



## INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, December 14, 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 of November 2, 2015 City Council Work Session Minutes
  - B. Resolution Approving Disbursements for Period Ending December 8, 2015
  - C. Approve the 2016 City Council Meeting Schedule
  - D. Approve the 2016 Meeting Schedule of Advisory Commissions
  - E. Approve the 2016 Fee Schedule Amendments
  - F. Consider Approval of Guaranteed Energy Savings Agreement
  - G. Consider Approval of Agreement with the Minnesota State Armory Buildings Commission
  - H. Consider Approval of Contract with Stantec for Development of Plans and Specifications for the VMCC Roofing Project
  - I. Approve 2016–2020 Capital Improvement Plan
  - J. Consider Lawful Gambling Premise Permit for South St. Paul Lions at the Premise Business Location of Moose Lodge, 5927 Concord Blvd.
  - K. Consider Final Compensating Change Order No. 9, Final Pay Voucher No. 9, Engineer’s Final Report, and Resolution Accepting Work for City Project No. 2014–09D – College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014–06 Blaine Avenue Retaining Wall Replacement Improvements.
  - L. Consider Change Order No. 4 and Pay Voucher No. 6 for City Project No. 2015–09E – 47th Street Area Reconstruction and City Project No. 2015–14 47th Street Area Water and Sewer Improvements and Rehabilitation
  - M. County State Aid Highway System Adjustments
  - N. Consider Resolution Accepting IPO No. 28 from Kimley–Horn and Associates and Authorizing Preparation of a Feasibility Study for City Project No. 2016–13 – Cahill Trunk Drainage Improvements and Resolution Accepting IPO No. 27 from Kimley–Horn and Associates for Feasibility Study Services for City Project No. 2016–09F – Carleda Way Area Reconstruction and City Project No. 2016–11 – Carleda Way Area Utility Improvements
  - O. 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:**

### **FINANCE**

**A. CITY OF INVER GROVE HEIGHTS;** Consider Third and Final Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees for 2016

### **ADMINISTRATION**

**B. CITY OF INVER GROVE HEIGHTS;** Consider Approval of the 2016 Pawnbroker Renewal Application

**C. CITY OF INVER GROVE HEIGHTS;** Consider Approval of the 2016 Liquor License Renewal Applications

## **7. REGULAR AGENDA:**

### **FINANCE:**

**A. CITY OF INVER GROVE HEIGHTS;** Consider Approval of Final 2016 Tax Levies and Final 2016 Budgets

### **COMMUNITY DEVELOPMENT:**

**B. CITY OF INVER GROVE HEIGHTS;** Consider Third and Final Reading of the On-Street Parking Regulations Ordinance

**C. CITY OF INVER GROVE HEIGHTS;** Consider the First Reading of an Ordinance Amendment to the regulations of parking of vehicles and recreational vehicles in the front yard by removing one of the temporary exceptions.

**D. MIHM CUSTOM HOMES;** Consider a Resolution relating to a Comprehensive Plan Amendment to change the land use designation from MDR, Medium Density Residential to LDR, Low Density Residential for property located on the west side of Hwy 3, between future 65<sup>th</sup> and 67<sup>th</sup> Streets.

### **PUBLIC WORKS:**

**E. CITY OF INVER GROVE HEIGHTS;** Resolutions Establishing Utility Rates for 2016

**F. CITY OF INVER GROVE HEIGHTS;** Consider Resolution Receiving Feasibility Report, Scheduling a Public Hearing, Authorizing Preparation of Plans and Specifications, Authorizing Land Acquisition Services, and Resolution Accepting IPO No. 26A from Kimley-Horn & Associates for Design Services for the 2016 Pavement Management Program, City Project No. 2016-09D - 60th Street Area Reconstruction and for the 2016 Improvement Program, City Project No. 2016-10 - 60th Street Area Utility Improvements

**8. MAYOR & COUNCIL COMMENTS:**

**9. EXECUTIVE SESSION:**

Executive Session Pursuant to Minn. Stat. § 13D.05, Subd. 3  
Discussion of City Acquisitions of properties.

