

INVER GROVE HEIGHTS CITY COUNCIL AGENDA
TUESDAY, May 26, 2015
8150 BARBARA AVENUE
7:00 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PRESENTATIONS**
4. **CONSENT AGENDA** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.
 - A. Minutes – (i) May 11, 2015 Regular Meeting
(ii) May 18, 2015 Special Meeting _____
 - B. Resolution Approving Disbursements for Period Ending May 19, 2015 _____
 - C. Approve Purchase of Fitness Equipment for the VMCC/Grove _____
 - D. Approve Awarding Quotes for Tennis and Basketball Court Resurfacing _____
 - E. Approve Purchase of GreenCity GIS _____
 - F. Approve Purchase of Capital Equipment _____
 - G. Resolution Accepting the MS4 Annual Report _____
 - H. Resolution Receiving and Accepting Amendment to Proposal for Professional Services from Kimley-Horn and Associates, Inc. for City Project No. 2014-11 – Argenta Trail and Trunk Highway 55 _____
 - I. Approve Therapeutic Massage License _____
 - J. Approve Collective Bargaining Agreement between The City of Inver Grove Heights and Law Enforcement Labor Services Inc. (local 189) Police Sergeants for the years 2015 – 2016 _____
 - K. 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. Consider Resolution Ordering Project and Authorizing Plans and Specifications for the 2014 Improvement Program, City Project No. 2014-11 - Argenta Trail South Project Area Street Improvements, including Amana Trail and 77th Street West (County Project No.63-25)

7. **REGULAR AGENDA:**

ADMINISTRATION:

A. **CITY OF INVER GROVE HEIGHTS:** Massage Therapist and Massage Business Licensing Ordinance Third Reading

COMMUNITY DEVELOPMENT:

B. **MATTHEW GENS;** Consider the Third Reading of an Ordinance Amendment to Title 10 of the City Code (Zoning Ordinance) to amend the definition of Single Family Dwelling, and to add the use of Supervised Student Housing as an Interim Use in single family residential zoning districts.

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 Amy Jannetto at 651.450.2510 or ajannetto@invergroveheights.org

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, MAY 11, 2015 - 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The City Council of Inver Grove Heights met in regular session on Monday, May 11, 2015, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Hark, Mueller and Piekarski Krech; City Administrator Lynch, City Attorney Kuntz, Community Development Director Link, City Engineer Kaldunski, Finance Director Smith, and Chief Thill

3. PRESENTATIONS: None.

4. CONSENT AGENDA:

Councilmember Piekarski Krech removed Item 4A(ii) from the Consent Agenda.

- A. i) Minutes of April 6, 2015 City Council Work Session
iii) Minutes of March 27, 2015 Strategic Planning Meeting
iv) Minutes of March 28, 2015 Strategic Planning Meeting
- B. **Resolution No. 15-76** Approving Disbursements for Period Ending May 5, 2015
- C. Approve Hiring Engineer and Architect for Potential Golf Course Capital Improvements Project
- D. **Resolution No. 15-77** Approving Re-descriptions of Stormwater Easements and Drainage Easements and Approving Development Documents related to the Plat of Lighthouse Holdings Addition
- E. Approve Proposal from EOR, Inc. for NWA Hydrologic and Hydraulic Model Update
- F. Approve Proposal for Professional Services for Feasibility Study for City Project No. 2015-03, 65th Street between Trunk Highway 3 and Argenta Trail
- G. **Resolution No. 15-78** Receiving Bids and Awarding Contract for the 2015 Pavement Management Program, City Project No. 2015-09A - Crackseal
- H. **Resolution No. 15-79** Receiving Bids and Awarding Contract for the 2015 Pavement Management Program, City Project No. 2015-09B - Sealcoat
- I. **Resolution No. 15-80** Approving Estimated Costs for the Project, the Joint Powers Agreement with Dakota County Transportation Department for Milling, Bituminous Overlay, and City Utility Repairs and Ordering City Project No. 2015-06, 70th Street Mill and Overlay (TH 3 to Cahill Avenue)
- J. **Resolution No. 15-81** Approving a Permanent Utility and Drainage Easement and Temporary Construction Easement on property identified as PID No. 20-00700-28-015 owned by Mr. and Mrs. Death Relating to City Project No. 2015-11, NWA 70th Street Lift Station, Argenta District
- K. Approve Collective Bargaining Agreement between the City of Inver Grove Heights and International Union of Operating Engineers (IUOE) for the years 2015 - 2016
- L. Schedule Special Meeting
- M. Schedule Public Hearing
- N. Personnel Actions

Motion by Bartholomew, second by Hark, to approve the Consent Agenda.

Ayes: 5

Nays: 0 Motion carried.

A. ii) Minutes – April 27, 2015 Regular City Council Meeting

Councilmember Piekarski Krech stated the vote under Item 4D should be corrected to reflect that Mayor Tourville abstained.

Motion by Piekarski Krech, second by Mueller, to approve the minutes of the April 27, 2015 Regular City Council Meeting with the change as noted

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT: None.

6. PUBLIC HEARINGS:

A. CITY OF INVER GROVE HEIGHTS: Consider Application for On-Sale/Sunday Intoxicating Liquor License for Overboard Bar & Grill for Premises Located at 4455 64th St. E.

Mr. Lynch stated an application was submitted by Overboard Bar & Grill for an On-Sale/Sunday Intoxicating Liquor License for the premises located at 4455 64th St. E. The Police department completed the requisite background investigation and found no basis for denial of the request.

Motion by Piekarski Krech, second by Bartholomew, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech, second by Hark, to approve the application of Overboard Bar & Grill for an On-Sale Intoxicating/Sunday Liquor License for premises located at 4455 64th St. E.

Ayes: 5

Nays: 0 Motion carried.

B. CITY OF INVER GROVE HEIGHTS: Assessment Hearing for 2015 Pavement Management Program, City Project No. 2015-09E, 47th Street Area Reconstruction

Steve Dodge, Assistant City Engineer, presented the proposed assessments for the project. He reviewed the project area and the proposed scope of work. The total cost of the project was \$3,138,638. The total amount proposed to be assessed was \$778,461. The City's portion of the project, 75% of the total cost, was proposed to be paid from the Pavement Management Fund, grant funds, and South St. Paul funds. The benefit appraisal analysis recommended an assessment of \$6,000 for single-family parcels, a drainage-only assessment of \$3,000 per parcel, and an assessment of \$55,000 for the Church property. Staff recommended a 10-year assessment term at an interest rate of 4.1%. He noted Bethesda Lutheran Church did submit a request for the City to consider a reduction to the proposed assessment.

Councilmember Hark questioned how the interest rate was selected.

Mr. Kuntz explained State statute allowed the City to set the interest rate.

Ms. Smith explained if bonds are issued for the project the City was supposed to set an interest rate equivalent to that of the bonds and was also allowed to add 2% to the rate for the special assessments.

Vernon Levine, 2940 46th Ct. E., questioned why a mill and overlay was considered an improvement project rather than routine maintenance. He also questioned why a mill and overlay would be assessed at the same rate as a full reconstruction.

Mr. Dodge stated a mill and overlay was considered to be a structural improvement to the road. He reiterated the proposed assessments were based on the benefit analysis performed by an independent appraiser. The appraiser also opined that mill and overlay work was considered to be a special benefit to the property.

Mr. Levine stated the road was already in good condition and the improvement was not needed at this time.

Representatives from Bethesda Lutheran Church explained their objection to the proposed assessment for the Church property. They opined the proposed assessment should be adjusted based on certain stormwater mitigation features on the property. They noted the size of the Church's congregation could

not support the cost of the proposed assessment.

Mr. Dodge stated staff was aware that the Church was working with Dakota County Soil and Water on parcel 100 to install their own private bio-retention basin to treat the stormwater on the property. He explained staff worked with the Church to obtain grant funds to install stormwater mitigation features in addition to the private work being done in conjunction with the County.

Mayor Tourville stated in past projects the City had given consideration to Church properties by extending the assessment term.

Patrick Lundy, 2621 Bower Ct., stated he was impressed that the City was moving forward with the project. He opined the proposed interest rate seemed slightly high given the current state of the economy. He asked the Council to consider reducing the interest rate to alleviate some of the burden on the property owners. He questioned how the City benefitted from the interest rate charged.

Mr. Lynch stated the City financed the total cost of the project and was then paid back, partially, through the special assessments levied for the project over the course of the assessment term.

Motion by Piekarski Krech, second by Bartholomew, to receive the letters of objection from Bethesda Lutheran Church and Mike and Brenda Verway

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech questioned why the Verway parcel was being assessed if they already paid a street assessment for a past project.

Mr. Kaldunski explained the proposed assessment for the Verway parcel was for drainage improvements.

Motion by Bartholomew, second by Piekarski Krech, to close the public hearing on all parcels except that of Bethesda Lutheran Church

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew, second by Piekarski Krech, to approve Resolution No. 15-82 adopting the assessment roll for City Project No. 2015-09E, with the exception of the Bethesda Lutheran Church parcel, and to direct that the interest on the assessments shall begin to accrue on January 1, 2016

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech, second by Mueller, to table the assessment hearing for the Bethesda Lutheran Church parcel to May 26, 2015

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

FINANCE:

A. CITY OF INVER GROVE HEIGHTS: Consider Accepting and Approving the Comprehensive Annual Financial Report for the Year Ended December 31, 2014, Management Letter, and other required report

Ms. Smith explained the annual financial report and management letter were previously discussed by the Council at the May 4th work session.

Matt Vos, Abdo, Eick, & Meyers, reviewed the management letter. He explained his firm's job was to provide an unmodified opinion on the City's financial statements. He stated after auditing the financial statements a clean opinion was offered. One internal control deficiency was noted that related to material

audit adjustments. It was recommended that the City review current procedures and make the necessary modifications to ensure that future corrections would not be needed. No issues were found with respect to compliance with statutory regulations. He explained that the City's ending balance in the General Fund for the year was at 50.1%. The City previously amended the fund balance policy to identify a minimum unassigned fund balance of 40-45% of the next year's budgeted expenditures. He noted the largest increase in revenue balance was in licenses and permits. He discussed the City's debt service funds. The City had approximately \$23 million outstanding in governmental bonds, however given the City's considerable assets the indicated management levy stayed relatively consistent across the five year projections. He provided an overview of the cash flow and cash balances in the City's internal service funds and enterprise funds. He stated in 2014 the Golf Course Fund cash balance exceeded operating expenses. He explained the changes that were implemented in the reporting requirements for PERA contributions.

Ms. Smith stated the annual financial report would be posted on the website once approved.

Allan Cederberg, 1162 82nd St. E., questioned the purpose of the investment fund.

Ms. Smith stated the amount referenced in the annual report represented the City's cash across all funds.

Mr. Cederberg opined the fund was controlled by an investment group that received a commission on each transaction and the amount the City paid for the service was outrageous. He suggested that the City hire someone to manage investments internally to save money.

Mr. Vos stated some of the costs referenced were brokered fees that were inherent parts of the transactions. He added the City would have to pay those fees regardless of who managed the investments.

Ms. Smith noted the premiums paid for bonds were also part of the fees inherent to the transactions and it was not necessarily a fee paid to the brokers.

Mr. Lynch stated the Finance Director oversaw the City's investments and provided direction to the brokers to manage the fund.

Motion by Bartholomew, second by Hark, to accept and approve the Comprehensive Annual Financial Report for the Year Ending December 31, 2014, Management Letter, and other required report

Ayes: 5

Nays: 0

Motion carried.

FIRE:

B. CITY OF INVER GROVE HEIGHTS: Consider Authorizing the Inver Grove Heights Fire Department to Order a Fast Attack Fire Truck and Pre-Pay Full Price at the Time Ordered

Chief Thill stated the Fire Department would like the Council to consider the purchase of a fast attack truck. She noted this was a more compact fire engine than what the City had purchased in the past. The truck was designed to fit into tight spaces such as narrow driveways and other areas where access may be restricted. She added the truck would still have a fire pump, water tank, hose, and other equipment typically found on larger engines. The total cost of the truck was \$325,500 and the City would save an additional \$8,750 if the total cost was pre-paid at the time of purchase. The funds to purchase the truck would come out of the Fire Department's Central Equipment budget.

Mayor Tourville questioned when the truck would be delivered.

Chief Thill stated the City would receive the truck in November or December of 2015.

Councilmember Hark questioned which station would receive the new engine.

Chief Thill stated the new truck would be housed at Fire Station #1.

Motion by Piekarski Krech, second by Mueller, to authorize the Inver Grove Heights Fire Department to Order a Fast Attack Fire Truck and to pre-pay in full at the time of purchase

Ayes: 5

Nays: 0 Motion carried.

PUBLIC WORKS:

C. CITY OF INVER GROVE HEIGHTS: Consider Resolution Levying Assessments for 2015 Improvement Program, City Project No. 2015-14, 47th Street Area Water and Sanitary Sewer Improvements and Rehabilitation

Mr. Kaldunski stated the item related to levying assessments against two parcels located off of 49th Street. The improvements included the extension of utilities to the vacant parcels to make them developable. He noted the property owners executed waiver of assessment agreements.

Councilmember Bartholomew questioned if the property owners would still have the opportunity to pay off the assessments within 30 days of the levy to avoid paying interest.

Mr. Kaldunski replied in the affirmative.

Motion by Piekarski Krech, second by Bartholomew, to adopt Resolution No. 15-83 Levying Assessments for 2015 Improvement Program, City Project No. 2015-14, 47th Street Area Water and Sanitary Sewer Improvements and Rehabilitation

Ayes: 5

Nays: 0 Motion carried.

D. CITY OF INVER GROVE HEIGHTS: Consider Resolution Awarding Contract for the 2015 Pavement Management Program, City Project No. 2015-09E, 47th Street Area Reconstruction and the 2015 Improvement Program, City Project No. 2015-14, 47th Street Area Water and Sewer Improvements and Rehabilitation, and Approving a Joint Powers Agreement with South St. Paul

E. CITY OF INVER GROVE HEIGHTS: Consider Resolution Approving Two Cost Share Contracts with Dakota County Soil and Water Conservation District for Community Conservation Partnership Funding Program and Acceptance of a Permanent Drainage, Utility, and Storm Water Ponding Easement for City Project No. 2015-09E, 47th Street Area Reconstruction

F. CITY OF INVER GROVE HEIGHTS: Resolution Accepting Proposal from American Engineering Testing, Inc. (AET) for Construction Phase Geotechnical Services for City Project No. 2015-09E, 47th Street Area

G. CITY OF INVER GROVE HEIGHTS: Approve Agreement with Xcel Energy for Topsoil and Seeding on City Project No. 2015-09E, 47th Street Area Reconstruction

Mr. Dodge stated City Project No. 2015-09E and City Project No. 2015-14 were combined into one contract. He explained there were two bid alternates. The first alternate was for a bio-retention basin at the corner of Boyd Avenue and 47th Street. The second alternate was to add curbside rain gardens to the project. He noted items 7D, 7E, 7F, and 7G all related to the same project and could be acted upon by the Council at the same time.

Mr. Dodge explained the joint powers agreement with the City of South St. Paul was proposed to ensure that South St. Paul paid for their share of a portion of the reconstruction area on 47th Street and the full price of a mill and overlay on 49th Street. The cost share contracts with Dakota County Soil and Water related to the acceptance of grant funding for the bio-retention basin on Boyd Avenue and 47th Street and the corresponding easement agreement with Bethesda Lutheran Church. The agreement with Xcel Energy related to topsoil and seeding to ensure that all properties were similarly restored after utility work was completed.

Councilmember Piekarski Krech stated she had never heard of the contractors that bid on the project.

Mr. Kaldunski stated he had worked with two of the contractors on previous projects.

Motion by Bartholomew, second by Piekarski Krech, to adopt Resolution No. 15-84 Awarding Contract for the 2015 Pavement Management Program, City Project No. 2015-09E, 47th Street Area Reconstruction and the 2015 Improvement Program, City Project No. 2015-14, 47th Street Area Water and Sewer Improvements and Rehabilitation, Approving a Joint Powers Agreement with the City of South St. Paul, Resolution No. 15-85 Approving Two Cost Share Contracts with Dakota County Soil and Water Conservation District for Community Conservation Partnership Funding Program and Acceptance of a Permanent Drainage, Utility, and Storm Water Ponding Easement for City Project No. 2015-09E, 47th Street Area Reconstruction, Resolution No. 15-86 Accepting Proposal from American Engineering Testing, Inc. (AET) for Construction Phase Geotechnical Services for City Project No. 2015-09E, 47th Street Area, and Resolution No. 15-87 Approving an Agreement with Xcel Energy for Topsoil and Seeding on City Project No. 2015-09E, 47th Street Area Reconstruction

Ayes: 5

Nays: 0 Motion carried.

H. MATTHEW GENS: Consider the Second Reading of an Ordinance Amendment to Title 10 of the City Code (Zoning Ordinance) to Amend the Definition of Single Family Dwelling, and to Add the Use of Supervised Student Housing as an Interim Use in Single Family Residential Zoning Districts

Mr. Link explained the proposed ordinance would amend the definition of a single family dwelling in the zoning code and would add supervised student housing as an interim use in single family residential zoning districts. The applicant was a non-profit that established a program to offer students from Mongolia the opportunity to further their education at Inver Hills. The program coordinators provide room, board, and transportation for the students. If the proposed ordinance was approved the applicant would be required to obtain approval of an interim use permit from the City. He explained language was added that would require the organization to hold a 501(c)(3) non-profit tax status. He noted the organization's tax exempt status would have to be determined by Dakota County. He explained the State Building Code did not include regulations related to the number of students that would be allowed to stay in the home. Several options were proposed by staff. The first option was to limit the number of students living in the single family home to a maximum of eight (8). The second option was to review the maximum number at the time application for the interim use permit was made. He noted this would allow the City the opportunity to evaluate the request based on the size of the home and property and the impact on the neighborhood. He reviewed regulations contained in the international property maintenance code that Council could further consider to establish standards for the space required for each person living in the home.

Mayor Tourville questioned what role the City would have in considering the tax exempt status.

Mr. Link stated the City would have no role in that process and the final determination would be made by Dakota County.

Mr. Kuntz stated the City could express an opinion to the County related to an application for tax exempt status.

Matthew Gens, 16856 Whitewood Avenue, Prior Lake, stated he felt that his organization would meet the statutory requirements to obtain a tax exempt status. He opined that the other standards and regulations built into the proposed ordinance would preclude similar uses from occurring with any regularity.

The Council discussed their concerns regarding setting a precedent for single-family property owners applying for tax exempt status.

Mr. Gens stated many of the concerns being discussed could be addressed through the interim use application process.

Councilmember Hark stated he liked the way the proposed ordinance was drafted and agreed with the limit of eight (8) students. He added he wasn't as concerned about the tax exempt status given that the ordinance limited the use to 501(c)(3) organizations.

Councilmember Bartholomew questioned who would own the home.

Mr. Gens stated the 501(c)(3) organization would own the property.

Councilmember Piekarski Krech questioned if the International Property Maintenance Code included a definition of a bedroom.

Mayor Tourville questioned if the City would be able to inspect the property.

Mr. Link stated the City could perform inspections to ensure compliance with the conditions of the interim use permit.

Mr. Lynch reviewed the definition of a bedroom contained in the International Property Maintenance Code.

Councilmember Bartholomew suggested following the per occupant space requirements contained in the International Property Maintenance Code.

Motion by Bartholomew, second by Mueller, to adopt the second reading of an Ordinance Amendment to Title 10 of the City Code (Zoning Ordinance) to Amend the Definition of Single Family Dwelling, and to Add the Use of Supervised Student Housing as an Interim Use in Single Family Residential Zoning Districts with the suggested additions

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

I. CITY OF INVER GROVE HEIGHTS: Consider the Second Reading of the Draft Massage Therapist and Massage Business Licensing Ordinance

Mr. Kuntz stated no changes were made since the first reading of the ordinance.

Councilmember Mueller questioned if there were any home massage businesses in the City.

Mr. Link stated the City had eight (8) or (9) licensed establishments and they were all located in commercial zoning districts with the exception of one (1).

Motion by Piekarski Krech, second by Hark, to adopt the second reading of the draft Massage Therapist and Massage Business Licensing Ordinance

Ayes: 5

Nays: 0 Motion carried.

J. CITY OF INVER GROVE HEIGHTS: Consider Approval of a City Clerk Job Description and Compensation, Revisions to the City Administrator's Job Description, and Authorization to Post the City Clerk Position

Mr. Lynch reviewed the proposed job description for the position of City Clerk and the proposed changes to the City Administrator's job description.

