST ST. PAUL	51167	04/16/2014	30170270	205.44.6200.453.60016	15.40
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.207.2070300	8,760.65

MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.40010	26.47
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.40020	57.44
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.40042	1.02
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.40042	8.30
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60011	4.24
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60011	70.64
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60016	73.33
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60016	3.70
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60016	2.55
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60024	175.58
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60040	1.84
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60040	(0.76)
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60040	72.19
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60040	0.29
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	(5.84)
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	11.99
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	9.30
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	1.03
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	0.86
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	0.71
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	0.59
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	6.91
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	205.44.6200.453.60065	(21.12)
NAC MECHANICAL & ELECTRICAL SERVIC	101063	04/16/2014	8712-1	205.44.6200.453.40040	1,494.35
NAC MECHANICAL & ELECTRICAL SERVIC	101064	04/16/2014	8712-1	205.44.6200.453.40040	706.51
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	205.44.6200.453.60016	11.77
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	205.44.6200.453.60065	7.51
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	205.44.6200.453.60065	8.85
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	205.44.6200.453.60065	7.50
PETTY CASH - TERI O'CONNOR	JAN-MAR 2014	04/16/2014	JAN-MAR 2014 BANK FEI	205.44.6200.453.70440	20.32
ROACH, RICK	3/31/14	04/16/2014	REIMBURSE-MILEAGE	205.44.6200.453.50065	87.36
ROACH, RICK	4/7/14	04/16/2014	REIMBURSE-MILEAGE	205.44.6200.453.50065	54.88
VANCO SERVICES LLC	00006046163	04/16/2014	MARCH 2014	205.44.6200.453.70600	79.75
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	205.44.6200.453.40010	413.03
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	205.44.6200.453.40020	896.27
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	205.44.6200.453.40010	5,410.55
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	205.44.6200.453.40010	18,175.43
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	205.44.6200.453.40020	8,954.37
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	205.44.6200.453.40020	11,942.92
Fund: 205 - COMMUNITY CENTER					65,176.26
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	290.45.3000.419.30550	1.18
Fund: 290 - EDA					1.18
METROPOLITAN COUNCIL ENVIRON SRVC	MARCH 2014	04/16/2014	MARCH 2014	404.217.2170000	12,425.00
Fund: 404 - SEWER CONNECTION FUND					12,425.00
FRIEDGES CONTRACTING INC.	FINAL PAY VO. NO. 11	04/16/2014	CITY PROJECT NO. 2012	440.74.5900.740.80300	108,756.28
Fund: 440 - PAVEMENT MANAGEMENT PROJ					108,756.28
EAGAN, CITY OF	3/25/14 BILLIN	04/16/2014	DECEMBER 2013, JANU/	441.74.5900.741.40030	2,497.97
Fund: 441 - STORM WATER MANAGEMENT					2,497.97
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	447.00.7500.460.40040	2.99
Fund: 447 - ADA					2.99
EHLERS AND ASSOCIATES, INC.	348084	04/16/2014	NW AREA CONNECTION	448.74.5900.748.30150	136.66
Fund: 448 - NWA - STORM WATER					136.66
CITY OF BLOOMINGTON	3/1/14-3/31/14	04/16/2014	420	501.50.7100.512.30700	420.00
EAGAN, CITY OF	3/25/14 BILLIN	04/16/2014	DECEMBER 2013, JANU/	501.50.7100.512.40005	12,389.22
EAGAN, CITY OF	3/25/14 BILLIN	04/16/2014	DECEMBER 2013, JANU/	501.50.7100.512.40005	8,606.70
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	501.50.7100.512.30550	29.71
GOPHER STATE ONE-CALL	100237	04/16/2014	MN00435	501.50.7100.512.30700	176.90
IDEAL SERVICE, INC.	6402	04/16/2014	3/17/14	501.50.7100.512.40040	416.25
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	501.207.2070200	1,381.34
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	501.207.2070300	29.49
MN PIPE & EQUIPMENT	0311969	04/16/2014	2195	501.50.7100.512.60016	609.70
STANTEC CONSULTING SERVICES INC.	780694	04/16/2014	92607	501.50.7100.512.30300	1,331.00
TKDA	002014000657	04/16/2014	0014026.007	501.50.7100.512.30700	1,428.07
VALLEY-RICH CO, INC	19910	04/16/2014	R14224 03/24	501.50.7100.512.40046	5,033.84
VALLEY-RICH CO, INC	19919	04/16/2014	R14264 03/25	501.50.7100.512.40046	3,201.00

XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	501.50.7100.512.40010	172.13
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	501.50.7100.512.40020	207.68
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	501.50.7100.512.40010	2,104.85
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	501.50.7100.512.40010	839.71
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	501.50.7100.512.40020	12,088.12

Fund: 501 - WATER UTILITY FUND

50,465.71

EAGAN, CITY OF	3/25/14 BILLIN	04/16/2014	DECEMBER 2013, JANU/	502.51.7200.514.40015	18,987.05
EAGAN, CITY OF	3/25/14 BILLIN	04/16/2014	DECEMBER 2013, JANU/	502.51.7200.514.40015	24,968.07
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	502.51.7200.514.30550	16.62
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	502.51.7200.514.40010	33.01
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1	502.51.7200.514.40020	95.24
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	502.51.7200.514.40010	331.42
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	502.51.7200.514.40020	1,306.99

Fund: 502 - SEWER UTILITY FUND

45,738.40

AMERICAN FLAGPOLE & FLAG CO	112150	04/16/2014	4/9/14	503.52.8500.526.60065	175.17
ARAMARK UNIFORM SERVICES	629-7962034	04/16/2014	792502342	503.52.8600.527.60045	47.63
FIRST IMPRESSION GROUP, THE	56410	04/16/2014	3022	503.52.8500.526.50025	272.38
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	503.52.8000.521.30550	22.00
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	503.52.8500.526.30550	12.05
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	503.52.8600.527.30550	25.57
HORNUNG'S GOLF PRODUCTS, INC.	312769	04/16/2014	210618	503.52.8000.521.60065	94.20
METRO CASH REGISTER SYSTEMS	75694	04/16/2014	4/7/14	503.52.8500.526.70600	290.00
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	503.207.2070300	111.57
MPGA	2014 MEMBER DUES	04/16/2014	2014 ANNUAL MEMBER	503.52.8500.526.50070	75.00
MTI DISTRIBUTING CO	945599-01	04/16/2014	402307	503.52.8600.527.40042	98.09
MTI DISTRIBUTING CO	946797-00	04/16/2014	402307	503.52.8600.527.40042	453.66
MTI DISTRIBUTING CO	947064-00	04/16/2014	402307	503.52.8600.527.40042	215.95
MTI DISTRIBUTING CO	945086-00	04/16/2014	402307	503.52.8600.527.40042	1,087.21
MTI DISTRIBUTING CO	945086-01	04/16/2014	402307	503.52.8600.527.40042	158.22
MTI DISTRIBUTING CO	945187-00	04/16/2014	402307	503.52.8600.527.40042	188.58
MTI DISTRIBUTING CO	945189-00	04/16/2014	402307	503.52.8600.527.40042	291.68
MTI DISTRIBUTING CO	945372-00	04/16/2014	402307	503.52.8600.527.40042	460.58
MTI DISTRIBUTING CO	945599-00	04/16/2014	402307	503.52.8600.527.40042	59.24
NAPA OF INVER GROVE HEIGHTS	371925	04/16/2014	4165	503.52.8600.527.40040	54.10
NAPA OF INVER GROVE HEIGHTS	372475	04/16/2014	4165	503.52.8600.527.40042	12.08
NAPA OF INVER GROVE HEIGHTS	372489	04/16/2014	4165	503.52.8600.527.40042	45.66
SUN MOUNTAIN SPORTS	157381	04/16/2014	5507701	503.52.8200.523.76350	436.00
TIM LOCKLER'S	4/9/14	04/16/2014	4/9/14	503.52.8500.526.40040	418.00
WITTEK	310441	04/16/2014	123575	503.52.8100.522.40042	48.39
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	503.52.8500.526.40010	199.68
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	503.52.8500.526.40020	485.08
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	503.52.8600.527.40010	645.59
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14	503.52.8600.527.40020	12.40

Fund: 503 - INVER WOOD GOLF COURSE

6,495.76

EHLERS AND ASSOCIATES, INC.	348084	04/16/2014	NW AREA CONNECTION	511.50.7100.512.30150	136.67
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Fund: 511 - NWA - WATER

136.67

EHLERS AND ASSOCIATES, INC.	348084	04/16/2014	NW AREA CONNECTION	512.51.7200.514.30150	136.67
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Fund: 512 - NWA - SEWER

136.67

GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	602.00.2100.415.30550	2.01
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Fund: 602 - RISK MANAGEMENT

2.01

ACE PAINT & HARDWARE	519542/5	04/16/2014	501126	603.00.5300.444.40041	11.63
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014	603.00.5300.444.30550	13.41
HEALTHFAST VEHICLE SERVICES	20585	04/16/2014	2/26/14	603.00.5300.444.80700	8,060.25
KIMBALL MIDWEST	3477486 B	04/16/2014	REMAINING AMOUNT	603.00.5300.444.60012	167.84
METRO JANITORIAL SUPPLY INC	11012833	04/16/2014	4/2/14	603.00.5300.444.60011	293.37
METROMATS	9508	04/16/2014	3/20/14	603.00.5300.444.40065	38.50
METROMATS	9342	04/16/2014	3/6/14	603.00.5300.444.40065	38.50
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	603.00.5300.444.40041	9.94
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	603.00.5300.444.40065	0.20
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	603.00.5300.444.60012	1.36
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	603.00.5300.444.60014	0.18
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U	603.00.5300.444.60040	0.05
MN DEPT OF REVENUE	4/23/14	04/23/2014	MARCH PETRO TAX	603.00.5300.444.60021	331.74
MTI DISTRIBUTING CO	948154-00	04/16/2014	91180	603.00.5300.444.40041	126.04
O'REILLY AUTO PARTS	1767-477650	04/16/2014	1578028	603.00.5300.444.40041	2.36
PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-	603.00.5300.444.50070	12.00

PETTY CASH	4/16/14	04/16/2014	PETTY CASH REQUEST-603.00.5300.444.50070	12.00
POMP'S TIRE SERVICE, INC.	980006601	04/16/2014	4502557 603.00.5300.444.40041	511.41
SCHARBER & SONS	P39999	04/16/2014	INVER001 603.00.5300.444.40041	291.40
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1 603.00.5300.444.40010	307.44
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1 603.00.5300.444.40020	137.06
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14 603.00.5300.444.40010	3,230.34
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14 603.00.5300.444.40020	1,851.22

Fund: 603 - CENTRAL EQUIPMENT

15,448.24

COORDINATED BUSINESS SYSTEMS	250511847	04/16/2014	923425 604.00.2200.416.40050	112.88
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 604.00.2200.416.40050	63.85
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 604.00.2200.416.60005	9.20
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 604.00.2200.416.60010	20.20
US BANCORP EQUIPMENT FINANCE, INC.	250523842	04/16/2014	923425 604.00.2200.416.40050	4,643.30

Fund: 604 - CENTRAL STORES

4,849.43

BLOOMINGTON ELECTRIC CO.	00032735	04/16/2014	3/28/14 605.00.7500.460.40040	157.00
CULLIGAN	3/31/14 157-98503022-8	04/16/2014	157-98503022-8 605.00.7500.460.60011	124.64
GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014 605.00.7500.460.30550	3.50
HOME DEPOT CREDIT SERVICES	3/13/14 6035 3225 0206 19	04/16/2014	6035 3225 0206 1959 605.00.7500.460.60016	41.66
HUEBSCH SERVICES	3242204	04/16/2014	100075 605.00.7500.460.40065	107.49
LOW VOLTAGE CONTRACTORS	5512-3-0	04/16/2014	SUPPORT AGREEMENT 605.00.7500.460.50070	14,891.00
MAS COMMUNICATIONS	1599	04/16/2014	4/1/14 605.00.7500.460.40040	46.80
MINNESOTA ELEVATOR, INC	308193	04/16/2014	5395 605.00.7500.460.40040	232.60
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.40020	12.22
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.40040	13.29
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.40044	0.70
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.40065	0.30
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.60011	1.46
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 605.00.7500.460.60065	(0.30)
USA MOBILITY WIRELESS INC	X0317493D	04/16/2014	0317493-5 605.00.7500.460.40065	4.57
XCEL ENERGY	TAX 3/19/14	03/19/2014	TAX DIFFERENCE 3/19/1 605.00.7500.460.40020	598.15
XCEL ENERGY	4/14/14	04/16/2014	REQUEST DATE 4/14/14 605.00.7500.460.40020	7,156.02

Fund: 605 - CITY FACILITIES

23,391.10

GENESIS EMPLOYEE BENEFITS, INC	23151	04/16/2014	MARCH 2014 606.00.1400.413.30550	11.67
INTEGRA TELECOM	11863350	04/16/2014	887115 606.00.1400.413.50020	890.19
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 606.00.1400.413.60010	8.68
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 606.00.1400.413.60040	1.59
MN DEPT OF REVENUE	MARCH 2014	04/21/2014	MARCH 2014 SALES & U 606.00.1400.413.60065	2.98
OFFICE OF MN. IT SERVICES	DV14030459	04/16/2014	200B00171 606.00.1400.413.30750	311.81

Fund: 606 - TECHNOLOGY FUND

1,226.92

ARAMARK REFRESHMENT SERVICES	85534	04/16/2014	55 702.229.2286500	82.49
ARAMARK REFRESHMENT SERVICES	1112261	04/16/2014	55 702.229.2286500	82.49
ARAMARK REFRESHMENT SERVICES	85198	04/16/2014	55 702.229.2286500	82.49
CULLIGAN	3/31/14 157-98473242-8	04/16/2014	157-98473242-8 702.229.2286300	78.59
WASHINGTON COUNTY COURT ADMIN	114008519	04/16/2014	JAMESIA KYUNIA LOGGI 702.229.2291000	200.00

Fund: 702 - ESCROW FUND

526.06

Grand Total

566,526.15

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Receiving Bids and Awarding Contract for the 2014 Pavement Management Program, City Project No. 2014-09A – Cracksealing

Meeting Date: April 28, 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

SM

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: Pavement Management Fund

PURPOSE/ACTION REQUESTED

Resolution receiving bids and awarding contract for the 2014 Pavement Management Program, City Project No. 2014-09A – Cracksealing.

SUMMARY

City Project No. 2014-09A was advertised with bids received and publicly read aloud at 10:00 a.m. on April 15, 2014. Three contractors submitted bids. The crackseal area map is attached. The map shows the base bid areas (1, 2, 3, 4, 5, and 6) plus alternate bids areas (A, B, C, D, E, and F). The following table summarizes the base bid and alternates:

BIDDER	5% Bid Bond	BASE BID	BID ALTERNATE A	BID ALTERNATE B	BID ALTERNATE C	BID ALTERNATE D	BID ALTERNATE E	BID ALTERNATE F	TOTAL BID
Astech	Yes	\$52,664.20	\$7,850.00	\$23,273.20	\$23,786.80	\$7,422.60	\$12,940.60	\$16,944.40	\$144,881.80
Precision Sealcoating	Yes	\$62,780.40	\$10,800.00	\$25,138.40	\$24,531.00	\$4,662.00	\$20,102.00	\$22,620.00	\$170,633.80
Fahrner	Yes	\$52,172.58	\$13,402.90	\$45,303.39	\$39,103.09	\$3,109.15	\$15,383.30	\$19,830.93	\$188,305.34

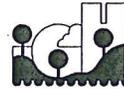
The 2014 PMP budget has \$400,000 available for sealcoating and cracksealing. The 2014-09B – Sealcoat project was awarded with a PMP fund contribution of \$272,120.15, leaving \$127,879.85 available for cracksealing.

The low combined bid in the base bid (areas 1, 2, 3, 4, 5, and 6) and Alternate Bids A, B, C, and F totals \$124,518.60. The funding source for the project is the Pavement Management Fund.

Public Works/Engineering recommends adopting the resolution receiving bids and awarding the contract for City Project No. 2014-09A – Cracksealing to Astech Corp. in the amount of \$124,518.60 for the base bid plus Alternates A, B, C, and F. Alternates D and E may be considered for the 2015 crackseal project.

TJK/kf

- Attachments: Area Map
 Minutes of Bid Opening
 Bid Tabulation
 Resolution

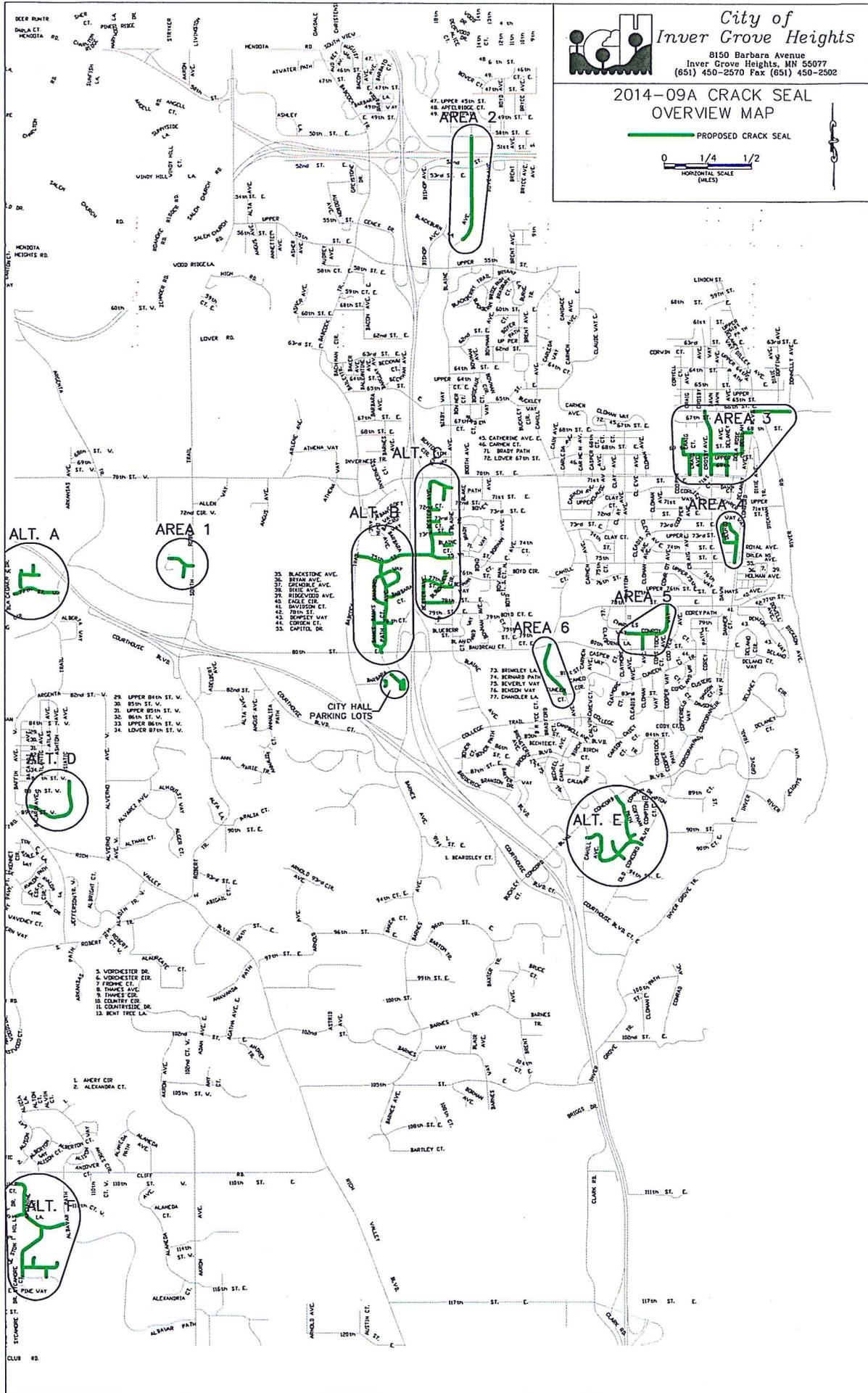
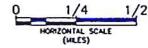


City of Inver Grove Heights

8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2570 Fax (651) 450-2502

2014-09A CRACK SEAL OVERVIEW MAP

PROPOSED CRACK SEAL



CITY OF INVER GROVE HEIGHTS
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Minutes of Bid Opening on Tuesday, April 15, 2014 at 10:00 a.m.

CITY PROJECT NO. 2014-09A
CRACKSEAL PROGRAM

Pursuant to an advertisement for bids for City Project No. 2014-09A - Crackseal Program, an administrative meeting was held on April 15, 2014 for the purpose of bid opening. Bids were opened and read aloud.