**9. ADJOURN:**

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Michelle Tesser at 651.450.2513 or [mtesser@invergroveheights.org](mailto:mtesser@invergroveheights.org)

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION  
MONDAY, NOVEMBER 2, 2015 - 8150 BARBARA AVENUE**

1. **CALL TO ORDER/ROLL CALL:** The City Council of Inver Grove Heights met in work session on said date in the City Council Chambers. Mayor Tourville called the meeting to order at 6:00 p.m. Present were Council members Bartholomew, Hark, Mueller and Piekarski Krech; City Administrator Lynch, City Clerk Tesser, Community Development Director Link, Finance Director Kristi Smith, Public Works Director Thureen, Parks and Recreation Director Carlson and Police Chief Larry Stanger.
2. **2016 BUDGET – GENERAL FUND, WATER, SEWER, STORMWATER, INTERNAL SERVICE FUNDS, FINAL CIP AND CENTRAL EQUIPMENT REPLACEMENT**

Finance Director, Kristi Smith presented several budget items to the council. She discussed the general fund budget. She summarized the market values increased along with the net tax capacity in part because of the Flint Hills new construction. Ms. Smith described the fiscal disparities difficulty with the calculation at this time. Ms. Smith stated that the initial information provided a tax rate increase of 3.55% and the new valuation information provides a tax rate increase of 2.59% the reality is that the tax rate will be somewhere between as the fiscal disparities contribution value and distribution amounts have not been adjusted for the increase in industrial valuation.

Ms. Smith further explained that if the levy were reduced \$100,000 the tax rate would be 49.067, an increase of 1.94% over 2015 before fiscal disparities adjustments. The impact of the median residential homestead property would be a decrease of \$5.76 and a decrease of about \$6.95 to the mean residential homestead property from the 2016 Preliminary Budget amounts certified to Dakota County.

Ms. Smith stated that the 2016 valuation information from Dakota County was provided to the council as requested. Councilmember Bartholomew asked Ms. Smith that staff look for an extra \$100,000 to offset the general budget. Ms. Smith stated that staff looked at two options. Option 1 and Option 2 were discussed briefly

Councilmember Bartholomew asked whether an amount can be taken from the Host Community Fund to help offset the budget. Ms. Smith stated that the move could likely affect the bond rating. The city is already relying on \$300,000 from the Host Community Fund. Further, she noted that the city should be looking at decreasing the reliance on the Community Host Fund and not increasing it. Councilmember Bartholomew and Ms. Smith discussed the \$100,000 earmarked to the golf course and how the bond rating analysts look at the Enterprise Fund differently than the General Fund. Councilmember Bartholomew discussed his concerns regarding the \$100,000 from the Host Community Fund to the golf course Enterprise Fund earmarked in 2016 and 2017. Ms. Smith will ask Steve Apfelbacher from Ehlers Financial to weigh in on the question at hand.

Mayor Tourville discussed his concerns regarding regional transportation improvements. Mayor Tourville asked that we keep the levy at 3% and set aside funds for transportation in the future to offset the costs to the residents and limit the exposure to the general tax.

Ms. Smith stated that option 1 and 2 will be emailed to the council. Councilmember Mueller asked Ms. Smith if the city is hiring six full time employees in 2016. Councilmember Mueller asked to remove the two CSO officers and the Technology position and the part-time Police office support administration position. Ms. Smith noted that the part-time Police office support administration position has already been removed. Ms. Smith went over Option 1 and Option 2.

Councilmember Piekarski Krech commented that delaying positions doesn't solve the issue because the entire salary of the position will be on the budget starting the next year. Further she commented that we need to figure out if there will be a new position or not.

Councilmember Bartholomew commented that the technology fund is a huge increase and we need to discuss this fund in more length. Ms. Smith noted that the Technology fund will be presented separately.

Ms. Smith presented the storm water, sewer and internal service funds. She stated that these funds are consolidated for year-end purposes. The operating fund has a cash deficient but there is a cash balance. The rates for the storm water fund will not be increased. The storm water fund is a capital fund, she stated that there's not enough in that fund because it's not self supporting. Ms. Smith stated that once the fund does become self supporting she recommends that it be reclassified to an Enterprise Fund which is similar to the classification of the water and sewer funds.