Motion by Bartholomew, second by Piekarski Krech, to approve the City Clerk job description and compensation, revisions to the City Administrator's Job description, and authorizing staff to post the City Clerk position

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

9. ADJOURN: Motion by Mueller, second by Hark, to adjourn. The meeting was adjourned by a unanimous vote at 9:34 pm

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
MONDAY, MAY 18, 2015 - 8150 BARBARA AVENUE**

1. CALL TO ORDER/ROLL CALL: The City Council of Inver Grove Heights met in special session on Monday, May 18, 2015, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:30 p.m. Present were Council members Bartholomew, Hark, Mueller and Piekarski Krech; City Attorney Kuntz and Recording Secretary Fox

2. CITIZEN ADVISORY COMMISSION APPOINTMENTS

Mayor Tourville stated the City Council was very appreciative of the various Citizen Advisory Commissions and the work that the volunteer members put in to serve the City.

Mr. Kuntz explained the Council would consider appointments to six (6) different advisory commissions. He stated the City has valued the advisory commissions as their main functions serve to study, reflect, and ultimately make recommendations to the City Council. In light of the fact that the City so values the commissions and those who work diligently on those commissions, the City has developed a process whereby all of the applicants for each commission are listed on a ballot presented to the City Council. This ensures that all applicants are given the opportunity to have their name in front of the Council for consideration during the ballot process. Ballots are presented to the City Council on a commission by commission basis until the number of candidates is narrowed to the number needed to serve on each respective commission. He emphasized the fact that the ballots were public information and the entire process was transparent.

The Council agreed to begin with appointments to the Planning Commission.

Annette Maggi, Planning Commission Chair, stated she was still interested in serving on the Planning Commission and asked the Council to support her reappointment.

Mr. Kuntz stated there were eleven (11) applicants and three (3) positions to be filled. He directed the Council to vote for three (3) individuals on the first ballot.

Following the first round of voting Mr. Kuntz announced that five (5) candidates received at least one (1) vote. One (1) candidate received five (5) votes. He explained in past years the Council has asked that those instances in which a candidate receives five (5) votes be reported in order to determine if the Council would like to appoint that candidate or continue on to the next ballot. He identified the candidate who received five (5) votes as Annette Maggi.

Mr. Kuntz stated those candidates that did not receive at least one (1) vote in the first round were stricken from the ballot. He directed the Council to vote for three (3) individuals on the second ballot.

Following the second round of voting Mr. Kuntz announced that two (2) candidates received five (5) votes, one (1) candidate received three (3) votes, and one (1) candidate received two (2) votes. He identified the candidates who received five (5) votes as Harold Gooch and Elizabeth Niemioja.

Motion by Piekarski Krech, second by Hark, to appoint Annette Maggi, Harold Gooch, and Elizabeth Niemioja to the Planning Commission

Ayes: 5

Nays: 0 Motion carried.

The Council chose to proceed with appointments to Parks and Recreation Advisory Commission.

Mr. Kuntz stated there were three (3) positions to be filled and three (3) interested applicants. The applicants were identified as Joseph Boehmer, Patrick Farley, and Kevin Sethre.

Motion by Piekarski Krech, second by Mueller, to appoint Joseph Boehmer, Patrick Farley, and Kevin Sethre to the Parks and Recreation Advisory Commission

Ayes: 5

Nays: 0 Motion carried.

The Council chose to proceed with appointments to Environmental Commission.

Mr. Kuntz stated there were four (4) positions to be filled and five (5) candidates on the ballot.

Ted Trenzeluk, 7305 Bancroft Way, stated he was the Chair of the Environmental Commission and asked the Council to consider him for reappointment.

Councilmember Piekarski Krech stated two (2) of the applicants on the ballot indicated that their preference would be to serve on the Housing Committee.

The Council chose to consider appointments to the Housing Committee.

Mr. Kuntz stated there were two (2) positions to be filled and three (3) candidates on the ballot. He directed the Council to vote for two (2) candidates on the first ballot.

Following the first round of voting Mr. Kuntz announced that two (2) candidates received four (4) votes each and one (1) candidate received two (2) votes. He stated the candidates receiving four votes each were Kathleen Dempsey and Matt Schaefer.

Motion by Piekarski Krech, second by Bartholomew, to appoint Kathleen Dempsey and Matt Schaefer to the Housing Committee

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stated only four (4) candidates remained for the Environmental Commission.

Motion by Piekarski Krech, second by Hark, to appoint Jesse Fillmore, Joan Gabriel, Robert Heidenreich, and Ted Trenzeluk to the Environmental Commission

Ayes: 5

Nays: 0 Motion carried.

The Council chose to proceed with appointments to the Airport Relations Commission.

Mr. Kuntz stated there were two (2) positions to be filled and two (2) candidates. He identified the candidates as Ben Axelrod and Barry Grieve.

Motion by Piekarski Krech, second by Mueller, to appoint Ben Axelrod and Barry Grieve to the Airport Relations Commission

Ayes: 5

Nays: 0 Motion carried.

Mr. Kuntz stated Joe Harms and Joel Mather sought appointment to the Convention and Visitors Bureau.

Motion by Piekarski Krech, second by Bartholomew, to appoint Joe Harms and Joel Mather to the Convention and Visitors Bureau

Ayes: 5

Nays: 0 Motion carried.

3. ADJOURN: Motion by Hark, second by Mueller, to adjourn. The meeting was adjourned by a unanimous vote at 8:05 pm.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: May 26, 2015
 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 May 6, 2015 to May 19, 2015.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending May 19, 2015. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$387,929.74
Debt Service & Capital Projects	66,763.66
Enterprise & Internal Service	269,128.32
Escrows	41,893.53

Grand Total for All Funds	\$765,715.25

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 May 6, 2015 to May 19, 2015 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING May 19, 2015**

WHEREAS, a list of disbursements for the period ending May 19, 2015 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	\$387,929.74
Debt Service & Capital Projects	66,763.66
Enterprise & Internal Service	269,128.32
Escrows	41,893.53
Grand Total for All Funds	<u><u>\$765,715.25</u></u>

Adopted by the City Council of Inver Grove Heights this 26th day of May, 2015.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Joe Lynch, City Clerk



Expense Approval Report

By Fund

Payment Dates 5/6/2015 - 5/19/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE PAINT & HARDWARE	523940/5	05/06/2015	501126	101.42.4200.423.40040	10.98
ACE PAINT & HARDWARE	523941/5	05/13/2015	501126	101.42.4200.423.60011	19.97
ACE PAINT & HARDWARE	524007/5	05/13/2015	501126	101.44.6000.451.40047	9.99
ACE PAINT & HARDWARE	524009/5	05/13/2015	501126	101.44.6000.451.60012	4.90
ACE PAINT & HARDWARE	524035/5	05/13/2015	501126	101.42.4000.421.60065	21.96
ACE PAINT & HARDWARE	524052/5	05/13/2015	501126	101.44.6000.451.40047	2.49
ACE PAINT & HARDWARE	524056/5	05/13/2015	501126	101.44.6000.451.40047	4.47
BELLEISLE, MONICA	4/30/15	05/13/2015	REIMBURSE-MILEAGE	101.42.4200.423.50065	57.41
BLACKTOP PROS, LLC	15-18	05/13/2015	4/23/15 Patching	101.43.5200.443.40046	3,000.00
CA DEPT OF CHILD SUPPORT SERVICES	INV0040633	05/15/2015	MIGUEL GUADALAJARA FEIN	101.203.2032100	279.69
CENTRAL TURF & IRRIGATION SUPPLY	5055814-00	05/13/2015	112659	101.44.6000.451.40047	201.84
CENTRAL TURF & IRRIGATION SUPPLY	5055885-00	05/13/2015	112659	101.44.6000.451.40047	72.40
CENTURY LINK	4/19/15 651 455 90	05/06/2015	651 455 9072 782	101.42.4200.423.50020	42.61
CENTURY LINK	4/22/15 651 457 41	05/11/2015	651 457 4184 746	101.44.6000.451.50020	64.94
CENTURY LINK	4/22/15 651 457 55	05/11/2015	651 457 5524 959	101.44.6000.451.50020	72.89
CENTURY LINK	4/7/15	05/11/2015	4/7/15 651 451 0205 745	101.44.6000.451.50020	58.94
CITY OF MINNEAPOLIS RECEIVABLES	400413005945	05/06/2015	612005356	101.42.4000.421.30700	1,512.90
CITY OF SAINT PAUL	IN00008341	05/06/2015	4/16/15	101.43.5200.443.60016	7,983.10
COMCAST	4/19/15 8772 10 59	05/06/2015	8772 10 591 0024732	101.42.4200.423.30700	4.50
COOK, NICKY	4/17/15	05/13/2015	REIMBURSE-BOOTS	101.45.3000.419.60045	158.00
DAJ ENTERPRISES LLC	5017	05/13/2015	4/23/15	101.44.6000.451.60030	10,624.66
DAKOTA COMMUNICATIONS CENTER	IG2015-05	05/06/2015	MAY 2015	101.42.4000.421.70502	44,208.00
DAKOTA COMMUNICATIONS CENTER	IG2015-05	05/06/2015	MAY 2015	101.42.4200.423.70502	4,912.00
DAKOTA CTY TECH COLLEGE	00125853	05/06/2015	00092312	101.42.4000.421.50080	225.00
DAKOTA ELECTRIC ASSN	246837-9 5/15	05/13/2015	Invoice	101.44.6000.451.40020	2,789.14
DAKOTA ELECTRIC ASSN	250165-8 5/15	05/13/2015	Invoice	101.44.6000.451.40020	188.44
DAKOTA ELECTRIC ASSN	393563-2 5/15	05/13/2015	Invoice	101.44.6000.451.40020	291.54
DAKOTA ELECTRIC ASSN	426713-4 5/15	05/13/2015	Invoice	101.43.5400.445.40020	41.38
DAKOTA ELECTRIC ASSN	443054-2 5/15	05/13/2015	Invoice	101.44.6000.451.40020	10.15
DAKOTA ELECTRIC ASSN	109394-7 5/15	05/13/2015	Invoice	101.43.5400.445.40020	1,201.07
DANIELS, JOHNNY	3/20/15	05/06/2015	REIMBURSE-TRAINING	101.42.4000.421.50075	14.96
DANIELS, JOHNNY	4/17/15	05/06/2015	REIMBURSE-TRAINING	101.42.4000.421.50075	22.64
EARL F ANDERSEN INC	0107505-IN	05/13/2015	0004094	101.43.5200.443.60016	620.00
EARL F ANDERSEN INC	0107654-IN	05/13/2015	0004094	101.43.5200.443.60016	2,844.00
EFTPS	INV0040650	05/15/2015	FEDERAL WITHHOLDING	101.203.2030200	42,012.50
EFTPS	INV0040652	05/15/2015	MEDICARE WITHHOLDING	101.203.2030500	11,689.92
EFTPS	INV0040653	05/15/2015	SOCIAL SECURITY WITHHOL	101.203.2030400	36,645.84
EFTPS	INV0040656	05/15/2015	FEDERAL WITHHOLDING	101.203.2030200	689.55
EFTPS	INV0040658	05/15/2015	MEDICARE WITHHOLDING	101.203.2030500	543.14
EMERGENCY RESPONSE SOLUTIONS	4032	05/13/2015	4/29/15	101.42.4200.423.60065	142.68
EYEMED	MAY 2015	05/13/2015	MAY 2015 PREMIUM	101.203.2032700	228.74
FERRELLGAS	D617725	05/13/2015	7754787	101.43.5200.443.60016	18.67
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0040635	05/15/2015	HSA ELECTION-FAMILY	101.203.2032500	2,605.42
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0040636	05/15/2015	HSA ELECTION-SINGLE	101.203.2032500	2,922.51
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.41.1100.413.30550	1.17
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.41.2000.415.30550	2.26
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.42.4000.421.30550	11.70
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.43.5000.441.30550	1.17
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.43.5100.442.30550	3.51
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.43.5200.443.30550	1.17
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.44.6000.451.30550	3.87
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.45.3000.419.30550	1.03
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	101.45.3300.419.30550	3.51
GENESIS EMPLOYEE BENEFITS, INC	IN540520	05/13/2015	4/1/15-4/30/15	101.42.4000.421.30550	40.00
GERTENS	345558/1	05/13/2015	103566	101.43.5200.443.60016	89.90
GOPHER BEARING	6467598	05/13/2015	0782358	101.43.5200.443.60016	92.62
GRAINGER	9723921293	05/13/2015	806460150	101.44.6000.451.40040	4.45
GRAINGER	9723921301	05/13/2015	806460150	101.44.6000.451.40040	4.45
GRAINGER	9727488018	05/13/2015	806460150	101.43.5200.443.60040	167.60
GREAT NORTHERN BUILDERS LLC	104146	05/13/2015	BD 2014-1849 Cancelled	101.45.0000.3221000	191.75
GREAT NORTHERN BUILDERS LLC	104146	05/13/2015	BD 2014-1849 Cancelled	101.45.0000.3221500	124.64
ICC	3044595	05/06/2015	5310235	101.42.4200.423.50070	135.00
ICMA RETIREMENT TRUST - 457	INV0040637	05/15/2015	ICMA-AGE <49 %	101.203.2031400	3,527.64
ICMA RETIREMENT TRUST - 457	INV0040638	05/15/2015	ICMA-AGE <49	101.203.2031400	4,557.30

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 457	INV0040639	05/15/2015	ICMA-AGE 50+ %	101.203.2031400	1,112.38
ICMA RETIREMENT TRUST - 457	INV0040640	05/15/2015	ICMA-AGE 50+	101.203.2031400	4,629.36
ICMA RETIREMENT TRUST - 457	INV0040641	05/15/2015	ICMA (EMPLOYER SHARE AC	101.203.2031400	73.67
ICMA RETIREMENT TRUST - 457	INV0040648	05/15/2015	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	799.24
ICMA RETIREMENT TRUST - 457	INV0040649	05/15/2015	ROTH IRA (AGE 50 & OVER)	101.203.2032400	100.00
INVER GROVE FORD	042415	05/13/2015	94917	101.42.4000.421.70300	267.81
INVER GROVE HEIGHTS ANIMAL HOSPITAL	4/20/15	05/06/2015	RABIES CLINIC	101.00.0000.3650000	1,005.00
JRK SEED & TURF SUPPLY	14849/4	05/13/2015	1382	101.44.6000.451.60016	2,769.00
JRK SEED & TURF SUPPLY	14949/4	05/13/2015	1382	101.44.6000.451.60016	504.50
LIFE SUPPORT INNOVATION	1075	05/13/2015	042815	101.42.4200.423.60018	422.85
M & J SERVICES, LLC	1211	05/13/2015	4/7 - 4/8	101.43.5200.443.40046	1,375.00
M & J SERVICES, LLC	1212	05/13/2015	04/22/15	101.43.5200.443.40046	780.00
M & J SERVICES, LLC	1213	05/13/2015	115291	101.43.5200.443.40046	305.00
MASTER PLUMBING SERVICES	125274	05/13/2015	PL 2015-642 CANCELLED	101.45.0000.3222000	136.00
MENARDS - WEST ST. PAUL	81038	05/13/2015	30170270	101.44.6000.451.40047	10.47
MENARDS - WEST ST. PAUL	81518	05/13/2015	30170270	101.43.5200.443.60016	61.81
MENARDS - WEST ST. PAUL	81682	05/13/2015	30170270	101.44.6000.451.40047	113.57
MENARDS - WEST ST. PAUL	81683	05/13/2015	30170270	101.44.6000.451.40047	(31.99)
MENARDS - WEST ST. PAUL	81686	05/13/2015	30170270	101.44.6000.451.40047	38.90
METROPOLITAN COUNCIL ENVIRON SRVCS	APRIL 2015	05/06/2015	APRIL 2015	101.41.0000.3414000	(49.70)
MIKE'S SHOE REPAIR, INC.	4222015	05/06/2015	4/22/15	101.42.4200.423.30700	57.00
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0040634	05/15/2015	JUSTIN PARRANTO FEIN/TAX	101.203.2032100	300.41
MN DEPT OF LABOR & INDUSTRY	APRIL 2015	05/07/2015	APRIL 2015 SURCHARGE	101.207.2070100	1,944.60
MN DEPT OF LABOR & INDUSTRY	APRIL 2015	05/07/2015	APRIL 2015 SURCHARGE	101.41.0000.3414000	(38.89)
MN DEPT OF REVENUE	INV0040651	05/15/2015	STATE WITHHOLDING	101.203.2030300	17,258.21
MN DEPT OF REVENUE	INV0040657	05/15/2015	STATE WITHHOLDING	101.203.2030300	355.50
MN LIFE INSURANCE CO	MAY 2015	05/13/2015	POLICY #0027324	101.203.2030900	2,946.65
MN NCPERS LIFE INSURANCE	MAY 2015	05/06/2015	MAY 2015	101.203.2031600	336.00
MOORE MEDICAL LLC	98618860	05/06/2015	21185816	101.42.4200.423.60065	227.41
MTI DISTRIBUTING CO	1005169-00	05/13/2015	91180	101.44.6000.451.40047	742.64
MTI DISTRIBUTING CO	1007193-00	05/13/2015	91180	101.44.6000.451.40047	334.70
MUNICI-PALS	2015 DUES	05/06/2015	2015 DUES	101.41.1100.413.50070	25.00
O'REILLY AUTO PARTS	1767-142415	05/13/2015	1578028	101.44.6000.451.40040	4.98
OSWALD, SCOTT	4/24/15	05/13/2015	REIMBURSE-TRAINING	101.42.4200.423.50065	25.00
OSWALD, SCOTT	4/24/15	05/13/2015	REIMBURSE-TRAINING	101.42.4200.423.50075	118.69
PERA	INV0040642	05/15/2015	PERA COORDINATED PLAN	101.203.2030600	31,838.98
PERA	INV0040643	05/15/2015	EMPLOYER SHARE (EXTRA F	101.203.2030600	2,449.17
PERA	INV0040644	05/15/2015	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0040645	05/15/2015	EMPLOYER SHARE (PERA DI	101.203.2030600	69.23
PERA	INV0040646	05/15/2015	PERA POLICE & FIRE PLAN	101.203.2030600	12,043.22
PERA	INV0040647	05/15/2015	EMPLOYER SHARE (POLICE	101.203.2030600	18,064.92
PERA	INV0040654	05/15/2015	PERA POLICE & FIRE PLAN	101.203.2030600	2,013.30
PERA	INV0040655	05/15/2015	EMPLOYER SHARE (POLICE	101.203.2030600	3,019.96
PRECISE MRM	IN200-1005020	05/13/2015	32563	101.43.5200.443.30700	18.02
PRO HYDRO TESTING LLC	9953	05/13/2015	4/29/15	101.42.4200.423.40042	600.00
RIVER HEIGHTS CHAMBER OF COMMERCE	5482	05/13/2015	4/29/15	101.41.1100.413.50075	35.00
SAVATREE	3602089	05/13/2015	1022556	101.43.5200.443.40046	400.00
SAVATREE	3602090	05/13/2015	1022556	101.43.5200.443.40046	650.00
SCHLOMKA PROPERTIES	6171	05/13/2015	4/23/15	101.43.5200.443.40046	390.00
SCHLOMKA PROPERTIES	6172	05/13/2015	4/23/15	101.43.5200.443.40046	460.00
SENSIBLE LAND USE COALITION	5/27/15	05/13/2015	5/27/15	101.45.3000.419.50080	38.00
SENSIBLE LAND USE COALITION	5/27/15	05/13/2015	5/27/15	101.45.3200.419.50080	76.00
SMITH KRISTI	4/28/15	05/13/2015	REIMBURSE-SAM'S CLUB	101.41.2000.415.50030	5.22
SOLBERG AGGREGATE CO	13773	05/13/2015	03/17/15	101.43.5200.443.60016	961.74
TOTAL CONSTRUCTION & EQUIP.	63950	05/13/2015	cit001	101.43.5400.445.40042	880.50
TOTAL CONSTRUCTION & EQUIP.	63953	05/13/2015	CIT001	101.44.6000.451.40040	232.29
TOTAL CONSTRUCTION & EQUIP.	63721	05/06/2015	63721	101.43.5400.445.40042	96.05
TRANS UNION LLC	04552535	05/13/2015	0924V0009007	101.41.1100.413.30500	41.80
UNIFIRST CORPORATION	090 0249222	05/06/2015	1051948	101.43.5200.443.60045	30.89
UNIFIRST CORPORATION	090 0249222	05/06/2015	1051948	101.44.6000.451.60045	21.71
UNIFIRST CORPORATION	0900250172	05/13/2015	1051948	101.43.5200.443.60045	30.89
UNIFIRST CORPORATION	0900250172	05/13/2015	1051948	101.44.6000.451.60045	21.71
UNIFIRST CORPORATION	090 0251120	05/13/2015	1051948	101.43.5200.443.60045	30.89
UNIFIRST CORPORATION	090 0251120	05/13/2015	1051948	101.44.6000.451.60045	21.71
UNIFORMS UNLIMITED	245109	05/06/2015	I14866	101.42.4000.421.60045	566.41
UNIFORMS UNLIMITED	245185	05/06/2015	I14866	101.42.4000.421.60045	901.84
UNIFORMS UNLIMITED	245712	05/13/2015	114866 - RYAN ROSE	101.42.4000.421.60045	55.44
UNITED RENTALS (NORTH AMERICA), INC	127435822-001	05/13/2015	66047	101.43.5200.443.40050	286.48
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.42.4000.421.50020	1,218.72
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.42.4200.423.50020	677.97
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.43.5000.441.50020	52.17
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.43.5100.442.50020	305.16