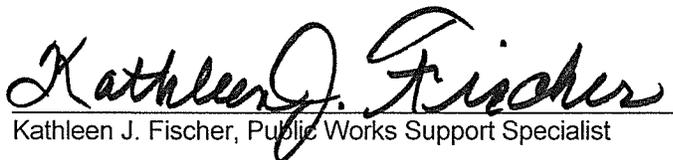
Attending the meeting were:

Thomas J. Kaldunski, City Engineer
Kathleen J. Fischer, Public Works Support Specialist
John D. Schmeling, Senior Engineering Technician

Bids were opened and read aloud as follows:

BIDDER	5% Bid Bond	BASE BID	BID ALTERNATE A	BID ALTERNATE B	BID ALTERNATE C	BID ALTERNATE D	BID ALTERNATE E	BID ALTERNATE F	TOTAL BID
Astech	Yes	\$52,664.20	\$7,850.00	\$23,273.20	\$23,786.80	\$7,422.60	\$12,940.60	\$16,944.40	\$144,881.80
Precision Sealcoating	Yes	\$62,780.40	\$10,800.00	\$25,138.40	\$24,531.00	\$4,662.00	\$20,102.00	\$22,620.00	\$170,633.80
Fahrner	Yes	\$52,172.58	\$13,402.90	\$45,303.39	\$39,103.09	\$3,109.15	\$15,383.30	\$19,830.93	\$188,305.34

Submitted by:


Kathleen J. Fischer, Public Works Support Specialist

CITY PROJECT NO. 2014-09A - CRACKSEALING BID TAB

Item No.	Base Bid	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	200.3	\$ 275.00	\$ 55,082.50	\$ 214.00	\$ 42,864.20	\$ 268.00	\$ 53,680.40	\$ 181.17	\$ 36,288.35
2	Parking Lot Crack Seal (Joints and Cracks)	LS	1.0	\$ 3,500.00	\$ 3,500.00	\$ 2,100.00	\$ 2,100.00	\$ 9,100.00	\$ 9,100.00	\$ 2,339.68	\$ 2,339.68
3	Street Sweeping	HR	50.0	\$ 200.00	\$ 10,000.00	\$ 110.00	\$ 5,500.00		\$ -	\$ 130.00	\$ 6,500.00
4	Traffic Control	LS	1.0	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00		\$ -	\$ 7,044.55	\$ 7,044.55
Base Bid Total:				\$ 70,582.50		Total:	\$ 52,664.20	Total:	\$ 62,780.40	Total:	\$ 52,172.58

Item No.	Alternate A	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	30.0	\$ 275.00	\$ 8,250.00	\$ 214.00	\$ 6,420.00	\$ 360.00	\$ 10,800.00	\$ 368.26	\$ 11,047.80
2	Street Sweeping	HR	10.0	\$ 200.00	\$ 2,000.00	\$ 110.00	\$ 1,100.00		\$ -	\$ 130.00	\$ 1,300.00
3	Traffic Control	LS	1.0	\$ 500.00	\$ 500.00	\$ 330.00	\$ 330.00		\$ -	\$ 1,055.10	\$ 1,055.10
Alternate A Total:				\$ 10,750.00		Total:	\$ 7,850.00	Total:	\$ 10,800.00	Total:	\$ 13,402.90

Item No.	Alternate B	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	93.8	\$ 275.00	\$ 25,795.00	\$ 214.00	\$ 20,073.20	\$ 268.00	\$ 25,138.40	\$ 420.09	\$ 39,404.44
2	Street Sweeping	HR	20.0	\$ 200.00	\$ 4,000.00	\$ 110.00	\$ 2,200.00		\$ -	\$ 130.00	\$ 2,600.00
3	Traffic Control	LS	1.0	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00		\$ -	\$ 3,298.95	\$ 3,298.95
Alternate B Total:				\$ 30,545.00		Total:	\$ 23,273.20	Total:	\$ 25,138.40	Total:	\$ 45,303.39

Item No.	Alternate C	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	96.2	\$ 275.00	\$ 26,455.00	\$ 214.00	\$ 20,586.80	\$ 255.00	\$ 24,531.00	\$ 344.28	\$ 33,119.74
2	Street Sweeping	HR	20.0	\$ 200.00	\$ 4,000.00	\$ 110.00	\$ 2,200.00		\$ -	\$ 130.00	\$ 2,600.00
3	Traffic Control	LS	1.0	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00		\$ -	\$ 3,383.35	\$ 3,383.35
Alternate C Total:				\$ 31,205.00		Total:	\$ 23,786.80	Total:	\$ 24,531.00	Total:	\$ 39,103.09

Item No.	Alternate D	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	25.9	\$ 275.00	\$ 7,122.50	\$ 214.00	\$ 5,542.60	\$ 180.00	\$ 4,662.00	\$ 44.72	\$ 1,158.25
2	Street Sweeping	HR	8.0	\$ 200.00	\$ 1,600.00	\$ 110.00	\$ 880.00		\$ -	\$ 130.00	\$ 1,040.00
3	Traffic Control	LS	1.0	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00		\$ -	\$ 910.90	\$ 910.90
Alternate D Total:				\$ 8,972.50		Total:	\$ 7,422.60	Total:	\$ 4,662.00	Total:	\$ 3,109.15

Item No.	Alternate E	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	52.9	\$ 275.00	\$ 14,547.50	\$ 214.00	\$ 11,320.60	\$ 380.00	\$ 20,102.00	\$ 226.14	\$ 11,962.81
2	Street Sweeping	HR	12.0	\$ 200.00	\$ 2,400.00	\$ 110.00	\$ 1,320.00		\$ -	\$ 130.00	\$ 1,560.00
3	Traffic Control	LS	1.0	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00		\$ -	\$ 1,860.49	\$ 1,860.49
Alternate E Total:				\$ 17,447.50		Total:	\$ 12,940.60	Total:	\$ 20,102.00	Total:	\$ 15,383.30

Item No.	Alternate F	Unit	Est. Qty	Engineer's Estimate		Astech		Precision Sealcoating		Fahrner	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	F & I Crack Sealant (Street)	STA	69.6	\$ 275.00	\$ 19,140.00	\$ 214.00	\$ 14,894.40	\$ 325.00	\$ 22,620.00	\$ 221.74	\$ 15,433.10
2	Street Sweeping	HR	15.0	\$ 200.00	\$ 3,000.00	\$ 110.00	\$ 1,650.00		\$ -	\$ 130.00	\$ 1,950.00
3	Traffic Control	LS	1.0	\$ 750.00	\$ 750.00	\$ 400.00	\$ 400.00		\$ -	\$ 2,447.83	\$ 2,447.83
Alternate F Total:				\$ 22,890.00		Total:	\$ 16,944.40	Total:	\$ 22,620.00	Total:	\$ 19,830.93

Total Base Bid + Alternates A-F:	\$ 192,392.50	Total:	\$ 144,881.80	Total:	\$ 170,633.80	Total:	\$ 188,305.34
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**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION RECEIVING BIDS AND AWARDING CONTRACT FOR THE 2014 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2014-09A – CRACKSEALING TO ASTECH CORP., IN THE AMOUNT OF \$124,518.60 (BASE BID AND ALTERNATES A, B, C, AND F)

RESOLUTION NO. _____

WHEREAS, pursuant to an advertisement for bids for the 2014 Pavement Management Program, City Project 2014-09A, Cracksealing, bids were received, opened, read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

BIDDER	5% Bid Bond	BASE BID	BID ALTERNATE A	BID ALTERNATE B	BID ALTERNATE C	BID ALTERNATE D	BID ALTERNATE E	BID ALTERNATE F	TOTAL BID
Astech	Yes	\$52,664.20	\$7,850.00	\$23,273.20	\$23,786.80	\$7,422.60	\$12,940.60	\$16,944.40	\$144,881.80
Precision Sealcoating	Yes	\$62,780.40	\$10,800.00	\$25,138.40	\$24,531.00	\$4,662.00	\$20,102.00	\$22,620.00	\$170,633.80
Fahrner	Yes	\$52,172.58	\$13,402.90	\$45,303.39	\$39,103.09	\$3,109.15	\$15,383.30	\$19,830.93	\$188,305.34

BIDDER	5% Bid Bond	BASE BID	BID ALTERNATE A	BID ALTERNATE B	BID ALTERNATE C	BID ALTERNATE F	TOTAL BASE BID AND ALTERNATES A, B, C, AND F
Astech	Yes	\$52,664.20	\$7,850.00	\$23,273.20	\$23,786.80	\$16,944.40	\$124,518.60
Precision Sealcoating	Yes	\$62,780.40	\$10,800.00	\$25,138.40	\$24,531.00	\$22,620.00	\$145,869.80
Fahrner	Yes	\$52,172.58	\$13,402.90	\$45,303.39	\$39,103.09	\$19,830.93	\$169,812.89

WHEREAS, a budget of \$127,879.85 is available for the project; and

WHEREAS, bids were reviewed to determine the combination of Base Bid and Alternates that would provide the largest project for the budgeted amount; and

WHEREAS, Astech Corp., is the lowest responsible bidder for the Base Bid plus Alternates A, B, C, and F; at an amount of \$124,518.60

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Astech Corp., in the name of the City of Inver Grove Heights, for City Project 2014-09A, 2014 Cracksealing Program according to plans and specifications therefore approved by the Council and on file at the Office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposit of the successful bidder and the next lowest bidder shall be retained until the contract has been signed.
3. Project funding shall be provided by Fund 440 - Pavement Management Capital Project Fund.

Adopted by the City Council of Inver Grove Heights this 28th day of April 2014.

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk

Item 4D

WILL BE DISTRIBUTED ON FRIDAY, APRIL 25th.

YOU WILL RECEIVE NOTIFICATION WHEN

THE ITEM IS AVAILABLE IN DROPBOX.

ITEM 4D HAS BEEN PULLED FROM THE AGENDA

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Soft Drink Supplier Proposal

Meeting Date: April 28, 2014
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

Consider approval of the five (5) year proposal submitted by Coca-Cola for the supply of soft drink product and service equipment.

SUMMARY

Since the inception of the Community Center, the City has contracted for soft drink supply and services on a five (5) year basis for its recreational facilities and City Hall. The longer term of contract has provided advantages for the City including predictable annual price increases to product and supply of beverage dispensing equipment at no charge.

The current contract with Coca-Cola Bottling Midwest expires on May 1, 2014. A Request for Proposals was advertised for on March 2nd and 9th of 2014. In addition, the Request for Proposal document was mailed to both major suppliers in late February, Coca-Cola Bottling Midwest of Eagan and the Pepsi Bottling Group of Burnsville.

Neither company responded adequately by the original March 24th deadline. As a consequence the deadline was extended to April 11, 2014. Proposals for services were received from both companies at that point. The chart below summarizes the results of the final contract year with Coca-Cola and proposed terms from each company for the period 2014 through 2018:

CATEGORY	COKE PROPOSAL 2014 thru 2018	PEPSI PROPOSAL 2014 thru 2018
Projected Annual Vending Profit	6,720.00	8,400.00
Revenue	6,720.00	8,400.00
Projected Annual Cost of Sales	17,307.25	21,182.90
Projected Annual Cups & Lids	1,972.80	2,630.32
Expense	19,280.05	23,813.22
Projected Net Contract - Annual	\$ (12,560.05)	\$ (15,413.22)

Proposed details are included as Attachments A and B. Service, delivery scheduling, and the supply of equipment was judged to be equal between the two companies. Price increases proposed by both companies are also equal, not to exceed five (5) percent annually. In previous contracts, proposals had included sponsorship fees. However, due to changes in the soft drink industry and historical contract volume results, these fees are no longer available.

Based on the low proposal amount of \$12,560.05, it is recommended the City Council approve the proposal as submitted by Midwest Coca-Cola Bottling Company.

CITY OF INVER GROVE HEIGHTS
SUMMARY OF SOFT DRINK PROPOSALS
April 12, 2014

A) VENDING MACHINE COMMISSION

<i>Detail on Attachment B</i>	Coca-Cola	Pepsi
Five Year Cummulative Net Income	33,600.00	42,000.00
Annual Average	\$ 6,720.00	\$ 8,400.00

B) PROJECTED COST OF SALES (FROM COUNTER SALES)

Product	Area	2013 Case Volume	Proposed Rate		Annual Cost	
			Coca-Cola	Coca-Cola	Pepsi	Pepsi
Athletic Drink - 20 oz	Comm. Center	56	21.60	1,209.60	26.85	1,503.60
Bottled Water - 20 oz	Comm. Center	78	11.66	909.48	15.36	1,198.08
Soft Drink-Bottle - 20 oz	Comm. Center	31	21.60	669.60	26.28	814.68
Fortified Water - 20 oz	Comm. Center	15	25.70	385.50	16.27	244.05
PostMix - Lge per Gallon	Golf Course	126	13.74	1,731.24	16.74	2,109.24
PostMix - Sm per Gallon	Golf Course	93	15.42	1,434.06	17.08	1,588.44
Athletic Drink - 20 oz	Golf Course	224	21.60	4,838.40	26.85	6,014.40
Athletic Drink - 12 oz	Golf Course	83	12.80	1,062.40	19.31	1,602.73
Bottled Water - 20 oz	Golf Course	169	11.66	1,970.54	15.36	2,595.84
Soft Drink-Can - 12 oz	Golf Course	289	9.07	2,621.23	11.02	3,184.78
Fruit Juice - Bottle	Golf Course	18	26.40	475.20	18.17	327.06
Projected Annual Cost of Sales				\$ 17,307.25		\$ 21,182.90

C) CUPS AND LIDS

Type	Coca-Cola	Pepsi
Fountain Cups - 16oz - 14 cases total	655.20	840.42
Fountain Cups - 24oz - 14 cases total	816.48	1,005.34
Cup Lids - 12 cases total	501.12	784.56
Projected Annual Cups and Lids	\$ 1,972.80	\$ 2,630.32

SUMMARY OF ANNUAL SOFT DRINK CONTRACT

	Coca-Cola	Pepsi
Vending Net Income - Annual Average	6,720.00	8,400.00
Revenue	6,720.00	8,400.00
Projected Annual Cost of Sales	17,307.25	21,182.90
Cups and Lids	1,972.80	2,630.32
Expense	19,280.05	23,813.22
Projected Net Contract - Annual	\$ (12,560.05)	\$ (15,413.22)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2014 Tree Replacement Plan

Meeting Date: April 14, 2014
 Item Type: Consent Agenda
 Contact: Mark Borgwardt-651-450-2581
 Prepared by: Mark Borgwardt, Brian Swoboda
 Reviewed by: Eric Carlson

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 tabled the 2014 Tree Replacement Plan during the April 14th meeting and is being asked to consider approval of the proposed 2014 Tree Replacement Plan after the recommended adjustments have been made.

SUMMARY

The Commission and Council approved the Tree Preservation Mitigation Fund and Tree Replacement Plan Policy in early 2003. (See attached). The purpose of the policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree protection and Preservation Fund. The policy provides for expenditures of up to 50% of the fund in any given year. The current balance in the Tree Preservation Mitigation Fund (Fund 443) is approximately \$18,000 (50% = \$9,000).

The following is the recommended 2014 expenditures:

Proposed 2014 Tree Preservation Fund

Purchase of Bare Root, Container or B&B trees	\$2,000
Hardwood mulch	\$1,500
Tree fertilizer and herbicide	\$ 500
TOTAL	\$4,000

POLICY

TREE PRESERVATION MITIGATION FUND

TREE REPLACEMENT PLAN

PURPOSE AND INTENT OF POLICY

The purpose of this policy is to provide criteria for the expenditure of funds in the City of Inver Grove Heights Tree Protection and Preservation Fund. The intent is the enhancement of the city's forest resource.

POLICY

Funds may be used as follows:

1. Reforestation Program

The Reforestation Program includes the purchase and planting of trees on public land including, but not limited to city parks, city golf course, city nursery, storm sewer retention ponds, open space and limited road right-of-way such as Cahill Ave. between Upper 55th St. and 80th St. with community-wide significance. Costs may include tree purchase, planting, and a maintenance period (i.e. irrigation, tree staking, fertilization, pruning, etc.) until the tree(s) becomes established.

2. Special Needs

In the event of a natural disaster or other identifiable special need, funds may be contributed to other city sponsored reforestation programs.

CONTINUANCE OF POLICY

This policy shall apply only to funds received specifically from Tree Protection and Preservation Mitigation Fund (Code 515.90 Subd 28) from applications to the City. At no time may the fund deplete by more than 50%, or to less than \$10,000 in any given year, without the express consent of the City Council.

RESPONSIBILITY

The Director of Parks and Recreation and the City Administrator shall have primary responsibility for the implementation and coordination of this policy per Code 515.90 Subd 28. An annual tree replacement plan, prepared by Parks Division, will be submitted for Park and Recreation Advisory Commission review and City Council approval.

Approved by the Inver Grove Heights City Council 2/10/03

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: April 28, 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: Parks – John Baltes, Kyle Ravn Nicholas Osborne, Seth Boris, Ryan Boris, Brooks Helling, Travis Helling, Aquatics – Carisa Brown, Nicole Grunwald, Meghan Garin, Golf- Matt Sarff, Thomas Dickmeyer, Kyle Horsch, Elmer Guetschoff, William Korte, Peter Price, Recreation – Dave Olund.

Please confirm the seasonal/temporary termination of employment of: Aquatics – Danielle Christenson.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Assessment Hearing for 2013 Pavement Management Program, City Project No. 2013-09C – Mill and Overlay

Meeting Date: April 28, 2014
 Item Type: Assessment Hearing
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Assistant City Engineer
 Reviewed by: Scott Thureen, Public Works Director

SJA

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, Special Assessments, Sewer Fund

PURPOSE/ACTION REQUESTED

Assessment hearing to consider a resolution adopting the final assessment roll for the 2013 Pavement Management Program, City Project No. 2013-09C – Mill and Overlay for the following areas: a mill and overlay on Conroy Way from Clayton Avenue to 78th Street East and on Cloman Avenue from Conroy Way to 80th Street East.

SUMMARY

This project was ordered by the City Council on July 22, 2013, as part of the City's Pavement Management Program (PMP). The project was completed the summer of 2013 with final payment approved on March 24, 2014. The original appraiser (Metzen Appraisals) has recertified the original benefit analysis.

The mill and overlay included pavement edge milling, street and subgrade corrections, crack repair, bituminous patching, bituminous pavement, miscellaneous curb replacement, utility structure repairs, rain gardens, restoration and appurtenances on Conroy Way and Cloman Avenue.

The new pavement has standard reflective cracking, typical of mill and overlay. The mill and overlay added structural strength to the existing street section and the reflective cracks will be routed and sealed as part of the 2014 PMP program for standard maintenance. As part of the PMP program, additional cracks that surface will be sealed in 2015 and the roads will receive a seal coat after 2015.

An informational meeting was held with affected property owners on April 16, 2014, in the Council Chambers with two residents attending from Cloman Way. Staff presented the project, costs, and assessment process details and then entertained questions. The residents were pleased to see the projects costs and assessments were less than proposed and had questions about the reflective cracking and how it would be addressed.

The total amount shown to be assessed in the resolution is based on City policy of assessing 80 percent of the non-City portions of the project costs for a mill and overlay. The final project cost is \$216,758.37 and the proposed final assessments are \$156,086.16. The project cost and assessments are less than what was presented at the improvement hearing. After adjustments, the final assessments will be 72 percent of the total project cost. The proposed final assessments are less than the \$4,000 special benefit amount presented by the independent appraiser.

Two voluntary rain gardens were constructed on the project utilizing PMP funds in order to continue reducing pollutants as part of the City's non-degradation plan with the MPCA. These raingardens will provide future credits for meeting TMDL requirements for the Lower Mississippi River Basin and Lake Pepin.

I recommend approval of the resolution adopting the final assessment roll for the 2013 Pavement Management Program, City Project No. 2013-09C – Mill and Overlay.

TJK/kf

- Attachments: Resolution
 Area Map
 Final Assessment Roll

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR 2013 PAVEMENT MANAGEMENT PROGRAM
CITY PROJECT NO. 2013-09C – MILL AND OVERLAY

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2013-09C – Mill and Overlay. The streets improved were as follows:

A mill and overlay on Conroy Way from Clayton Avenue to 78th Street East and on Cloman Avenue from Conroy Way to 80th Street East

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of five (5) years. The first of the installments shall be payable on or before the first Monday in January 2015, and shall bear interest at the rate of 4.8 percent per annum from the date of adoption of this assessment resolution. To the first installment shall be added interest for one year on all unpaid installments plus any interest accruing from the date of the assessment hearing.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.

4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes

Adopted by the City Council of Inver Grove Heights, Minnesota this 28th day of April 2014.

AYES:

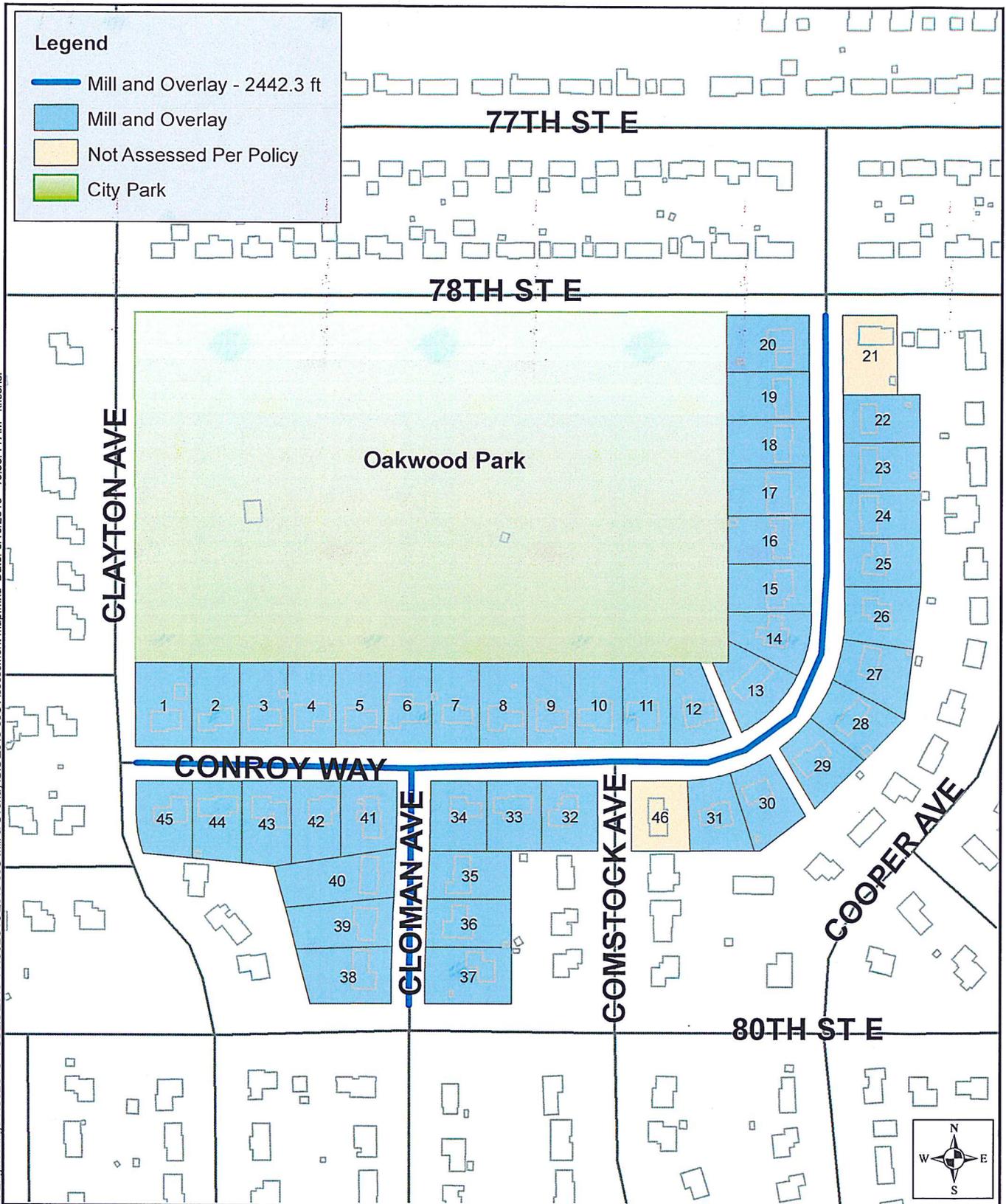
NAYS:

George Tourville, Mayor

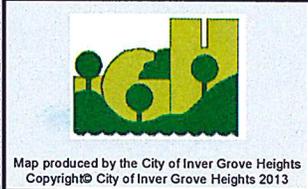
ATTEST:

Melissa Kennedy, Deputy Clerk

EXHIBIT 1



Document Path: Z:\PublicWorks\Engineering\PROJECTS PUBLIC\2013-09C Mill & Overlay\GIS\2013-09C Assessment Map.mxd Date: 6/19/2013 - 10:38:44 AM kfischer



**CITY PROJECT NO. 2013-09C
MILL AND OVERLAY**

0 250 500 Feet

THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED

**TABLE 1
CITY PROJECT NO. 2013-09C MILL AND OVERLAY
FINAL ASSESSMENT ROLL**

MAP NO	TAX ID	OWNER(S) NAME	HOUSE NO.	STREET NAME	ASSESSMENT SUBTOTAL	DRIVEWAY CREDITS	TOTAL ASSESSMENT
1	203652106120	CYRIL & CHARLOTTE SVOBODNY	7953	CONROY WAY	\$ 3,570.14		\$ 3,570.14
2	203652106110	JOSEPH F DELEON	7951	CONROY WAY	\$ 3,570.14		\$ 3,570.14
3	203652106100	BRIAN J NEU	7949	CONROY WAY	\$ 3,570.14		\$ 3,570.14
4	203652106090	JOHN & SHARON ROUSE	7947	CONROY WAY	\$ 3,570.14		\$ 3,570.14
5	203652106080	THOMAS P & LORI J ZUBROD	7945	CONROY WAY	\$ 3,570.14		\$ 3,570.14
6	203652106070	MARIA BACKSTROM	7943	CONROY WAY	\$ 3,570.14		\$ 3,570.14
7	203652106060	RAYMOND W & LAURA M WOLF	7941	CONROY WAY	\$ 3,570.14		\$ 3,570.14
8	203652106050	DAVID J & SUSAN J LARSON	7939	CONROY WAY	\$ 3,570.14		\$ 3,570.14
9	203652106040	JOSEPH & LORI ANANIA	7935	CONROY WAY	\$ 3,570.14	\$ 1,000.00	\$ 2,570.14
10	203652106030	DANIEL R & TAMMY K RAUSCH	7931	CONROY WAY	\$ 3,570.14		\$ 3,570.14
11	203652106020	JERRY & PATRICIA GOETTSCHE	7927	CONROY WAY	\$ 3,570.14		\$ 3,570.14
12	203652106010	ROY L & ELIZABETH E BUCHHOLZ	7915	CONROY WAY	\$ 3,570.14		\$ 3,570.14
13	203652107080	DOUGLAS A & DEBORAH RENNER	7907	CONROY WAY	\$ 3,570.14		\$ 3,570.14
14	203652107070	TIMOTHY J & CAROL HUSEMANN	7897	CONROY WAY	\$ 3,570.14		\$ 3,570.14
15	203652107060	DOUGLAS & LEANN ONKEN	7885	CONROY WAY	\$ 3,570.14		\$ 3,570.14
16	203652107050	BLAKE R FOX & DANIELLE KOST	7879	CONROY WAY	\$ 3,570.14		\$ 3,570.14
17	203652107040	JOEL & MARINDA M WOLFE	7853	CONROY WAY	\$ 3,570.14		\$ 3,570.14
18	203652107030	ANTHONY J SCHWAB	7835	CONROY WAY	\$ 3,570.14		\$ 3,570.14
19	203652107020	MICHAEL T & REBECCA SILK	7827	CONROY WAY	\$ 3,570.14		\$ 3,570.14
20	203652107010	SCOTT W & AMY L RICH	3720	78TH ST E	\$ 3,570.14		\$ 3,570.14
22	203652102040	JILLIAN L THURSTIN & KATHLEEN BREDY	7830	CONROY WAY E	\$ 3,570.14		\$ 3,570.14
23	203652102050	ROBERT & PAMALA SCHULTZ	7844	CONROY WAY	\$ 3,570.14		\$ 3,570.14
24	203652102060	DAVID D VANDELDELDE	7868	CONROY WAY	\$ 3,570.14		\$ 3,570.14
25	203652102070	MICHAEL R & JACKIE L LUCAS	7880	CONROY WAY	\$ 3,570.14		\$ 3,570.14
26	203652102080	DEBRA J DIDIER	7892	CONROY WAY	\$ 3,570.14		\$ 3,570.14
27	203652102090	ROBERT & KRISTINE SAGE	7900	CONROY WAY	\$ 3,570.14		\$ 3,570.14
28	203652102100	WM J & DEBORAH WUORINEN	7904	CONROY WAY	\$ 3,570.14		\$ 3,570.14
29	203652102110	RANDY W & GALE I RAGETH	7910	CONROY TRL E	\$ 3,570.14		\$ 3,570.14
30	203652103030	MIGUEL APARICIO-TELLEZ & ALMA APARICIO	7912	CONROY WAY	\$ 3,570.14		\$ 3,570.14
31	203652103020	JAMES & PRISCILLA HEIMANN	7918	CONROY WAY	\$ 3,570.14		\$ 3,570.14
32	203652104010	HUE LEE & SHOUA THAO	7932	CONROY WAY	\$ 3,570.14		\$ 3,570.14
33	203652104020	PATRICK & MARIA ZIESMER	7936	CONROY WAY	\$ 3,570.14		\$ 3,570.14
34	203652104030	RACHEL M REINHARDT & ERIC STONEBERG	7940	CONROY WAY	\$ 3,570.14		\$ 3,570.14
35	203652104040	DANIEL A & NANCY TAYLOR	7974	CLOMAN AVE E	\$ 3,570.14		\$ 3,570.14
36	203652104050	DANIEL & B J HOCKINSON	7980	CLOMAN AVE E	\$ 3,570.14		\$ 3,570.14
37	203652104060	KERRY JAMES KREISLER	3617	80TH ST E	\$ 3,570.14		\$ 3,570.14
38	203652105090	DANIELLE M STAPLES & JONATHAN WADELL	7991	CLOMAN AVE	\$ 3,570.14		\$ 3,570.14
39	203652105100	NATHAN & HEATHER TIARKS	7977	CLOMAN AVE	\$ 3,570.14		\$ 3,570.14
40	203652105110	JUSTIN R MEYER & MICHELLE WILLIAMS	7971	CLOMAN AVE E	\$ 3,570.14		\$ 3,570.14
41	203652105010	DUSTIN J & LINDSEY M BEAUPRE	7961	CLOMAN AVE	\$ 3,570.14		\$ 3,570.14
42	203652105021	JOHN R & KERI A MYRAN	7944	CONROY WAY	\$ 3,570.14		\$ 3,570.14
43	203652105031	GREGORY G & PATRICIA CAZA	7948	CONROY WAY	\$ 3,570.14		\$ 3,570.14
44	203652105040	MONA L MORRISSEY	7950	CONROY WAY	\$ 3,570.14		\$ 3,570.14
45	203652105050	KRISTI ERICKSON	7952	CONROY WAY	\$ 3,570.14		\$ 3,570.14
Total:					\$ 157,086.16	\$ 1,000.00	\$ 156,086.16

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

JEFF LEYDE – Case No. 14-09ZPA

Meeting Date: April 28, 2014
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

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"/>	New FTE requested – N/A
<input type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Consider the following actions for property located at Brent Avenue between 49th and 50th Streets:

- a) a Resolution relating to a Comprehensive Plan Amendment to change the land use designation from LDR, Low Density Residential to HDR, High Density Residential,
 - Requires 4/5th's vote.
- b) an Ordinance Amendment to change the zoning of the parcels from R-1A, Single Family Residential to R-3C, Multiple Family Residential,
 - Requires 3/5th's vote.
 - 60-day deadline: June 21, 2014 (second 60-days)

SUMMARY

The applicant is proposing to change the land use designation of approximately 3.4 acres to High Density Residential for a proposed 52 unit senior housing project. The property is vacant land remaining within a subdivision that was platted in the 1880's with very steep topography. If the request is successful, a conditional use permit would be required for the housing complex.

ANALYSIS

The surrounding neighborhood is developed with single family homes. There is a multiple family development on the west side of Boyd Avenue about a half a block to the west. The request would be considered a spot zoning which is usually not desirable and normally discouraged. The applicant has shown plans of the senior building which were drawn at three stories. This massing of a building would also have compatibility concerns with the surrounding single family homes. The proposed density would be considerably greater than the immediate area.

RECOMMENDATION

Planning Staff: Recommends denial of the requests based on the comments listed above.

Planning Commission: Also recommends denial of the request based on the same concerns (8-0).

Attachments: Denial Resolution for Comp Plan Amendment and Rezoning
 Planning Commission Recommendation
 Planning Report
 E-mail from Resident

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

RESOLUTION NO. _____

**RESOLUTION DENYING A COMPREHENSIVE PLAN AMENDMENT TO CHANGE THE
LAND USE DESIGNATION FOR THE PROPERTY DESCRIBED BELOW FROM LDR,
LOW DENSITY RESIDENTIAL TO HDR, HIGH DENSITY RESIDENTIAL AND
DENYING A REZONING OF THE PROPERTY FROM R-1A, SINGLE FAMILY
RESIDENTIAL DISTRICT TO R-3C, MULTIPLE FAMILY RESIDENTIAL DISTRICT**

**CASE NO. 14-09ZPA
(Jeff Leyde)**

WHEREAS, an application has been submitted for property legally described as;

**All of Lots 4-11, North ½ of Lot 19, 20-27, Block 3, Nabersberg's Addition to Saint
Paul, All of Lots 4-11, and the South ½ of Lot 12 Oakland Park, Dakota County,
Minnesota**

WHEREAS, an amendment to change boundaries of the Comprehensive Plan Land Use
Map may be granted by the City Council on an affirmative vote of 4/5ths of the Council;

WHEREAS, an amendment to change boundaries of any zoning district may be granted
by the City Council on an affirmative vote of 3/5ths of the Council as per City Code Title 10,
Chapter 3, Section 10-3-5, A;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the
request on April 1, 2014, in accordance with City Code Title 10, Chapter 3, Section 10-3-5, D;

WHEREAS, the City Council reviewed the request to change to the Comprehensive
Plan and rezoning and did not find the request to be consistent with the surrounding
neighborhood;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the request to change the Comprehensive Plan Land Use Plan and request for a rezoning is hereby denied based on the following findings of fact:

1. The proposed density (approximately 15 units/acre) is a large departure from the surrounding area density (approximately 3-4 units/acre) and could create land use incompatibilities.
2. The request would result in a "spot zoning" and "spot land use designation", which is not a desirable land use pattern and can cause land use incompatibilities along with concerns of the precedence that could be set.
3. The proposed use for a three-story building would be taller and the massing much greater than the surrounding neighborhood.
4. The use has the potential for negative effects on the neighborhood such as; noise, parking/traffic and hours of operation.

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

Adopted by the City Council of Inver Grove Heights on this 28th day of April, 2014.

Ayes:

Nays:

ATTEST:

George Tourville, Mayor

Melissa Kennedy, Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: April 1, 2014
SUBJECT: JEFF LEYDE – CASE NO. 14-09ZPA

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a comprehensive plan amendment to change the land use designation from LDR, Low Density Residential to HDR, High Density Residential, and a rezoning of the property from R-1A and R-1C, single-family to R-3C, multiple-family to allow for a senior living facility, for the property generally located at Brent Avenue between 49th and 50th Streets. 66 notices were mailed.

Presentation of Request

Tom Link, Community Development Director, explained the request as detailed in the report. He advised that the applicant is proposing to change the land use designation of approximately 3.4 acres from Low Density Residential to High Density Residential. The property was platted in the 1880's and the existing lots are very small, have steep slopes, and are unbuildable with today's zoning ordinance. There are also some platted roads that were never developed. The applicant would like to construct a one building 52- unit senior housing development as well as some new single-family lots on the vacant abutting land. The issue before the Planning Commission tonight is what is the appropriate land use for this property. If the applicant is successful in getting approval of this request, they will come back at a later date for a second public hearing to consider the details of the actual site design. The current designation for the property is Low Density Residential (1-3 units per acre) which would typically include single-family homes, twinhomes, or low density townhome units. The proposal to change it to High Density Residential would provide for densities of 12 units or greater per acre and would typically include apartments, condos, or senior housing. The arguments for the proposed land use change include the property having development limitations because of steep topography and the need for ponding. Also, having a single building could reduce the amount of grading and tree removal necessary. Because of the existing multiple family development to the west it could be argued that this is not out of the ordinary for the general area. Senior housing typically generates less traffic and noise concerns in comparison to standard multiple family developments, and there continues to be a need for senior housing. The arguments against the proposed land use change are that the proposed density is a large departure from the surrounding area and could create land use incompatibilities. Also, the proposed three story building would be taller, and the massing much greater, than the surrounding buildings, and the proposed density of 15 units per acres is considerably greater than the surrounding neighborhood. Also this type of spot zoning is typically to be avoided. Staff is concerned about spot zoning, the precedent this could set, and the size and density of the proposed development in comparison to the surrounding properties, and they are therefore recommending denial.

Commissioner Scales asked if an apartment building could be built on this property if the land

use change was approved and the proposed project did not go through.

Mr. Link replied it was possible; however, the City could investigate alternatives that could tie it to this specific senior housing project.

Commissioner Gooch was concerned about making a permanent land use change for a potential development opportunity and asked if there was a way to look at the finished product and what it is going to be before making land use changes.

Mr. Link replied there were two methods for the property owner to pursue. One was to request approval of the site plan, CUP, rezoning, and the comprehensive plan amendment all at one time. The disadvantage of this is that it requires a lot of cost to the property owner to get into that level of detail without having direction from the City. The other method is to come in with the land use changes first to get an indication from the City as to whether the general concept is acceptable before putting the added cost and effort into working out the details. If the proposed land use change is approved the applicant would then come back for CUP and plat approvals.

Commissioner Gooch noted that since staff has recommended denial the applicant has already received their answer from the City.

Mr. Link responded that the applicants also want to hear the Planning Commission and City Council recommendations as they could be different from staff's.

Commissioner Simon asked if the infill that would be necessary for this development would be comparable to the steep slopes in the 79th and Blanchard area.

Mr. Link replied that level of detail would not be looked at unless the proposal proceeded forward.

Commissioner Klein asked if the County was on board with the proposed senior housing project.

Mr. Link replied it was his understanding that it would be a private senior housing project and that Dakota County CDA would not be involved.

Commissioner Gooch asked how many of the seven single-family lots were buildable.

Mr. Link replied that to his knowledge there were actually nine single-family lots; all of them buildable.

Opening of Public Hearing

Jeff Leyde, 14931 – 108th Street, Hastings, and David Steele, 4807 Slater Court, Eagan, advised they were available to answer any questions.

Chair Hark asked if Mr. Leyde read and understood the staff report.

Mr. Leyde replied in the affirmative.

Mr. Steele advised that the Leyde and Kelm families have owned and paid taxes on this real estate for 65 years. They have 325 units that they manage in the south metro, including Inver Grove Heights. They recently redeveloped an 11 unit development on 81st Street and have a successful relationship with the City. The property in question tonight lies between 49th and 50th Streets. The applicants plan to install the street themselves per City specifications, and then dedicate it to the City. The proposed project is compatible with the existing sewer and water. The proposed overall density is 12 dwelling units to 1 acre, and it will change to 15 dwelling units to 1 acre once the street is dedicated. The building shown on the site plan is 348 feet long and 61 feet wide; however, the size may be reduced by 20%. The building is designed right now for 1,000 - 1,200 square foot units but may be shrunk to 750 – 950 square foot units. Any reduction in the building size would come off the west side which would be the most advantageous to the neighbors as the other three sides are much less developed. In addition to the proposed senior housing building, there would be nine single-family lots that could be developed later on.

Commissioner Klein asked the applicant where the existing high power lines were located.

Mr. Steele replied the 70 foot high lines were north of the proposed parking area and were approximately 40 feet wide. He advised that most homeowners would have a 61 foot end view of the proposed building. The development will have on-site retention, and parking will be 1.5 spaces per unit with one space for each unit in the underground parking and 28 surface spaces. If this is approved they will try to save as many trees as possible on the perimeter of the site. The recently completed traffic study showed the proposed building would increase the average daily trips by 12.5%. Half the traffic would likely go to Blaine and the other half to 7th Avenue, and he noted a four way stop sign could be added to alleviate any congestion at 7th and 50th. Mr. Steele quoted some statistics showing there was a large demand for senior housing.

Chair Hark asked how the applicants defined 'senior'.

Mr. Steele replied anyone 55 and older.

Chair Hark asked how they determined the traffic study numbers.

Mr. Steele replied he believed they based it on multifamily residential with an occupancy of 1.5 residents per unit, which would be the worst case scenario.

Commissioner Elsmore asked how the applicants would proceed if this was denied by Council.

Mr. Steele stated they were not sure how else they could economically develop the property, especially with the steep topography.

Commissioner Maggi asked why the applicants were trying to develop this property now after holding onto it for more than 60 years.

Mr. Steele replied because the market has improved.

Mr. Leyde advised this was essentially his wife's grandparents' land which has not been farmed for many years. The three family members, the Schmandts, Kelms, and Ullrich's, have been paying property taxes on the vacant land and no one had an inclination to try to develop it. Recently his wife's grandfather passed away. They investigated several different development scenarios but found that because of the ponding requirements and the amount of fill required, it would not be suitable for single-family.

Christopher Solberg, 4938 Boyd Avenue, stated he was opposed to the request as he did not feel it complemented or was consistent with the neighborhood, and he believed the proposed building would decrease property values. He advised that he would not have known of this request had a sign not been posted. He recommended that the applicants work with the neighborhood to find an acceptable plan that everyone could agree on.

Commissioner Lissarrague asked what the age was of most of the properties on Boyd Avenue.

Mr. Solberg replied that his property was built in 2008 and his neighbors were built around that same timeframe as well.

Commissioner Lissarrague asked what the approximate market value was of that particular block.

Mr. Solberg advised he bought his property for \$350,000 in December of 2013.

Commissioner Lissarrague asked if he knew there was the potential to develop the housing project on the lot behind him when he purchased his property.

Mr. Solberg replied he did not and had he known about this proposal he would not have purchased the property. He advised that he checked with the Community Development Director prior to purchasing his home and there was no zoning request at that time.

Commissioner Simon asked Mr. Solberg if he was one of the 66 people that received notification of the public hearing.

Mr. Solberg replied he was not.

Commissioner Simon suggested Mr. Solberg request to have his name put on a mailing list for future notifications.

Chair Hark asked where his property was located.

Mr. Solberg advised his property abutted the subject property.

Commissioner Lissarrague advised Mr. Solberg that he received a copy of the email he sent to Mr. Hunting.

Bill Dumond, 4922 Boyd Avenue, advised that he would be greatly impacted by this proposal as

the entire back of his home would now face the 61 foot wide end of the proposed building. He asked Mr. Link for clarification of his previous statement that the lots as currently platted were unbuildable.

Mr. Link replied they were unbuildable because of the dimensions of the lots, being less than 40 feet, does not comply with the ordinance requirements.

Mr. Dumond was opposed to the request and did not feel it fit with the neighborhood. He suggested developing the property into single-family lots as originally intended, but perhaps combining them to create larger lots. He advised that although there is a need for senior housing, it does not mean it is appropriate in this location. He asked how many studies had been done so far for this development.

The applicant's civil engineer, Jon Faraci, 2065 – 63rd Street E, replied the only study they did was a traffic study; however, they also met with the City Engineer regarding the drainage requirements. They did not do any earthwork studies, but under the current configuration of the single family lots extensive fill and tree removal would be necessary. Constructing the proposed senior building would require much less tree removal and fill. He advised that in 1982 the homeowners petitioned for Bryce Avenue to go through so water and sewer was put in by the City and the lots were going to be developed at that time. Due to the recession and high interest rates; however, the single family lots were never pursued. He noted that if the property were developed into single family lots, rather than the senior building, the surrounding property owners, having a direct use, would get assessed for the development of the road.

Commissioner Klein asked if Boyd Avenue had sewer and water.

Mr. Faraci replied in the affirmative.

Mr. Dumond stated that the presentation proved that the roads could be put in and the property used as intended for single-family homes. Although it may be more expensive he did not feel it was the City's job to reduce development expenses for someone trying to change the land use. He advised it has been stated by Mr. Steele that this would increase the market values of the surrounding properties; however, they have done no study to prove that statement. He was concerned about the possibility of the land use being changed and the proposed project not going through. He stated that even if it was stipulated that the development had to be for adults 55 or older what would stop them from putting in a full nursing home, assisted living facility, or some other communal living center in which delivery trucks, employees, etc. would be coming and going. He questioned whether the owner of the senior housing facility could change their mind a couple years down the line and convert the building to Section 8 or some other form of an apartment building. If this is approved he would like there to be enough stipulations to prevent this from occurring. He believes this will be a detriment to his home and thinks the neighborhood should be given a chance to research into how this would affect the value of their homes.

Jason Price, 4916 Boyd Avenue, stated that prior to recently purchasing his home he had his realtor research into the zoning and property records of the lots in question and also spoke with

his builder. No one was aware of any upcoming projects, they felt it was unlikely to be developed in the near future, and it was zoned for single-family. He predicated the purchase of his lot on that information and would not have purchased this lot had he known this project was being considered. He stated that looking at a large building versus open space would drastically reduce the enjoyment and potential resale of his property. Mr. Price urged that a specific detailed plan be in place before considering the proposed major land use change. He noted that there were no guarantees at this point and the developers could change the plan by moving the building closer to the existing homes, add more stories, etc. He added that although the developers would be paying for the street and then donating it, they were the only ones that would be benefiting from it.

Commissioner Lissarrague asked Mr. Price when he purchased his lot and who he bought it from.

Mr. Price replied he purchased his lot from a builder in June of 2013.

Commissioner Gooch asked Mr. Price how wide his lot was.