Ms. Smith reviewed the water funds that are consolidated at year-end. The revenues and expenditures/expenses related to each of the funds are now reported in their respective funds. There is a cash deficit in the Sewer NWA Enterprise Fund, 512. However, Fund 502 is covering that deficit.

Scott Thureen, Public Works Director summarized the Enterprise funds of water and sewer. Mr. Thureen overviewed the storm water fund increases and explained each. Mr. Thureen discussed the major increase of storm water fees by the City of Eagan. He stated that the increase will be 66%. South St. Paul's increase is 4%. Mr. Thureen explained that the increase is the large drive to the changes of the budget this year.

Mr. Thureen stated that the Watershed Management Organizations and Municipal Water Coalition that the city is a part of will have some slight reductions in the dues reducing the amount by \$2,000.

Mr. Thureen stated that the other reduction is the \$10,000 budgeted for the storm water database for permitting and creation of reports. There is no further purchase so the balance is zero.

Mr. Thureen summarized the water fund budget. He stated the utilities current staff are in their steps so there is an increase in personnel cost. He proposed an additional \$50,000 is consulting for long-term CIP for storm water and sewer infrastructure. Councilmember Hark asked what would be the impact if the \$50,000 consultant study would be pushed off for a year. Mr. Thureen stated that it could be delayed but staff felt it was important to do it now. He stated it is a 30 year long-term study.

Mr. Thureen explained each increase in the water line items of the funds including professional/technical services including connection fees from cities, purchase service, city usage increase, natural gas increase, minor items at water facility plant, replacement of water meters, other purchases services, conferences /trainings increase for new staff.

Mr. Thureen overviewed each increase in the sewer line items of the funds including professional services, professional/technical services, including the City of Eagan's cost of 3.11%, South. St. Paul is 4% and Met Council is 2.9% which means an increase of \$54,000, natural gas increase of 5% , purchase services, ongoing conferences/trainings, other expenditures is the sewer bill for the library, modify the lift station to a three phase and controls.

Ms. Smith overviewed the Internal Service Funds which accounts for the Risk Management Fund. It consists of city insurances excluding health, life, dental and long-term disability. Ms. Smith noted that worker's compensation premiums are up this year and the personnel costs and departments are being allocated appropriately. Mayor Tourville brought up that the League of MN Cities should be refunding the city's portion based on population.

The Central Equipment Funds accounts for the vehicle maintenance and replacement. Two allocations are included, one based on replacement schedules and other for operations. Number 1 is based on replacement schedules and other operations. Number 2 is a replacement schedule (inflation and replacement schedule).

The Central Stores Fund is allocated for copier use and that was found to have savings after the copier contract was renewed. The City Facilities primarily relates to the operation of city hall, its personnel cost and square footage. The 2015 allocation was shifted to the Administration budget. There are no funds for replacement or high ticket items.

The Technology Fund accounts for costs related to technology operation and replacement. In 2016, the Technology staff went through all the technology assets and all the schedules have been substantially updated. There are two portions to the allocations, one for equipment, and one for personnel costs which were updated in the 2016 budget process, it excludes software and other operations. Ms. Smith discussed brief the new Technology position that's in the

budget with additions. Councilmember Mueller asked about the salary of the new position. Ms. Smith stated \$42,300 for 2016 which includes benefits. Councilmember Bartholomew inquired regarding the conference training budget increase of \$20,000. Ms. Smith will look into creating a detailed report on the software changes that they are looking to implement which is the cause for the increase. Mayor Tourville asked for an itemized list of all software and hardware. Councilmember Bartholomew asked about the use of the Technology fund so far this year. Ms. Smith stated \$700,000-\$800,000 but that there is a shortfall of \$60,000. He asked for the technology fund replacement schedule to be sent to the council.

Councilmember Hark and Ms. Smith discussed the value of the storm water funding acting similarly to the water and sewer funds in the capacity of an Enterprise Fund. To make this happen there must be an increase to cover the costs and future capital needs.

Ms. Smith discussed the Capital Improvement Plan. Councilmember Hark asked what the assumption of Akron Avenue is. Ms. Smith stated the Akron Avenue is \$138,000 is the schedule in 2016, then in 2017 the amount is \$450,000, and in 2018 it's forecasted as \$1.4 million.