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.43.5200.443.50020	268.11
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.44.6000.451.50020	219.31
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.45.3000.419.50020	50.86
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	101.45.3300.419.50020	2,154.96
WAL-MART BUSINESS	04/22/15	05/13/2015	6032 2025 3025 7113	101.42.4000.421.60065	76.85
WEBER, JOE	4/17/15	05/13/2015	REIMBURSE-BATTERIES	101.42.4200.423.40042	25.90
XCEL ENERGY	456173627	05/13/2015	Invoice	101.42.4000.421.40042	41.28
XCEL ENERGY	455289648	05/13/2015	Invoice	101.43.5200.443.40020	214.87
XCEL ENERGY	455289648	05/13/2015	Invoice	101.43.5400.445.40020	9,697.99
XCEL ENERGY	455479681	05/13/2015	Invoice	101.42.4200.423.40010	736.47
XCEL ENERGY	455479681	05/13/2015	Invoice	101.42.4200.423.40020	1,073.33
XCEL ENERGY	455480416	05/13/2015	Invoice	101.43.5400.445.40020	693.01
XCEL ENERGY	455996309	05/13/2015	Invoice	101.44.6000.451.40010	274.75
XCEL ENERGY	455996309	05/13/2015	Invoice	101.44.6000.451.40020	806.16

Fund: 101 - GENERAL FUND

322,109.91

BENGTSON, NICOLE	04/29/15	05/13/2015	Reimbursement 4/29/15	201.44.1600.465.50025	35.00
BENGTSON, NICOLE	04/29/15	05/13/2015	Reimbursement 4/29/15	201.44.1600.465.50065	85.62
ENSEMBLE CREATIVE & MARKETING	IGH022615	05/06/2015	JANUARY-FEBRUARY 2015	201.44.1600.465.30700	3,000.00
ENSEMBLE CREATIVE & MARKETING	042015	05/13/2015	Maternity Leave Coverage - Fe	201.44.1600.465.30700	1,500.00
ENSEMBLE CREATIVE & MARKETING	IGH042215	05/13/2015	Reimbursable Expenses - Face	201.44.1600.465.50025	10.00
ENSEMBLE CREATIVE & MARKETING	IGH042215	05/13/2015	March 2015	201.44.1600.465.50025	1,665.00
ENSEMBLE CREATIVE & MARKETING	IGH042215	05/13/2015	Reimbursable Expenses - Cons	201.44.1600.465.50025	100.00
ENSEMBLE CREATIVE & MARKETING	IGH042215	05/13/2015	April 2015	201.44.1600.465.50025	1,665.00
RIVER HEIGHTS CHAMBER OF COMMERCE	5449	05/13/2015	12/17/14 - 4/15/15 Telephone	201.44.1600.465.50020	100.00
RIVER HEIGHTS CHAMBER OF COMMERCE	5449	05/13/2015	12/17/14 - 4-15-15 Postage	201.44.1600.465.50035	13.93
RIVER HEIGHTS CHAMBER OF COMMERCE	5449	05/13/2015	12/17/14 - 4/15/15 Photocopyin	201.44.1600.465.60010	1.12
RIVER HEIGHTS CHAMBER OF COMMERCE	5481	05/13/2015	April Administrative Services	201.44.1600.465.30700	1,750.00
RIVER HEIGHTS CHAMBER OF COMMERCE	5481	05/13/2015	April Rent/Office Lease/Equipm	201.44.1600.465.40065	200.00
TOUR MINNESOTA ASSOCIATION	041515	05/13/2015	TMA APRIL 22ND GENERAL M	201.44.1600.465.50080	15.00

Fund: 201 - C.V.B. FUND

10,140.67

BUCK, REBEKAH	4/17/15	05/06/2015	REFUND - LOW ENROLLMEN	204.44.0000.3470000	85.00
FUN EXPRESS INC	671008321-01	05/06/2015	20867186	204.44.6100.452.60009	100.37
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	204.44.6100.452.30550	0.44
GOPHER SPORT	8948203	05/06/2015	404658	204.44.6100.452.60009	63.88
OFFICE DEPOT	6011 5685 1008 88	05/13/2015	6011 5685 1008 8883	204.44.6100.452.60040	176.97
SHOGREN, JONI	4/22/15	05/06/2015	REFUND - WISH UPON A BAL	204.44.0000.3470000	56.00
TARGET BANK	4/18/15 000289541	05/06/2015	00028954117	204.44.6100.452.60009	4.70
TARGET BANK	4/18/15 000289541	05/06/2015	00028954117	204.44.6100.452.60009	24.65
TARGET BANK	4/18/15 000289541	05/06/2015	00028954117	204.44.6100.452.60040	8.53
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	204.44.6100.452.50020	76.15

Fund: 204 - RECREATION FUND

596.69

ACE PAINT & HARDWARE	523897/5	05/06/2015	501126	205.44.6200.453.60016	20.97
ACE PAINT & HARDWARE	523922/5	05/06/2015	501126	205.44.6200.453.60016	13.47
ACE PAINT & HARDWARE	523999/5	05/13/2015	501126	205.44.6200.453.60016	31.95
ACE PAINT & HARDWARE	524033/5	05/13/2015	501126	205.44.6200.453.60012	4.20
AHA HOCKEY, INC.	4/23/15	05/06/2015	REFUND - OVERPAYMENT JF	205.207.2070300	274.31
AHA HOCKEY, INC.	4/23/15	05/06/2015	REFUND - OVERPAYMENT JF	205.44.0000.3492200	3,850.01
AQUA LOGIC, INC.	43458	05/13/2015	04/23/15	205.44.6200.453.40040	405.16
ASCAP	4/20/15 500578888	05/06/2015	500578888	205.44.6200.453.50070	10.00
CADY, MARY	4/29/15	05/13/2015	REIMBURSE-LOW ENROLLM	205.44.0000.3493501	10.00
CAP FLOORING & PAINTING, LLC.	39206	05/06/2015	402061	205.44.6200.453.80200	229.00
COMCAST	3/12/15 8772 10 59	05/06/2015	8772 10 591 0127188	205.44.6200.453.50070	207.23
COMCAST	4/12/15 8772 10 59	05/06/2015	8772 10 591 0127188	205.44.6200.453.50070	191.14
CRARY, AMY	3/15/15	05/13/2015	REIMBURSE-MILEAGE	205.44.6200.453.60065	69.00
CRARY, AMY	4/28/15	05/13/2015	REIMBURSE-SAM'S CLUB	205.44.6200.453.60040	199.92
CRARY, AMY	4/28/15	05/13/2015	REIMBURSE-SAM'S CLUB	205.44.6200.453.60065	95.97
EAGAN WAVE SOCCER CLUB	4/23/15	05/06/2015	REFUND - CANCELLATION AI	205.44.0000.3492300	158.70
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	205.44.6200.453.30550	4.91
HAWKINS, INC.	3715019	05/06/2015	108815	205.44.6200.453.60024	40.83
HILLYARD INC	601575496	05/06/2015	274069	205.44.6200.453.60011	250.25
HILLYARD INC	601575496	05/06/2015	274069	205.44.6200.453.60011	250.25
HILLYARD INC	601582622	05/06/2015	274069	205.44.6200.453.40040	(60.70)
HILLYARD INC	601582622	05/06/2015	274069	205.44.6200.453.60011	93.31
HILLYARD INC	601582622	05/06/2015	274069	205.44.6200.453.60011	93.31
ICE SKATING INSTITUTE	00125251	05/13/2015	0020075	205.44.6200.453.50070	395.00
MENARDS - WEST ST. PAUL	79499B	05/06/2015	30170270	205.44.6200.453.60016	99.86
MENARDS - WEST ST. PAUL	79574B	05/06/2015	30170270	205.44.6200.453.60016	30.65
MENARDS - WEST ST. PAUL	79763	05/06/2015	30170270	205.44.6200.453.60040	1,339.50
MENARDS - WEST ST. PAUL	81427	05/06/2015	30170270	205.44.6200.453.60040	14.99
MENARDS - WEST ST. PAUL	81458	05/06/2015	30170270	205.44.6200.453.60016	41.32

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MENARDS - WEST ST. PAUL	81458B	05/13/2015	30170270	205.44.6200.453.60016	9.99
MENARDS - WEST ST. PAUL	81703	05/13/2015	30170270	205.44.6200.453.60016	37.86
NAPA OF INVER GROVE HEIGHTS	418702	05/13/2015	400007006	205.44.6200.453.40042	24.75
NAPA OF INVER GROVE HEIGHTS	419382	05/13/2015	400007006	205.44.6200.453.40042	(1.65)
OFFICE DEPOT	6011 5685 1008 88	05/13/2015	6011 5685 1008 8883	205.44.6200.453.60040	117.99
PREMIER ELECTRICAL CORPORATION	62240	05/06/2015	72969	205.44.6200.453.40040	6,780.00
ROACH, RICK	4/28/15	05/13/2015	REIMBURSE-MILEAGE	205.44.6200.453.50065	55.21
SPRUNG SERVICES	66383	05/06/2015	4/16/15	205.44.6200.453.40040	582.00
STANTEC CONSULTING SERVICES INC.	897703	05/06/2015	92607	205.44.6200.453.80200	8,627.85
TARGET BANK	4/18/15 000289541	05/06/2015	00028954117	205.44.6200.453.60016	6.16
TOTAL CONSTRUCTION & EQUIP.	63954	05/13/2015	CIT001	205.44.6200.453.40040	290.39
UNITED LABORATORIES	INV115855	05/13/2015	304172	205.44.6200.453.60011	275.56
UNITED LABORATORIES	INV115855	05/13/2015	304172	205.44.6200.453.60011	275.55
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	205.44.6200.453.50020	86.20
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	205.44.6200.453.50020	86.21
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	205.44.6200.453.50020	24.22
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	205.44.6200.453.50020	23.98
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	205.44.6200.453.50020	47.96
XCEL ENERGY	455996309	05/13/2015	Invoice	205.44.6200.453.40010	1,505.81
XCEL ENERGY	455996309	05/13/2015	Invoice	205.44.6200.453.40010	6,885.79
XCEL ENERGY	455996309	05/13/2015	Invoice	205.44.6200.453.40020	8,820.18
XCEL ENERGY	455996309	05/13/2015	Invoice	205.44.6200.453.40020	12,155.87
Fund: 205 - COMMUNITY CENTER					55,082.39
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	290.45.3000.419.30550	0.08
Fund: 290 - EDA					0.08
WELLS FARGO BANK	1180192	05/06/2015	INVE412AGOR	359.57.9000.570.90300	262.50
Fund: 359 - G.O. WATER REV REF 2012A					262.50
WELLS FARGO BANK	1180192	05/06/2015	INVE412AGOR	360.57.9000.570.90300	52.50
Fund: 360 - G.O. STORM WATER REFUNDING 2012A					52.50
WELLS FARGO BANK	1180192	05/06/2015	INVE412AGOR	361.57.9000.570.90300	210.00
Fund: 361 - WATER REV REF 2012A					210.00
METROPOLITAN COUNCIL ENVIRON SRVCS	APRIL 2015	05/06/2015	APRIL 2015	404.217.2170000	4,970.00
Fund: 404 - SEWER CONNECTION FUND					4,970.00
BRAUN INTERTEC CORPORATION	B026350	05/13/2015	I09213	425.72.5900.725.30700	2,000.00
Fund: 425 - 2005 IMPROVEMENT FUND					2,000.00
DAKOTA CTY PROP TAXATION & RECORDS	2015 20-00400-25-	05/06/2015	2015 PROPERTY TAX PAYME	427.72.5900.727.70600	791.16
Fund: 427 - 2007 IMPROVEMENT FUND					791.16
R.J. THOMAS MFG. CO., INC.	00174367	05/13/2015	03102015MB	433.73.5900.733.80300	447.00
Fund: 433 - 2013 IMPROVEMENT FUND					447.00
KIMLEY-HORN & ASSOCIATES, INC.	6627053	05/13/2015	160509020.3	440.74.5900.740.30300	41,756.77
Fund: 440 - PAVEMENT MANAGEMENT PROJ					41,756.77
G & M TREE MOVING INC	1427	05/13/2015	4/22/15	443.74.5900.743.40047	2,025.00
Fund: 443 - TREE PRESERVATION FUND					2,025.00
BRKW APPRAISALS, INC.	7445.1	05/13/2015	4/30/15	446.74.5900.746.30700	2,400.00
BRKW APPRAISALS, INC.	7446.1	05/13/2015	4/30/15	446.74.5900.746.30700	2,400.00
BRKW APPRAISALS, INC.	7447.1	05/13/2015	4/30/15	446.74.5900.746.30700	2,400.00
EVERGREEN LAND SERVICES	00-11277	05/06/2015	4/14/15	446.74.5900.746.30700	475.20
EVERGREEN LAND SERVICES	00-11278	05/06/2015	4/14/15	446.74.5900.746.30700	75.00
EVERGREEN LAND SERVICES	00-11291	05/06/2015	4/14/15	446.74.5900.746.30700	75.00
EVERGREEN LAND SERVICES	00-11292	05/06/2015	4/14/15	446.74.5900.746.30700	425.40
Fund: 446 - NW AREA					8,250.60
SAVATREE	3564605	05/13/2015	1022556	450.75.5900.750.40047	463.00
Fund: 450 - COMMUNITY PROJECTS FUND					463.00
MIDWAY PARTY RENTAL	46258	05/13/2015	34713	451.75.5900.751.70600	389.88
SMITH KRISTI	4/28/15	05/13/2015	REIMBURSE-SAM'S CLUB	451.75.5900.751.70600	145.25
STAR CITY DAYS, INC.	2015 IGH DAYS	05/06/2015	STAR CITY DAYS	451.75.5900.751.70600	5,000.00
Fund: 451 - HOST COMMUNITY FUND					5,535.13

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE PAINT & HARDWARE	523983/5	05/13/2015	501126	501.50.7100.512.60016	4.55
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	501.50.7100.512.30550	3.34
HAWKINS, INC.	3718400	05/13/2015	108816	501.50.7100.512.60019	397.75
HD SUPPLY WATERWORKS LTD	D794613	05/13/2015	099872	501.50.7100.512.75500	983.20
HOME DEPOT CREDIT SERVICES	041315	05/13/2015	6035 3225 0269 1268	501.50.7100.512.60016	100.60
RAINBOW INC.	23865	05/13/2015	4/18/14	501.50.7100.512.40042	864.00
STEVEN'S CONSTRUCTION	5/5/15	05/13/2015	REFUND-HYDRANT PERMIT	501.110.1150101	(424.22)
STEVEN'S CONSTRUCTION	5/5/15	05/13/2015	REFUND-HYDRANT PERMIT	501.207.2070300	(14.11)
STEVEN'S CONSTRUCTION	5/5/15	05/13/2015	REFUND-HYDRANT PERMIT	501.50.0000.3813000	(198.00)
TKDA	002015001050	05/13/2015	0015781.000	501.50.7100.512.30700	1,582.83
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	501.50.7100.512.50020	446.83
XCEL ENERGY	455476071	05/13/2015	Invoice	501.50.7100.512.40010	822.93
XCEL ENERGY	455476071	05/13/2015	Invoice	501.50.7100.512.40020	13,415.00
Fund: 501 - WATER UTILITY FUND					17,984.70

AUTOMATIC SYSTEMS CO.	29156	05/13/2015	INVE01	502.51.7200.514.40042	313.55
AUTOMATIC SYSTEMS CO.	29161	05/13/2015	INVE01	502.51.7200.514.40042	1,491.67
DAKOTA CTY TREASURER	APRIL 2015	05/06/2015	APRIL 2015	502.207.2070100	40.00
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	502.51.7200.514.30550	2.37
METROPOLITAN COUNCIL ENVIRON SRVCS	0001044195	05/13/2015	5084	502.51.7200.514.40015	141,807.25
SCHLOMKA PROPERTIES	6167	05/13/2015	04/23/15	502.51.7200.514.40043	3,212.97
SCHLOMKA PROPERTIES	6168	05/13/2015	04/23/15	502.51.7200.514.40043	1,038.01
SCHLOMKA PROPERTIES	6170	05/13/2015	04/23/15	502.51.7200.514.40043	2,395.43
XCEL ENERGY	455476071	05/13/2015	Invoice	502.51.7200.514.40010	163.76
XCEL ENERGY	455476071	05/13/2015	Invoice	502.51.7200.514.40020	958.28
Fund: 502 - SEWER UTILITY FUND					151,423.29

ACE PAINT & HARDWARE	524038/5	05/13/2015	501126	503.52.8500.526.40040	14.41
ACE PAINT & HARDWARE	524044/5	04/28/2015	501126	503.52.8500.526.40040	(9.61)
ARAMARK REFRESHMENT SERVICES	90029	05/13/2015	48128	503.52.8300.524.76100	161.07
ARAMARK UNIFORM SERVICES	16220854	05/13/2015	4479911	503.52.8600.527.60045	133.16
ARAMARK UNIFORM SERVICES	6298218179	05/13/2015	792502342	503.52.8600.527.60045	95.89
ARAMARK UNIFORM SERVICES	16201734	05/06/2015	M1119142	503.52.8600.527.60045	71.72
CLEVELAND GOLF/SRIXON	4437485B	05/06/2015	10971	503.52.8200.523.76300	539.92
COCA COLA BOTTLING COMPANY	0128111901	05/13/2015	4/30/15	503.52.8300.524.76100	1,767.23
COLLEGE CITY BEVERAGE	328082	05/06/2015	3592	503.52.8300.524.76150	330.80
COVERALL OF THE TWIN CITIES INC	7070212838	05/13/2015	707-2469	503.52.8500.526.40040	1,124.81
DAKOTA ELECTRIC ASSN	201360-5 5/15	05/13/2015	Invoice	503.52.8600.527.40020	239.03
DENNY'S 5TH AVENUE BAKERY	552925	05/06/2015	IW185	503.52.8300.524.76050	64.23
DENNY'S 5TH AVENUE BAKERY	553428	05/06/2015	IW185	503.52.8300.524.76050	85.84
DENNY'S 5TH AVENUE BAKERY	554309	05/13/2015	IW185	503.52.8300.524.76050	49.07
DENNY'S 5TH AVENUE BAKERY	554646	05/13/2015	IW185	503.52.8300.524.76050	89.81
DEX MEDIA EAST	4/20/15	05/13/2015	110360619	503.52.8500.526.50025	94.79
DRAFT TECHNOLOGIES	04271505	05/13/2015	4/27/15	503.52.8300.524.40042	50.00
GEMPLER'S INC.	1020588138	05/13/2015	000490	503.52.8600.527.60020	239.35
GEMPLER'S INC.	1020577383	05/06/2015	000533	503.52.8600.527.60012	59.00
GEMPLER'S INC.	1020578014	05/06/2015	000499	503.52.8600.527.60020	249.45
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	503.52.8000.521.30550	2.34
GERTENS	346664/1	05/13/2015	100464	503.52.8600.527.60020	10.70
GRAINGER	9718062798	05/13/2015	855256939	503.52.8600.527.60065	15.50
HEGGIES PIZZA	1133571	05/06/2015	1708	503.52.8300.524.76050	37.35
HEGGIES PIZZA	1134966	05/13/2015	1708	503.52.8300.524.76050	156.10
HORNUNG'S GOLF PRODUCTS, INC.	348513	05/06/2015	210618	503.52.8200.523.76400	420.17
M. AMUNDSON LLP	193839	05/06/2015	902858	503.52.8300.524.76050	168.24
M. AMUNDSON LLP	194538	05/13/2015	902858	503.52.8300.524.76050	378.42
MANCILLAS ENTERPRISES, INC. DBA CARNOUS	833586	03/25/2015	Invoice	503.52.8200.523.76200	3,147.20
MANSFIELD OIL COMPANY	435628	05/13/2015	24129-04-435628	503.52.8400.525.60021	1,219.51
MENARDS - WEST ST. PAUL	76015B	05/06/2015	30170265	503.52.8600.527.60020	76.04
MID STATE PLUMBING & HEATING, INC.	89413	05/06/2015	3/25/15	503.52.8500.526.40040	264.00
MTI DISTRIBUTING CO	1005781-00	05/13/2015	402307	503.52.8600.527.60008	450.16
MTI DISTRIBUTING CO	1001722-00	05/13/2015	402307	503.52.8600.527.60012	61.94
MTI DISTRIBUTING CO	1005773-00	05/13/2015	402307	503.52.8600.527.60008	569.28
MTI DISTRIBUTING CO	1006808-00	05/13/2015	402307	503.52.8600.527.60008	1,312.32
MTI DISTRIBUTING CO	1006666-00	05/13/2015	402307	503.52.8600.527.60050	154.02
MTI DISTRIBUTING CO	1006177-00	05/13/2015	402307	503.52.8600.527.40042	415.71
NAPA OF INVER GROVE HEIGHTS	417895	05/06/2015	4165	503.52.8600.527.60012	39.44
NAPA OF INVER GROVE HEIGHTS	419175	05/13/2015	4165	503.52.8600.527.60040	28.02
NAPA OF INVER GROVE HEIGHTS	419176	05/13/2015	4165	503.52.8600.527.60012	101.62
NIKE USA, INC.	970928778	05/13/2015	79282	503.52.8200.523.76200	782.90
NIKE USA, INC.	971059070	05/13/2015	79282	503.52.8200.523.76200	120.86
PIRTEK MIDWAY	S2080210.001	05/13/2015	148260	503.52.8600.527.40042	146.23
PLAISTED COMPANIES, INC.	58417	05/13/2015	INW1	503.52.8600.527.60020	866.77
PUKKA	BU00731-IN	05/13/2015	5/4/15	503.52.8200.523.76200	651.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHAMROCK GROUP	1881353	05/06/2015	07176	503.52.8300.524.76100	182.00
SHAMROCK GROUP	11886735	05/13/2015	07176	503.52.8300.524.76100	182.00
SUPERIOR TURF SERVICES INC	10921	05/13/2015	04/20/15	503.52.8600.527.60030	615.57
TIM LOCKLER'S	042915	05/13/2015	FURNACE INSPECTIONS	503.52.8500.526.40040	218.00
TIM LOCKLER'S	042915A	05/13/2015	A.C. INSPECTIONS	503.52.8500.526.40040	270.00
TITLEIST	900610894	05/13/2015	US00006363	503.52.8200.523.76250	372.32
TITLEIST	900610980	05/13/2015	US00008363	503.52.8200.523.76200	52.09
TITLEIST	900625537	05/13/2015	US00008363	503.52.8500.526.40040	182.32
US FOODSERVICE	5852307	05/13/2015	03805983	503.52.8300.524.76050	872.00
US FOODSERVICE	3089321	05/13/2015	03805983	503.52.8300.524.76050	1,662.39
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	503.52.8500.526.50020	269.60
WILSON SPORTING GOODS	4517737550	05/06/2015	187981/945330	503.52.8200.523.76300	126.51
WINFIELD SOLUTIONS, LLC	000060039819	05/13/2015	156650	503.52.8600.527.60035	68.43
WINFIELD SOLUTIONS, LLC	000060030549	05/13/2015	156650	503.52.8600.527.60035	3,219.50
WINFIELD SOLUTIONS, LLC	000060030620	05/13/2015	156650	503.52.8600.527.60035	217.32
WINFIELD SOLUTIONS, LLC	000060030623	05/13/2015	156650	503.52.8600.527.60035	797.66
WIRTZ BEVERAGE MN BEER INC	1090393356	05/06/2015	75606	503.52.8300.524.76150	352.00
WITTEK	325376	05/06/2015	123575	503.52.8200.523.76400	164.76
WITTEK	325416	05/06/2015	123575	503.52.8100.522.60015	53.22
XCEL ENERGY	454794280	05/13/2015	Invoice	503.52.8500.526.40010	83.04
XCEL ENERGY	454794280	05/13/2015	Invoice	503.52.8500.526.40020	1,026.14
XCEL ENERGY	454794280	05/13/2015	Invoice	503.52.8600.527.40010	175.23
XCEL ENERGY	454794280	05/13/2015	Invoice	503.52.8600.527.40020	627.86
Fund: 503 - INVER WOOD GOLF COURSE					28,835.77

GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	602.00.2100.415.30550	0.02
Fund: 602 - RISK MANAGEMENT					0.02

ABM EQUIPMENT & SUPPLY	0143360-IN	05/13/2015	0124689	603.00.5300.444.40041	373.52
ACE PAINT & HARDWARE	523978/5	05/13/2015	501126	603.00.5300.444.60012	8.47
ACE PAINT & HARDWARE	524080/5	05/13/2015	501126	603.00.5300.444.60011	14.96
BOYER TRUCKS - MINNEAPOLIS	276665	05/13/2015	06 Ford F250	603.00.5300.444.40041	1,207.76
BOYER TRUCKS - MINNEAPOLIS	956376	05/13/2015	C20390	603.00.5300.444.40041	299.45
BOYER TRUCKS - MINNEAPOLIS	27101H	05/13/2015	C20390	603.00.5300.444.40041	10.43
CENTENNIAL GLASS	W00005288	05/13/2015	08 Ford F250	603.00.5300.444.40041	209.11
EMERGENCY AUTOMOTIVE TECHNOLOGIES	DL041415-23	05/13/2015	INVER GROVE HTS CITY	603.00.5300.444.40041	221.20
FACTORY MOTOR PARTS COMPANY	1-4681050	05/13/2015	10799	603.00.5300.444.40041	597.16
FACTORY MOTOR PARTS COMPANY	1-4684447	05/13/2015	RA5133731	603.00.5300.444.40041	(30.00)
FACTORY MOTOR PARTS COMPANY	1-4685716	05/13/2015	5133930	603.00.5300.444.40041	(90.49)
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	603.00.5300.444.30550	1.17
GOPHER BEARING	6454231	05/13/2015	0782358	603.00.5300.444.40041	131.04
INDUSTRIAL CONTAINERS	4/22/15	05/13/2015	4/22/15	603.00.5300.444.40041	685.00
J.H. LARSON COMPANY	S100895203.001	05/13/2015	29039	603.00.5300.444.60016	221.95
JOHNSTONE SUPPLY	103-S100224768.0	05/13/2015	5743	603.00.5300.444.40041	122.26
KIMBALL MIDWEST	4168773	05/13/2015	222006	603.00.5300.444.60012	300.23
LANO EQUIPMENT, INC.	01-271194	05/13/2015	CITYINVERGROVE	603.00.5300.444.40041	56.88
LARSON COMPANIES	B-251070089	05/06/2015	14649	603.140.1450050	83.08
LARSON COMPANIES	B-251120099	05/13/2015	14649	603.140.1450050	38.32
M & J SERVICES, LLC	1208	05/13/2015	4/15 - 4/17	603.00.5300.444.40040	3,860.00
M & J SERVICES, LLC	1209	05/13/2015	4/7 - 4/9	603.00.5300.444.40040	3,250.00
M & J SERVICES, LLC	1210	05/13/2015	4/14 - 4/15	603.00.5300.444.40040	1,756.00
MACQUEEN EQUIPMENT INC	2152731	05/13/2015	4/17/15	603.00.5300.444.40041	38.27
MN GLOVE & SAFETY, INC.	286121	05/13/2015	1/26/15	603.00.5300.444.60011	136.75
MTI DISTRIBUTING CO	1003855-00	05/13/2015	91180	603.00.5300.444.40041	391.24
NIEBUR TRACTOR & EQUIPMENT, INC.	01-42067	05/13/2015	CITYINVE	603.00.5300.444.40041	243.45
NORTH AMERICAN TRAILER SALES	03103098	05/13/2015	10095	603.00.5300.444.40041	463.50
NORTHERN POWER PRODUCTS	252570B	05/13/2015	4/2/15	603.00.5300.444.40041	8.49
NORTHERN POWER PRODUCTS	252634B	05/13/2015	32755	603.00.5300.444.40041	88.34
NORTHLAND CHEMICAL CORP	5057607	05/13/2015	1053976	603.00.5300.444.60012	113.94
O'REILLY AUTO PARTS	1767-134294	05/06/2015	1578028	603.140.1450050	132.06
O'REILLY AUTO PARTS	1767-140756	05/06/2015	1578028	603.00.5300.444.40041	34.48
O'REILLY AUTO PARTS	1767-140954	05/13/2015	1578028	603.00.5300.444.40041	121.21
O'REILLY AUTO PARTS	1767-141096	05/06/2015	1578028	603.00.5300.444.40041	52.40
O'REILLY AUTO PARTS	1767-141104	05/06/2015	1578028	603.00.5300.444.40041	2.99
O'REILLY AUTO PARTS	1767-141132	05/06/2015	1578028	603.00.5300.444.40041	38.42
O'REILLY AUTO PARTS	1767-141702	05/06/2015	1578028	603.00.5300.444.40041	131.19
O'REILLY AUTO PARTS	1767-141705	05/13/2015	1578028	603.140.1450050	6.59
O'REILLY AUTO PARTS	1767-141706	05/13/2015	1578028	603.00.5300.444.40041	38.42
O'REILLY AUTO PARTS	1767-141854	05/13/2015	1578028	603.00.5300.444.40041	28.73
O'REILLY AUTO PARTS	1767-141855	05/13/2015	1578028	603.00.5300.444.40041	(1.00)
O'REILLY AUTO PARTS	1767-141889	05/13/2015	1578028	603.00.5300.444.60012	15.98
O'REILLY AUTO PARTS	1767-141927	05/13/2015	1578028	603.00.5300.444.40041	33.99
O'REILLY AUTO PARTS	1767-141983	05/13/2015	1578028	603.140.1450050	22.92

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTO PARTS	1767-141998	05/13/2015	1578028	603.00.5300.444.40041	268.94
O'REILLY AUTO PARTS	1767-142018	05/13/2015	1578028	603.00.5300.444.40041	7.97
O'REILLY AUTO PARTS	1767-142170	05/13/2015	1578028	603.00.5300.444.40041	113.70
O'REILLY AUTO PARTS	1767-142190	05/13/2015	1578028	603.00.5300.444.40041	13.56
O'REILLY AUTO PARTS	1767-142201	05/13/2015	1578028	603.00.5300.444.40041	23.08
O'REILLY AUTO PARTS	1767-142245	05/13/2015	1578028	603.00.5300.444.40041	(15.00)
O'REILLY AUTO PARTS	1767-143092	05/13/2015	1578028	603.00.5300.444.40041	20.28
O'REILLY AUTO PARTS	1767-143093	05/13/2015	1578028	603.140.1450050	9.99
O'REILLY AUTO PARTS	1767-143251	05/13/2015	1578028	603.00.5300.444.40041	39.94
O'REILLY AUTO PARTS	1767-143259	05/13/2015	1578028	603.00.5300.444.40041	15.87
O'REILLY AUTO PARTS	1767-143615	05/13/2015	1578028	603.140.1450050	106.49
O'REILLY AUTO PARTS	1767-144375	05/13/2015	1578028	603.00.5300.444.40041	12.40
O'REILLY AUTO PARTS	1767-144389	05/13/2015	1578028	603.00.5300.444.40041	29.98
O'REILLY AUTO PARTS	1767-144425	05/13/2015	1578028	603.00.5300.444.40041	6.38
O'REILLY AUTO PARTS	1767-144426	05/13/2015	1578028	603.00.5300.444.60012	11.99
O'REILLY AUTO PARTS	1767-144429	05/13/2015	1578028	603.00.5300.444.40041	(12.40)
POMP'S TIRE SERVICE, INC.	980016878	05/13/2015	4502557	603.00.5300.444.60014	498.64
POMP'S TIRE SERVICE, INC.	980016880	05/13/2015	4502557	603.00.5300.444.60014	1,477.98
SCHLOMKA PROPERTIES	6169	05/13/2015	04-23-15	603.00.5300.444.40040	1,039.52
TOTAL CONSTRUCTION & EQUIP.	63948	05/13/2015	CIT001	603.00.5300.444.40040	686.30
TOTAL CONSTRUCTION & EQUIP.	63949	05/13/2015	CIT001	603.00.5300.444.40040	192.10
TOWMASTER TRAILERS INC	368015	05/06/2015	2946	603.00.5300.444.40041	205.97
TRUCK UTILITIES, INC.	0283034	05/13/2015	000154	603.00.5300.444.40041	500.31
TRUCK UTILITIES, INC.	0283427	05/13/2015	000154	603.00.5300.444.40041	220.00
TRUCK UTILITIES, INC.	0282637	05/13/2015	000154	603.00.5300.444.80400	5,586.00
UNIFIRST CORPORATION	090 0249222	05/06/2015	1051948	603.00.5300.444.40065	112.05
UNIFIRST CORPORATION	090 0249222	05/06/2015	1051948	603.00.5300.444.60045	28.53
UNIFIRST CORPORATION	0900250172	05/13/2015	1051948	603.00.5300.444.40065	112.05
UNIFIRST CORPORATION	0900250172	05/13/2015	1051948	603.00.5300.444.60045	28.53
UNIFIRST CORPORATION	090 0251120	05/13/2015	1051948	603.00.5300.444.40065	112.05
UNIFIRST CORPORATION	090 0251120	05/13/2015	1051948	603.00.5300.444.60045	28.53
UPS	000027914A145	05/06/2015	4V56	603.00.5300.444.60016	8.11
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	603.00.5300.444.50020	104.24
WESTERN PETROLEUM COMPANY	97303672-41801	05/13/2015	112741	603.140.1450050	1,398.14
WESTERN PETROLEUM COMPANY	97303687-41801	05/06/2015	112741	603.00.5300.444.60012	291.60
WESTERN PETROLEUM COMPANY	97303888-41801	05/13/2015	112741	603.140.1450050	62.37
XCEL ENERGY	455289648	05/13/2015	Invoice	603.00.5300.444.40010	491.13
XCEL ENERGY	455289648	05/13/2015	Invoice	603.00.5300.444.40020	1,337.54
ZARNOTH BRUSH WORKS	0154576-IN	05/13/2015	INV1669	603.00.5300.444.40041	399.35
ZARNOTH BRUSH WORKS	0154577-IN	05/13/2015	INV1669	603.140.1450050	496.00
ZARNOTH BRUSH WORKS	0154744-IN	05/13/2015	INV1669	603.00.5300.444.40041	66.50
ZARNOTH BRUSH WORKS	0154745-IN	05/13/2015	INV1669	603.00.5300.444.40041	483.80

Fund: 603 - CENTRAL EQUIPMENT

32,090.37

COORDINATED BUSINESS SYSTEMS	CNIN177928	05/13/2015	4502512	604.00.2200.416.40050	1,659.00
US BANCORP EQUIPMENT FINANCE, INC.	277670790	05/13/2015	923425	604.00.2200.416.60010	5,952.43

Fund: 604 - CENTRAL STORES

7,611.43

ALPHA VIDEO & AUDIO INC.	SVCINV15863	05/13/2015	INV004	605.00.7500.460.60040	660.00
HILLYARD INC	601588105	05/13/2015	274069	605.00.7500.460.40042	514.01
HOME DEPOT CREDIT SERVICES	4/13/15	05/06/2015	6035 3225 0206 1959	605.00.7500.460.60016	46.95
HUEBSCH SERVICES	3446606	05/06/2015	100075	605.00.7500.460.40065	107.49
LONE OAK COMPANIES	66842	05/13/2015	UTILITY BILLING	605.00.7500.460.50035	412.40
USA MOBILITY WIRELESS INC	Y0317493E	05/13/2015	0317493-5	605.00.7500.460.40065	4.71
XCEL ENERGY	455289648	05/13/2015	Invoice	605.00.7500.460.40020	6,638.72

Fund: 605 - CITY FACILITIES

8,384.28

BONTRAGER, ANDRA	2/6/15	05/13/2015	REIMBURSE-TARGET	606.00.1400.413.60065	42.27
CARTE GRAPH SYSTEMS	R-0932415	05/13/2015	INVERPRN	606.00.1400.413.30700	13,015.00
CDW GOVERNMENT INC	TV80621	05/13/2015	2394832	606.00.1400.413.60042	106.69
GENESIS EMPLOYEE BENEFITS, INC	IN536959	05/13/2015	Invoice	606.00.1400.413.30550	1.17
GTS	1695199-81441542	05/13/2015	2015 WORKSHOP	606.00.1400.413.50080	210.00
INTEGRA TELECOM	12933253	05/13/2015	887115	606.00.1400.413.50020	2,292.47
SHI INTERNATIONAL CORP	B03366790	05/13/2015	1013774	606.00.1400.413.30700	6,640.00
US INTERNET	110-080034-0019	05/13/2015	110-080034	606.00.1400.413.30700	440.00
VERIZON WIRELESS	9744525899	05/06/2015	Invoice	606.00.1400.413.50020	50.86

Fund: 606 - TECHNOLOGY FUND

22,798.46

BARR ENGINEERING COMPANY	23190328.14-31	05/13/2015	3/24/15	702.229.2302801	1,237.50
HENNEPIN COUNTY DISTRICT COURT	15468299	05/13/2015	JAMES DARNELL-LEVAR JET	702.229.2291000	78.00
NORTHERN SERVICE CENTER	201551404	05/06/2015	JARED JAMES TODORA	702.229.2291000	500.00
SHORT ELLIOTT HENDRICKSON, INC.	296535	05/13/2015	4340	702.229.2286701	194.65
SHORT ELLIOTT HENDRICKSON, INC.	296535	05/13/2015	4340	702.229.2309901	2,048.44

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STATE TREASURER'S OFFICE	14-2206	05/13/2015	14-2206	702.229.2291000	23.38
STEVEN'S CONSTRUCTION	5/5/15	05/13/2015	REFUND-HYDRANT PERMIT	702.229.2294300	1,000.00
WABASHA COUNTY SHERIFF'S OFFIC	79VB141571	05/06/2015	NAO PAO YANG	702.229.2291000	200.00
WASHINGTON COUNTY COURT ADMIN	115005449	05/06/2015	JARED JAMES TODORA	702.229.2291000	700.00
Fund: 702 - ESCROW FUND					5,981.97
CITY OF APPLE VALLEY	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,967.18
CITY OF BURNSVILLE	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,562.30
CITY OF FARMINGTON	1ST QTR TRAFFIC	05/06/2015	1ST QTR TRAFFIC SAFETY G	707.42.4000.421.30700	2,467.23
CITY OF FARMINGTON	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	381.33
CITY OF HASTINGS	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,266.57
CITY OF SOUTH ST. PAUL	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	3,545.40
CITY OF WEST ST. PAUL	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,214.90
DAKOTA COMMUNICATIONS CENTER	04/28/15	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,926.79
DAKOTA CTY SHERIFF'S OFFICE	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	4,882.30
EAGAN, CITY OF	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	4,495.22
LAKEVILLE, CITY OF	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,910.44
MENDOTA HTS, CITY OF	3/13/15	05/06/2015	1ST QTR TRAFFIC SAFETY G	707.42.4000.421.30700	928.36
MENDOTA HTS, CITY OF	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	416.93
ROSEMOUNT, CITY OF	042815	05/13/2015	2nd Qtr TSG Reimbursement	707.42.4000.421.30700	2,946.61
Fund: 707 - PD FEDERAL GRANT PASS THROUGH					35,911.56
Grand Total					765,715.25

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Replacement of Fitness & Strength Equipment for Veterans Memorial Community Center

Meeting Date: May 26, 2015
 Item Type: Consent Agenda
 Contact: Tracy Petersen – 651.450.2588
 Prepared by: Tracy Petersen
 Reviewed by: Eric Carlson – Parks & Recreation

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

To accept the quote of \$29,033 for (5) pieces of cardio fitness equipment and seven (7) pieces of strength equipment from 2nd Wind Exercise, Inc.

This amount is included in the 2015 VMCC budget. Quotes include appropriate sales tax and trade-in values.

SUMMARY

In an effort to maintain a quality, safe and up-to-date fitness center, a total of six (5) pieces of cardio equipment and seven (7) pieces of strength equipment are being proposed for purchase. A total of two (2) quotes were received and are listed below.

2nd Wind Exercise, Inc.'s equipment is a standard in the industry and is the same brand as we currently have in the fitness center. This brand has served the facility well in terms of its reliability, durability and customer satisfaction. The proposed vendor has provided excellent and timely customer service in the past on any necessary repairs to equipment.

CARDIO/STRENGTH EQUIPMENT

2nd Wind Exercise \$29,033

Push Pedal Pull \$32,555

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Awarding Quotes for Tennis and Basketball Court Resurfacing

Meeting Date: May 26, 2015
 Item Type: Consent Agenda
 Contact: Mark Borgwardt – 651.450.2581
 Prepared by: Mark Borgwardt
 Reviewed by: Eric Carlson – Parks & Recreation

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

Recommend approval of tennis and basket courts re-surfacing and award job to Ray Finley Tennis West for the sum of not to exceed \$50,000. Recommend funding from Park Capital Maintenance Fund 444.