Mr. Price replied approximately 80 feet.

Chair Hark closed the public hearing.

Planning Commission Discussion

Commissioner Klein asked if duplexes or fourplexes would be allowed under the current guiding.

Mr. Link replied that Low Density Residential allows up to three units to the acre so single-family, twinhomes, or a low density townhome development would fit into the density range. He stated that 10-12 units would be the maximum allowed on that property if it remained Low Density Residential, regardless of what type of units.

Commissioner Klein commented that they have been successfully building homes in Argenta Hills despite the steep topography and significant ponding required.

Commissioner Lissarrague stated he was concerned about spot zoning and what could happen if the land use was changed but the proposed senior building did not move forward.

Commissioner Scales was opposed to spot zoning as well and did not want to set a precedent.

Planning Commission Recommendation

Motion by Commissioner Gooch, second by Commissioner Lissarrague, to deny the request for a comprehensive plan amendment to change the land use designation from LDR, Low Density Residential to HDR, High Density Residential, and a rezoning of the property from R-1A and R-1C, single-family to R-3C, multiple-family to allow for a senior living facility, for the property generally located at Brent Avenue between 49th and 50th Streets, based on it being a spot zoning and the fact that the applicant has the ability to develop the property within the current

zoning.

Chair Hark asked if spot zoning was illegal.

Mr. Link replied that spot zoning is not illegal but is generally discouraged.

Chair Hark stated he would be voting for denial as he did not feel the need for senior housing was a persuasive reason to put the proposed building on this particular piece of property, and that going from Low Density to High Density was too radical of a change and was inconsistent with the surrounding neighborhood.

Motion carried (8/0). This item goes to the City Council on April 28, 2014.

Mr. Price asked for clarification of the process moving forward.

Chair Hark explained that the request would be forwarded on to City Council, who would make the final decision regarding this matter. If the land use change was approved the developer would have to come back for another public hearing regarding a conditional use permit.

Commissioner Klein added that a comprehensive plan amendment would need Metropolitan Council approval as well.

Mr. Dumond asked if notification would be sent out to the neighbors regarding the 4-28-14 Council meeting and asked where they could get a copy of the minutes from this meeting.

Mr. Link replied that neighbors would not receive additional notice and advised that the minutes would be available on the City's website the Friday prior to the Council meeting.

**PLANNING REPORT
CITY OF INVER GROVE HEIGHTS**

REPORT DATE: March 28, 2014 **CASE NO.:** 14-09ZPA

APPLICANT: Jeff Leyde

PROPERTY OWNER: Todd Kelm, Jill Leyde, Jeff Leyde, Eleanor Schmandt

REQUEST: Comprehensive Plan Amendment to change land use from LDR, Low Density Residential to HDR, High Density Residential and Rezoning from R-1A, Single Family Residential to R-3C, Multiple Family Residential

LOCATION: Between 49th and 50th Streets and between Boyd and Bryce Avenues

HEARING DATE: April 1, 2014

COMPREHENSIVE PLAN: Low Density Residential

ZONING: R-1A, Single Family Residential

REVIEWING DIVISIONS: Planning **PREPARED BY:** Allan Hunting
Engineering City Planner

BACKGROUND

The applicant is proposing to change the land use designation of approximately 3.4 acres from Low Density Residential to High Density Residential. The applicant is anticipating a senior housing development consisting of a one building 52 unit complex. The project would be an in-fill development on vacant parcels in a subdivision that was platted in the 1880's with very steep topography. There are unimproved rights-of-way in the plat along corridors that are too steep to construct streets that would meet minimum grades today. The applicant is looking for the best possible use of the property. If the comp plan and rezoning is successful, the applicant would also develop some single family homes on other vacant land abutting the senior housing proposal.

The applicant has submitted a concept plan and elevations of the proposed senior housing project. If this phase of the applicant is successful, the applicant would be required to come back for a CUP for multiple family housing and a rezoning to administratively plat the remaining single family lots.

SURROUNDING USES

The subject property is surrounded by:

North	Single family residential, vacant land; zoned R-1C; guided Low Density Residential.
East	Single family residential, vacant land; zoned R-1C; guided Low Density Residential.
West	Single family residential; zoned R-1C; guided Low Density Residential.
South	Single family residential, vacant land; zoned R-1C; guided Low Density Residential.

EVALUATION OF REQUEST

Comprehensive Plan Amendment and Rezoning

The subject area, along with the surrounding area is guided for LDR, Low Density Residential which is defined in the 2030 Comprehensive Plan as:

“The low-density residential category encompasses traditional “urban” density development in the Inver Grove Heights. LDR includes lots or parcels ranging from 1 unit per acre to 3 units per net acre. Substantial portions of the low-density residential area are anticipated to develop at a density of one to three units per net acre. Housing types in the low-density residential category include single-family detached homes, twin home units and lower density, townhome style developments. In all cases, low-density residential development will be served by public water and sanitary sewer systems.”

High Density Residential is defined in the 2030 Comprehensive Plan as:

“Areas designated as high density residential are intended to accommodate multi-family housing at densities exceeding 12 units per net acre. Uses in this category will be principally limited to higher density apartment or condominium buildings for either general occupancy or for specific segments of the population such as senior housing.”

The proposed 52 unit senior housing project over 3.4 acres would result in a net density of 15 units per acre. The existing single family development in the area is approximately 3-4 units per acre.

The following provides some rationale for approval and denial of the proposed land use change.

RATIONAL FOR THE LAND USE CHANGE

- The site has development limitations consisting of steep topography and storm ponding requirements. The developer has looked at the site for single family but found that a higher and better use of the land could be achieved with multiple family. There can be more density put into a smaller foot print that reduces the amount of grading and tree removal that would occur if the land were developed with single family homes in the same pattern as the surrounding properties.
- There continues to be a need for senior housing as the baby boomer generation ages.
- The location is near a large multiple family development to the west that developed around 2005-2006. This project is on the west side of Brent Avenue which is only ½ block to the west. While the immediate surrounding property is developed with single family, there is other multiple family land use in the area.
- Senior housing typically generates less traffic and noise concerns than standard multiple family. The project main entrance would be from 50th Street which provides close access to either Blaine Avenue to the west or access to I-494 to the east.
- This project would be an infill development. Due to the natural constraints of the land, a different approach to development and land use may be appropriate in order for the land to develop.

RATIONALE AGAINST THE LAND USE CHANGE

- The change in density is a large departure from the surrounding area and could create some land use incompatibilities.
- The proposed building would be a three story building which would be generally taller than the surrounding houses and the massing would be much greater than any abutting buildings.
- This would also require a rezoning to multiple family which would be a spot zoning surrounded by single family zoning. This type of zoning mix is usually not the most desirable and normally is discouraged.
- The proposed density of 15 units per acre is considerably greater than the surrounding land which is developed at approximately 3-4 units per acre.

ALTERNATIVES

The Planning Commission has the following alternatives available for the proposed request:

A. Approval If the Planning Commission finds the application acceptable, the Commission should make a recommendation approving the Comprehensive Plan Amendment from LDR, Low Density Residential to HDR, High Density Residential and the rezoning from R-1A, Single Family Residential to R-3C, Multiple Family Residential subject to the following conditions:

1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.
2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.

B. Denial If the Planning Commission does not favor the comprehensive plan amendment, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

RECOMMENDATION

Historically, staff has not supported land use changes where it would result in a spot zoning or spot land use change. Staff is concerned about the conflict in building mass and density to the surrounding properties. A senior housing project would have less negative impacts on traffic and noise as compared to a standard apartment building. The site area has many challenges with topography and meeting stormwater requirements. Sometimes, nontraditional land use patterns are needed for infill development.

Based on precedence concerns, staff does not support the comprehensive plan amendment and rezoning.

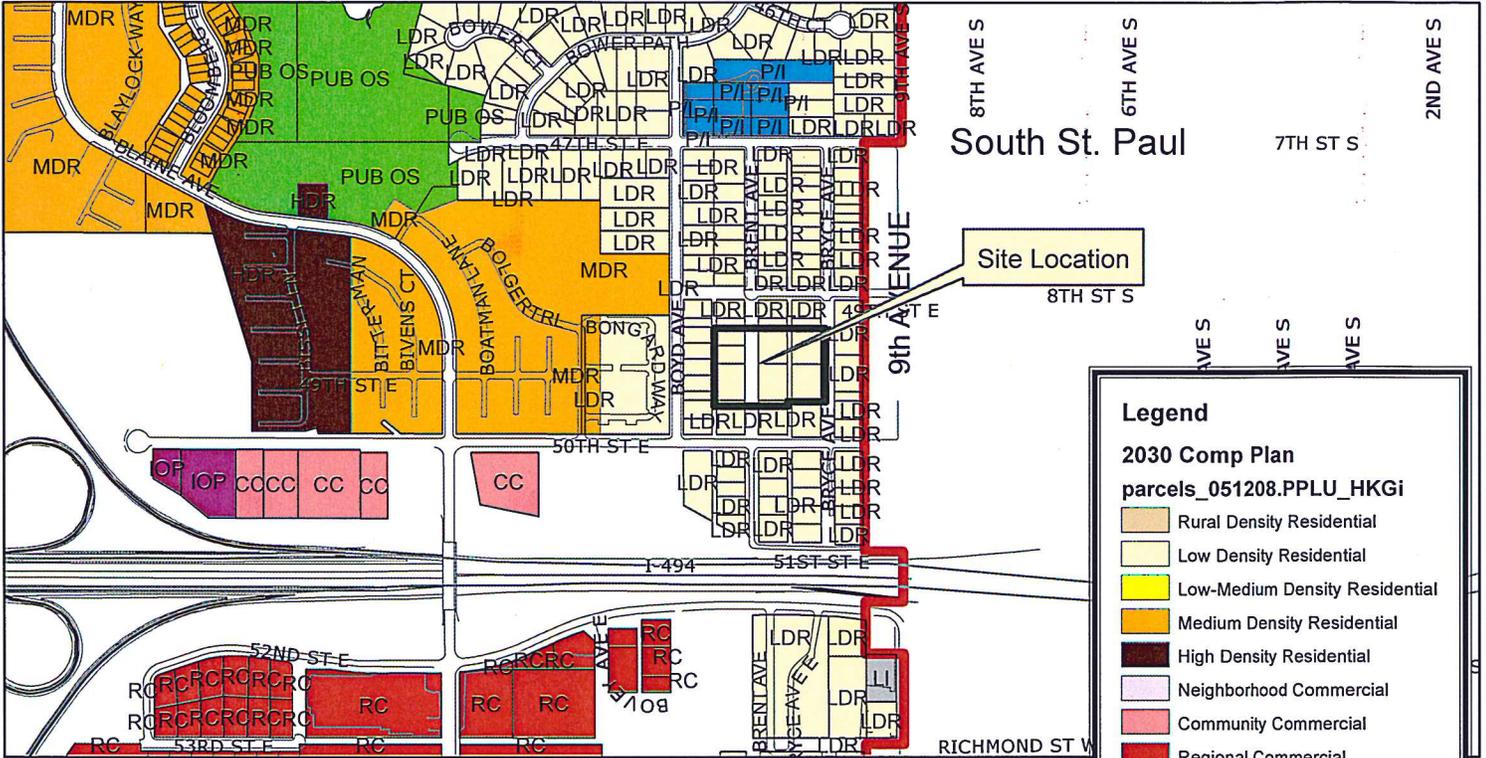
Attachments: Existing/Proposed Comp Plan Map
Applicant Narrative
Background Info Supplied by Applicant
Colored Concept Plan
Concept Building Elevation
Full Development Concept Plan



Proposed Comp Plan Change Case No. 14-09ZPA Leyde Comp Plan Amendment

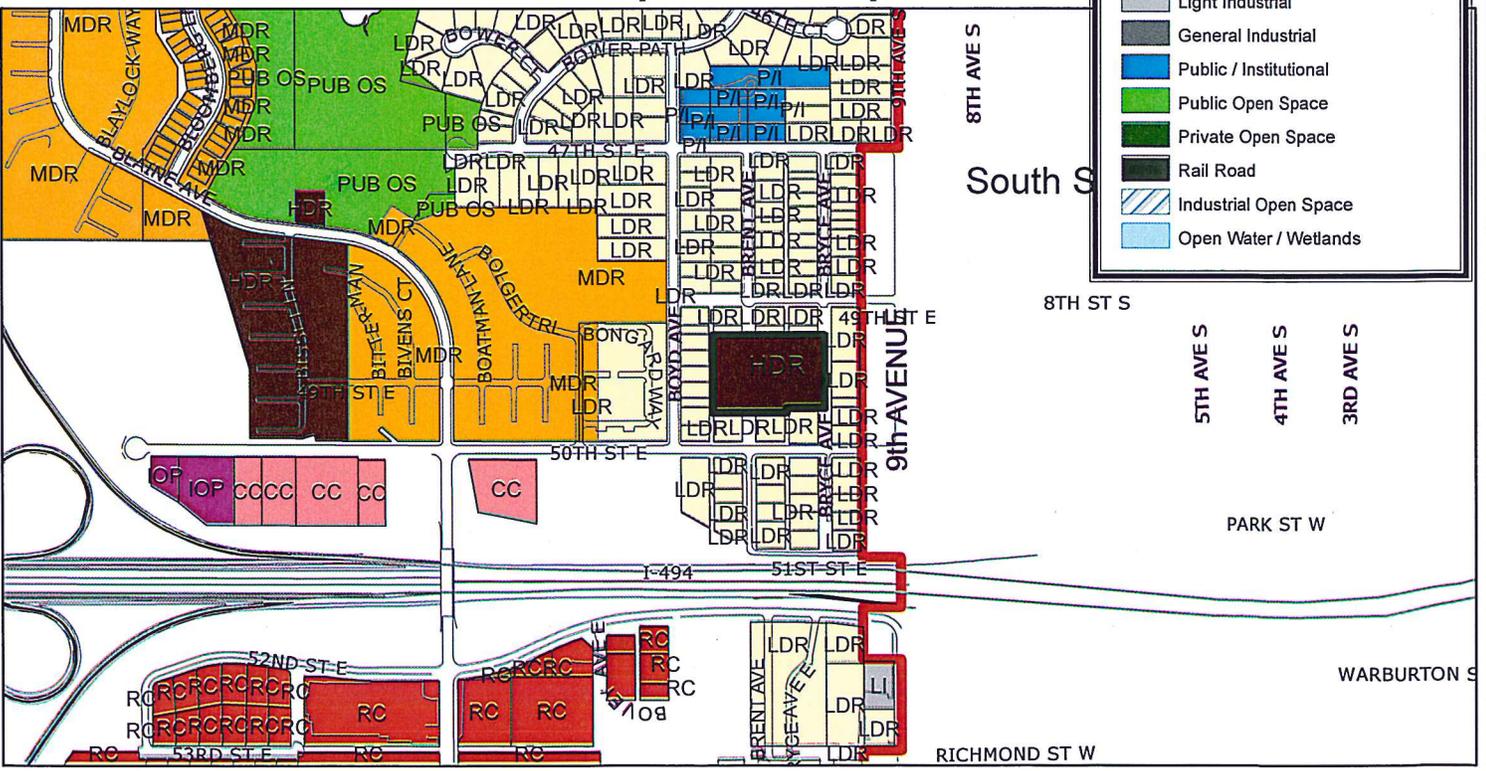


Existing Comp Plan



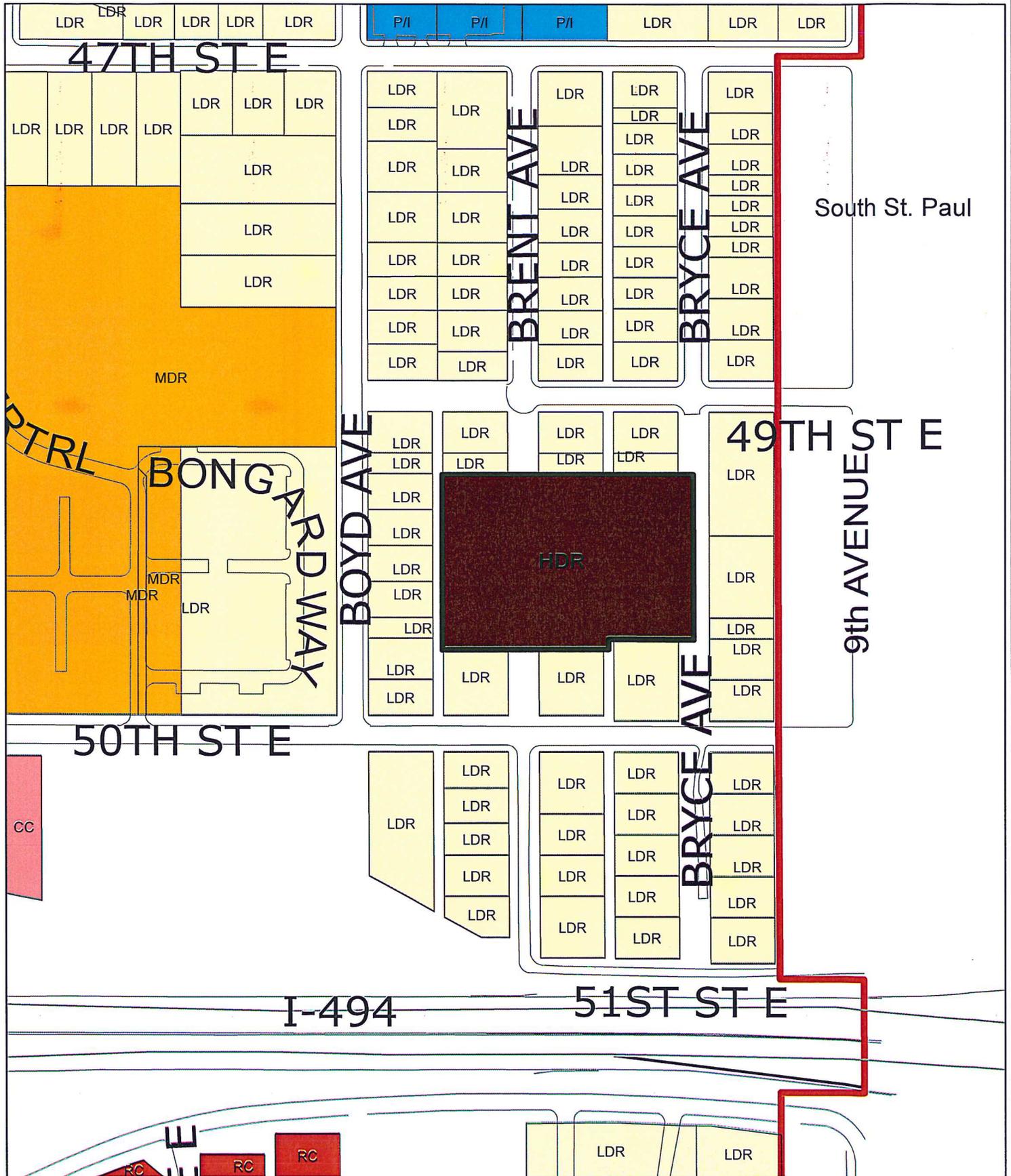
Legend	
2030 Comp Plan	
parcels_051208.PPLU_HKGi	
	Rural Density Residential
	Low Density Residential
	Low-Medium Density Residential
	Medium Density Residential
	High Density Residential
	Neighborhood Commercial
	Community Commercial
	Regional Commercial
	Mixed Use
	Office
	Industrial Office Park
	Light Industrial
	General Industrial
	Public / Institutional
	Public Open Space
	Private Open Space
	Rail Road
	Industrial Open Space
	Open Water / Wetlands

Proposed Comp Plan





Proposed Comp Plan Change Case No. 14-09ZPA Leyde Comp Plan Amendment



Narrative for concept plan
Inver Grove Heights Plan Review

3/12/14

We are requesting that an R-1C zoned area of land be rezoned to an R-3C for the purpose of creating senior housing. The land is located between 50th Bryce Ave-Brent Ave. The area of land was platted in the late 1890's to include two through streets. The plat map also shows sixty 40' parcels for single family Homes. The area poses a few challenging issues for such a development to occur. One being new water runoff issues and/or retention ponding, two being topography of the land on Brent Ave and three being 40' lots not meeting current city buildable size. Our proposal that works well in dealing with these issues is to construct and build a 52 unit senior housing building designed to fit the topography of the land, utilizing the natural topography of the land for access to underground parking. Furthermore it will allow the use of a low area at the bottom of Brent Ave east to naturally infiltrate and hold record rainfalls if needed. All of which could not be accomplished if both roads were constructed and all single family construction were to be built. The area of land is currently zoned R-1C, and our request is to be zoned R-3C as we feel Senior Housing has a high demand and would be a great fit for the area. Additionally, the site is close to freeway access and will address the issues as described above.,

The proposal shown will include: Construction of Bryce Avenue ending in a cul-da-sac turnaround

- a. to serve the 52 unit senior housing,
- b. and six single family sites located off Bryce Ave.
- c. Five single family sites located off 50th
- d. Two single family sites located off 49th

EFA 2013: Demand for affordable senior housing soars. No end in sight.

April 8, 2013 by Charlene Marietti, Executive Director, Editorial Initiatives

It's no secret that the senior population – in this country and around the world – is growing and changing. Here some interesting demographic statistics about the senior population, courtesy of the U.S. Census Bureau:

SENIOR POPULATION GROWS EVERY YEAR

36.3 million - The number of seniors who were age 65 and older in the United States on July 1, 2004.

- Seniors 65+ comprised 12 percent of the total population in 2004.
- Between 2003 and 2004, 351,000 people joined the 65+ age group.

86.7 million - Projected number of people who will be 65 or older in the year 2050.

- In 2050, seniors age 65 and older will make up 21 percent of the total population.

147 percent - The projected percentage that the 65+ senior population will *increase* between 2000 and 2050.

In 2000, approximately 605 million people were 60 years or older. By 2050, that number is expected to be close to 2 billion. At that time, seniors will outnumber children 14 and under for the first time in history.

About.com

[Senior Living](#)

There are currently more than 41,400,000 people in the U.S. age 65 and over, **but that number is dwarfed by the 82,800,000 in the 45 to 65 age bracket**. In 2010, **40 percent** of the U.S. population were age 45 and over.

Affordable senior housing plan leads to friction in Inver Grove Heights

- Article by: LIALA HELAL , Star Tribune
- Updated: July 16, 2013 - 2:24 PM

Neighbors expressed unhappiness with the way the new complex would look from their homes.