Mr. Thureen stated the amount is assuming the design study in 2016 and right of way acquisition and two lanes with a turn lane in 2017 and 2018. Mr. Thureen stated that staff is using their numbers because historically that is what the city has done. However, the decision is up to the council to decide.

Councilmember Mueller asked that we not support Akron Ave or ask the county to support Rich Valley. Councilmember Mueller asked that we quit funding the studies for Akron Ave. The council discussed at length the county's results of the study thus far.

Mayor Tourville stated the importance of keeping lines of communication open with the county to stay apart of the process. Councilmember Bartholomew agreed with keeping involved in the process. Councilmember Bartholomew asked who maintains the gravel road. Scott Thureen stated the county oversees the maintenance of the gravel road.

Central Equipment replacement was overviewed by Mr. Thureen. The overall view is a brief summary for the allocations of the funds and recommendation of the equipment. It's based on a general criteria for each vehicle. The replacement schedule is the building up of funds including an estimated year of equipment and the general life of a vehicle. Each year it tells us what is necessary equipment that would be up for renewal. The renewal is 15 pieces of equipment. Mr. Thureen described how staff gets to the recommendation of the replacement equipment. He discussed how the maintenance history is logged and a methodology called the vehicle condition index. These two methodologies help staff come up with the necessary replacements.

Mr. Thureen discussed the list of each department and their equipment replacements requests from the 2016 proposed equipment purchases handout. Council reviewed the handout.

Councilmember Piekarski Krech asked about the rationale of the interceptors from the police and fire vehicles. Mr. Thureen stated that it's a three year rotation, with 90,000 miles on the field vehicles. After that mark is hit, historically we put it in the replacement list. Councilmember Piekarski Krech asked if the vehicles could be used in other department such as for inspectors. Mr. Thureen stated that the vehicles could be but staff looks at acquisitions for the trade values which is around \$900,000. Larry Stanger, Police Chief explained that the police interceptors in the Ford Explorer is a part of the replacement schedule. The field vehicle is replaced every three years and a staff vehicle is replaced every ten years. Chief Stanger explained the equipment, the warranty, trade value and the outfitting of the vehicles to the Council.

Mayor Tourville asked about the capital equipment purchases presented to the council earlier and the timeline of the purchases for bond issuance. Further, he asked if the purchases are looked at as part of the 2016 budget. Ms. Smith replied yes.

Ms. Smith will put together for the council the budget options, technology hardware/software replacement itemized report including seminars and conferences. Ms. Smith will put together council's thoughts and comments for the Options presented to the council to decrease the budget by \$100,000. Mayor Tourville asked Ms. Smith to put together an Option 3.

### **3. PARK SYSTEM PLAN**

Parks Commission Chair, Al Eiden presented a model of what the existing and future Park System should be. Chair Eiden presented a powerpoint presentation to receive feedback from the council. He began with the city's mission and the importance of parks in the city including the increase in property values and livability. He discussed the three sections of the city which includes the NWA, Urban and Rural sections. He summarized the differences of parks to the council and showed the models of each park. He went over the commission's designation of parks including eliminating the over abundance of amenities such as tennis courts, rinks and shelters. The Parks Commission wants to refer to a model for replacement. For example to set a standard to first look at the neighborhood's needs and active lifestyle before park improvements. In the comprehensive plan the NW Area Park & Trail Plan stated the city should have six parks and 10-15 miles of connection trails. The Parks Commission asks for the model to be developed to see if this is really what is needed in the designated area.

Councilmember Hark asked about the research that was completed on the open parcel. Chair Eiden stated this is a conceptual proposal. He further stated some of the parcels have requirements on the parcel from the donor. Chair Eiden stated research is a little further down the road. Chair Eiden discussed the unique amenities that the city has but stressed the need for adaptive play areas. Chair Eiden asked that the council consider new amenities at Heritage Village Park and conducting a thorough evaluation of dog parks, splash pads, BMX park, Pickle Ball, Adventure Park and others. Chair Eiden asked for additional support in developing a Park Foundation 501(c) (3), Utility Roundup, Crown Funding, Grants, Partnerships and Sponsorships.