SUMMARY

The following tennis and basketball courts are due for scheduled maintenance in 2015:

- North Valley Park two north tennis courts. North Valley Park tennis courts were constructed in 1990 and are due to be re-constructed. In an effort to extend the life cycle of these courts and delay re-construction costs, it is recommended these courts be crack filled, color coat court surface and restripe. Work will include stripping of both tennis and pickle ball.
- Salem Hills full basketball court and two tennis courts. Salem Hills basketball and tennis courts were constructed in 1991 and are due to be re-constructed. In an effort to extend the life cycle of these courts and delay re-construction costs, it is recommended these courts be crack filled, color coat surface and re-stripe. Work will include stripping of both tennis and pickle ball.
- Ernster Park half basketball court. Ernster Park half basketball court was constructed in 1997 and is due for maintenance. It is recommended this court be crack filled, color coat surface and re-stripe.

Quotes were received for above work from the following contractors:

- | | |
|---------------------------------------|----------|
| • Upper Midwest Athletic Construction | \$50,310 |
| • Ray Finley Tennis West | \$48,619 |

Parks Commission unanimously recommends approval of work at May 13, 2015 meeting. Recommend City Council award tennis and basketball 2015 work to Ray Finley Tennis West for the sum of not to exceed \$50,000, with funding from Park Capital Maintenance Fund 444.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Purchase of GreenCity GIS

Meeting Date: May 26, 2015
 Item Type: Consent Agenda
 Contact: Mark Borgwardt – 651.450.2581
 Prepared by: Mark Borgwardt
 Reviewed by: Eric Carlson – Parks & Recreation

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

Recommend purchase of GreenCityGIS software solution to help Parks and Recreation Department better utilize and integrate GIS database of park assets. Final product will be a proficient tool to use geographic information data for staff, residents and policy makers. Software and operations dashboard will offer residents, staff, and policy makers an intuitive solution for viewing, querying and analyzing Parks and Recreation data. It offers a tool to improve decision making on how we maintain, plan and budget for current and future park infrastructure.

Recommend \$24,000 cost from following funds:

- \$8,000 from Park Dedication Fund 402
- \$8,000 from Park Capital Maintenance Fund 444
- \$8,000 from Parks Division Operating Budget

SUMMARY

GreenCity GIS solution offers 5 components to use and integrate GIS data.

1. MAP VIEWER – An intuitive solution for viewing, querying and analyzing Parks and Recreation data.
 - A real-time view of the parks system and recreation users.
 - Demographic information and analysis.
 - Geo-Analytics to identify gaps, opportunities, strengths and patterns
 - Develop software widgets and tools for planning and decision support.

2. FIELD DATA COLLECTOR – An easy to use map-centric solution to inventory, update and maintain IGH park system infrastructure and perform many types of field surveys.
 - Easy to use Graphic User Interface (GUI)
 - Works on tablets and smartphones
 - Touchscreen intuitive technology
 - Simple search and query functionality
 - Add photographs, video and field notes

3. OPERATIONS DASHBOARD – A unique and interactive operations dashboard that dynamically monitors park assets, recreation programs and events.
 - Real-time park system and recreation user status
 - Dashboard decision support
 - Operational performance measures

- Existing condition assessment
 - Measuring policy and standards
4. CITIZEN AWARENESS – A solution that offers Parks and Recreation departments improved community awareness and engagement through geospatial story maps, walking tours and an on-line citizen park and recreation query tool.
- Increase community awareness
 - Promote parks and recreation opportunities
 - Showcase parks
 - Improve public access
5. DYNAMIC INTEGRATION OF ANY MANAGEMENT DATABASE – A solution that offers a real and present opportunity to integrate data from many existing software solutions.
- Integrate real-time recreation user information
 - Analyze recreation facility usage and performance
 - Increase park and recreation participation and revenue
 - Locate all your park and recreation users
 - Determine area to market recreation events, activities and facilities
 - Make informed decision about recreation user habits and patterns
 - Use census data to understand your community demographics

Staff and Parks Commission recommend City Council approval of GreenCityGIS software solution for the sum of \$24,000 with funding from:

- \$8,000 from Park Dedication Fund 402
- \$8,000 from Park Capital Maintenance Fund 444
- \$8,000 from Parks Division Operating Budget

Justification to support purchase of GreenCity GIS

Map Viewer

The Map Viewer offers innovative decision support that will drive the Parks and Recreation Master Planning process. Viewing, interpreting, analyzing and monitoring park infrastructure and recreation users has never been easier.

Mobile Field Data Collector

Using smartphone, iPads or other tablets, the task of collecting park infrastructure and recreation user data in the field and turning it into meaningful information in the office has never been easier.

An Operations Dashboard

Monitor the status and performance of Parks and Recreation departments. Easily track field workers and keep an up-to-date record of existing characteristics of the acreages of parkland, open space, wooded land, wetlands, parking facilities, the condition of playground and park infrastructure equipment.

Citizen Awareness

Increased awareness and engagement through the use of geo-spatial story maps, walking tours, and an on-line citizen park and recreation query tool that enables citizens to locate park and recreation opportunities.

Dynamic Integration of any Management Database

This solution offers a real opportunity to integrate a Parks and Recreation departments existing systems data, including real-time recreation user information, work order and work request data, park user survey data, revenue data.

10 REASONS YOU MUST HAVE GreenCityGIS

1. Enables Staff to Conduct Informed Parks Master Planning
2. Empowers the Public to Find and Utilize Parks that Meet Their Needs
3. Allows You to Tell the Story of Your Great Park System
4. Enables Staff to View, Manage, and Maintain Data While in the Field
5. Quick Visualization of All Users and Their Park/Amenity Usage
6. Easy Identification of Underserved Areas for Target Marketing
7. View Usage, Condition, and Trends Via an Executive Dashboard
8. Easy Export to National Parks and Recreation Association PRORAGIS
9. Makes Your Department an All-Star Internally and State-Wide
10. Makes You Vastly More Productive, Proactive, and Visible

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Purchase of Capital Equipment

Meeting Date: May 26, 2015
 Item Type: Consent
 Contact: Scott D. Thureen, 651-450-2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SDT*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider approval of purchase of capital equipment included in the approved 2015 budget.

SUMMARY

The attached memo from the Street Maintenance Superintendent presents cost information for the replacement of thirteen pieces of equipment approved for replacement in 2015. The attached proposal is based on the Minnesota State Cooperative Purchasing pricing. The prices shown include the trade-in value, sales tax and applicable fees.

I recommend approval of the capital equipment purchase that would be funded from the Central Equipment Fund.

SDT/kf
Attachment: Memo

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Scott Thureen, Public Works Director
FROM: Barry Underdahl, Street Superintendent
DATE: April 29, 2015
SUBJECT: 2015 Capital Equipment Purchases

The following equipment is proposed to be purchased in 2015 as previously discussed with the Mayor and City Council. This list is included in the 2015 budget as approved by City Council.

The acquisition costs listed are current government contract prices. The acquisition costs include trade-in values, taxes, fees, and registration costs where applicable.

Street Maintenance

		Budget	Acquisition Cost
#324	2005 Sterling Dump Truck with plow and sander	\$234,752.00	\$159,736.38
#335	2002 Morbark Wood Chipper	\$55,073.00	\$48,707.47
#337	2006 Stone Asphalt Roller	\$17,538.00	\$36,300.00
	Electronic Message Board	\$9,684.00	\$9,630.97

Engineering

#704	2004 Ford F150	\$29,122.00	\$22,423.33
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Inspections

#805	2003 Ford F150	\$28,976.00	\$25,618.33
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Parks Maintenance

#504	2005 Ford F350 4x4 w/plow	\$38,452.00	\$29,415.98
#510	2003 Sterling Acterra w/water tank & box	\$107,348.00	\$81,537.64
#532	2006 Toro Groundsmaster Mower	\$39,656.00	\$54,091.76

Police Department

#1023	Ford Crown Victoria	\$38,800.00	\$35,500.00
#1024	Ford Crown Victoria	\$38,800.00	\$35,500.00
#1028	Ford Crown Victoria	\$38,800.00	\$35,500.00
#0502	Ford Taurus	\$21,332.00	\$31,700.00
Grand total		\$698,333.00	\$605,661.86

Acquisition costs include current contract pricing, trade values, applicable taxes and fees. Final costs may change depending on contract dates and vehicle or equipment manufacturing cutoff dates.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting the MS4 Annual Report for 2014

Meeting Date: May 26, 2015
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 641-450-2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director
SAT

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 resolution accepting the MS4 Annual Report for 2014.

SUMMARY

The implementation requirements of the City's NPDES MS4 (Storm Water) Permit require the City to prepare an Annual Report to the MPCA. Staff was able to accomplish all of the necessary tasks associated with the Storm Water Permit. A copy of the MS4 Annual Report for 2014 is attached.

The City completed a program that took care of all aspects of our Annual Report, including the annual meeting, developing and providing required education materials for the general public, providing required staff training, and providing an inspection and record keeping database for City use.

The Annual Report was presented to the public at the May 12, 2015 annual meeting. One resident attended the meeting and provided comments regarding the MS4 program and annual report. A copy of the presentation is attached for your information. The comments received did not result in any significant changes to the City's MS4 Program and a Record of Decision was prepared (see attached). The City's 2014 MS4 Program included improvement actions, maintenance programs, training, inspections, and the implementation of the 2014 MS4 permit requirements. In 2014, the City continued a five-year annual inspection plan for identifying and correcting the storm water facility maintenance needs. The City's MS4 permit renewal process was completed in 2014, and the permit was issued on March 17, 2014.

I recommend approval of the resolution accepting the 2014 MS4 Annual Report and Record of Decision. The City must provide this Annual Report to the MPCA by June 30, 2015.

TJK/kf

- Attachments: Resolution
 2014 Record of Decision
 MS4 Annual Report
 Presentation at the Annual Meeting

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

RESOLUTION ACCEPTING THE MS4 ANNUAL REPORT FOR 2014

RESOLUTION NO. _____

WHEREAS, in order to complete all required tasks to implement the City's NPDES MS4 (Storm Water) Permit in a timely manner, the City Public Works Department conducted various activities throughout 2014 to implement and track the MPCA's Best Management Practices (BMPs) to meet the required minimum control measures of the permit; and

WHEREAS, the City compiled the MS4 activities in a Record of Activities, prepared an Annual Report for 2014 and conducted an Annual Meeting to present the MS4 Report to the public; and

WHEREAS, the City heard comments from its residents and concluded that the MS4 activities for 2014 met the permit requirements and staff prepared the 2014 Record of Decision following the May 12, 2015 Annual Meeting.

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

1. The 2014 Record of Decision and the MS4 Annual Report for 2014 are hereby accepted and staff is directed to present the Annual Report to the MPCA prior to the June 30, 2015 deadline.

Adopted by the City Council of Inver Grove Heights this 26th day of May 2014

AYES:
NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, City Clerk

2015 RECORD OF DECISION

May 26, 2015

**CITY OF INVER GROVE HEIGHTS, MN
NPDES PHASE II: SMALL MUNICIPAL SEPARATE STORM SEWER
SYSTEMS (MS4) {Part V.G.2.b.1-3, c.}**

Pursuant to MS4 requirements, the following Record of Decision was created in response to public comments received at the 2015 annual public meeting held at 5:00 p.m. on May 12, 2015 at Inver Grove Heights City Hall, 8150 Barbara Avenue in Inver Grove Heights, MN.

Background & Comments

Tom Kaldunski, P.E., City Engineer, and Steve Dodge, Assistant City Engineer, presented an overview of the City's Storm Water Pollution Prevention Plan (SWPPP), and outlined the six minimum control measures the City implemented in 2014 and goals for 2015. The meeting was to encourage public comment, determine the appropriateness of the current plan and incorporate public feedback into the SWPPP (if applicable).

One resident attended the meeting and comments were received from three residents prior to the start of the meeting. Public comments received at the meeting consisted of concerns with sediment buildup and plumes and floatables in Schmidt Lake, along with general concerns about the diatom blooms that have naturally occurred in many lakes in the City. Comments were also received on buffer zones around water bodies and the effects of the heavy rains that occurred in June 2014.

City staff provided general information on these topics and sources where residents can obtain additional information, if desired. Due to the nature of the comments received, no formal response or SWPPP modifications are required by the City.

Any questions regarding the NPDES Phase II: MS4 requirements for the City of Inver Grove Heights may be directed to Tom Kaldunski, City Engineer, at 651-450-2572.

<End of Record of Decision>



You are currently logged in as:

Inver Grove Heights City MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us) or Rachel Stangl (651-757-2879, rachel.stangl@state.mn.us).

Before you begin...

The MS4 Annual Report for 2014 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2014 and complete the document at another time, you may do so by hitting 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

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MS4 Annual Report for 2014

Reporting period: January 1, 2014 to December 31, 2014

Due: June 30, 2015

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2014 and December 31, 2014. You may provide additional explanation and/or information in an email with the subject *YourMS4NameHere_2014AR* to ms4permitprogram.pca@state.mn.us. MPCA staff may also contact you for additional information.

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

Last name	Kaldunski
First name	Thomas
Title	City Engineer
Mailing address	8150 Barbra Ave
City	Inver Grove Heights
State	MN
Zip code	55077
Phone	651-450-2572
Email	tkaldunski@invergroveheights.org

MCM 1: Public Education and Outreach

The following questions refer to Part III.D.1. of the Permit.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]

- Yes
 No

Q4 Did you begin to educate the public on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]

- Yes
 No

Q5 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

- Brochure
 Newsletter
 Utility bill insert
 Newspaper ad
 Radio ad
 Television ad
 Cable access channel

- Stormwater-related event
- School presentation or project
- Website
- Other (1)
- Other (2)
- Other (3)

Other (1), describe:

Developers are educated in meetings about the city MS4 requirements and city codes when proposals are submitted .

Q6 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radio ad	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Television ad	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Cable access channel	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Other (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q7 Enter the total circulation/audience (if unknown, use best estimate):

Newsletter	34,344
Radio ad	Metro Area
Television ad	Statewide
Cable access channel	34,344
Website	34,344
Other (1)	14

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2014 to December 31, 2014.
[Part III.D.1.c.(4)]

Q8 Date of activity

Q9 Description of activity

Date (mm/dd/yyyy)	9/24/2014	Childrens Water Festival
Date (mm/dd/yyyy)	2/19/2015	9 Blue Thumb Workshops in 2014 between 2/19 and 4/10
Date (mm/dd/yyyy)	8/21/2015	Mn State Fair Eco Experience for duration of the State Fair
Date (mm/dd/yyyy)	8/21/2014	Mn State Fair Dnr Building - Storm Drain Goalie Exhibit
Date (mm/dd/yyyy)		

		<input type="text"/>	
Date (mm/dd/yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd/yyyy)		<input type="text"/>	<input type="text"/>
Date (mm/dd/yyyy)		<input type="text"/>	<input type="text"/>

Q10 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

Yes
 No

MCM 2: Public Participation/Involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q11 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2014 and December 31, 2014? [Part III.D.2.a.(1)]

Yes
 No

Q12 What was the opportunity that you provided? Check all that apply.

Public meeting
 Public event
 Other

Q13 Did you hold a stand-alone meeting or combine it with another event?

Stand-alone
 Combined

Enter the date of the public meeting (mm/dd/yyyy):

Enter the number of citizens that attended and were informed about your SWPPP:

Q16 Between January 1, 2014 and December 31, 2014, did you receive any input regarding your SWPPP?

- Yes
- No

Q18 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- Yes
- No

MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q19 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?

- Yes
- No

Q20 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism(s)?

Current regulatory mechanism sufficient

Optional, describe status:

[Empty text box for describing status]

Q21 Did you identify any illicit discharges between January 1, 2014 and December 31, 2014? [Part III.D.3.h.(4)]

- Yes
- No

Q22 Enter the number of illicit discharges detected:

3

Q23 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- Public complaint
- Staff

Q24 Enter the number discovered by the public:

3

Q26 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

- Yes
- No

Q27 What type of enforcement action(s) was taken and how many of each action were issued between January 1, 2014 and December 31, 2014? Check all that apply.

- Verbal warning
- Notice of violation
- Fines
- Criminal action
- Civil penalties
- Other

Enter the number of notice of violations issued:

Q28 Did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

- Yes
- No

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q31 Between January 1, 2014 and December 31, 2014, what was the status of your ERPs?

Optional, describe status:

Q32 Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

- Yes
- No

Q33 How did you train your field staff? Check all that apply.

- Email
- PowerPoint
- Presentation
- Video
- Field Training

- Other

The following questions refer to Part III.C.1. of the Permit.

Q34 Did you update your storm sewer system map between January 1, 2014 and December 31, 2014? [Part III.C.1.]

- Yes
 No

Q35 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]

- Yes
 No

Q36 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

- Yes
 No

Q37 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

- Yes
 No

Q38 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

- Yes
 No

Q39 In what format is your storm sewer map available?

- Hardcopy only
 GIS
 CAD
 Other

Q40 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]

- Yes
 No

MCM 4: Construction Site Stormwater Runoff Control

The following questions refer to Part III.D.4. of the Permit.

Q41

Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism to be at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]

- Yes
- No

Q42 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism?

Development

Optional, describe status:

Q43 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- Yes
- No

Q44 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- Yes
- No

Q45 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2014 and December 31, 2014:

14

Q46 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2014 to December 31, 2014.

- Verbal warnings
- Notice of violation
- Administrative orders
- Stop-work orders
- Fines
- Forfeit of security of bond money
- Withholding of certificate of occupancy
- Criminal actions
- Civil penalties
- Other

Enter the number of verbal warnings issued:

24

Enter the number of notice of violations issued:

Enter the number of stop-work orders issued:

Enter the number of forfeitures of security bond money issued:

Enter the number of withholdings of certificate of occupancy issued:

Enter the number criminal actions issued:

Enter the number of civil penalties issued:

Q47 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q48 Between January 1, 2014 and December 31, 2014, what was the status of your ERPs?

Optional, describe status:

Q49 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2014 and December 31, 2014:

Q50 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

- Yes
- No

Q52 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- Yes
- No

Q53

Enter the number of site inspections conducted for sites an acre or greater between January 1, 2014 and December 31, 2014:

163

Q54 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

weekly

Q55 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2014 and December 31, 2014:

4

Q56 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name	John Schmeling
Organization	City of Inver Grove Heights
Phone (Office)	651-450-2573
Phone (Work Cell)	651-470-2225
Email	jschmeling@invergroveheights.org
Preferred contact method	Work Cell
(2) Inspector name	Mike Edwards
Organization	City of Inver Grove Heights
Phone (Office)	651-450-2575
Phone (Work Cell)	651-485-0996
Email	medwards@invergroveheights.org
Preferred contact method	email
(3) Inspector name	Nick Hahn
Organization	City of Inver Grove Heights
Phone (Office)	651-554-3445
Phone (Work Cell)	651-470-6767
Email	nhahn@invergroveheights.org
Preferred contact method	email

Q57 What training did inspectors receive? Check all that apply.

- University of Minnesota Erosion and Stormwater Management Certification Program
- Qualified Compliance Inspector of Stormwater (QCIS)
- Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- Minnesota Utility Contractors Association Erosion Control Training

- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Stormwater Quality (CPSWQ)
- Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- Other

Q58 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes
- No

MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q59 Between January 1, 2014 and December 31, 2014, did you update your regulatory mechanism(s) to incorporate all requirements as specified in Part III.D.5.a. of the Permit?

- Yes
- No

Q60 Between January 1, 2014 and December 31, 2014, what was the status of this regulatory mechanism?

Current regulatory mechanism sufficient

Optional, describe status:

Q61 What approach are you using, or planning to use, to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]

Check all that apply.

Refer to the link <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
- Retain the post-construction runoff volume on site for the 95th percentile storm
- Match the pre-development runoff conditions
- Adopt the Minimal Impact Design Standards (MIDS)
- An approach has not been selected
- Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

Other, describe:

The city has adopted volume control standards in its Northwest Area that require no increase in runoff volume from the site for the 5- year, 24 - Hour rainfall event .

Q62 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

- Yes
- No

Q63 Between January 1, 2014 and December 31, 2014, what was the status of your ERPs?

Development

Optional, describe status:

Q64 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- Yes
- No

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

The following questions refer to Part III.D.6. of the Permit.

Q65 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	66
Outfalls	912
Ponds	165

Q66 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2014 to December 31, 2014 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	56
Outfalls	142
Ponds	30

Q67 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

- Yes
 No

Q68 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- Yes
 No

Q69 Briefly describe the maintenance that was conducted:

Sediment and debris removal, Rip rap maintenance , Brush removal ,weeding and replanting.

Q70 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- Yes
 No

Q71 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

- Yes
 No

Q72 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

- Yes
 No

Q73 Briefly describe the maintenance that was conducted:

Clean up gravel and black dirt piles , blacktop and concrete from water main breaks was hauled to a recycling facility.

Q74 Between January 1, 2014 and December 31, 2014, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

- Yes
 No

Partnerships

Q83 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

- Yes
 No

Q84 Describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

Inver Grove Heights is a member of the Lower Mississippi River WMO , we are also a member of the Eagan - Inver Grove Heights WMO : per Joint Powers Agreements .They assisted with MCM 1 Public Education and Outreach

Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file.