A welcome relief for the growing population of Dakota County seniors has sparked concern from some Inver Grove Heights residents.

The city last week approved plans for a 66-unit affordable senior housing development by the Dakota County Community Development Agency (CDA), which the organization revised to address neighbors' concerns.

But neighbors still were unhappy with the way a three-story development would look from their properties.

The council approved the plan in a 5-0 vote. City leaders cited hundreds of Inver Grove Heights residents on senior housing waiting lists and more than a thousand in Dakota County.

"There's a need in Inver Grove Heights for this type of housing, so this will help," said Mayor George Tourville. "It's a huge need. People are living longer, so there are more seniors."

This is the first new affordable housing for seniors in the city since 2002; there are two other CDA options in Inver Grove Heights. ***More than 300 households in the city are on the waiting lists, and in Dakota County, there are more than 1,200.*** This number is expected to grow by the hundreds by 2015, according to Sarah Kidwell, CDA assistant director of administration.

Four owners of single-family homes surrounding the site at the corner of Cheney Trail and Cahill Avenue expressed concern about the housing at a recent City Council meeting. Neighbors at the meeting asked the CDA to reduce the height to two stories and increase the surface area.

But that would cost 20 percent more — a \$1.5 million increase, which the CDA says it cannot afford. The total cost of the development is between \$7 million and \$8 million, according to architects for the project.

Neighbor Aric Elsner told the council recently that although senior housing would be a good use of the property, a three-story building close to the residential neighborhood was "unacceptable."

Joseph Sunday, the closest neighbor to the property, agreed that a three-story building would be a problem without screening between his property and the development, and he "did not want the view from his home to be residential windows," according to city documents.

The lot, which has been vacant for 15 years, was supposed to be developed into single-story office space, Elsner said. The property was liquidated when the previous property owner, Rottlund, went into bankruptcy.

The final plan includes revisions to address neighbors' concerns — moving the building to the west, and moving the parking lot to the east side. The footprint was adjusted so the building ranges from 102 to 120 feet from neighboring property lines. "This allows for a much greater setback to the neighboring parcels and homes," Kidwell said.

Although representatives from the CDA said there are no plans to expand the development in the future, Inver Grove Heights resident Christopher Riess said the proposed layout, which does not center the building on the property, suggested intent to expand in the future. Neighbors did not want the size of the development to increase.

Inver Grove Heights City Manager Joe Lynch said that this type of housing usually does not cause many problems to neighborhoods; the CDA manages the property well, and senior housing typically does not produce many police calls.

He said the project coincides well with the demographics of the city, and its location near retail and commercial properties is helpful to seniors.

Visitors to the housing complex also will help the city's economy, Tourville said. A Wal-Mart, a strip mall, a bank and other businesses are east of the property.

"It's going to add some purchasing power into the neighborhood because they're active seniors in this housing, so they'll be going to the store. ... Also, their families will be coming so they'll be going out to eat and so forth," Tourville said. "It's a good thing. I think it's a worthwhile project."

A 2010 CDA report analyzing demand for affordable senior housing projected that those age 65 and older will grow in numbers by almost 30 percent in Dakota County between 2010 and 2015.

Tourville was hopeful from the start that a compromise between neighbors and the CDA could be reached. The complex will be open to applicants from around Dakota County, but Inver Grove Heights was especially in need of this housing option, he said.

"It's huge, because we've come to the top of the list for cities in Dakota County that need this," Tourville said.

The CDA has plans to build up to three more senior developments in other cities in Dakota County in the near future, Kidwell said.

non assisted

Inver Grove Heights currently has four senior housing developments:

Cahill Commons (60 units), Carmen Court (51 units), Inver Glen Senior Living (39 units), and Timber Hills of Inver Grove Heights (157 units).

Inver Grove Heights has three tax credit senior housing developments:

Blackberry Pointe Apartments (88 units), Lafayette Townhomes (30 units) and Spruce Pointe Townhomes (24 units). See "Tax Credit Housing Units" section for details.

Inver Grove Heights has four congregate/assisted living housing developments:

Inver Glen Senior Living (64 units), Timber Hills of Inver Grove Heights (84 units), Sterling House (19 units) and White Pine Senior Living (63 units). See "Congregate and Assisted Living" section for details.

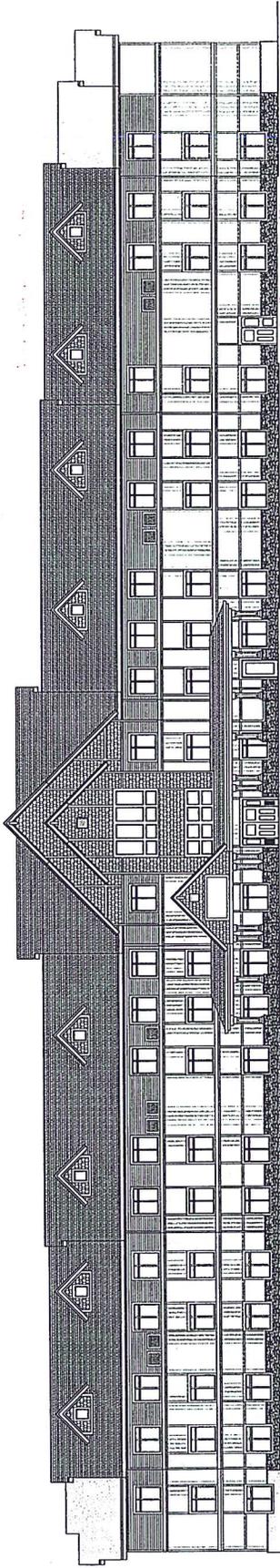
Growth in the senior population after 2020 will impact the housing products needed through 2030.

Major shifts in housing preferences are expected to occur in Dakota County by 2030 as a larger proportion of the population moves into their senior years (65+). In 2000, 7% of Dakota County's population was over the age of 65. This percentage increased to 10% in 2010 and is projected to increase to 13% in 2020 and 17% in 2030.

IGH Census results for 55 to 59 years is 6.8% of IGH population 2,288 of 33,880

This trend mirrors growth trends in the 7-County Metro Area, where seniors are projected to increase from 11% of the total population in 2010 to 19% by 2030.

CDA's recommending expanding the supply of affordable senior rental housing for active seniors (no services) in Dakota County over the next 10 years. The Dakota County CDA currently has 26 affordable senior rental buildings that contain 1,543 units. Additional senior shallow-subsidy projects are proposed for development in Inver Grove Heights and Rosemount between 2014 and 2015. These developments have been very successful; they are fully-occupied with a waiting list of about 1,500 households according to Dakota County CDA. With the growing senior population, demand was calculated for another 920 units of shallow subsidy senior housing from 2010 to 2020. We recommend that the CDA (or another agency/firm) continue to pursue development of affordable senior housing in the County.



1 FRONT CONCEPT ELEVATION 0 5'-4" 10'-8" 21'-4" SCALE: 3/32" = 1'-0"

SHEET
A1

DATE:
3/10/2014

CONCEPTUAL FRONT ELEVATION

THESE PLANS MAY NOT BE REPRODUCED OR
FOR ANY PURPOSES WITHOUT THE EXPRESS WRITTEN
CONSENT OF RIVER VALLEY ARCHITECTS, INC.
13.833.2975

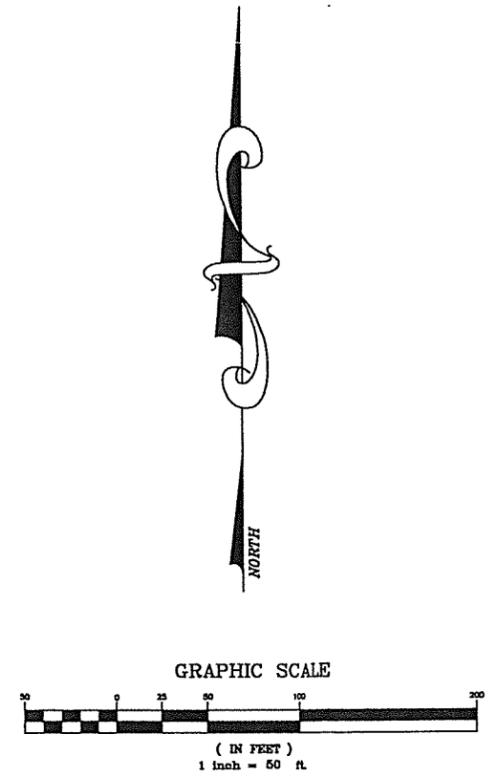
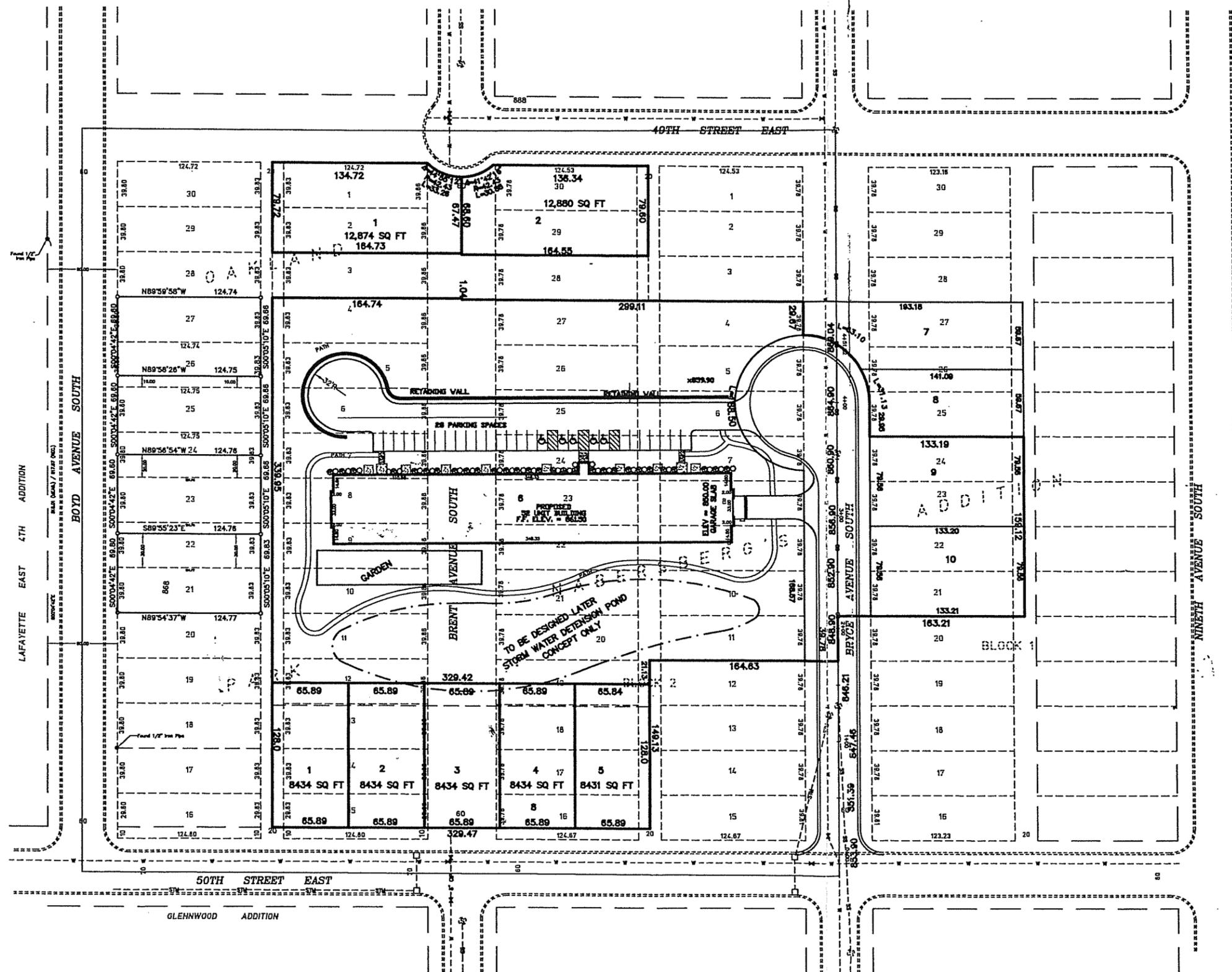
1455 USA STREET - SUITE 4
GORTON FALLS IN 5121
P.O. BOX 100
RIVER VALLEY, MN 55359
www.rivervalleyarchitects.com



RIVER VALLEY
ARCHITECTS, INC.

INFORMATION PERTAINING TO EXISTING CONDITIONS IS BASED ON AVAILABLE
DATA. THE ARCHITECT HAS NOT CONDUCTED A VISUAL SURVEY OF THE
SITE. SUCH DATA HAS BEEN COLLECTED WITH REASONABLE CARE. THERE IS NO
WARRANTY OR LIABILITY FOR THE ACCURACY OF THE INFORMATION OR THE
EXPRESSION OF OPINION. THE ARCHITECT'S LIABILITY FOR THE DESIGN
CONDITIONS SHALL BE FIELD VERIFIED.

CONCEPT PLAN



CONCEPT PLAN

Client MR. JEFF LEYDE 14931 108TH ST S HASTINGS, MN 55033 651-329-0145	Design by JF	Original date 8-26-13	I hereby certify that this plan, specification and prepared by me or under my direct supervision and that I am a duly licensed Engineer in the State of Minnesota. Jonathan L. Foral Date 8-26-13 Minnesota Reg.
LAKE AND LAND SURVEYING, INC. SURVEYING/CIVIL ENGINEERING 1200 CENTRE POINT, SUITE 275 ST. PAUL, MN. 55120	Drawn by JF	Revisions 9-16-13 12-10-13 12-23-13 1-22-14 1-28-14	
	Survey book No.		Page title
	S.A.P. number		Sheet number 1 of

Allan Hunting

From: cosolberg@comcast.net
Sent: Tuesday, April 01, 2014 11:41 AM
To: Allan Hunting
Subject: Comment on 50th street zoning request

Hello, Mr Hunting.

This message is a comment on the zoning variance request on the property along 50th street.

As a homeowner, you can very well understand that the most important street in the world is the one you live on. I live at 4938 Boyd Ave and vehemently oppose changing the zoning on the property behind my home. It was zoned for single family housing for a reason and should remain so. I recently bought my property due to knowing what the current zoning was. As a homeowner, I am deeply concerned that using the property for anything other than its intended purpose would significantly decrease mine and others property values. The city of Inver Grove Heights should be working to improve our property values and quality of living. Rezoning the property would do the exact opposite.

For the reasons stated above, I am on the record as opposed to any variance on the property along 50th street.

Sincerely,

Christopher O. Solberg
651 455-4567

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approval of the Land Alteration Permit (LAP) No. C-094-14 for Luther Company Limited Partnership at 1470 50th Street E.

Meeting Date: April 28, 2014
 Item Type: Regular
 Contact: Tom Kaldunski, 651.450.2572
 Prepared by: Steve Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

PK

SM

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other

PURPOSE/ACTION REQUESTED

Approval of a Land Alteration Permit (LAP) No. C-094-14 for Luther Company Limited Partnership at 1470 50th Street E.

SUMMARY

Consider a request for a land alteration permit (LAP) for grading and excavating of approximately 55,000 cubic yards of material on a 8.57 acre parcel I.D. No. 20-02910-54-050. The unplatted parcel is a commercially zoned property located on the west side of 50th Street and is adjacent to and north of the TH 110 and I-494 right-of-way. The site address is 1470 Highway 110 and the parcel is owned by The Luther Company Limited Partnership of 3701 Alabama Ave. S., Saint Louis Park, MN 55416.

The Owner has a future building and parking lot expansion project they anticipate submitting as a conditional use permit (CUP) for development. The owner is requesting a LAP prior to the project CUP submittal to build the project in phases:

- Phase 1: LAP for north parking lot reconstruction and paving, future building site mass-hauling and grading, retaining wall construction, and installation of necessary storm facility improvements
- Phase 2: CUP for new development plan and building for the site
- Phase 3: Demolishing of existing building and construct additional parking, remainder of storm facilities, fine grading, final paving and landscaping

The owner is requesting a LAP to:

- Perform mass grading and hauling of fill for preparation of the site for a future building and parking lot
 - Construction of a 900-foot-long retaining wall up to 42 feet high for the future building and site plan
 - Reconstruct the north parking lot and pave for business operations use during the CUP phase
 - Construct storm water quality and volume control facilities in conjunction with finished grading
 - Allow proper time to elapse for the new fill material to consolidate prior to constructing a new building
- ***The applicant is responsible for obtaining City and State permits and meeting all codes related to other items that may be constructed along with finished grading, but not yet identified on the plans: lighting, utilities, etc.

PRIMARY ISSUES AND ANALYSIS:

Retaining Wall Permit: This LAP will be subject to the Luther Companies securing a building permit and submitting additional sureties for retaining wall shown in this plan. No site disturbance shall occur, without City Engineer approval, until the building permit is issued.

- Special inspection and testing to be paid for by the Owner
- Plans provided by a Licensed Professional Engineer from the state of Minnesota
- Acquiring necessary approvals and permits (City and MnDOT)

CUP Process Comments: Tree replacement, landscaping, parking, and lighting will be reviewed during the Conditional Use Permit process. Any changes made with the Land Alteration Permit are subject to compliance with the IGH Zoning Code. A complete plan review will be done during the CUP process. If the future building plans are not submitted, the City has the right to require tree replacement for the land disturbance. This LAP will be subject to all City standards and contractual requirements developed as part of the on-going major site plan review by the Engineering and Planning Divisions.

Lighting: Parking lot lighting approval is **not** part of this LAP and the Owner is responsible for obtaining proper approval through the City planning process

Permanent Grading and Drainage:

The proposed grading plans and storm water facilities are consistent with the City's 2nd Generation Water Resources Management Plan. A preliminary grading, drainage, and sediment and erosion control plan for the LAP is attached. The mass fill area has private storm sewer which is routed to an existing sediment basin on the west side of the property. Additional storm water is being routed to the north parking lot and treated for water quality and volume in an underground storm water infiltration structure prior to being piped to the west basin. The west basin is being modified to store additional storm water volume and increase sediment storage capacity prior to outletting into the DNR Pond.

There is a 1-inch infiltration or volume reduction requirement for the additional impervious space on the site. A MnDOT drainage permit is required. Temporary grading shall ensure no flooding of existing roads and infrastructure occurs. The developer shall meet the requirements outlined in the storm water report prepared by Barr Engineering. The permanent grading and drainage shall meet the City's standards; the City Engineer reserves the right to apply additional standards during the CUP process.

Erosion Control and Turf Restoration: The site will need to acquire a NPDES General Construction Permit which will require a grading plan and a temporary and permanent sediment and erosion control plan. The storm water pollution prevention plan (SWPPP) is provided in the plan.

Wetlands and Protected Low Areas: Luther Companies is responsible for protection of wetlands and infiltration areas as designated on this site. The DNR wetland and storm water pond (DNR Lake ID No. 32) is located on the northwest portion of the property. The DNR wetland was delineated in 2010. Sufficient buffer areas (no disturbance setbacks) and erosion and sediment control measures are incorporated into the grading plan and SWPPP to protect wetlands, basins and low areas.

Environmental: Owner shall provide a letter verifying that the site has had no illegal or hazardous materials placed on site and a statement about certified clean fill.

Haul Route and Hours of Operation: A haul route map and construction traffic control plan approved by the City Engineer is required. Haul route shall consist of 50th Street between T.H. 3 (South Robert Trail) and Babcock Trail. Once hauling leaves 50th Street, hauling shall be contained to trunk highways and county roads, unless otherwise approved by City Engineer. 50th Street is the proposed access for construction traffic. Operation hours will be as designated in the conditions below. State-wide road restrictions apply.

LAND ALTERATION PERMIT CONDITIONS:

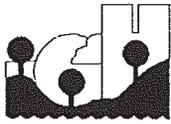
Public Works/Engineering recommends approval of the Land Alteration Permit subject to the standard land alteration permit conditions and in accordance with the following comments and conditions:

1. The items approved by the Environmental Commission at the February 27, 2014, meeting and Engineering Review Letter dated March 20, 2014 apply.
2. Prior to issuance of a LAP, the Building Permit for the retaining wall must be approved and issued by the Chief Building Official with all permit requirements being met and sureties in-place related to the retaining wall review and inspections requirements.

3. A building permit for the private storm sewer system needs to be submitted in advance of disturbing the property in order to receive permit in time for grading, filling, and retaining wall construction operations. The State of MN now provides all review for commercial buildings compliance to plumbing code, this includes all piping outside the building.
4. Prior to issuance of the LAP, a City Engineer approved plan is required.
5. An improvement agreement and storm water facilities maintenance agreement are necessary due to the complexity of the proposed land alteration application. These Agreements must be drafted by the City Attorney and executed by the Owner, and a \$20,000 Engineering Escrow must be submitted, and an approved letter-of-credit and additional sureties in-place before any disturbance on the site.
6. Approved plans shall comply with Barr Engineering storm water management review.
7. Luther Companies shall conform to all Mn/DOT permits and requirements.
8. The owner is responsible to obtain permission from the respective current easement holders for any encroachments on existing easements.

TJK/swd

Attachments: Land Alteration Permit Application
Grading, Drainage, Erosion Control and Utility Plans (Sheets C-301 and C-401)
Environmental Commission DRAFT Minutes



CITY OF INVER GROVE HEIGHTS
 8150 Barbara Avenue
 Inver Grove Heights, MN 55077
 (612) 450-2500 • (612) 450-2502 (fax)

Permit No: C-094-14
 Type: City Council

APPLICATION FOR LAND ALTERATION PERMIT

Date of Application 2/12/2014

Excavator

Excavator To be determined
 Contact Person DJ Kranz - Dan Reckard
 Address 725 Highway 169 North, Minneapolis, MN 55416
 Telephone 763-525-0100 Fax 763-525-1261

Land Owner(s)

Land Owner Luther Company Limited Partnership
 Address 3701 Alabama Avenue, S
 Telephone 952-258-8800 Fax N/A

PID No. 20- 0291054050

Legal Description Lot _____ Block _____ Addition _____
See attached
 Section _____ Township _____

Land Owner _____
 Address _____
 Telephone _____ Fax _____

PID No. 20-

Legal Description Lot _____ Block _____ Addition _____
 Section _____ Township _____

Description of Land Being Altered

General Location of Land Being Altered Southerly portion of the site located at 1470 50th Street E and north parking lot.