Furthermore, he stated that the total cost of ownership is to consider the initial investment and annual maintenance. Chair Eiden showed the model which was called the Decision Principles. The model would ask those important questions with a set of criteria. Chair Eiden stated that the Parks Commission would like Public Engagement to receive community feedback. Further, he discussed the Parks Capital replacement and the almost \$3 million in assets to maintain. The Parks Commission estimates that the costs of investment would be \$0.025 per day. Chair Eiden stated that the Parks Commission would like advice and support on the concept presented.

Councilmember Mueller thanked Chair Eiden and the Parks Commission for all their hard work. Councilmember Bartholomew stated that we need to find a way to show the value of parks to the taxpayers. He said he appreciates the commission trying to find outside funding to offset cost.

Councilmember Tourville asked about putting the survey and the survey results on the website. Chair Eiden stated that the model is conceptual so the commission would like time to add more meat before rolling out the concept to the public to prevent misconceptions. Councilmember Tourville recommended putting out the facts about Parks on the website and asked that the commission discuss the concepts presented such as the park classification. Chair Eiden discussed the benefit analysis and developing a positive story.

Councilmember Piekarski Krech discussed the future development of parks and the needs of each area. Chair Eiden discussed the analysis of demographics, growth and the track the commission is headed towards.

Councilmember Hark discussed the repurposing of the land. He stated that if land was sold then we should be using those funds for future park improvements. The Parks Commission will look into considering all the council's recommendations.

Vance Grannis Jr, 9249 Barnes Ave commented on Eiden's presentation and discussed his suggestions.

#### **4. I-2 ZONING DISTRICT USEAGE/MAJOR SITE PLAN REVIEW**

Mr. Link was asked by the council to bring forward the review on the I-2 district uses while reviewing the Watrud request. Mr. Link presented the uses on the I-2 Zoning District and the difference between the intent of general industrial (Gi) vs. Light Industrial (LI) categories in the Comprehensive Plan. Mr. Link provided a historical overview from 2002 when the plan was put in place. He included the cost and staff time associated with the process. Mr. Link summarized the current review process. He stated that there have been 11 major site plan reviews and approvals. The major site plan process is comparable to the process in the cities of

Eagan, Cottage Grove and Rosemount in which the process requires that the site plan go in front of the Planning Commission.

Mr. Link stated that if council decides to get rid of the major site review public process then there will be elements of review that staff would still need to do such as lighting, landscaping plan reviews. Mr. Link discussed the improvements and the length of time to review.

He stated that elements of commercial and industrial review would still come to the city council with conditional use permits of easements, variance, storm water management agreement and certain types of legal documents.

Mr. Link discussed the zoning of I-2 sections in the City. There are two areas in the city that are zoned I-2. One is 117<sup>th</sup> and 52 and the other is Robert Street specifically the Wescott/Excel Energy area. He stated the importance of maintaining conditional uses. Further, he added conditional uses allow flexibility and that way the council can work with the business to provide a tailored approval to the specific property proposed. The site plan review allows for a public process and a chance to review the proposal and give their comments.

Mr. Link discussed the regulation of outdoor storage as a conditional use. He went over the similarities between the city's review and the cities of Cottage Grove, Eagan and Rosemount's outdoor storage conditional use permit requirements.

Mr. Link stated that the public process is the matter of questions. What is the involvement of the council and what kind of public process should the city have when a site plan review happens. Mr. Link stated that staff doesn't have a recommendation. He stated it's a matter of perspective of the council. He again went over the fact that a site plan review will be needed and that the questions at hand is when this would occur.

Mr. Link discussed Mr. Grannis letter that was provided to the council. He stated that Staff recommendation would be if council likes Mr. Grannis' language to do away with the major site plan. Because most of the applications would fall into one of the recommendations Mr. Grannis' proposes. Again, Mr. Link stated staff doesn't have a recommendation.

Mayor Tourville discussed public comment and process. Mr. Link discussed that staff's role would be limited and staff would feel uncomfortable putting themselves in a judge placement. Staff would send out the public notices. The approval needs to be made by the council and/or Planning Commission.