Q85 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.



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Q87 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files 6 MB or less will upload.



Q88 Optional, describe the file(s) uploaded:

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).

Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name:	Thomas J. Kaldunski ,PE
Title:	City Engineer
Date: (mm/dd/yyyy)	04/10/2015

Before you submit...

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If you have any questions, contact MPCA staff Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Rachel Stangl (rachel.stangl@state.mn.us, 651-757-2879).

NPDES Phase II MS4 Permit

National Pollutant Discharge Elimination System

Why This Meeting?

- Educate interested citizens
- Receive comments from the public
 - Storm Water Pollution Prevention Plan (SWPPP)
 - 6 Minimum Control Measures (MCM's)
 - Review progress of Best Management Practices (BMP's)
- Meet the annual requirements of the MS4 permit



Six Minimum Control Measures (MCM)

- 1) Public education and outreach
- 2) Public participation and involvement
- 3) Illicit discharge detection and elimination
- 4) Construction site storm water runoff control
- 5) Post-construction storm water management
- 6) Pollution prevention and good housekeeping for municipal operations



2014 MS4 Achievements

- MCM 1 & 2. Public Education, Outreach, Participation, and Involvement**
- Insights newsletter (7 MS4 related articles) circulation 14,400
 - 8 residents attended Blue Thumb workshops, 3 residents attended design courses and built rain gardens or native gardens
 - Public Works webpage (<http://www.invergrovehights.org/Index.aspx?NID=185>)
 - MS4 information, SWPPP, annual report
 - SWPPP Annual Public Meeting (May 13, 2014)
 - Successful In MN Legacy Program
 - College Trail
 - Bohrer Pond Phase 2
 - Blue Thumb Cable Messages, Radio Ads and State Fair Exhibits through the LMRWMO
 - ACEC Environmental Stewardship Award
 - ❖ Staff MS4 Training and Certifications
 - ❖ Collaborate with Storm Water Groups:
 - DCSWCD LMRWMO MCSC
 - MISSISSIPPI RIVER FORUM GCWMO



2014 MS4 Achievements

MCM 3. Illicit Discharge Detection & Elimination

Illicit discharges are any discharge into a storm drain system that is not composed entirely of storm water (including illegal dumping, connections).

Exceptions: *Fire fighting, Lawn Watering, etc.*

- Sources
 - Broken sanitary sewer line
 - Connection of floor drains to storm sewer
 - Direct connections (ex. manufacturing facilities)
 - Inflow/Infiltration
 - Straight pipe sewer discharge
 - Failing septic systems
 - Illegal dumping
- Storm sewer map updated
- Inspections completed concurrently with outfall/pond inspections
- 3 illicit discharge complaints reviewed and investigated in 2014
- 2 illicit discharges Notice of Violation issued in 2014



2014 MS4 Achievements

MCM 4. Construction Site Storm Water Runoff Control

All construction sites requiring a building permit or an NPDES permit

- 133 Erosion and Sediment Control Enforcement Actions
- 24 Verbal Warnings



2014 MS4 Achievements

MCM 5. Post-Construction Storm water Management

- City enforced up to 1" infiltration requirement in Mississippi non-degradation area
- City updated to new 3rd Generation Storm Water Management plan
- Updated to AUAR for Northwest Area
- Developed City Wide BMP Storm Water Inventory (873 BMP's)
- Continued Private Storm Water Facility Maintenance Oversight Program
 - Notification Letters to Private Facilities Owners
 - Annual Reports to be Given to City

- ❖ 14 Plan reviews completed
- ❖ 17 Major Projects Under Construction



2014 MS4 Achievements

MCM 6. Pollution Prevention and Good Housekeeping for Municipal

Operations

- 142/912 Outfall & 30/165 Pond Inspections (100% complete)
- 2014 Inspections for Minor and Major maintenance activities scheduled
- Street Sweeping all City Streets and Parking Lots Twice per Year
- 2014 Staff Training (Engineering, Streets, Parks, Planning, Building Inspections, Police and Fire Depts.)
 - Illicit Discharge/MS4 Training
 - Water Resources Conference
- Infiltration Basin Constructed on College Trail Reconstruction Project at Blaine Ave. and College Trail.
- Bohrer Pond Phase 2 Storm Water Facility Improvements



2015 MS4 Objectives

- Renewal of the MS4 Permit
- Reauthorize Joint Powers Agreement with Dakota County for MS4/ Erosion/ Sediment Control Training (2 Year Agreement)
- Provide IDDE Annual Training
- Pamphlets for City Hall Corridor
- Modify Ordinance Related to Storm Water Management, Wetlands, and Erosion Control
- Conduct Water Quality Monitoring on Lakes
- Apply for \$3.5 Million in PPL Green Infrastructure Grants for Improvements to Mississippi River Outlets
- Implement Industrial Storm Water Permits
- Development of Enforcement Response Procedures (ERP's) and Standard Operating Procedures (SOP's)

2015 MS4 Objectives

- Apply for DCSWCD Community Conservation Program Grant for 47th Street Reconstruction to Protect Seidl Lake
 - Bioretention Basin
 - Hydrodynamic Separator
- 47th Street Neighborhood Bioretention Basins and Curbside Rain Gardens
- Implement NWA Standards and Maps with New Developments
 - Blackstone
 - Argenta Trail Realignment
- Attend Various Organization Meetings
 - LMRWMO (Monthly)
 - MCSC (Annual)
 - MPCA Stakeholder

Questions or Comments?

Additional information can be found at:

- <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html>
- <http://www.invergroveheights.org/index.aspx?nid=185>
- <http://www.cleanwatermn.org>



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Receiving and Accepting Amendment to Proposal for Professional Services from Kimley-Horn and Associates, Inc. for City Project No. 2014-11 – Argenta Trail and Trunk Highway 55

Meeting Date: May 26, 2015
Item Type: Consent
Contact: Scott D. Thureen, 651-450-2571
Prepared by: Scott D. Thureen, Public Works Director
Reviewed by: *SDT*

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: Local Improvement Fund

PURPOSE/ACTION REQUESTED

Consider resolution receiving and accepting amendment to proposal for professional services from Kimley-Horn and Associates, Inc. for City Project No. 2014-11 – Argenta Trail and Trunk Highway 55.

SUMMARY

On September 8, 2014, the City Council adopted a resolution receiving and accepting a proposal from Kimley-Horn and Associates, Inc. for professional services for City Project No. 2014-11. The proposal provided preliminary engineering services through 30 percent final design for the realignment of CSAH 28/CSAH 63 (Argenta Trail) from south of TH 55 to a point about 600 feet south of CSAH 26 (70th Street).

In response to the desire of both the City and the County to resolve the question of what the future alignment of Argenta Trail should be as it continues north from the current study area to a future interchange location on I-494, staff asked Kimley-Horn to provide an amendment to the aforementioned approved proposal. That proposal was approved on October 27, 2014.

That amendment called for the development and comparison of four alignment alternatives for Argenta Trail. The study would begin at the northern end of the original study (about 600 feet south of 70th Street) and continue north to at least the future 65th Street alignment or to the point where current design standards would dictate the remaining segment between the study end point and a future interchange at I-494 would need to be constructed on a straight alignment. The study recommended a preferred alignment based on a technical analysis.

The subject second amendment (IPO No. 23B) to the original proposal covers additional work that evolved as part of an expanded public involvement process for the Argenta Trail study. The primary areas of additional work involved the 77th Street local street connection realignment alternative analysis and the development of more alignment alternatives for the North Study area for Argenta Trail. City and County staff have reviewed the IPO and agree that the listed tasks and costs are valid.

The total cost of the amendment is \$29,790. The revised total final study cost is \$300,528, and the City's share of the cost is \$135,237.60. This amount is less than the amount shown in the City's approved CIP. I recommend approval of the resolution.

SDT/kf

Attachments: Resolution
IPO No. 23B

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

**RESOLUTION RECEIVING PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES,
ACCEPTING THE PROPOSAL FROM KIMLEY-HORN AND ASSOCIATES, INC. AND
AUTHORIZING STAFF TO EXECUTE INDIVIDUAL WORK ORDER (IPO) NO. 23B FOR
PRELIMINARY ENGINEERING FOR CITY PROJECT NO. 2014-11**

RESOLUTION NO. _____

WHEREAS, the City of Inver Grove Heights and Dakota County have entered into a Joint Powers Agreement for preliminary engineering and final design for City Project No. 2014-11 (Dakota County Project No. 63-25); and

WHEREAS, the City is the lead agency for the project as stated in the Joint Powers Agreement; and

WHEREAS, the City approved a proposal on September 8, 2014 for the initial phase of the project and executed IPO No. 23 with Kimley-Horn and Associates, Inc. for that work; and

WHEREAS, the City and the County desired to extend the study limits to consider alignments for Argenta Trail (CSAH 63) to a point north of the future 65th Street alignment; and

WHEREAS, on October 27, 2014, the City approved a proposal from Kimley-Horn and Associates, Inc. for preliminary engineering for this extension of the study area for City Project No. 2014-11 and executed IPO No. 23A for that work; and

WHEREAS, the study process scope was further revised to expand the public involvement process as it pertained to the 77th Street local street connection realignment and the North Study Area for Argenta Trail, and Kimley-Horn proceeded with the additional work as directed by the City and the County; and

WHEREAS, Kimley-Horn has presented IPO No. 23B documenting the additional tasks and costs.

NOW, THEREFORE, BE IT RESOLVED that City Council of Inver Grove Heights receives and accepts the proposal from Kimley-Horn and Associates, Inc. and authorizes staff to execute Individual Project Order (IPO) No. 23B with Kimley-Horn for the requested work.

Approved by the City Council of Inver Grove Heights this 26th day of May 2015

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, City Clerk

INDIVIDUAL PROJECT ORDER NUMBER (IPO) NO. 23B

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: CSAH 28/CSAH 63 Preliminary Design
City Project 2014-11
County Project 63-25

General Category of Services: Predesign

Specific Scope of Basic Services: Concept development, public and agency involvement, and drainage design services for the CSAH 28/CSAH 63 preliminary design project.

This amendment covers additional services requested for the North Area Study and the 77th Street Study.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: 4 additional concept layouts for the North Project Area, public meeting PowerPoint presentations (4), presentation boards (8), 77th St. geometric layouts (3) including profiles, detailed evaluation matrices for 77th St. and the North Study Area, and additional public and agency coordination effort associated with both study areas. This amendment also includes services for the development of the approved Alternative 3A.

Method of Compensation To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

Other Special Terms of Individual Project Order: None

ACCEPTED:

CITY OF INVER GROVE HEIGHTS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 23B

CSAH 28/CSAH 63 PRELIMINARY DESIGN
CITY PROJECT 2014-11
COUNTY PROJECT 63-25

IPO 23B includes scope and effort in addition to IPO 23 and IPO 23A for the CSAH 28/CSAH 63 preliminary design project. This project includes the realignment of CSAH 28/63 at the intersection of TH 55 to improve the intersection configuration and provide the opportunity for a future grade-separated interchange. This IPO (23B) includes additional project management, public and agency involvement, concept development, utility coordination, geotechnical engineering, and drainage design.

The estimated scope for IPO 23A was not sufficient to provide decision-makers the information they need to make an informed decision for the community. Additional alternatives were developed and project goals and objectives were measured in greater detail than estimated by the Project Management Team (PMT) in the scope for IPO 23A.

IPO 23A was for additional professional services for the CSAH 28/CSAH 63 Preliminary Design to study the area from south of 70th Street and Argenta Trail north through the future intersection of 65th Street to allow for a future connection to I494 in the area generally defined by the recommendations of the Regional Roadway System Visioning Study (RRSVS). This area is located north of the current project boundary. The issues associated with this area directly impact the ability to determine roadway alignments and right of way needs at the northern termini of the original contract scope. The study of the area from 70th Street to I494 is also needed to define a long-term alignment/location for the future 200' wide right-of-way corridor location for Argenta Trail and implications for the existing neighborhood, the Xcel overhead utility, and the proposed Blackstone Ridge development.

The additional scope of work will provide decision makers information needed to determine the preferred alignment of Argenta Trail from south of 70th Street to I494 by identifying alternatives, challenges, feasibility, and impacts.

A summary of the services included in this IPO is detailed below.

1. PROJECT MANAGEMENT

No additional project scope or fee for this amendment.

2. PUBLIC AND AGENCY INVOLVEMENT

Four (4) project PowerPoint presentations were developed for the North Area Study and the 77th Street Area Study. Three (3) project coordination meetings were held by the PMT to help prepare the PowerPoint presentations. The presentations were delivered at the City Council Workshop, both neighborhood meetings and the open house held in January.

Ten (10) presentation boards were created for the North Area and 77th Street Studies. The boards were used at the neighborhood meetings for both study areas and at the open house.

One (1) additional City Council Meeting, one (1) Transportation Commission Meeting and one (1) neighborhood meeting were needed for the development and implementation of Alternative 3A.

3. ANALYZE DATA COMPILATION, SURVEYS, AND MAPPING

The effort required to complete the task was less than what was originally scoped. Survey of tie down points, identification of in place utilities, and the data available provided by the County and our survey subconsultant required less effort than originally scoped in the proposal effort of the project.

4. GEOTECHNICAL INVESTIGATION

The geotechnical evaluation will be deleted from Work Order 23B and the original scope of work will be performed under the Work Order 24.

5. TRAFFIC ANALYSIS

The effort required to complete the task was less than what was originally scoped. The complexity of the analysis was less than originally anticipated during the proposal phase of the project. The following tasks were reduced in hours:

- 5.1 Complete assessment of the TH 55/CSAH 63 intersection, including mobility, financials, safety, and surrounding area conditions, to develop proposed alternatives.
- 5.2 Analyze existing and future traffic volumes and intersection/segment crash data provided by Dakota County.
- 5.3 Assess intersection turning movements at peak hours via modeling tools. Evaluate geometric alternatives. Develop conceptual traffic plan to illustrate feasibility of preferred alternative. Develop intersection design in accordance with Mn/DOT, Dakota County and MnMUTCD standards. Attain traffic counts.

6. CONCEPT DEVELOPMENT

Three additional concepts were developed for the North Study Area in addition to the four in the original scope. A project evaluation matrix was developed for the North Area that included greater detail than south area and it covered five (5) alternatives. The greater detail was needed since differentiators between alternatives based upon the project goals and objectives were not apparent

during the initial analysis. The matrix and design concepts were revised after multiple iterations throughout the process when input from stakeholders was provided that required further study.

The 77th Street Study Area was added to the project shortly after the North Area Study began. The study included three (3) alternatives for connecting 77th Street into CSAH 28 and an evaluation matrix was added to help the PMT determine a preferred alternative. This study area also went through multiple design iterations after input from stakeholders and utility companies was provided to the design team.

Four (4) geometric layouts were created, including profiles, cross sections, earthwork, and construction limits. Private utility verification was included in determining profile elevations. Right of way impacts and construction costs were calculated as part of the evaluation process. The 4 geometric layouts for this task includes the approved alternative 3A

7. UTILITY COORDINATION

Kimley-Horn coordinated field locates of the Magellan Pipeline to gather elevation information critical in determining any impacts to the pipeline from potential road construction crossing it in the 77th Street Study Area. Kimley-Horn also coordinated relocation cost estimates for both the 77th Street Study Area and the North Study Area with Magellan Pipeline.

8. DRAINAGE DESIGN

Additional drainage analysis of the 77th Street Study Area was needed to determine if additional right of way was needed to sufficiently treat stormwater runoff created from the new road alignment.

Alternative 3A required analysis of the regional drainage basin near the exception neighborhood to determine mitigation feasibility and right of way impacts.

The drainage design task includes time for design coordination with our subconsultant.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 23B

CSAH 28/CSAH 63 PRELIMINARY DESIGN
CITY PROJECT 2014-11
COUNTY PROJECT 63-25

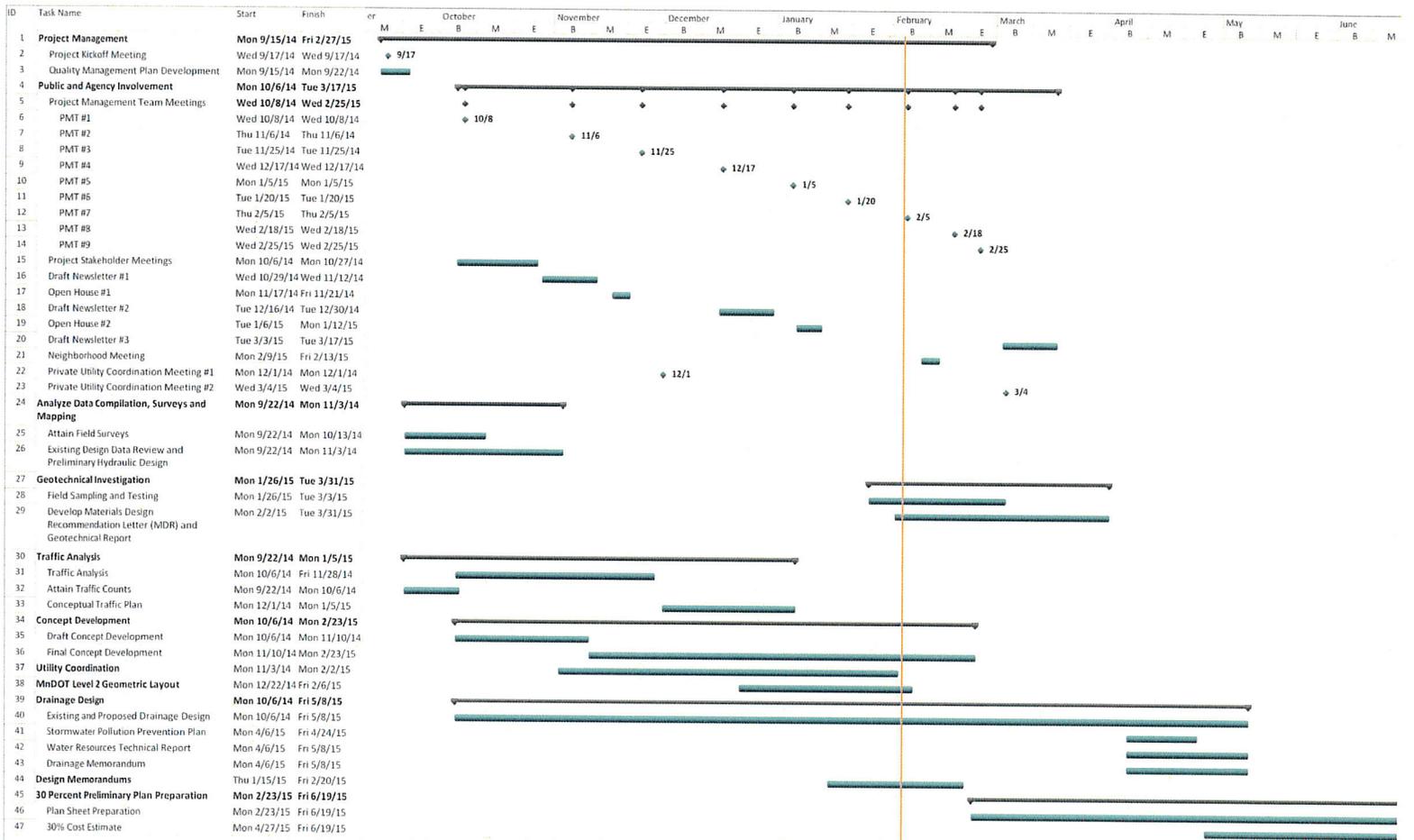
Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis using our current standard hourly rate schedule. The following is a summary of our estimated costs for the services included as a part of this IPO:

<u>Work Task</u>	<u>Estimated Fee</u>
1. Project Management	\$ 0
2. Public and Agency Involvement	\$ 14,565
3. Analyze Data Compilation, Surveys, and Mapping	\$ -20,000
4. Geotechnical Investigation	\$ -24,400
6. Traffic Analysis	\$ -5,010
5. Concept Development	\$ 53,805
8. Utility Coordination	\$ 4,130
9. Drainage Design	\$ 5,000
<u>Reimbursable Expenses</u>	<u>\$ 1,700</u>
Sub Total	\$ 29,790

A more detailed summary of the estimated costs is provided on the attached spreadsheet.

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$29,790 including all labor and reimbursable expenses.

EXHIBIT C PROJECT SCHEDULE



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER APPROVAL OF THERAPEUTIC MASSAGE LICENSE

Meeting Date: May 26, 2015
Item Type: Consent
Contact: Joe Lynch, City Administrator
Prepared by: Amy Jannetto, H.R. Coordinator
Reviewed by: n/a

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 approval of application by TingTing Zheng for a business therapeutic massage license for business at Shangri – La at 5798 Blackshire Path.