Purpose of Land Alteration Grading for retaining wall and future building

Value of Work \$ TBD Estimated Start Date 5/1/2014
 Estimated Completion Date 9/1/2014

Source and Composition of Fill To be determined

Cubic Yards of Fill	<u>51,764</u>	c.y.
Cubic Yards of Excavation/Grading	<u>4,112</u>	c.y.
Total Volume of Land Alteration	<u>= 55,876</u>	c.y.

Total Area of Land Altered 4.5 Acres

A. Plan Checking Fees

0 up to 30 Cubic Yards	NO FEE
30 up to 500 Cubic Yards	\$25.00 plus \$0.25 per Cubic Yard.....\$32.50 - \$150.00
500 up to 10,000 Cubic Yards	\$150.00 plus \$0.03 per Cubic Yard.....\$165.00 - \$450.00
<u>10,000 up to 100,000 Cubic Yards.....</u>	<u>\$950.00 plus \$0.005 per Cubic Yard.....\$1000.00 - \$1450.00</u>
100,000 Cubic Yards or more.....	\$1150.00 plus \$0.003 per Cubic Yard.....\$1450.00 and above

B. Grading Permit Fees

0 up to 30 Cubic Yards	NO FEE
30 up to 500 Cubic Yards	\$25.00 plus \$0.25 per Cubic Yard.....\$32.50 - \$150.00
501 up to 10,000 Cubic Yards	\$150.00 plus \$0.02 per Cubic Yard.....\$160.00 - \$350.00
<u>10,001 up to 100,000 Cubic Yards.....</u>	<u>\$550.00 plus \$0.005 per Cubic Yard.....\$550.00 - \$1,000.00</u>
100,001 Cubic Yards or more.....	\$800.00 plus \$0.002 per Cubic Yard.....\$1000.00 and above

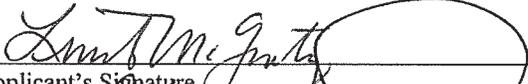
CITY USE ONLY	
A. Plan Checking Fee	\$ <u>1,229.38</u>
B. Grading Permit Fee	\$ <u>829.38</u>
Total Fee (A + B)	\$ <u>2,058.76</u>
Amount of Bond	\$ _____
(\$5,000 per acre, minimum \$10,000; Must be submitted upon approval of application, if applicable).	

Attachments to Application (The following plans, drawings, calculations, bonds and/or statements are required by the City Engineer).

- Half-section map or sketch of property showing all adjacent property indicating the existing buildings and/or structures.
- Grading plan showing existing and proposed finished contours and elevations.
- Drainage plan showing existing and proposed drainage ways, culverts, storm sewer pipe, drainage structures, stabilization walls, retaining walls, cribbing, dams, or other protective items.
- Calculations for and approximate quantities of excavation and/or fill required.
- Signed statement from the property owner accepting responsibility for the operation and granting permission for land alteration/mining operation.
- Statement to be attached to deed advising of potential need for soil tests prior to any construction on lots where additional fill material has been placed.
- Sediment and erosion control plan meeting the requirements of the City of Inver Grove Heights City Code 430: Stormwater Management.
- Conformance with the City of Inver Grove Heights Water Resource Management Plan.
- Soil borings.
- Conformance with the City of Inver Grove Heights' Tree Preservation Ordinance.
- A final use plan, illustrating the ultimate land uses projected for the property.
- Location and surface type of access roads.
- Certification of Comprehensive General Liability Insurance.
- Compaction and/or Soil Density Requirements.
- Other: _____

Stipulations

1. A plan checking fee of \$ 1229.38 shall be submitted with the Land Alteration application.
2. A grading permit fee of \$ 829.38 shall be submitted upon City approval and before issuance of land alteration permit documents.
3. A \$1500.00 escrow shall be provided for non-compliance activities that are identified by an inspection. A written notice will be issued if the escrow funds will be used to correct a non-compliant issue.
4. The above fees do not include City expenses for environmental reviews such as: EAWs, AUARs, or EISs. The City reserves the right to collect additional costs if the project requires additional environmental reviews.
- 4.. A surety bond or certified check in the amount of \$ _____ (\$5,000 per acre, minimum \$10,000) must be submitted after approval of application and prior to any work. This bond or check is to ensure satisfactory performance and compliance with the below stated stipulations. The surety bond or check shall be kept active until the completion work and/or expiration of permit and can only be released by written notification of the City after a satisfactory final inspection has been performed by the City.
5. All land alteration permits issued to a specific location shall be based on the cumulative quantity of earthwork as the final determination of fees. The City reserves the right to adjust fees based on cumulative quantities.
2. All access and street frontage of the land site must be controlled by a fence, a minimum of four (4) feet in height. All entrances must have gates that are capable of being locked.
3. Only rock, sand, gravel, dirt or similar natural earth fill is permitted. No concrete, asphalt, or demolition wastes will be permitted as fill unless a demolition landfill permit is first obtained from Dakota County (see attached).
4. Operations shall be limited to the hours of 7:00 a.m. to 7:00 p.m., Monday - Saturday, and shall not interfere with the health and safety of surrounding residents and the premises shall be maintained at all times so as not to create a nuisance.
5. Any explosives used must be done so in accordance with Inver Grove Heights Code and any other applicable standards, e.g., Federal, State, Industrial, etc. Obtain all required permits.
6. At end of each season's operations and no later than the last day of December, each year, the site is to be left in a neat and orderly condition, with maximum slopes of 3:1 with no overhang of vertical banks and with a level bottom.
7. Each day, or when required by the City, material from this operation that is found to exist on City streets shall be cleaned to the City's satisfaction by the applicants.
8. Upon completion of land alteration operations, the land must be left according to the plans and contours submitted with this application and planted with vegetation (subject to approval by the City) to prevent erosion.
9. Upon completion of land alteration operations or expiration of this permit, an inspection will be made by the City of the premises and adjoining streets. Any damage to have been caused by these operations will be corrected by the applicant upon notification of the City.



Applicant's Signature



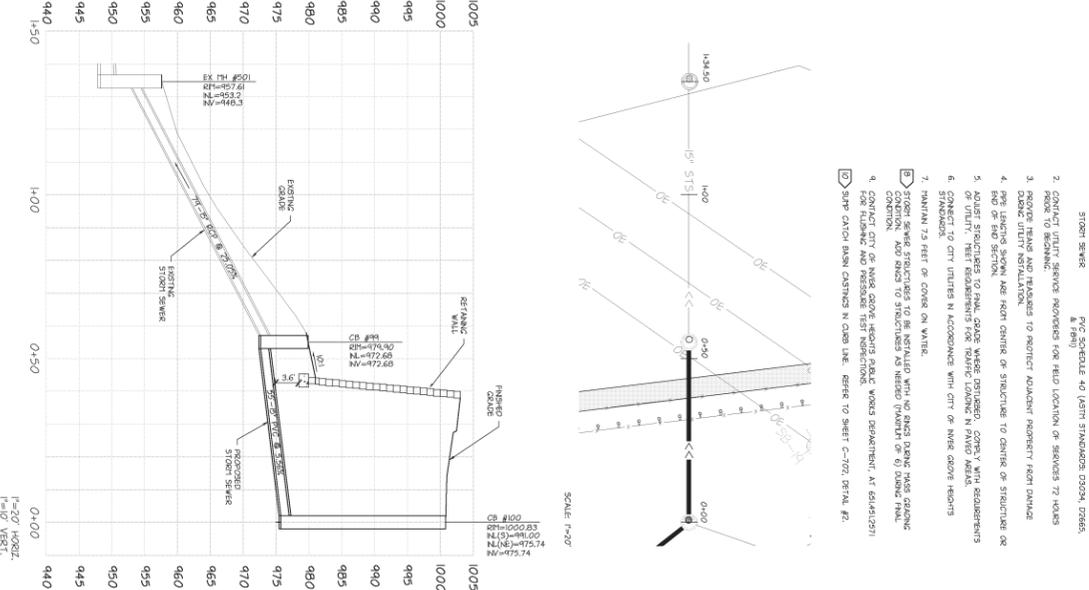
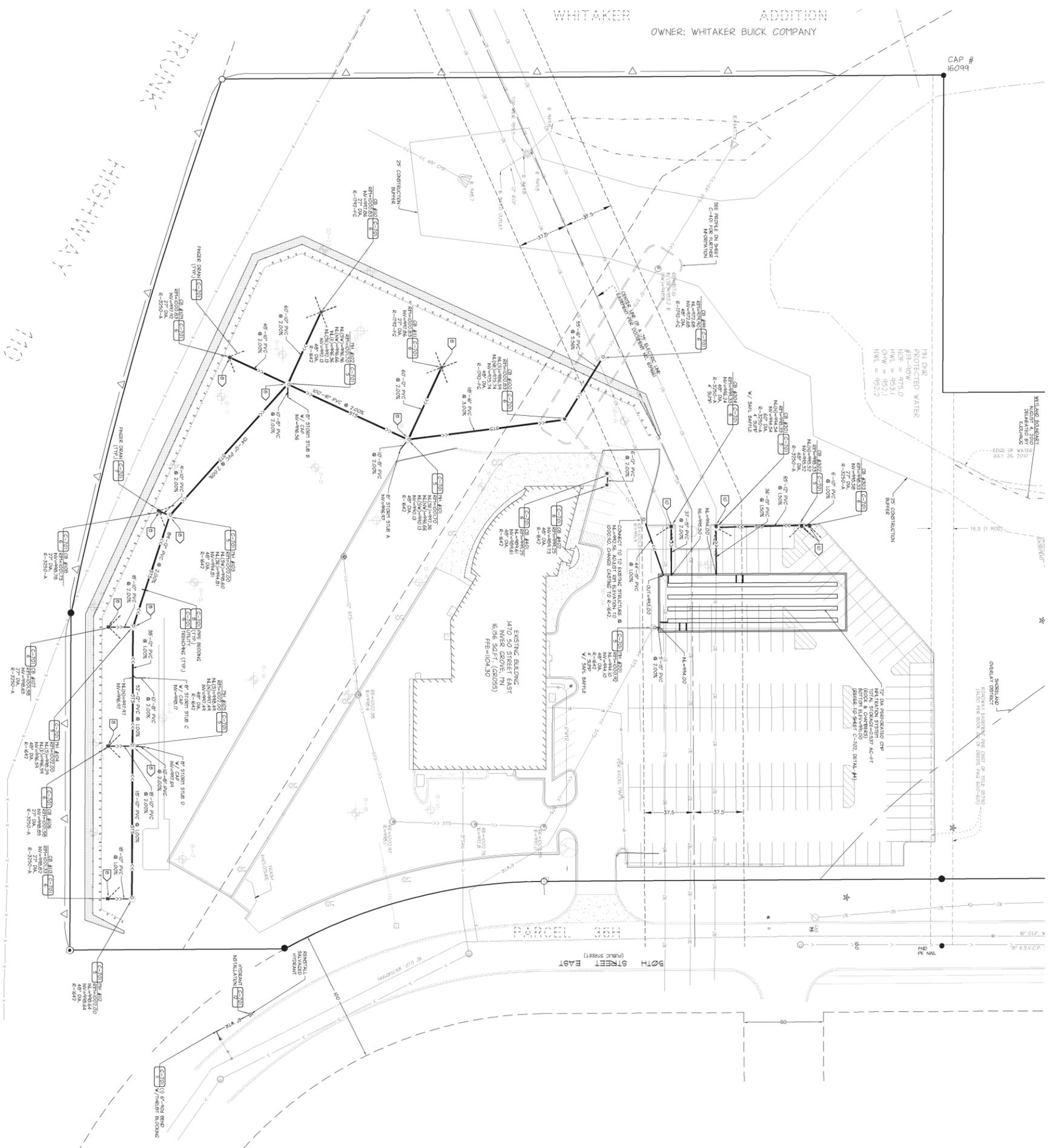
Property Owner's Signature

Date 8/13/14

Date 8/13/14

Property Owner's Signature

Date _____



- UTILITY NOTES**
1. PIPE MATERIALS
SANITARY SEWER: PVC SCHEDULE 40 (SM) STAINLESS DUCTON, DRESS, 8' (PVC)
 2. POINT TO WHICH SERVICE PROVIDED FOR REAR LOCATION OF SERVICES 72' HOURS FROM TO BEGINNING
 3. PROVIDE TRIMS AND REBARAS TO PROTECT ADJACENT PROPERTY FROM DAMAGE DURING UTILITY INSTALLATION
 4. PIPE LAYOUT SHOWN HAS FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE OR 40' FROM CENTER TO MAIN DUCT. THESE PROVISIONS COMPLY WITH REQUIREMENTS OF UTILITY. THESE REQUIREMENTS FOR INSTALLING IN PAVED AREAS MEETS ALL CITY STANDARDS.
 5. CONNECT TO CITY UTILITIES IN ACCORDANCE WITH CITY OF NASHVILLE HEIGHTS STANDARDS.
 6. MAINLINE 7.5 FEET OF COVER ON WATER.
 7. STORM SEWER STRUCTURES TO BE INSTALLED WITH NO DUCTS DURING THIS GRADING CONDITION.
 8. CONTACT CITY OF NASHVILLE HEIGHTS PUBLIC WORKS DEPARTMENT AT 615.491.1271 FOR FILING AND INSPECTION TEST INSPECTIONS
 9. SHARP CATCH BASIN CATCHES IN CASED LINE. REFER TO SHEET C-1021 DETAIL #2.

BA
BARKER ASSOCIATES, INC.
ARCHITECTS

INVER GROVE HEIGHTS
MINNEAPOLIS, MN 55405
100 SOUTH PLYMOUTH STREET
MINNEAPOLIS, MN 55405
TEL: 612.338.8801
WWW.BARKERASSOCIATES.COM

Inver Grove Heights
Inver Grove Heights, MN

Inver Grove Nissan Kia

DATE: 3 SEPTEMBER 2013
CITY SUBMITTAL: 8 OCTOBER 2013
OWNER COMMENTS: 15 APRIL 2014
CITY SUBMITTAL: 9 APRIL 2014

CITY SUBMITTAL
APRIL 15, 2014

LANDFORM
From Site to Finish

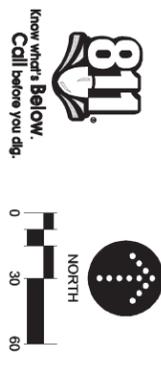
105 South Fish Avenue TEL: 612.338.8801
Suite 313 Minneapolis, MN 55401 FAX: 612.338.8017
www.barkerassociates.com

DATE: APRIL 15, 2014

PROJECT MANAGER REVIEW
BY: BMS DATE: APRIL 15, 2014

UTILITIES

Scale: 1" = 30'
Date: 04-15-2014
C-401
C:\Projects\14-0000\Drawings\14-0000-C-401.dwg



Draft

ENVIRONMENTAL COMMISSION MEETING
Inver Grove Heights City Hall – Council Chambers
March 27, 2014

1. Call to Order

Meeting called to order at 7:00 PM by Acting Chair Burke

2. Pledge of Allegiance

3. Roll Call

Commissioners Present: Acting Chair Susan Burke, Ted Trenzeluk, Bob Pohlman, Sarah Brass, Kevin Vernon-Harris and Robert Heidenreich

Commissioners Absent: Dustin Bower, Mike Flaherty, and Renee Martin

Others Present: Heather Botten, Associate Planner and Steve Dodge, Asst. City Engineer

4. Approval of Minutes

Mr. Heidenreich moved to approve the minutes from July 25, 2013 and Mr. Trenzeluk seconded the motion. Motion to approve carried unanimously.

5. New Business

A. Consider a Land Alteration Permit for Luther Nissan located at 1470 Highway 110.

Steve Dodge, Assistant City Engineer, presented the request for a land alteration permit (LAP) for grading and excavating of approximately 55,000 cubic yards of material on 8.5 acres of property. This request is for the property located west of 50th Street and adjacent to TH 110 and I-494 right-of-way. Mr. Dodge continued by giving some background on the property and how the applicant got to the request in front of you today.

The land alteration permit would include mass grading of the site and hauling of fill. It would also include the construction of a 28-42 foot retaining wall and the construction of storm water quality and volume control facilities. There is a large DNR pond near the property; the applicant's request is a comprehensive stormwater plan that protects the runoff from the pond. Mr. Dodge continued by describing the three phases that are planned for the property: 1) LAP improvements, 2) Conditional Use Permit for a new building and parking lot expansion, and 3) Demolishing the existing building, construct additional parking, and the remaining improvements.

Mr. Trenzeluk asked if staff has received any citizen comments. Mr. Dodge replied the City has not received any comments from residents about the project.

Mr. Trenzeluk commented that he has reviewed a number of LAP's over 11 years and he has never seen one with 48 conditions. He continued stating he is concerned about all of the conditions and the type of conditions the City is enforcing, for example video-taping the haul route prior to disturbance of the site. Steve Sabraski, Landform Engineering, stated that the project has evolved over the last few years and the City is trying to meet the needs of the dealership to remain open during construction. He commented that although there are a number of conditions the majority of them are reasonable. The applicant has been working closely with the City on obtaining approval of the stormwater system. Mr. Trenzeluk reiterated that he still had concerns about the number of conditions and that it seems discouraging to property owners.

Mr. Vernon-Harris asked about the hours of operation. Mr. Dodge stated the City Ordinance allows work to be done between 7 am - 7 pm, Monday -Saturday.

Mr. Vernon-Harris asked who determines if an environmental study is needed. Mr. Dodge replied that Luther Nissan would determine if additional study is to be done based on soil borings. Mr. Sabraski stated there have not been any environmental concerns that have been brought to their attention at this point.

Mr. Pohlman asked how the underwater stormwater treatment system works. Mr. Sabraski replied stating the underwater ground infiltration system treats the additional impervious surface on the property. A site was selected on the northern part of the parcel for the best location for the system so it would not have an effect on the retaining wall. Water inflows into the underground system, once the pipes fill up to a certain elevation the excess runoff is passed along to a secondary pond. Ms. Burke followed up asking about the series of pipes underground. Mr. Sabraski replied that the underground pipes were all interconnected and that basically there would be a pond constructed under the parking lot to hold the water before infiltrating into the stormwater system.

Mr. Trenzeluk made a motion to approve the land alteration permit for Luther Nissan as proposed with the recommended conditions. Mr. Pohlman seconded the motion.

Motion carried unanimously (6 - 0).

6. Reports and Updates

7. Adjourn

Ms. Burke moved to adjourn at 7:20. Mr. Heidenreich seconded the motion. Motion approved unanimously.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: April 28, 2014
 Item Type: Administration
 Contact:
 Prepared by: Joe Lynch, City Administrator
 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 checked="" type="checkbox"/>	Other

PURPOSE/ACTION REQUESTED

Council is asked to approve the separation agreement with the Golf Course Manager.

SUMMARY

Council had directed that the city move ahead with savings in the golf course operations by reducing the number of full time employees and overall operating costs.

Council directed that the staff attempt to reach an amicable agreement with the Golf Course Manager for separation from employment with the City. The enclosed document does that. As noted in the document, this agreement allows the city to know that the employee cannot make any claims against the city, which are not protected by other law, in reaching this agreement. There are payments mentioned in the agreement that the employee is entitled to by city policy and practice that would happen regardless of whether the city reaches this agreement with this employee. Both parties have a 21 day period in which to reconsider reaching and signing this agreement and rescinding it. I believe we have been able to reach a mutual understanding and both parties can agree to go on about their respective ways with some certainty.

Funding for this agreement will come from the following sources:

Personal leave and Vacation pay out will come from the same remaining portion of the budget split between Parks and Golf Course in the 2014 budget (the Golf Course Manager salary and benefits is being split 72%/28% between Parks Maintenance and Golf Course in 2014).

Health Insurance and Severance pay out will come from Risk Management. The Fund balance of this fund is \$750,000.

**SETTLEMENT AND SEPARATION AGREEMENT AND
GENERAL RELEASE OF CLAIMS**

This Settlement and Separation Agreement and General Release of Claims (“Agreement”) is made, entered into, approved and ratified this 28th day of April, 2014, by and between Alan McMurchie (“Employee”) and the City of Inver Grove Heights, a Minnesota municipal corporation (“City”).

WHEREAS, Employee is the Golf Course Manager for the City.

WHEREAS, Employee is a full-time, exempt employee of the City within the meaning of Section 1-6A-2 of the City Code.

WHEREAS, Employee is a supervisory employee and not subject to a collective bargaining agreement.

WHEREAS, Employee is not a veteran within the meaning of Minnesota Statutes, Sections 197.447 and 197.46.

WHEREAS, the City has determined to eliminate the position of Golf Course Manager and as a result the employment of Employee shall be terminated effective at 4:30 p.m. on May 9, 2014.

WHEREAS, the Age Discrimination in Employment Act (ADEA), 29 U.S.C. § 621 *et seq.*, requires that an employee be given 21 days to consider whether to sign a waiver of age discrimination claims, and a waiting period of at least seven (7) days after the employee signs the agreement in which the employee can change his or her mind and cancel the agreement.

WHEREAS, the Minnesota Human Rights Act, Minnesota Statutes, Section 363A.31, requires a waiting period of at least fifteen (15) calendar days after the employee signs the agreement in which the employee can change his or her mind and cancel the agreement.

WHEREAS, Employee was provided with a copy of this Agreement on April 28, 2014, and by the terms of this Agreement, the City advised Employee that he would have twenty-one (21) days from the date he received this Agreement to consider it and that he should consult with an attorney to advise him regarding its terms before signing it.

WHEREAS, Employee executed the Agreement on April 28, 2014, Employee has fifteen (15) days after April 28, 2014 to rescind this Agreement. The last date for recession by Employee is May 13, 2014. The City executed this Agreement on April 28, 2014; the City has fifteen (15) days after April 28, 2014 to rescind this Agreement. The last date for recession by the City is May 13, 2014.

WHEREAS, pursuant to Minn. Stat. §13.43 subd. 2(a)(6) the City and Employee state that the reasons they are entering into this settlement are to avoid the significant time, expense

and risks of litigating this matter, because of the vicissitudes of litigation, and to put to rest any and all possible disputes between the parties.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged,

IT IS AGREED, by and between the undersigned, as follows:

1. Termination of Employment. Provided that Employee executes this Agreement within twenty-one (21) days of initially receiving it, and provided that the Agreement is not revoked or rescinded under Paragraphs 13, 14, and 15, Employee hereby acknowledges that Employee's employment with the City is terminated at 4:30 p.m. on May 9, 2014 and Employee consents to such termination. The termination is the result of the City eliminating the position of Employee as Golf Course Manager.