Councilmember Bartholomew stated that his issue is that if the application meets all criteria then how can we not approve it. Mr. Link stated that with the criteria within the conditional use permit allows the city to have a say on many additional authorities or requirements. Mr. Link presented examples of why a conditional use permit authority can be useful especially to provide a process for residents.

City Attorney, Mr. Kuntz discussed the general determination to other conditions to protect health, safety, and welfare are above and beyond the Conditional Uses. Mr. Kuntz discussed the example of the Walmart process, he indicated that there were 30 different conditions. Mr. Kuntz discussed the positives of allowing this opportunity. Another thought he discussed with the council was the ordinance language. Someone has to decide the reasonableness of the conditions.

Councilmember Mueller discussed making common sense decisions. Councilmember Bartholomew asked that we stay within the question at hand which is the I-2 zone and what businesses are permitted.

Mr. Pike, 11025 Courthouse Blvd E. discussed the process and that there is no enforcement for when the condition use requirement is not followed. He discussed his complaint regarding the Watrud property and the difference between the set of standards used from the planning commission to the council.

Grant Pylkas, 1885 96<sup>th</sup> Street East discussed his desire to purchase land and his complaint on the I-1 zoning use.

Sharon Sachwitz, 11105 Courthouse Blvd E. discussed that condition use process was not followed and asked for consequences. She complained about the lights at the Watrud property. Mayor Tourville instructed the neighbors of the Watrud property to make their complaints to staff.

Vance Grannis Jr, 9249 Barnes Ave discussed his memo to the council as to why a major site plan is a duplication of the process and asked the council to do away with the conditional use permit.

Councilmember Bartholomew would like the conditional uses to be allowed in I-2 as a permitted use. Councilmember Bartholomew stated he would like to look at the site plan in more depth. Mayor Tourville and the council would like to have the Planning Commission look at those changes to improve the process. Councilmember Bartholomew would like to include moving some of the conditional uses permits to permitted uses. The Council directed Mr. Link to bring this to the Planning Commission to discuss the details, the Planning Commission should come up with technical recommendations and ideas and then the item should come back to the council for a decision. And once decided, then a public hearing should be held on the issue.

## **5. NORTHWEST AREA FEES**

Ms. Smith discussed that this item is for the extension of the sewer and water utilities to the Northwest Area (NW Areas). The current number of connection fees creates a short fall of \$10.2 million based on the decision not to assess the property owners. Bond issuance has helped keep this afloat. Ms. Smith declared that the city must pay the remaining fees in order for the shortfall not to affect the bond rating. There will have to be 3,000 homes in the service

area that would pay the utility annual debt of service. She stated it is unlikely that this will happen so other sources need to be identified to repay the sewer bond. That is why Ehlers was brought in to devise a system of connection fees to pay for the improvements as development occurs. Several key assumptions have changed. Further the demand for higher density house and retail, increase in project expenses and current development plan is not contiguous causing the City to extend pipe across vacant parcels.

Ms. Smith declared that the estimated cost to extend water and sewer to serve these units is \$14.3 million resulting in a \$10.2 million shortfall. Many of the water portions have been paid by the bond issuances. She stated that the debt service on outstanding and future sewer bonds is expected to be \$1.5 million per year by 2018. Insufficient sewer rates will also negatively impact the City's bond rating.

Ms. Smith stated that Ehlers set up several recommendations discussed in the memo named Financial Impact of Northwest Area Utility Extensions provided in the work session packet. Ms. Smith reviewed the recommendations to the council. Ms. Smith stated that the increase in water and sewer connection fees would go in front of the council to be read three times in the public hearing process.

Councilmember Bartholomew stated we are at a \$10 million dollar shortfall, we have \$4.3 million and \$3.8 million is the shortfall. If added together, Councilmember Bartholomew stated he doesn't see the shortfall. Ms. Smith stated that the \$10 million dollars shortfall is the current projects in place to service those areas. She declared it doesn't take into account current deficits the city already has in the sewer fund. The NW Area is already in deficit and the sewer fund has been covering that piece. Councilmember Bartholomew and Ms. Smith discussed the amount of the shortfall. Ms. Smith will discuss with Steve Apfelbacher the calculations.