SUMMARY:

Ms. Zheng applied for a business license to open and provide therapeutic massage services at Shangri – La. Ms. Zheng is a member of the American Massage Therapy Association and provided a Certificate of insurance. A background investigation was completed by the Police Department and no basis for the denial of the request was found.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF INVER GROVE HEIGHTS AND THE LAW ENFORCEMENT SERVICES, INC. (LELS) LOCAL 189 REPRESENTING POLICE SERGEANTS, FOR THE YEARS 2015 AND 2016

Meeting Date: May 26, 2015
Item Type: Consent
Contact: Janet Shefchik
Prepared by: Janet Shefchik
Reviewed by: Joe Lynch

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 proposed two-year 2015 and 2016 labor agreement between the City of Inver Grove Heights and Law Enforcement Local Services, Inc. (LELS) 189, effective January 1, 2015 through December 31, 2016.

SUMMARY The City of Inver Grove Heights maintains a labor agreement with LELS 189, which represents the City’s Police Sergeants. When reviewing conditions of employment and economic feasibility, the City compares wages and benefits to those of similar communities, as well as considers internal equity.

The City was able to reach an agreement with LELS, Local 189, on the terms and conditions of this contract through negotiations, and agreed to an across the board increase of 3% in 2015 and 3% in 2016. The City also agreed to a \$10 increase to the uniform allowance in 2016, and clarification of and modification to the annual shift bidding process by seniority for Patrol Sergeants. Additionally, the parties agreed to evenly share (50/50) any increase in 2016 health premiums for single plus one or family coverage in the HRA/HSA plans.

There were additional provisions proposed by both parties where we did not reach agreement; however, this agreement represents an equitable conclusion of bargaining to meet the needs of both parties. The LELS group voted to ratify the proposed agreement on Wednesday, May 20, 2015.

The funds to cover this increase will come from the General Fund budget, which included an anticipated 2% cost of living increase for 2015. The 2016 increases will be calculated into the 2016 budget.

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: May 26, 2015
Item Type: Consent
Contact: Joe Lynch, City Administrator
Prepared by: Amy Jannetto, H.R. Coordinator
Reviewed by: n/a

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 Staff requests that the Council approve the personnel actions listed below:

Please confirm the seasonal/temporary employment of: Golf – Samuel Nord, Samuel Hosszu, Peter Price, Joseph Kruchten, Kyra Barbot, Gary Harker, Kori Scherer, Noah Odalen, Aquatics – Tristyn McMillen, Meghan Garin, Connor Phares Utilities – Claire Edwards, Joseph Skora, Brady Nelson, Patrick O’Neil, Parks – Mike Winberg, Treighton French, Recreation – Sam Morisset, Kassandra Klasen, Toufu Tang, Paige Anderson, Mary Pringle, Samuel Handahl, Theodore Horsch, Fitness – Emma Akemann,

Please confirm the seasonal/temporary termination of employment of: Aquatics – Vince Carey,

Please confirm the employment of: Austin Weltzin, Utility Maintenance Worker.

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CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Ordering Project and Authorizing Plans and Specifications for the 2014 Improvement Program, City Project No. 2014-11 – Argenta Trail South Project Area Street Improvements, including Amana Trail and 77th Street West (County Project No. 63-25)

Meeting Date: May 26, 2015
 Item Type: Public Hearing
 Contact: Scott D. Thureen, Public Works Director
 Prepared by: Scott D. Thureen, 651-450-2571
 Reviewed by: *SAT*

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Mn/DOT, Dakota County, Street Reconstruction Bonds or another sources as determined by the City Council

PURPOSE/ACTION REQUESTED

Consider resolution ordering project and authorizing plans and specifications for the 2014 Improvement Program, City Project No. 2014-11 – Argenta Trail South Project Area Street Improvements, including Amana Trail and 77th Street West (County Project No. 63-25).

SUMMARY

The project was initiated by the City Council as part of the City’s Capital Improvement Program. The City approved a Joint Powers Agreement (JPA) with Dakota County for preliminary and final design on September 8, 2014. That JPA was amended on November 10, 2014 to extend the study limits to include the North Study Area.

The City is the lead entity for the preliminary and final design, per the JPA. The City contracted with Kimley-Horn and Associates, Inc. on September 8, 2014 to complete preliminary engineering for the project. That effort resulted in three preliminary design reports, which in aggregate, cover the entire project area. Those reports were received by the City Council on February 23, 2015.

The alignments for Argenta Trail, from the southern project limit to Amana Trail, and the alignment for 77th Street West were selected by Council action on February 23, 2015 (Resolution No. 15-31). The alignment for the tie-in to existing Argenta Trail, north of Amana Trail, was determined as a result of the Council action on March 25, 2015 which selected an alignment for the future route of Argenta Trail as it continues north toward I-494 (Resolution No. 15-49).

Improvements:

The project includes the realignment and reconstruction of approximately 3765 feet of Argenta Trail, realignment and reconstruction of approximately 1490 feet of 77th Street West, reconstruction of approximately 730 feet of Amana Trail, a permanent traffic signal at the intersection of Trunk Highway 55 and Argenta Trail, additional turn lanes and intersection approach improvements on Trunk Highway 55, pedestrian trails and sidewalks, storm water management features, street lights, restoration and appurtenances (see Exhibit 1).

Right-of-Way and Easements:

The project requires the total acquisition of four (4) parcels, the partial acquisition of seven (7) parcels and temporary construction easements from nine (9) parcels. Table 1 lists the affected parcels. Dakota County will be handling all of the acquisitions and the City will contribute funding as required by the County's policy. A map of the affected properties is shown on Exhibit 2.

Funding:

The total estimated project cost is between \$15 million and \$16 million. The County is currently obtaining appraisals for the necessary right-of-way and easements. A refined cost estimate will be prepared once this effort is complete. The cost will be shared by Mn/DOT, Dakota County and the City. The City's estimated share (45 percent of the cost after adjusting for an estimated Mn/DOT contribution of \$425,000) is proposed to be funded via street reconstruction bonds or other sources as determined by the City Council.

I recommend passage of the resolution ordering the project and authorizing the plans and specifications for the 2014 Improvement Program, City Project No. 2014-11 – Argenta Trail South Project Area Street Improvements, including Amana Trail and 77th Street West (County Project No. 63-25). The ordering is contingent on a Council-approved financing plan and Council approval of a Joint Powers Agreement with Dakota County for Right-of-Way Acquisition and Construction.

SDT/kf

Attachments: Exhibit 1
Table 1
Exhibit 2
Resolution

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

**RESOLUTION ORDERING IMPROVEMENTS AND AUTHORIZING PLANS AND
SPECIFICATIONS FOR THE 2014 IMPROVEMENT PROGRAM, CITY PROJECT NO. 2014-11 –
ARGENTA TRAIL SOUTH PROJECT AREA STREET IMPROVEMENTS, INCLUDING
AMANA TRAIL AND 77TH STREET WEST (COUNTY PROJECT NO. 63-25)**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on April 27, 2015 called for a public hearing on the proposed improvement project, 2014 Improvement Program, City Project No. 2014-11 – Argenta Trail South Project Area Street Improvements, including Amana Trail and 77th Street West (County Project No. 63-25); and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on the May 26, 2015, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted May 26, 2015.
2. The plans and specifications for City Project No. 2014-11 are hereby authorized.
3. The contract for these improvements shall be let no later than three years after the adoption of this resolution.
4. The aforementioned approvals are contingent on adoption of a Council-approved financing plan for the project and Council approval of a Joint Powers Agreement with Dakota County for Right-of-Way Acquisition and Construction.

Adopted by the City Council of Inver Grove Heights this 26th day of May 2015

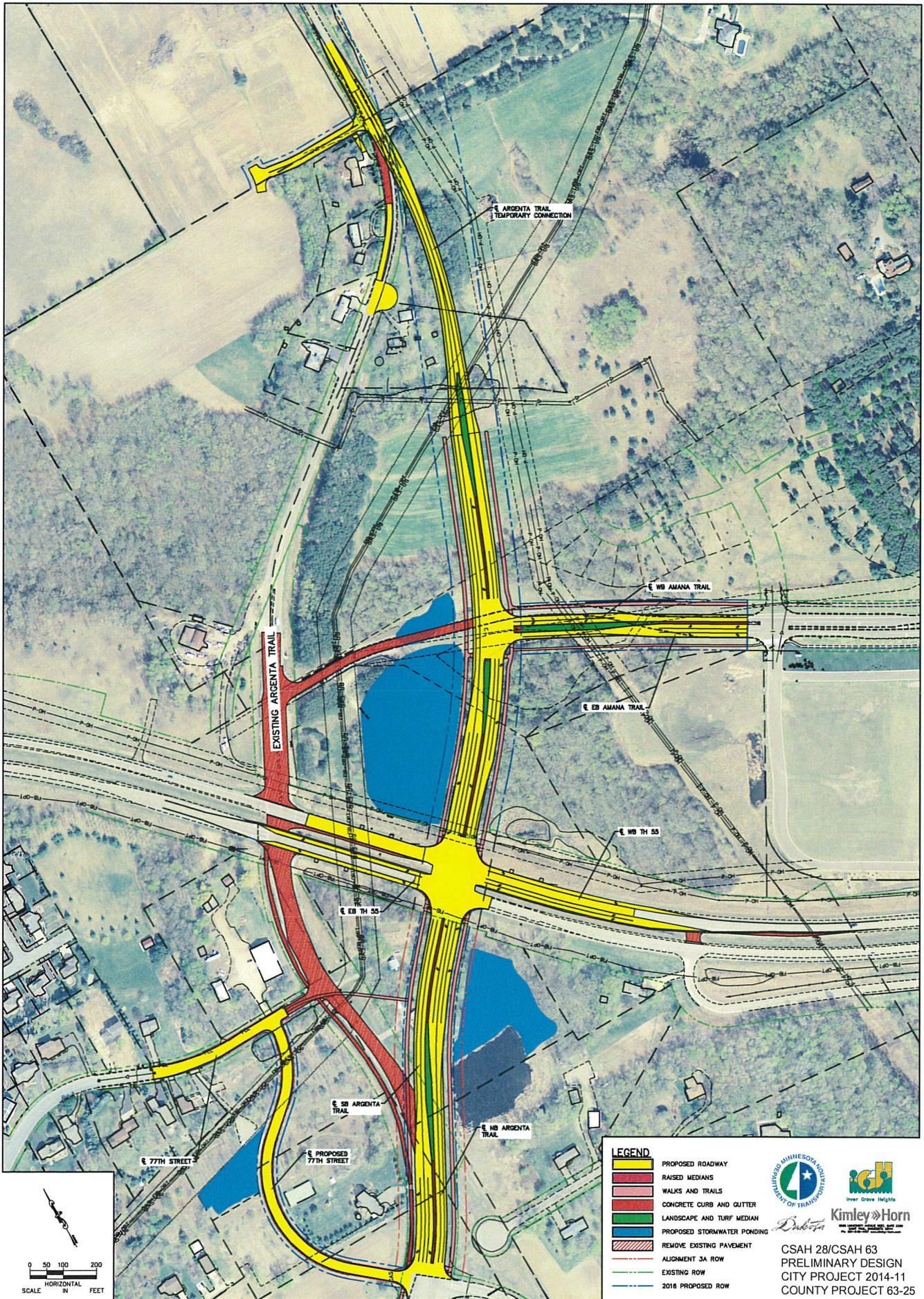
AYES:

NAYS:

George Tourville, Mayor

ATTEST

Joe Lynch, City Clerk



- LEGEND**
- PROPOSED ROADWAY
 - RAISED MEDIANS
 - WALKS AND TRAILS
 - CONCRETE CURB AND GUTTER
 - LANDSCAPE AND TURF MEDIAN
 - PROPOSED STORMWATER PONDING
 - REMOVE EXISTING PAVEMENT
 - ALIGNMENT 3A ROW
 - EXISTING ROW
 - 2016 PROPOSED ROW



 CSAH 28/CSAH 63
 PRELIMINARY DESIGN
 CITY PROJECT 2014-11
 COUNTY PROJECT 63-25

EXHIBIT 1

TABLE 1

CP 63-25 Argenta Trail - ROW

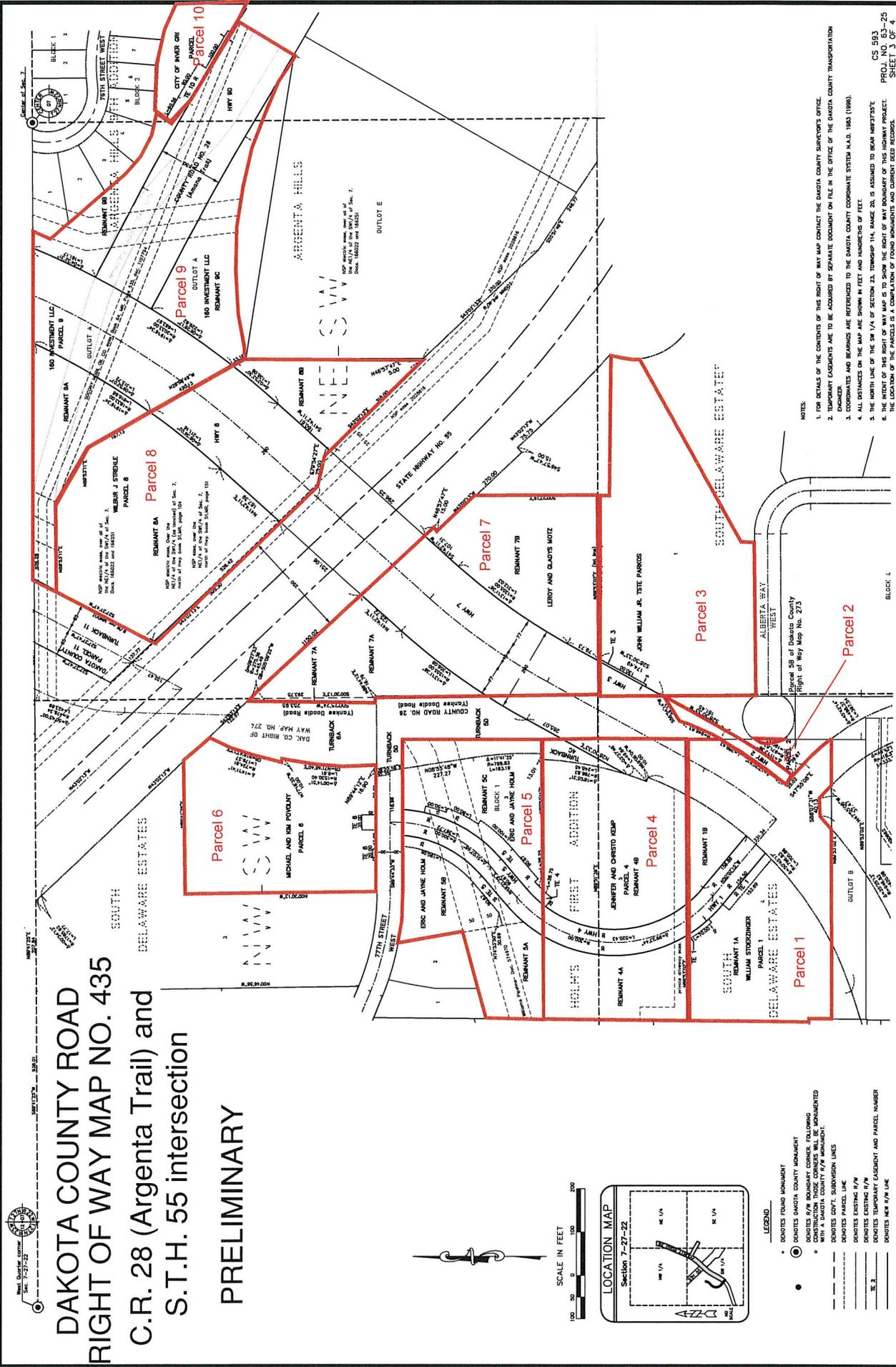
ROW Map Parcel #	Owner	Property Identification Number (PID)	Property Address	New ROW [sf]	Temp. Easement [sf]	Remnant in Fee
1	William T. Stoerzinger	20-70900-02-040	7923 Argenta Trail	14230	3734	18201
2	Dakota County*	20-70900-02-042		4146		
3	John & Michelle Parkos	20-70900-03-010	7830 Alberta Way N	6377	643	
4	Christopher & Jennifer Kemp	20-70900-02-050	7755 Argenta Trail	21430	2535	54882
5	Eric & Jayne Holm	20-33300-01-030	TBD	24632	18864	34312
6	Michael J. & Kim A. Povolny	20-00700-52-020	7587 Argenta Trail		1472	
7	Leroy & Gladys Motz	20-00700-51-010	7660 Argenta Trail	97435		161531
8	Wilbur J. Strehle	20-00700-50-021	7482 Argenta Trail	72089		219311
9	160 Investments, LLC	20-12058-00-010		186987		148852
10	City of Inver Grove Heights*	20-12057-00-080			5159	
12	James E. Peltier	20-00700-06-010	7250 Argenta Trail	234888	30529	8149
13	Von Ohlen	20-00700-33-020	7312 Argenta Trail	47475		73251
19	Carol L. Sachs	20-00700-31-010	7241 Argenta Trail		2364	
20	Glenlin Properties LLC	20-00700-05-015	7101 Argenta Trail	28021	5994	
Total				737710	71294	718489

Total Acquisition

* ROW and/or TE is assumed at no cost

DAKOTA COUNTY ROAD
RIGHT OF WAY MAP NO. 435
C.R. 28 (Argenta Trail) and
S.T.H. 55 intersection

PRELIMINARY



- NOTES
1. FOR DETAILS OF THE CONTENTS OF THIS RIGHT OF WAY MAP CONTACT THE DAKOTA COUNTY SURVEYOR'S OFFICE.
 2. TEMPORARY EASEMENTS ARE TO BE ACQUIRED BY SEPARATE DOCUMENT ON FILE IN THE OFFICE OF THE DAKOTA COUNTY TRANSPORTATION DIVISION.
 3. COORDINATES AND BEARINGS ARE REFERENCED TO THE DAKOTA COUNTY COORDINATE SYSTEM N.A.S.D. 1983 (1989).
 4. ALL DIMENSIONS ON THE MAP ARE SHOWN IN FEET AND HUNDRETHS OF FEET.
 5. THE NORTH LINE OF THE SW 1/4 OF SECTION 23, TOWNSHIP 14N, RANGE 20E, IS ASSUMED TO BEAR NORTH75°E.
 6. THE INTENT OF THIS RIGHT OF WAY MAP IS TO SHOW THE RIGHT OF WAY BOUNDARY OF THIS HIGHWAY PROJECT. THE EXISTENCE OF THE PARCELS IS A COMBINATION OF PUBLIC RECORDS AND CURRENT FIELD RESEARCH.

CS 593
PROJECT NO. 03-25
SHEET 13 OF 14

**LEVANDER,
GILLEN &
MILLER, P.A.**

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
*KENNETH J. ROHLF
◊STEPHEN H. FOCHLER
◊JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
◻*DONALD L. HOEFT
DARCY M. ERICKSON
DAVID S. KENDALL
BRIDGET McCAULEY NASON
DAVID B. GATES
•
HAROLD LEVANDER
1910-1992
•
ARTHUR GILLEN
1919-2005
•
• ROGER C. MILLER
1924-2009

MEMO

*ALSO ADMITTED IN WISCONSIN
◊ALSO ADMITTED IN NORTH DAKOTA
◻ALSO ADMITTED IN MASSACHUSETTS
◻ALSO ADMITTED IN OKLAHOMA

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: May 20, 2015
RE: Massage Therapist and Massage Business Licensing Ordinance
Third Reading – May 26, 2015 Council Meeting

Section 1. Background. The City is revising the Massage Therapist Ordinance. A first reading of the Ordinance was held at the April 27, 2015 Council meeting. The second reading was held at the May 11, 2015 Council meeting. The third and final reading will occur at the May 26, 2015 Council meeting.

The Ordinance is attached. No changes have been made from the first or second readings.

Section 2. Council Action. The Council is asked to consider at the May 26, 2015 meeting the third and final reading of the attached ordinance amending various provisions of the Code related to the provision of massage services and the licensing of massage therapists within the city. If the Council elects to move ahead with adoption of the Code changes found in this ordinance, an ordinance amending related provisions of the City's zoning ordinance, including updating the terminology used in that section, will be prepared for review by the Planning Commission and Council at a later date.