2. Severance Payment. In consideration for Employee acknowledging and consenting to termination of employment, and the other promises made herein, the sufficiency of which is hereby acknowledged, Employee shall receive a lump sum severance payment of \$30,000.00 ("Severance Payment"). This gross sum payment of \$30,000.00 is subject to federal and state withholdings, and shall be paid less all federal and state withholdings and other applicable deductions. The City will permit Employee to elect any voluntary deductions into programs in which he is eligible to participate. The City will not contribute to PERA for any part of the \$30,000.00 Severance Payment that is being paid to Employee. The Severance Payment will be reported on Employee's IRS form W-2.

The City's agreement to pay Employee the Severance Payment is expressly conditioned upon Employee's execution of this Agreement within twenty-one (21) days of initially receiving it and upon the parties not rescinding or revoking acceptance of this Agreement within the time periods set forth in Paragraphs 13, 14, and 15 below.

3. Timing of Severance Payment. Subject to the conditions set forth in Paragraph 2 above, and provided that Employee has not taken any action to rescind or revoke this Agreement, the City will pay to Employee the Severance Payment in a lump sum, on the latter of: (1) May 23, 2014, or (2) the expiration of the latest revocation period described in Paragraphs 14 and 15 below. The check for the Severance Payment shall be payable to Employee and delivered to Bertelson Law Offices, P.A., 333 Washington Avenue North, Suite 402, Minneapolis, MN 55401.

4. Settlement Amount Payment for Release of Claims. In consideration for the release of all claims set forth in Paragraph 10 of this Agreement, as well as the other covenants and promises set forth herein, the sufficiency of which is hereby acknowledged, the City shall pay to Employee the sum of Thirty Thousand and no/100 Dollars (\$30,000.00) ("Settlement Amount"). The Settlement Amount shall be paid in a lump sum without any tax withholdings or other deductions. At the end of tax year 2014, the City will file and provide Employee with an IRS form 1099-MISC for the full Settlement Amount (\$30,000.00) and box number 3 on form

1099-MISC shall be checked. Employee shall be responsible for the payment of all taxes related to the Settlement Amount. Employee shall indemnify, defend, and hold the City harmless for the payment of all taxes related to the Settlement Amount. The City will not contribute to PERA for any part of the \$30,000.00 Settlement Amount, which is being paid to Employee in exchange for the release of all claims, as set forth herein.

The City's agreement to pay Employee the Settlement Amount is expressly conditioned upon Employee's execution of this Agreement within twenty-one (21) days of initially receiving it and upon the parties not rescinding or revoking acceptance of this Agreement within the time periods set forth in Paragraphs 13, 14, and 15 below.

5. Timing of Settlement Amount Payment. Subject to the conditions set forth in Paragraph 4 above, and provided that Employee has not taken any action to rescind or revoke this Agreement, the City will pay to Employee the Settlement Amount set forth in Paragraph 4 above, in a lump sum, on the latter of: (1) May 23, 2014, or (2) the expiration of the latest revocation period described in Paragraphs 14 and 15 below. The check for the Settlement Payment shall be payable to Employee and delivered to Bertelson Law Offices, P.A., 333 Washington Avenue North, Suite 402, Minneapolis, MN 55401.

6. Vacation Leave. Pursuant to Inver Grove Heights City Code, Section 1-6A-12-1(F) (2013), Employee shall be compensated for any accrued but unused vacation leave. Said compensation for Employee's accrued but unused vacation leave shall be paid by City to Employee when the Severance Payment and Settlement Amount are paid to Employee. The City shall not make any contribution to the Public Employees' Retirement Association (PERA) as a result of any payment for accrued but unused vacation leave, pursuant to Minn. Stat. § 353.01, subd. 10(b)(2).

7. Personal Leave. Employee's accrued but unused personal leave, shall be deposited in Employee's Minnesota State Retirement System Health Care Savings Plan, pursuant to Inver Grove Heights City Code, Section 1-6A-12-2(H) (2013). The City hereby agrees to waive the maximum amount of accrued personal leave established by Inver Grove Heights City Code, Section 1-6A-12-2(E) as a term of this Agreement. The City shall not make any contribution to the Public Employees' Retirement Association (PERA) as a result of any payment for accrued but unused personal leave. The deposit into Employee's Minnesota State Retirement System Health Care Savings Plan shall occur when the Severance Payment and Settlement Amount are paid to Employee.

8. Health Insurance Benefits. Effective after 4:30 p.m. on May 9, 2014, Employee will be eligible to participate in the City's health insurance plans as a terminated employee and shall be responsible for all premium payments and administrative fees, as provided in the City Personnel Policy Section 1-6A-25(B). If Employee elects to participate in the City's health insurance plans as a terminated employee, the City agrees to contribute toward Employee's premiums for such group health insurance policy up to the amount of \$563.97 per month for the months of May 2014 through December 2014, and all other premium costs shall be paid by Employee.

The City's agreement to pay a portion of Employee's group health insurance premiums as provided herein is in consideration for the release of all claims set forth in Paragraph 10 of this Agreement, as well as the other covenants and promises set forth in this Agreement, the sufficiency of which is hereby acknowledged.

The City's agreement to pay a portion of Employee's group health insurance premium from May 2014 through December 2014, is expressly conditioned upon Employee's execution of this Agreement within twenty-one (21) days of initially receiving it and upon the parties not rescinding or revoking acceptance of this Agreement within the time periods set forth in Paragraphs 13, 14, and 15 below. If Employee does not pay the remaining premium obligation for such months, the City has no obligation to make any contribution toward the health insurance premium for such months.

If Employee elects not to participate in the City's health insurance plan as a retired employee under the City Personnel Policy Section 1-6A-25(B), then the City's obligation under this Paragraph 8 shall cease and the City shall not be obligated to pay any amount toward Employee's health insurance premiums. Employee understands that if Employee elects not to participate in the City's health insurance plans as a terminated employee under the City Personnel Policy Section 1-6A-25(B), Employee may be eligible for continued group coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA") at his own expense.

9. Wages and Bonuses. Employee represents and acknowledges that he has received all wages, benefits, and leave time due and owing him as of the date of this Agreement.

10. General Release by Employee and Covenant Not to Sue. In consideration for the Settlement Payment and the other undertakings stated in this Agreement, Employee, on behalf of himself and his heirs, representatives, executors, administrators, successors, agents, attorneys, and assigns, knowingly, voluntarily, and unconditionally releases and forever discharges the City, its present, future, or former elected officials, Council members, administrators, managers, attorneys, representatives, officers, agents, employees, consultants, insurers (including the League of Minnesota Cities Insurance Trust), successors, assigns, employee welfare benefit plans and pension or deferred compensation plans, and their trustees, administrators, and other fiduciaries, and all persons acting by, through, under, or in concert with them, or any of them (the "Released Parties"), both individually and collectively, from any and all rights, claims, demands, controversies, attorney's fees, liabilities, actions, causes of action, damages, losses, costs, expenses, and compensation, of any nature, known or unknown, asserted or unasserted, fixed or contingent ("Claims"), which Employee may have or ever have had against the Released Parties by reason of any matter, cause, or thing whatsoever, from the beginning of time to the date hereof, including but not limited to any Claims arising out of, based upon, or relating to Employee's recruitment, hire, employment, benefits, compensation, remuneration, termination, resignation, or separation by the City, or any contract, agreement, or compensation arrangement between Employee and the Released Parties, or any of them. Employee hereby agrees that the Release set forth in this Paragraph is a general release, and Employee waives and assumes the risk of any and all claims for damages which exist as of this date but of which he does not know,

whether through ignorance, error, oversight, negligence, or otherwise, and which, if known, would materially affect his decision to enter this Agreement.

The Claims released by this Agreement specifically include, but are not limited to, the following:

(a) any and all claims relating to Employee's hiring by the City;

(b) any and all claims relating to Employee's employment by the City;

(c) any and all claims relating to the terms and conditions of Employee's employment by the City;

(d) any and all claims relating to elimination of position or relating to the termination of Employee's employment with the City, including but not limited to severance pay;

(e) any and all claims relating to any compensation or benefits of any kind that Employee did receive or could have received in connection with his employment with the City;

(f) any and all claims relating to any conduct or statements by any of the Released Parties;

(g) any and all claims for violation of any federal or state Constitution;

(h) any and all claims for any violation of any federal, state or local statute, law, ordinance, rule, executive order, or other order or regulation;

(i) any and all claims for violation of any of the following statutes or regulations, as amended: the City's Personnel Policy, including Inver Grove Heights City Code, Title 1, Chapter 6, Article A; the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13; retaliation claims under Minn. Stat. § 176.82; the Minnesota Public Employment Labor Relations Act, Minn. Stat. Ch. 179A; any provision of Minn. Stat. Ch. 181, including but not limited to the Minnesota Whistleblower Act; the Minnesota Occupational Health and Safety Act, Minn. Stat. § 182.65, *et seq.*; the Veterans Preference Act, Minn. Stat. § 197.46; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A; any act that provides workers' compensation benefits; federal and state wage and hour laws; the federal Age Discrimination in Employment Act, 29 U.S.C. § 621 *et seq.*, including, without limitation, the Older Workers Benefit Protection Act; the Rehabilitation Act of 1973, 29 U.S.C. § 791 *et seq.*; the Employee Retirement Income Security Act, 29 U.S.C. § 1001, *et seq.*; the Worker Adjustment and Retraining Notification Act (WARN), 29 U.S.C. § 2101, *et seq.*; the Family and Medical Leave Act, 29 U.S.C. § 2601, *et seq.*; 42 U.S.C. § 1981 through § 1988; the Civil Rights Act of 1964 (a/k/a Title VII), 42 U.S.C. § 2000e, *et seq.*; the Civil Rights Act of 1991; the Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*; the National Labor Relations Act; the Occupational Safety and Health Act; the Equal Pay Act; the state and federal Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.* and Minn. Stat. § 177.21, *et seq.*; the Immigration Reform Control Act; any other federal statute that provides protections of any kind to employees; including any amendments to any of the laws referenced in this subparagraph (i);

(j) any and all claims arising under any other federal, state, or municipal human rights, civil rights, wage-hour, wage-payment, pension, employee benefits, veteran's preference rights, labor, or statutes, laws, rules, regulations, guidelines, constitutions, ordinances, public policies, and any and all common law or non-statutory claims, whether based in law or equity, and whether based upon tort or contract law, including, but not limited to: breach of contract; fraud or misrepresentation; negligent representation; promissory estoppel; defamation (including both libel and slander); negligence; retaliation; pain, suffering, mental anguish, intentional, reckless, or negligent infliction of emotional distress; negligent hiring, supervision, or retention; breach of

the covenant of good faith and fair dealing; breach of a right of privacy; breach of fiduciary duty; conversion; false imprisonment; assault; battery; unjust enrichment; interference with contractual or other relations; interference with prospective business advantage; whistle-blowing claims; employment discrimination; sexual or other harassment; wrongful termination; breach of public policy; constructive discharge; and/or any other common law claims, based upon any conduct occurring up to and including the date of this Agreement.

Employee further understands and agrees that by releasing the Released Parties from the claims described in subparagraphs (a) through (j) above, he is giving up any and all rights to seek damages of any kind from any or all of the Released Parties for any conduct occurring up to and including the date hereof, including, without limitation, compensatory damages, incidental damages, consequential damages, exemplary or punitive damages, attorneys' fees, costs and disbursements. Similarly, Employee understands that by releasing the Released Parties from the claims described above, he is giving up his rights to seek any type of injunctive and/or declaratory relief, including reinstatement, from any or all of the Released Parties for any cause of action for conduct occurring up to and including the date hereof.

11. EEOC Investigation. Excluded from this release are any claims that cannot be waived by law, including, but not limited to, the right to file a charge with or participate in an investigation conducted by certain government agencies. By Paragraph 10, however, Employee is waiving and does hereby waive the right to any monetary recovery should any agency (including, but not limited to, the Equal Employment Opportunity Commission) pursue any claims on his behalf.

12. Payment of Released Party's Cost of Defense. Employee understands, acknowledges, and agrees that the General Release set forth in Paragraph 10 above is a substantial, material inducement for the City to enter into this Agreement. It is understood and agreed that if, at any time following his execution and non-rescission/non-revocation of this Agreement, Employee asserts or threatens to assert any claim released by this Agreement, then, in addition to any other legal or equitable remedies any of the Released Parties, may have, Employee shall also pay all attorney's fees, expenses, and costs incurred by any of the Released Parties as a consequence of Employee's breach of this Agreement.

13. Consideration Period. Employee understands and acknowledges that he may take up to twenty-one (21) days from the date he receives this Agreement to consider it and consult with an attorney for legal advice before signing it and thereby accepting its terms and conditions. Employee acknowledges that he received this Agreement on April 28, 2014, and that the twenty-one (21) days shall run from that date. Employee represents that if he signs this Agreement before the expiration of the twenty-one (21) day period, he did so because he has decided that he does not need any additional time to consider whether to enter into this Agreement, including his general release of any and all Claims.

14. Right to Rescind by Employee. Employee understands and acknowledges that he has the right to rescind or revoke his release of any claims he may have under the Age Discrimination in Employment Act ("ADEA"), 29 U.S.C. 621, *et seq.*, or under the Minnesota Human Rights Act ("MHRA"), Minnesota Statutes, Chapter 363A. Such rescission or

revocation must be done within **fifteen (15) calendar days** from the date he signs this Agreement.

To be effective, such rescission or revocation must be in writing and mailed, via United States Certified Mail, Return Receipt Requested, or be in writing and hand-delivered, to the City Administrator, Joseph Lynch, at 8150 Barbara Avenue, Inver Grove Heights, Minnesota 55077 within the fifteen (15) day period. If mailed, the rescission or revocation must be postmarked within the fifteen (15) day period, properly addressed as set forth in the first sentence of this paragraph. If hand-delivered, the rescission or revocation must be given to the City Administrator, Joseph Lynch, within the fifteen (15) day period.

This Agreement shall not become effective until the rescission or revocation period has expired. Employee understands that in the event he rescinds or revokes this Agreement, the City shall have no obligation whatsoever under this Agreement and the Agreement will be rendered null and void.

15. Right to Rescind by City. Pursuant to Minnesota Statutes, Section 465.722, the City shall have fifteen (15) days after its approval of the Agreement to rescind or revoke this Agreement. If the City so rescinds or revokes, the rescission or revocation must be in writing and mailed, via United States Certified Mail, Return Receipt Requested, to Employee at

Alan McMurchie
1810 West 31st Street
Minneapolis, MN 55408

or be in writing and hand-delivered to Employee. If mailed, the rescission or revocation must be postmarked within the fifteen (15) day period, properly addressed to Employee at the address stated in this paragraph. If hand-delivered, the rescission or revocation must be given to Employee within the fifteen (15) day period. This Agreement shall not become effective until the rescission/revocation period has expired.

16. Consequences of Rescission/Revocation. Employee understands, acknowledges, and agrees that the City's obligations to him, as set forth in this Agreement, shall be unenforceable unless and until the rescission and revocation periods of Paragraphs 14 and 15 shall have expired, without rescission or revocation of this Agreement by either Employee or the City.

17. Advice of Counsel. Employee understands and acknowledges that the City recommends that he consult with an attorney before accepting this Agreement. Employee specifically acknowledges that the City has fulfilled its obligations to recommend that he retain and consult with an attorney before signing the Agreement, as required by the ADEA.

18. Knowing and Voluntary Waiver of Unknown Claims. Employee understands, acknowledges, and agrees that this Agreement extends to any claims which the Employee does not know or suspect to exist at the time he executes this Agreement. By executing this

Agreement, Employee intends to, and hereby does, release the Released Parties from claims which he does not presently know or suspect to exist.

19. No Pending Actions. Employee represents that he has no lawsuits or actions initiated or pending against the Released Parties, including any workers compensation claims. Employee acknowledges and confirms that he has no known workplace injuries. Employee acknowledges and confirms that he has reported all hours worked and has been fully and properly paid in full for all hours, work, and services, and has received from the City all wages, salaries, earnings, overtime pay, benefits, leaves, and all other remuneration to which he is or has been entitled.

20. Non-Admission of Liability. Employee and the City each understand, acknowledge, and agree that neither the agreements set forth herein nor the execution of this Agreement shall constitute or be construed as an admission of any liability, wrongdoing, or violation of any law or regulation by the City or Employee, or an admission of the existence of the facts upon which liability, wrongdoing, or violation of any law or regulation could be based.

21. Return of Property. Employee represents that he will not take or remove from the City, at the time of the termination of his employment, any tangible property of the City including, but not limited to, papers, files, records, correspondence, data, keys, computers, reference guides, equipment, identification, credit cards, software, computer access codes, and documents in whatever form. Employee will not, at any time, copy, reproduce, duplicate, or retain any of the City's property. Except as stated in Paragraph 35, Employee understands that all designs, improvements, writings, and discoveries made by him during his employment that relate to the City's business, are the exclusive property of the City and Employee cannot use, sell, or give them to anyone else. Employee agrees that the City may open all mail delivered to the City and addressed to Employee unless such mail is marked "personal" or "confidential" or is otherwise clearly intended or discovered to be for Employee alone.

22. Attorney's Fees. Except as otherwise stated in Paragraph 12, if any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the parties agree that each shall be responsible for their own attorneys' fees, costs, and disbursements, regardless of the outcome of any dispute or action.

23. Data Practices Act. Employee and the City agree that this Agreement is a public document under the Minnesota Government Data Practices Act and will not be protected as private, confidential, or non-public information. This Agreement will be treated as public data within the meaning of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

24. Complete Agreement. Employee and the City acknowledge and represent that no promise or representation not contained in this Agreement has been made to them, and acknowledge and represent that this Agreement contains the entire understanding between them and contains all terms and conditions pertaining to the settlement of their disputes. This Agreement supersedes all previous agreements, whether oral or written, between Employee and the City. Moreover, this Agreement supersedes any terms, practices, procedures, rights, duties

and obligations stated in the City's Personnel Policy, including Title 1, Chapter 6, Article A of the Inver Grove Heights City Code.

25. Knowing and Voluntary Execution. Employee acknowledges and agrees that he has read this Agreement, that he fully understands his rights, privileges, and duties hereunder, and that he enters into the Agreement freely, voluntarily, and without duress. Employee further acknowledges and agrees that this Agreement is the result of good-faith negotiation and not an act of retaliation or reprisal by the City. Employee further acknowledges that he has had an opportunity to consult with an attorney of his choice to explain the terms of this Agreement and the consequences of signing it.

26. Disclosure. The parties represent to each other that they have been fully informed and understand the terms and provisions of this Agreement. The parties also represent to each other that the facts have been investigated and the law researched to their satisfaction regarding the facts and law applicable to the matters and releases contained herein. The parties further represent to each other that they are satisfied with the terms and provisions of this Agreement.

27. Waiver. No waiver of any provision of this Agreement shall be binding unless it is in writing and executed by the parties hereto. No waiver of any of the provisions of this Agreement shall be deemed to be or shall constitute a waiver of any other provision of this Agreement. The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

28. Binding Effect. This Agreement and all covenants and releases set forth herein shall be binding upon and shall inure to the benefit of the respective parties hereto, their legal predecessors, successors, heirs, executors, administrators, assigns, representatives, agents, and attorneys. The terms of this Agreement constitute a valid and binding contract.

29. No Presumption Against Drafting Party. The parties acknowledge that: (a) this Agreement and its reduction to final written form are the result of extensive good-faith negotiations among the parties through themselves and/or their respective attorneys; (b) said parties and/or their attorneys have carefully reviewed and examined this Agreement prior to execution; and (c) any statute, common law, or rule of construction which provides that ambiguities are to be resolved against the drafting party or parties shall not be employed in the interpretation of this Agreement.

30. Governing Law and Venue. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without regard to its conflict of laws provision. The parties agree that any action arising out of this Agreement or with respect to the enforcement of this Agreement shall be venued in the Dakota County District Court, State of Minnesota.

31. Severability. If any provision of this Agreement or application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are severable.

32. Assignment. Employee may not assign this Agreement or any rights he may have under it to any other person or entity without prior written consent of the City. Without such consent, any purported assignment shall be null and void.

33. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and the counterparts shall together constitute one and the same agreement.

34. Execution of Additional Documents. The parties agrees to execute and deliver to the other party, as requested, any additional documents and/or instruments that may reasonably be determined as necessary to consummate this transaction.

35. Ownership of Video Lessons. City acknowledges that Employee has full ownership and rights to the five instructional video lessons featuring Employee that are on the website, www.inverwood.org. These videos are titled as follows: Lesson 1: Long Putt; Lesson 4: Long Iron; Lesson 6: The Short Clip Shot; Lesson 8: Shot-Making; and Lesson 9: The Elevated Approach Shot. It is understood that the City will remove these instructional videos from the website and will not distribute or reproduce these videos without Employee's written permission.

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CITY OF INVER GROVE HEIGHTS

Dated: _____

By: _____

George Tourville

Its: Mayor

Attested:

By: _____

Melissa Kennedy, Deputy Clerk

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ALAN MCMURCHIE

Dated: _____

Alan McMurchie

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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER ATTACHED RESOLUTIONS REFLECTING THE ELIMINATION OF THE GOLF COURSE MANAGER POSITION; THE ASSIGNMENT OF RESPONSIBILITIES TO OTHER GOLF COURSE STAFF; AND THE MODIFICATION OF THE CITY'S COMPENSATION PLAN FOR NON-UNION EMPLOYEES.

Meeting Date: April 28, 2014
Item Type: Regular
Contact: JTeppen, Asst City Admin
Prepared by:
Reviewed by: Timothy Kuntz, City Attorney

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

PURPOSE/ACTION REQUESTED Consider approval of three resolutions reflecting the elimination of the Golf Course Manager position, the assignment of associated responsibilities to other positions within the Golf Course Division, and modification of the City's compensation plan for its non-union employees.

SUMMARY At the regular City Council meeting of March 10, 2014 the City Council directed staff to return with resolutions reflecting:

- Elimination of the Golf Course Manager position
- Revised job descriptions dispersing various responsibilities to other Golf Course staff
- An amended Compensation Plan for the Non-Union employee group with additional position.

The additional position is the former Clubhouse Coordinator, now re-classified to that of Golf Course Clubhouse Superintendent. The Clubhouse Coordinator position was an AFSCME position, but now that it has supervisory responsibility it is a non-union position. The attached job descriptions have been revised to reflect not only the assignment of responsibilities to the other positions (primarily the Clubhouse Superintendent) but the change in reporting structure as well.

The incumbent in the Clubhouse Coordinator position has assumed the responsibilities of the Clubhouse Superintendent as of March 24. Staff recommends that the incumbent start at Step 1 of Range U and that the compensation be adjusted back to March 24. At the successful completion of six months the incumbent will move to Step Two, and at the successful completion of one year they will move to Step 3. Increases are annual thereafter on the anniversary date of March 24.

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

RESOLUTION NO. _____

RESOLUTION ELIMINATING GOLF COURSE MANAGER POSITION

WHEREAS, the Inver Grove Heights City Council directed that the Golf Course Manager position be eliminated from the City's Classification Plan at their meeting on March 10, 2014, and

WHEREAS, after considering various options presented to them the City Council set forth the following reasons for elimination of the position:

- Reduction of expenses at Inver Wood Golf Course
- Streamlined management function within the Golf Course Division
- Increase efficiency by more direct reporting structure
- Create opportunity for elimination of duplicative supervisory tasks

NOW, THEREFORE, BE IT RESOLVED, that the position of Golf Course Manager is eliminated from the City's Classification plan and the employee's last day with the City is May 9, 2014.

Adopted by the City Council of Inver Grove Heights this 28th day of April, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

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

RESOLUTION NO. _____

**RESOLUTION ASSIGNING THE RESPONSIBILITIES OF THE GOLF COURSE MANAGER
TO OTHER POSITIONS WITHIN THE PARKS AND RECREATION DEPARTMENT/GOLF
COURSE DIVISION**

WHEREAS, the various duties performed by the Golf Course Manager are reassigned to the other employees within the Golf Course Division.

NOW, THEREFORE, BE IT RESOLVED, that the attached job descriptions have been modified to reflect the various responsibilities formerly performed by the Golf Course Manager.

Adopted by the City Council of Inver Grove Heights this 28th day of April, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *Golf Course Clubhouse Superintendent*

Department/Location: *Parks & Recreation – Inver Wood Golf Course Division*

Immediate Supervisor: *Parks & Recreation Director*

Latest PD Revision: *March 2014*

Position Summary:

This is a professional management position responsible for clubhouse operations of the Inver Wood Golf Course, a 27-hole municipal golf course. Incumbent is responsible to work with the Golf Course Superintendent and other golf course staff to perform independent judgment and take initiative under the general supervision of the Parks & Recreation Director.

Essential Accountabilities and Expected Outcomes

- 1) Directs clubhouse operations staff in the creation, development, and implementation of a municipal golf course clubhouse operation.
 - a) Establish administrative and internal procedures and plans needs of the clubhouse operations.
 - b) Motivates and ensures job performance standards are met through proper mentoring and coaching of clubhouse operations staff to ensure staff can contribute value-added results.
 - c) Provides appropriate and adequate training opportunities to clubhouse operations staff that leads to productivity and a safe work environment.
 - d) Develops a culture within the clubhouse operations staff that re-enforces positive values and accountability to job responsibilities.
- 2) Develops and sustains an effective and productive comprehensive business plan.
 - a) Demonstrates the ability to develop business plans that lead to the efficient and effective utilization of the golf course.
 - b) Works with other departments, agencies and golfers to maximize the use of the course.
 - c) Formulates marketing plans and monitors programs to ensure the City maximizes revenue potential at the golf course.
 - a) Develops policies and procedures for the efficient and effective provision of division services. Follows established City procedures for securing materials, equipment and supplies
 - b) Prepares clubhouse operations operational and capital budgets.
 - c) Develops revenue and expenditure budgets for clubhouse operations that are designed to maximize revenue and provide for efficient use of expenditures protecting the city's investment in facilities, equipment, and infrastructure.
 - d) Monitors revenue and expense budgets for clubhouse operations ensuring budgeted amounts are met.
- 3) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one's immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City's business and also with the general public.

Typical Working Environment:

Demands of the position require employee to work days/evenings/weekends as the demands of the position require.

Position is primarily administrative in nature, working in a typical office environment and visits work areas outside of the office in the elements of a year-round season.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

B.S. degree in management or marketing

3 years of golf course management experience; 2 years supervisory.

Desirable – 5 years of golf course management experience; 4 years supervisory.

Valid, unrestricted Minnesota Drivers License.

Clean background check.

Employee's Acknowledgement and Date: _____

Supervisor's Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *Golf Operations Coordinator*

Department/Location: *Parks & Recreation – Inver Wood Golf Course Division*

Immediate Supervisor: *Golf Course Clubhouse Superintendent*

Latest PD Revision: *March 2014*

Position Summary:

This is an administrative position responsible for the development and implementation of a golf shop and practice center operation. Incumbent is responsible to supervise and evaluate all aspects of the specific programs assigned under the general supervision of the Golf Course Clubhouse Superintendent.

Essential Accountabilities and Expected Outcomes

- 1) Responsible to develop and implement comprehensive golf practice center and golf shop programs for the golf course.
 - a) Creates and administers golf programs that are organized, accessible, and well received by the public.
 - b) Maintains and circulates flyers, pamphlets and other media promoting golf programs.
 - c) Ensures materials and supplies are ordered and on-hand for successful practice center and golf shop implementation.
- 2) Develops individual program budget needs projecting expected income and expenses.
 - a) Informs supervisor of individual program budget needs assisting in the division budget preparations.
 - b) Determines program budget needs and assists in determining program fee structures ensuring program revenue goals are met.
- 3) Creates program goals, schedule, policies, procedures and rules for effective program implementation.
- 4) Monitors staff for successful program implementation.
 - a) Motivates and ensures job performance standards are met through proper coaching of staff to ensure staff can contribute value-added results.
 - b) Provides work direction and adequate training opportunities to staff that leads to productivity and a safe work environment.
 - c) Develops a culture within the division that re-enforces positive values and accomplishment of program goals.
- 5) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one’s immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City’s business and also with the general public.

Typical Working Environment:

Demands of the position require employee to work days/evenings/weekends as the demands of the position require.

Position is primarily program implementation working in an office environment. Work can include indoor and outdoor environments as program offerings demand.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 25lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

High School diploma

3 years golf course operations experience; PGA membership; First Aid; CPR; AED certifications

Desirable – 4 years experience teaching golf clinics and lessons.

Valid, unrestricted Minnesota Drivers License.

Clean background check.

Employee’s Acknowledgement and Date: _____

Supervisor’s Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *Golf Course Superintendent*

Department/Location: *Parks & Recreation – Inver Wood Golf Course Division*

Immediate Supervisor: *Parks and Recreation Director*

Latest PD Revision: *March 2014*

Position Summary:

This is a professional management position responsible for the ongoing maintenance and development of the golf course. Incumbent is responsible to work with the Golf Course Clubhouse Superintendent and other golf course staff to perform independent judgment and take initiative under the general supervision of the Parks & Recreation Director.

Essential Accountabilities and Expected Outcomes

- 1) Directs golf course maintenance staff in the maintenance and development of the golf course.
 - a) Establish administrative and internal procedures and plans for daily needs of the golf course maintenance.
 - b) Motivates and ensures job performance standards are met through proper mentoring and coaching of golf course maintenance staff to ensure staff can contribute value-added results.
 - c) Provides appropriate and adequate training opportunities to golf course maintenance staff that leads to productivity and a safe work environment.
 - d) Develops a culture within the golf course maintenance that reinforces positive values.
- 2) Develops and sustains an effective and productive operational year-round work plan.
 - a) Demonstrates the ability to develop work plans that lead to the efficient and effective utilization of financial, capital, and human resources.
 - b) Utilizes city staff, vendors, and contractors maximizing the resources available.
 - c) Formulates plans and specifications for projects and monitors projects to ensure the City receives projects that are high quality within approved budgets and completed on time.
- 3) Develops policies and procedures for the efficient and effective provision of golf course maintenance services.
 - a) Maintains records and develops plans for the golf course maintenance that includes projects that maintain and improve the golf course in a timely well thought out fashion.
 - b) Follows established procedures for securing materials, equipment and supplies
- 4) Prepares golf maintenance operational and capital budgets.
 - a) Develops budgets that are designed to protect the city's investment in facilities, equipment, and infrastructure making sure the city maximizes the useful life of each item.
 - b) Monitors expense budgets for golf course maintenance ensuring budgeted amounts are met.
- 5) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one's immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City's business and also with the general public.

Typical Working Environment:

Demands of the position require employee to work days/evenings/weekends as the demands of the position require.

Position is primarily administrative in nature, working in a typical office environment and to visit work areas, facilities or projects outside of the office in the elements of a year-round season.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 75lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

Associates degree in turf/golf course management

2 years of golf course superintendent experience; 5 years as an assistant golf course superintendent; 2 years supervisory.

Minnesota Pesticide Applicator's License, Power Limited Technician License, Minnesota Phosphorus Fertilizer License.

Desirable - Certified Golf Course Superintendent; First Aid; CPR; AED

Valid, unrestricted Minnesota Drivers License.

Clean background check.

Employee's Acknowledgement and Date: _____

Supervisor's Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: *Assistant Golf Course Superintendent*

Department/Location: *Parks & Recreation – Inver Wood Golf Course Division*

Immediate Supervisor: *Golf Course Superintendent*

Latest PD Revision: *March 2014*

Position Summary:

This position is responsible to assist in the overall repair, maintenance and development of the golf course. Incumbent is responsible for performing skilled and semi-skilled maintenance and overseeing of projects, contractors and staff under the general supervision of the Golf Course Superintendent.

Essential Accountabilities and Expected Outcomes

- 1) Develops and maintains a good working knowledge of department's policies, procedures and protocols that must be known and regularly applied in performing all accountabilities of this position.
 - a) Incumbent is knowledgeable about what is happening in the golf course and follows established policies and procedures while carrying out the functions of the position.
 - b) Regularly shows ability to properly prioritize workload to effectively serve the various needs of the golf course.
- 2) Able to prioritize and perform a variety of maintenance assignments based on the scope of work to be done.
 - a) Displays ability to safely and effectively operate a variety of equipment, power tools, and hand tools in the performance of daily work assignments.
 - b) Assists in developing prescribed preventative maintenance program and performs routine and complex maintenance at the golf course.
 - c) Orders materials and supplies so jobs can be performed in a timely fashion.
 - d) Assists supervisor in developing work plans, inspecting golf course and oversees work plan implementation on the job site.
 - e) Fills out proper reports and paperwork related to job responsibility.
- 3) Develops and maintains cooperative working relationships with all contacts inside and outside the golf course.
 - a) Only appropriate information is shared with customers, vendors, staff, and the public.
 - b) Provides work direction and trains staff in safety and proper techniques to division staff as needed.
- 4) Able to use applicable technology necessary to be effective and efficient in the position.
- 5) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one’s immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City’s business and also with the general public.

Typical Working Environment:

Demands of the position may require employee to work days/evenings/weekends as the demands of the position require.

Position primarily works in an outdoor environment with temperature extremes of a year-round environment.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 75lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

Associates degree in turf/golf course management

5 years turf care experience; supervisory experience.

Minnesota Pesticide Applicators License; Minnesota Power Limited Technician License, Minnesota Phosphorus Fertilizer Certificate.

Desirable – First Aid; CPR; AED certificates.

Valid, unrestricted Minnesota Drivers License.

Clean background check.

Employee’s Acknowledgement and Date: _____

Supervisor’s Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: **Golf Course Mechanic**

Department/Location: **Parks & Recreation – Inver Wood Golf Course Division**

Immediate Supervisor: **Golf Course Superintendent**

Latest PD Revision: **March 2014**

Position Summary:

This position is responsible for equipment maintenance tasks that lead to the overall repair and maintenance of the golf course equipment. Incumbent is responsible for performing mechanical maintenance on golf course equipment under the general supervision of the Golf Course Superintendent.

Essential Accountabilities and Expected Outcomes

- 1) Develops and maintains a good working knowledge of department's policies, procedures and protocols that must be known and regularly applied in performing all accountabilities of this position.
- 2) Able to perform a variety of mechanical maintenance assignments based on the scope of work to be done.
 - a) Displays ability to safely and effectively operate and maintain a variety of equipment, power tools, and hand tools in the performance of daily work assignments.
 - b) Assists in and follows prescribed preventative maintenance program and performs routine and complex equipment maintenance on golf course equipment.
 - c) Uses precise measurements and settings in establishing the cut and performance of golf course maintenance equipment.
 - d) Fills out proper reports and paperwork related to job responsibility.
 - e) Provides work direction and trains in safety and proper techniques to division staff as needed.
- 3) Develops and maintains cooperative working relationships with all contacts inside and outside the division.
 - a) Customers, vendors and staff receive prompt and friendly attention and reliable information or are directed to the person most able to help.
 - b) Only appropriate information is shared with customers, vendors, staff, and the public.
- 4) Able to use applicable technology necessary to be effective and efficient in the position.
- 5) Assumes additional accountabilities as assigned.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one’s immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City’s business and also with the general public.

Typical Working Environment:

Demands of the position may require employee to work days/evenings/weekends as the demands of the position require.

Position primarily works in an outdoor environment with temperature extremes of a year-round environment.

Typical Physical Requirements for this Position:

Must be able to sit, stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 75lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

High School diploma; 2 year associates degree as mechanic in a golf course setting.

2 years golf course maintenance mechanic experience.

Desirable – First Aid; CPR; AED certifications

Valid, unrestricted Minnesota Drivers License.

Clean background check.

Employee’s Acknowledgement and Date: _____

Supervisor’s Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

City of Inver Grove Heights

POSITION DESCRIPTION

Position Title: **Golf Shop Cashier**

Department/Location: **Parks & Recreation – Inver Wood Golf Course Division**

Immediate Supervisor: **Golf Operations Coordinator**

Latest PD Revision: **March 2014**

Position Summary:

This is a service position responsible for the first point of contact with customers at the Inver Wood Golf Shop. The position is responsible for disbursing products, public relations activities, and extensive customer service under the general supervision of the Golf Operations Coordinator.

Essential Accountabilities and Expected Outcomes

1. Maintains a friendly and personable customer service environment at all times.
2. Maintains current knowledge regarding all customer service procedures including program inquiries, tee time reservations, registration of players, point-of-sale transactions, and merchandise sales.
3. Clearly and accurately communicates all customer service information.
4. Accurately records all customer transactions with prescribed point-of-sale procedures.
5. Opens and closes the clubhouse facility as scheduled.
6. Develops and maintains effective working relationships with golf operation staff and management.
7. Completes required shift reports and procedures accurately and in a timely manner.
8. Remains knowledgeable and current on all technology in use in the clubhouse operation.
9. Executes merchandise procedures including receiving, pricing, stocking, restocking, display, cleaning, and physical inventory.
10. Performs other assignments as required.

Accountabilities Shared by all City Employees:

Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.

Demonstrating by personal example the service excellence and integrity expected from all employees.

Developing respectful and cooperative working relationships with co-workers, including willing assistance to newer employees so that their job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping one's immediate supervisor informed on all important matters pertaining to assigned job accountabilities.

Representing the City in a professional manner to all outside contacts when doing the City's business and also with the general public.

Typical Working Environment:

Demands of the position may require employee to work days/evenings/weekends as the demands of the position require.

Position primarily works in a retail environment.

Typical Physical Requirements for this Position:

Must be able to stand, speak, hear, and effectively communicate to staff, and the public.

Must be able to stoop, kneel, crouch, handle objects, lift and carry 25lbs, bend, push, pull, use hand and foot coordination, perform near activity, and have depth perception.

Selection Criteria to Qualify for this Position:

High School diploma.

Valid, unrestricted Minnesota Drivers License.

1 year customer service experience and the ability to operate a point-of-sale system.

Clean background check.

Desirable – 2 years customer service experience and golf business/game knowledge and experience.

Employee's Acknowledgement and Date: _____

Supervisor's Acknowledgement and Date: _____

Administrative Services Acknowledgement and Date: _____

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE CITY'S COMPENSATION PLAN FOR ITS NON-UNION
EMPLOYEES.**

WHEREAS, based on the previous two resolutions eliminating the Golf Course Manager position and re-assigning the various duties performed by that position to the other employees within the Golf Course Division the City's 2014 Compensation Plan for Non-Union Employee's has been modified to reflect the addition of a Golf Course Clubhouse Superintendent.

NOW, THEREFORE, BE IT RESOLVED, that the attached job descriptions have been modified to reflect the various responsibilities formerly performed by the Golf Course Manager.

Adopted by the City Council of Inver Grove Heights this 28th day of April, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

2014 Non-Union Compensation Plan

POSITION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Chief	Y	\$96,600	\$102,700	\$108,700	\$114,600	\$120,700
Public Works Director						
Community Development Director						
Parks and Recreation Director						
Finance Director						
Asst. City Administrator						
Fire Chief						
City Engineer	W	\$82,800	\$87,900	\$93,200	\$98,300	\$103,500
Lieutenant						
Assistant Fire Chief						
Chief Building Official	V	\$76,700	\$81,600	\$86,400	\$91,200	\$95,900
Recreation Superintendent						
City Planner						
Assistant City Engineer						
Utility Superintendent						
Streets Maintenance Supt.						
Parks Maintenance Supt.						
Technology Manager						
Golf Course Superintendent	U	\$66,100	\$70,400	\$74,400	\$77,500	\$82,600
Clubhouse Supt.						
Guest Services Supervisor	T	\$57,000	\$60,700	\$64,200	\$67,700	\$71,300
Human Resources Coordinator						
Deputy City Clerk						
Asst. Golf Course Supt.	S	\$50,800	\$53,900	\$57,100	\$60,400	\$63,500
Golf Operations Coordinator						
MIS Technician						
Utility Lead Worker	R	\$56,827.48	\$58,450.51	\$59,943.69		
Utility Maintenance Worker	Q	\$43,332.58	\$46,040.86	\$48,749.15	\$51,457.44	\$54,165.72

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Amend 2014 Budget

<p>Meeting Date: April 28, 2014 Item Type: Regular Contact: Kristi Smith 651-450-2521 Prepared by: Kristi Smith, Finance Director Reviewed by: Joe Lynch, City Administrator Eric Carlson, P&R Director Judy Thill, Fire Chief</p>	<p>Fiscal/FTE Impact:</p> <table border="0"> <tr><td><input type="checkbox"/></td><td>None</td></tr> <tr><td><input type="checkbox"/></td><td>Amount included in current budget</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Budget amendment requested</td></tr> <tr><td><input type="checkbox"/></td><td>FTE included in current complement</td></tr> <tr><td><input type="checkbox"/></td><td>New FTE requested – N/A</td></tr> <tr><td><input type="checkbox"/></td><td>Other</td></tr> </table>	<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
<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 2014 budget amendments related to Golf Course, Parks and Fire Departments.

SUMMARY

The following 2014 budget amendments are recommended due to the Council approved staffing changes within Parks and Golf Course:

General Fund

- Parks – Regular Full-Time (\$7,300)
- Parks – Temporary Employees (\$500)
- Parks – Flex. Comp. Spending (\$1,700)
- Parks – Employer Social Security (\$600)
- Parks – Employer Medicare (\$100)
- Parks – Employer PERA (\$500)
- Parks – Medical Insurance (\$4,100)
- Parks – LTD Insurance (\$100)
- Transfers – Operating Transfer Out to Parks Capital Replacement Fund \$14,900

Golf Course Fund

- Regular Full-Time (\$18,600)
- Flex. Comp. Spending (\$1,300)
- Employer Social Security (\$1,400)
- Employer Medicare (\$300)
- Employer PERA (\$1,600)
- Medical Insurance (\$3,100)
- Contribution from Retained Earnings (\$26,300)

The following 2014 budget amendments are recommended due to the vacant Park Maintenance Worker position being filled for part of the year:

General Fund

- Parks – Regular Full-Time (\$17,800)
- Parks – Flex. Comp. Spending (\$1,300)
- Parks – Employer Social Security (\$1,200)

- Parks – Employer Medicare (\$300)
- Parks – Employer PERA (\$1,300)
- Parks – Medical Insurance (\$3,100)
- Parks – Life Insurance (\$100)
- Parks – LTD Insurance (\$100)
- Transfers – Operating Transfer Out to Parks Capital Replacement Fund \$25,200

The following 2014 budget amendments are recommended related to the Fire Department Inspection program and Fire Station #3 Site Study (Project #1410):

General Fund

- Fire – Temporary Employees \$20,000
- Operating Transfer Out to Project #1410 \$15,000
- Contribution from Fund Balance \$35,000

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

RESOLUTION NO. _____

RESOLUTION AMENDING THE 2014 BUDGET

WHEREAS, on March 24, 2014 Council approved staffing changes for 2014 related to the Parks and Golf Course Departments, and

WHEREAS, the Parks Department has a vacant Park Maintenance Worker position that will be filled for a partial year in 2014, and

WHEREAS, the Fire Department has requested carryover of its remaining unspent 2013 funds to be utilized for the Inspection Program and First Station #3 Site Study, and

WHEREAS, it is desirable that the 2014 Budget be amended to reflect these changes.

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

General Fund:

Parks Department	101.44.6000.451.10100	Decrease	\$25,100
Parks Department	101.44.6000.451.10300	Decrease	500
Parks Department	101.44.6000.451.20100	Decrease	3,000
Parks Department	101.44.6000.451.20300	Decrease	1,800
Parks Department	101.44.6000.451.20350	Decrease	400
Parks Department	101.44.6000.451.20400	Decrease	1,800
Parks Department	101.44.6000.451.20600	Decrease	7,200
Parks Department	101.44.6000.451.20620	Decrease	100
Parks Department	101.44.6000.451.20630	Decrease	200
Fire Department	101.42.4200.423.10300	Increase	20,000
Contribution from Fund Balance	101.00.0000.399100	Increase	35,000
Transfers	101.57.9200.590.91100	Increase	55,100

Golf Course Fund:

503.52.0000.3992000	Decrease	26,300
503.52.8500.526.10100	Decrease	18,600
503.52.8500.526.20100	Decrease	1,300
503.52.8500.526.20300	Decrease	1,400
503.52.8500.526.20350	Decrease	300
503.52.8500.526.20400	Decrease	1,600
503.52.8500.526.20600	Decrease	3,100

Adopted by the City of Inver Grove Heights this 28th day of April 2014.

Ayes:
Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy Clerk