Attachment

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. _____**

**AN ORDINANCE REPEALING INVER GROVE HEIGHTS CITY CODE,
TITLE 4, CHAPTER 8 RELATED TO MASSAGE BUSINESSES AND MASSAGE
THERAPISTS AND AMENDING SECTIONS 1-10-2 AND 3-2-5 RELATED TO
MASSAGE THERAPISTS AND BUSINESSES**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Repeal and Replacement. Title 4, Chapter 8, of the Inver Grove Heights City Code is hereby repealed in its entirety and replaced as follows and the following is hereby ordained and adopted:

4-8-1 MASSAGE THERAPY

(A) *Purpose.*

The purpose of this chapter of the city code is to prohibit the operation of massage businesses and the offering of massage services to the public except by those licensed as therapeutic massage businesses and massage therapists pursuant to this section. The licensing regulations prescribed herein are necessary in order to protect businesses that are operating legitimate businesses, to prevent criminal activity and to protect the health and welfare of the community. The purpose of this section is not to impose restrictions or limitations on the freedom of protected speech or expression.

(B) *Findings of the city council.*

The city council makes the following findings regarding the need to license therapeutic massage businesses and massage therapists and to prohibit all other types of massage businesses and services to the public:

- (1) Persons who have bona fide and standardized training in therapeutic massage, health, and hygiene can provide a legitimate and necessary service to the general public.
- (2) Health and sanitation regulations governing therapeutic massage businesses and therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.
- (3) Establishing license qualifications for therapeutic massage businesses and therapists can minimize the risk that such businesses and persons will facilitate prostitution and other criminal activity in the community.

- (4) Massage businesses which employ persons with no specialized and standardized training can tax law enforcement services because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than operations established by persons with standardized training.
- (5) The training of professional massage therapists at accredited institutions is an important means of ensuring the fullest measure of protecting the public health, safety, and welfare.

(C) *Definitions.*

The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

Accredited institution means an educational institution holding accredited status with the United States Department of Education or Minnesota Office of Higher Education.

Accredited program means a professional massage program accredited by the Commission on Massage Therapy Accreditation (COMTA).

Clean means the absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

Good repair means free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

Issuing authority means the city council.

Massage means any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations.

Massage therapist means an individual who practices or administers massage to the public who can demonstrate to the issuing authority that he or she:

- (1) Has current insurance coverage of \$1,000,000.00 for professional liability in the practice of massage;
- (2) Is affiliated with, employed by, or owns a therapeutic massage business licensed by the city; and

- (3) Provides proof that the applicant has met the academic requirements of the issuing authority by providing both of the following:
- a. A certified copy of a transcript of academic record from an accredited program or accredited institution that has been approved by the issuing authority; and
 - b. A copy of the diploma or certificate of graduation from an accredited program or accredited institution that has been approved by the issuing authority. The accredited program or accredited institution must confirm that the applicant has successfully completed at least 500 hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice from the same accredited program or accredited institution.
- (4) In lieu of the academic requirement in Section (3) above, the applicant may provide proof of passage of the National Certification Exam offered by the National Certification Board for Therapeutic Massage and Bodywork and a minimum of seven (7) years of full-time work experience as a massage therapist within the United States. The applicant is still required to provide proof of Sections (1) and (2).

Operate means to own, manage, or conduct, or to have control, charge, or custody over.

Person means any individual, firm, entity, association, partnership, corporation, joint venture, or combination of individuals.

Therapeutic massage business means an entity which operates a business which hires only massage therapists licensed by the city to provide therapeutic massage to the public. The owner/operator of a therapeutic massage business need not be licensed as a therapeutic massage therapist if he or she does not at any time practice or administer massage to the public. A therapeutic massage business may employ other individuals such as cosmetologists and estheticians, and these individuals are not required to have a massage therapist license as long as they are not providing therapeutic massage to the public.

Within the city means includes physical presence as well as telephone referrals such as phone-a-massage operations in which the business premises, although not physically located within the city, serves as a point of assignment of employees who respond to requests for the provision of massage services to various locations within the city.

(D) *License required.*

- (1) *Therapeutic massage business license.* It shall be unlawful for any person or entity to own, operate, engage in, or carry on, within the city, any type of massage

services to the public for compensation without first having obtained a therapeutic massage business license from the city pursuant to this section.

- (2) *Massage therapist license.* It shall be unlawful for any individual to practice, administer, or provide massage services to the public for compensation within the city without first having obtained a personal massage therapist license from the city pursuant to this section.

(E) *Exceptions.*

A therapeutic massage business or massage therapist license is not required for the following persons and places:

- (1) Persons duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, provided the massage is administered by the individual in the regular course of the medical business and not provided as part of a separate and distinct massage business.
- (2) Persons duly licensed by this state as beauty culturists or barbers, provided such persons do not hold themselves out as giving massage treatments and provided the massage by beauty culturists is limited to the head, hand, neck, and feet and the massage by barbers is limited to the head and neck.
- (3) Persons hired or employed by a person duly licensed by this state pursuant to Minnesota Statutes Chapters 147, 148, or a dental professional licensed under Chapter 150A. Such persons shall only be authorized to provide massage services on the business premises of the employer.
- (4) Places duly licensed or operating as a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings.
- (5) Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution and provided the students are identified to the public as students of massage therapy. Students of an accredited institution may perform massage services at clinics or other facilities located outside of the accredited institution provided that they have at least 150 hours of certified therapeutic massage training at the accredited institution prior to performing the therapy outside of the institution, have proof of liability insurance, and are identified to the public as a student of massage therapy.
- (6) Persons or organizations providing temporary Massage services such as “chair massages” provided the following requirements are met:

- i. The massage is provided in a place of business where the Massage can easily be seen by any employee or visitor on the premises;
- ii. The location does not hold a license to sell alcoholic beverages;
- iii. Massages are offered at the location no more than ten days per calendar year;
- iv. Each recipient of a massage remains in an upright position, either sitting or standing; and
- v. Each recipient of a massage remains in the normal daytime attire worn when entering the business and does not remove any clothing except outdoor wear such as a coat or jacket.

(F) *License application.* All applicants shall complete and submit the requisite license application form provided by the city and provide all information required therein, as well as comply with providing the following information:

(1) *Therapeutic massage business license application.* An application for a therapeutic massage business license shall be made on a form supplied by the city clerk and shall request the following information:

(a) *All applicants.* For all applicants:

1. The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.
2. The floor number, street number, suite number(s) and rooms where the massage services are to be conducted.
3. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. If the plans for design are on file with the city's building and inspection department, no plans need be submitted to the issuing authority.
4. All applications for licenses, whether business or individual applications, shall be signed and notarized. If the application is that of a natural person, it shall be signed and notarized by such person; if by a corporation, by an officer thereof; if by an incorporated association, by the manager or officer thereof; if by a limited liability company (LLC), by a member thereof. Any falsification of information on the license application shall result in the denial, suspension or revocation of the license.

5. Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was revoked or suspended within the last five years of the date the license application is submitted to the issuing authority.
6. Such other information as city staff or the city council shall require.

(b) *Individuals*. For applicants who are individuals:

1. Proof of whether the applicant is a citizen of the United States or a resident alien or has the legal authority to work in the United States.
2. Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.
3. Names and addresses and contact information including phone numbers and email addresses of the applicant's employers for the preceding five years and dates for such employment.
4. Whether the applicant has ever been convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense. If so, the applicant shall furnish information as to the time, place and offense for each conviction.
5. Whether the applicant has ever been engaged in the operation of a massage business. If so, applicant shall furnish information as to the name, place and length of time of the involvement in such an establishment.

(c) *Partnerships*. For applicants that are partnerships: the names and addresses of all general and limited partners and all information concerning each general partner as is required in paragraph (b) of this section. The managing partners shall be designated and the interest of each general and limited partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application, and if the partnership is required to file a certificate as to a trade name under Minn. Stat. § 333.02, a certified copy of such certificate shall be submitted. The license shall be issued in the name of the partnership.

(d) *Corporations and other organizations or entities*. For applicants that are corporations or other types of organizations:

1. The name of the organization, and if incorporated, the state of incorporation.
2. A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minn. Stat. § 303.02.

3. The name of the general manager, corporate officers, proprietor, and other person in charge of the premises to be licensed, and all the information about said persons as is required in paragraph (b) of this section of this chapter.
 4. A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in paragraph (b) of this section.
- (2) *Massage therapist license application.* An application for a massage therapist license shall be made on a form supplied by the city clerk and shall request the following information:
- (a) The applicant's home telephone and cell phone number.
 - (b) The applicant's physical description, including weight, height, color of eyes, and color of hair. The applicant shall provide a color photocopy of the applicant's driver's license or state-issued I.D. front and back, or any other government-issued I.D.
 - (c) Whether the applicant has ever been convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense and, if so, the time, place, and offense for each conviction.
 - (d) Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, entity, business or firm, a massage license that was revoked or suspended within the last five years of the date the license application is submitted to the issuing authority.
 - (e) Three (3) names, residential and business addresses, and current contact information, including a phone number, for three residents within the metropolitan area, of good moral character, not related to the applicant or financially interested in the premises of the business, who may be referred to attest to the applicant's character.
 - (f) Proof of whether the applicant is a U.S. citizen or resident alien or has the legal authority to work in the United States.
 - (g) Proof that the applicant has met the definition of a massage therapist in this chapter.
 - (h) Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.

- (i) Whether the applicant has ever been engaged in the operation of massage services, and if so, information as to the name, place, dates and length of time of the involvement in such an establishment.
- (j) Such other information as the city council shall require.

(G) *License fee.*

The fees for therapeutic massage business and massage therapist licenses shall be as set forth by city council resolution. An investigation fee shall be charged for therapeutic massage business licenses and individual massage therapist license. Each application for a license shall be accompanied by payment in full of the required license and investigation fees. An application shall be deemed incomplete unless it is accompanied with the required fees, all documentation required by this chapter, and is completed in its entirety.

(H) *License application investigation.* An investigation is required prior to the issuance of any license. No investigation fee in part of whole shall be refunded. Out of state investigations shall require the applicant to pay actual out-of-pocket expenses. A deposit for an out-of-state investigation shall be required in advance, pursuant to city council resolution and the applicant shall be refunded any unused deposit upon completion of the investigation. The city council may order and conduct such additional investigation as it deems necessary. Upon completion of the investigation by the police department, the council shall approve or deny the license.

(I) *Inspections.* In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public, city staff and/or the police department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this chapter. Any search of the licensed premises is subject to reasonableness standards as recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require consent, exigent circumstances, or a search warrant. With reasonable notice, the business records of the licensee, including income tax returns, shall be available for inspection during the hours in which the licensed premises is open for business.

(J) *Denial, suspension or revocation.* In addition to the grounds found elsewhere in the city code, the following reasons may be grounds for the denial, suspension, or revocation of an individual license or business license:

- (1) The applicant has been convicted of criminal prostitution, similar sex offenses, or other crimes directly related to the offering of massage therapy services or the running of a therapeutic massage business.
- (2) The applicant is a partnership, corporation, or other entity which has in its employ or is owned by any persons convicted of criminal prostitution, similar sex offenses, or other crimes directly related to the offering of massage therapy services or the running of a therapeutic massage business.

- (3) The owner, manager, lessee or any of the employees are found to be in control or possession of any alcoholic beverages, narcotic drugs or controlled substances, as defined by state statutes, on the premises.
 - (4) If the holder of a business license fails to maintain with the issuing authority a current list of all employees of such licensed premises. The list shall include all massage therapists licensed under this chapter.
 - (5) A material variance in the actual plan and design of the premises from the plans submitted.
 - (6) There is any fraud, deception, or misstatement on the license application.
 - (7) The owner, manager, lessee, or their employees or any massage therapist, are convicted of any ordinance violation or crime occurring on the licensed premises.
 - (8) The licensed premises are not located in an approved zoning district or otherwise do not meet the health and safety standards found within the city code for the licensed premises.
 - (9) The applicant is delinquent upon its payment to the city of taxes, fines, or penalties assessed or imposed against the applicant.
 - (10) The licensed activity is conducted in such a manner as to constitute a breach of the peace, a menace to the health, safety, or welfare of the public, or a disturbance of the peace or comfort of the residents of the city, upon recommendation of the Police Chief or an appropriate city official.
 - (11) The licensee fails to continuously comply with all conditions required as precedent to approval of the license.
 - (12) Based on the findings of a background investigation, granting a license would be a menace to the safety, health, morals, or welfare of the public.
 - (13) The applicant or licensee is not of good moral character.
- (K) *License Restrictions.*
- (1) *Posting of license.*
 - a. Business License. A therapeutic massage business license issued must be posted in a conspicuous place on the premises for which it is used.
 - b. Personal Massage Therapist License. A person licensed as a massage therapist shall post the massage therapist license, along with a color photo, in

a conspicuous place on the premises at which the therapist is associated. A massage therapist shall have readily available at all times that therapeutic massage services are rendered a government-issued photo identification card.

(2) *Licensed premises.*

- a. **Business License.** A therapeutic massage business license is only effective for the compact and contiguous space specified in the approved license application. If, following issuance of the license, the licensed premises is enlarge, altered, or extended, the licensee shall inform the city clerk of the same within ten (10) business days of the enlargement, alteration, or extension. The licensee shall meet with designated city staff who shall confirm that the enlarged, altered, or expanded space is in full compliance with all city regulations, including the building code. If the enlarged, altered, or expanded space is in full compliance with all city regulations, the business license shall be amended to encompass the larger space.
- b. **Massage Therapist License.** A massage therapist license shall entitle the licensed therapist to perform on-site massage at a business, public gathering, private home, or other site not on the therapeutic massage business premises. It shall be the continuing duty of each licensee to notify the city clerk, within ten business days, of any change in the information or facts required to be furnished on the application for license and failure to comply with this section shall constitute cause for revocation or suspension of such license.

(3) *Affiliation with business required.* A massage therapist shall be employed by, affiliated with, or own a massage business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage business license pursuant to this chapter.

(4) *Employment of unlicensed massage therapists prohibited.* No therapeutic massage business shall employ or use any person to perform massage who is not licensed as a massage therapist under this section, unless the person is specifically exempted from obtaining a therapist license pursuant to this chapter.

(5) *Coverage of genitals during massage.* The licensee shall require that the person who is receiving the massage shall at all times have his or her genitals covered with non-transparent material or clothing.

(6) *Therapist dress requirements.* Any therapist performing massage shall at all times be dressed professionally.

(7) *Massage of certain body parts prohibited.* At no time shall the massage therapist intentionally massage or offer to massage the penis, scrotum, mons veneris, vulva, breasts, or vaginal area of a person.

- (8) *Restrictions regarding hours of operation.* No therapeutic massage business shall be open for business, nor will any therapeutic massage therapist offer massage services, before 8:00 a.m. or after 10:00 p.m. any day of the week. No customers or patrons shall be allowed to remain upon the licensed premises after 10:30 p.m. and before 8:00 a.m. daily. Support activities such as cleaning, maintenance and bookkeeping are allowed outside of business hours.
- (9) *Illegal activities.* In addition to the license restrictions set forth in this section, any advertising by a licensee of any potential unlawful or erotic conduct at the licensed establishment or by a licensed massage therapist shall be prohibited. A licensee under this chapter shall be strictly responsible for the conduct of the business being operated in compliance with all applicable laws and ordinances, including the actions of any employee or agent of the licensee on the licensed premises.
- (10) *Restrictions involving minors.* No person under the age of 18 shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, unless accompanied by his/her parent or guardian.
- (L) *Restrictions regarding sanitation, health and safety.*
- (1) *Toilet room requirements.* A licensed therapeutic massage business shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.
- (2) *Paper/linen requirements.* A licensed therapeutic massage business shall provide single-service disposal paper or clean linens to cover the table, chair, furniture, or area on which the patron receives the massage; or in the alternative, if the table, chair, or furniture on which the patron receives the massage is made of material impervious to moisture, such table, chair, or furniture shall be properly sanitized after each massage.
- (3) *Washing of hands required.* The licensed business premises shall contain an on-site sink. The massage therapist shall wash his or her hands and arms with water and soap, anti-bacterial scrubs, alcohol, or other disinfectants prior to and following each massage service performed.
- (4) *Door latches and locks.* Doors on massage therapy rooms shall not be locked or capable of being locked. Locks, latches or other devices intended to secure a door so as to prevent it from being opened by any person from either side of the door with or without a key cannot be present on any doors of rooms intended for massage therapy.

Section Two. Amendment. Title 1, Chapter 10, Section 2, subparts B(2) and B(3) of the Inver Grove Heights City Code are hereby amended as follows:

- B. 2. ~~Massage therapy/sauna/escort service—individual license.~~ Massage therapist.
- 3. ~~Massage therapy/sauna/escort service—business license.~~ Therapeutic massage business.

Section Three. Amendment. Title 3, Chapter 2, Section 5 of the Inver Grove Heights City Code is hereby amended as follows:

~~Saunas, massage parlors, escort services and employees.~~ Massage therapists and therapeutic massage businesses.

Section Four. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed in regular session of the City Council on the 26th day of May, 2015.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Joe Lynch, City Administrator/Clerk

INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

MATTHEW GENS – Case No. 15-06ZA

Meeting Date: May 26, 2015
 Item Type: Regular Agenda
 Contact: Heather Botten 651.450.2569
 Prepared by:  Heather Botten, Associate 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 Third Reading of an Ordinance Amendment to Title 10 of the City Code (Zoning Ordinance) to amend the definition of Dwelling/Dwelling Unit, and to add the use of Supervised Student Housing as an Interim Use in single family residential zoning districts.

- Requires 3/5th's vote.
- 2nd 60-day deadline: June 17, 2015

SUMMARY

Council reviewed the second reading of the ordinance amendment at the May 11, 2015 meeting. Council discussed adding language from the International Property Maintenance Code relating to minimum square footage requirements for the number of people able to occupy a bedroom. Additionally, the Council suggested adding language relating to fire safety and inspections.

Staff added the following language to the ordinance:

2. The maximum number of students allowed shall be determined by the following formula: Every bedroom used to house students shall contain a minimum of 70 square feet and every bedroom occupied by more than one student shall contain a minimum of 70 square feet for the first student and a minimum of 50 square foot of floor area for each additional student, but in no case shall the maximum number of students allowed exceed eight.

3. The owner of the premises shall provide and maintain compliance with all building and fire safety codes as required by the City Building Official and Fire Marshal.

4. The single-family home shall be inspected for code compliance by the Chief Building Official prior to occupancy.

The City Council requested language from the International Property Maintenance Code, as stated in the above # 2, to be added to the proposed ordinance. It is unclear however, if the City Council wants to retain the maximum number of students to eight, as drafted in the ordinance. In any case, the City Council has authority to place further restrictions on the number of students when the Council considers the Interim Use Permit for a specific property.

RECOMMENDATIONS

Planning Staff: Presents an amended ordinance per Council comments for third reading

Attachment: Draft Ordinance

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 10, (ZONING ORDINANCE) REGARDING THE DEFINITION OF
DWELLING/DWELLING UNIT AND TO ADD SUPERVISED STUDENT
HOUSING TO THE LIST OF INTERIM USES**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 10, Chapter 2-2, DEFINITIONS, of the Inver Grove Heights City Code is hereby amended to add the following

DWELLING/ DWELLING UNIT:

C. There are two (2) principal types of “dwelling units”, single-family and multiple-family. Multiple-family dwelling units are grouped into two-family, duplex, twin home, townhouse, condominium, cooperative and apartment groups.

Single-Family Dwelling:

A freestanding residence structure designed for or occupied by one family only. In addition to a single family occupying a single family dwelling, supervised student housing may occupy the dwelling as an interim use subject to:

1. Up to eight (8) students, with the number determined by the formula in the interim use section of the City Code, under the general supervision of the single-family occupying the dwelling, pursuant to a program sponsored by an organization, holding a tax status of 501(c)(3) that promotes education provided students are participating in an educational program located in Dakota County.
- ~~2. The interim use shall expire if the organization sponsoring the program changes or if there are no students occupying the premises for more than a year.~~

Section Two. Amendment. Title 10, Chapter 14-2, **INTERIM USES ENUMERATED**, of the Inver Grove Heights City Code is hereby amended to add the following:

- H. Within A, E-1, E-2, R-1A, R-1B, & R-1C zoning districts, the following form of supervised student housing shall be allowed subject to the following:

1. The supervised student housing shall be under the general supervision of the single-family occupying the dwelling, pursuant to a program sponsored by an organization holding a tax status of 501(c)(3) that promotes education provided students are participating in an educational program located in Dakota County.

2. The maximum number of students allowed shall be determined by the following formula: Every bedroom used to house students shall contain a minimum of 70 square feet and every bedroom occupied by more than one student shall contain a minimum of 70 square feet for the first student and a minimum of 50 square foot of floor area for each additional student, but in no case shall the maximum number of students allowed exceed eight.

3. The owner of the premises shall provide and maintain compliance with all building and fire safety codes as required by the City Building Official and Fire Marshal.

4. The single-family home shall be inspected for code compliance by the Chief Building Official prior to occupancy.

5. The interim use shall expire if the organization sponsoring the program changes or if there are no students occupying the premises for more than a year.

Section Four. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 26th day of May, 2015.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

Joe Lynch, City Clerk