Mayor Tourville stated he doesn't want a 13% increase in sewer connection fee. He feels we are already higher in the area with the fees. He also sees the 8% in water fees as too high.

Councilmember Piekarski Krech asked what the average fee has been in the past. Ms. Smith replied between 3.5% and 5%. Mr. Thureen confirmed the increase. Councilmember Piekarski Krech stated that the connection fee should go up 3-4% in the sewer connection fee but no water connection fee. Mayor Tourville commented on the borrowing of funds between the two. He stated both fees are needed but the water fee can't be zero and the sewer fee increase by 13%. Ms. Smith stated the thought behind this was that the 13% would go to the sewer fund instead of both funds, sewer needs the increase. Mayor Tourville asked Mr. Kuntz if the funds can borrow from one another and not affect the bond rating. Mr. Kuntz stated that the bond council in the past has said yes. Mayor Tourville stated that the proposed sewer fee needs to be lowered in 2016.

The Council discussed other options to pay for the sewer and water connections fees since this is for development of the city including the discussion of using the Host Community Fund. Mr.

Kuntz stated the necessary action of this decision happening before the 1<sup>st</sup> of the year. Other developments that would come forward would pay the lesser amount.

Mr. Link discussed that staff already communicates with developers regarding the connection fees and commented that they will continue to do so and include in the conversation the potential increase of connection fees in the future.

Mayor Tourville asked that the Host Community fund of \$100,000 be transferred to the sewer fund to prevent the connection fee increase. Councilmember Piekarski Krech stated that the lack of development has put the city in the place it's in now. Mayor Tourville discussed the importance of development and not to charge a large connection fee.

6. **ADJOURN:** Motion by Hark, seconded by Bartholomew to adjourn the meeting. Motion was carried unanimously. Meeting adjourned at 9:57pm.

DRAFT

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: December 14, 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 November 18, 2015 to December 8, 2015.

**SUMMARY**

Shown below is a listing of the disbursements for the various funds for the period ending December 8, 2015. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$344,525.55
Debt Service & Capital Projects	302,813.68
Enterprise & Internal Service	164,583.09
Escrows	17,286.78
	<hr/>
Grand Total for All Funds	<u><u>\$829,209.10</u></u>

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

Attached to this summary for your action is a resolution approving the disbursements for the period November 18, 2015 to December 8, 2015 and the listing of disbursements requested for approval.

**DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING DISBURSEMENTS FOR THE  
PERIOD ENDING December 8, 2015**

**WHEREAS**, a list of disbursements for the period ending December 8, 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	\$344,525.55
Debt Service & Capital Projects	302,813.68
Enterprise & Internal Service	164,583.09
Escrows	17,286.78
Grand Total for All Funds	<u><u>\$829,209.10</u></u>

Adopted by the City Council of Inver Grove Heights this 14th day of December, 2015.

Ayes:

Nays:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk



# Expense Approval Report

By Fund

Payment Dates 11/18/2015 - 12/8/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ABDO, EICK & MEYERS, LLP	100001 2015	12/02/2015	3 ATTENDEES	101.41.2000.415.50080	225.00
ACE PAINT & HARDWARE	526116/5	11/18/2015	501126	101.44.6000.451.60012	15.49
ACE PAINT & HARDWARE	526486/5	12/02/2015	501126	101.42.4200.423.40041	9.99
ACE PAINT & HARDWARE	526360/5	11/18/2015	550126	101.42.4200.423.60040	6.99
AFSCME COUNCIL 5	INV0047975	11/27/2015	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	33.04
AFSCME COUNCIL 5	INV0047976	11/27/2015	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	756.69
AFSCME COUNCIL 5	INV0047977	11/27/2015	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	86.00
APA	099679-15104	12/02/2015	1/1/16-12/31/16	101.45.3200.419.50070	500.00
ARROW MOWER, INC.	38107	11/25/2015	10516	101.43.5200.443.60040	299.95
BETTS, BETH	1067	12/02/2015	HOLIDAY	101.44.6000.451.30700	788.00
BITUMINOUS ROADWAYS, INC.	25091	11/18/2015	35266	101.43.5200.443.60016	1,773.72
BRANDT, BRIAN	11/2/15	11/18/2015	REIMBURSEMENT - MENARDS PURCH	101.42.4200.423.40040	69.48
BUDGET SANDBLASTING & PAINTING INC	102315	12/02/2015	10/23/15	101.44.6000.451.60066	495.00
CA DEPT OF CHILD SUPPORT SERVICES	INV0047978	11/27/2015	MIGUEL GUADALAJARA FEIN/TAXPAY	101.203.2032100	279.69
CITY OF MINNEAPOLIS RECEIVABLES	400413006468	11/25/2015	612005356	101.42.4000.421.30700	2,229.30
COLLINS ELECTRICAL CONST.	155124.01	11/25/2015	11/9/15	101.43.5400.445.40042	5,360.00
COMCAST	11/5/15 8772 10 591 0359	11/18/2015	8772 10 591 0359526	101.42.4200.423.30700	10.53
CULLIGAN	10/31/15 157-98459100-6	11/18/2015	157-98459100-6	101.42.4200.423.60065	207.20
DAJ ENTERPRISES LLC	2007	12/02/2015	11/10/15	101.44.6000.451.60016	1,475.00
DAKOTA AGGREGATES, LLC.	A6050847	12/02/2015	9021	101.44.6000.451.40047	64.04
DAKOTA COMMUNICATIONS CENTER	IG2015-12	11/18/2015	DECEMBER 2015	101.42.4000.421.70502	44,208.00
DAKOTA COMMUNICATIONS CENTER	IG2015-12	11/18/2015	DECEMBER 2015	101.42.4200.423.70502	4,912.00
DAKOTA COUNTY	NOTARY JENNY BLACKBIRD	11/25/2015	NOTARY JENNY BLACKBIRD 11/25/15	101.41.2000.415.50070	20.00
DAKOTA CTY FINANCIAL SVCS	00018109	12/02/2015	UTILITIES 3RD QTR	101.43.5400.445.40020	587.49
DAKOTA CTY FINANCIAL SVCS	00018123	11/25/2015	SEPT 2015 MHZ SUBSCRIBER FEE	101.42.4000.421.70501	1,399.80
DAKOTA CTY FINANCIAL SVCS	00018123	11/25/2015	SEPT 2015 MHZ SUBSCRIBER FEE	101.42.4200.423.30700	1,376.47
DAKOTA CTY FINANCIAL SVCS	00018123	11/25/2015	SEPT 2015 MHZ SUBSCRIBER FEE	101.43.5200.443.30700	46.66
DAKOTA CTY PROP TAXATION & RECORDS	11/4/15	11/25/2015	11/4/15	101.45.0000.3413000	414.00
DAKOTA CTY TECH COLLEGE	00131059	11/25/2015	00126219	101.43.5200.443.50080	1,000.00
EFTPS	INV0047734	11/20/2015	FEDERAL WITHHOLDING	101.203.2030200	50.15
EFTPS	INV0047736	11/20/2015	MEDICARE WITHHOLDING	101.203.2030500	24.14
EFTPS	INV0047737	11/20/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	103.20
EFTPS	CM0001154	11/27/2015	FEDERAL WITHHOLDING	101.203.2030200	(417.46)
EFTPS	CM0001156	11/27/2015	MEDICARE WITHHOLDING	101.203.2030500	(72.68)
EFTPS	CM0001157	11/27/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	(310.80)
EFTPS	INV0047997	11/27/2015	FEDERAL WITHHOLDING	101.203.2030200	43,622.47
EFTPS	INV0047999	11/27/2015	MEDICARE WITHHOLDING	101.203.2030500	11,949.12
EFTPS	INV0048000	11/27/2015	SOCIAL SECURITY WITHHOLDING	101.203.2030400	36,154.42
ELECTRIC FIRE & SECURITY	7669	11/25/2015	CIT8000	101.44.6000.451.40040	162.75
EXPERT TREE AND SERVICE AND SCIENCE	6723	11/18/2015	10/30/15	101.43.5200.443.40046	1,250.00
FIRST IMPRESSION GROUP, THE	65084	12/02/2015	4363	101.41.1100.413.50032	2,935.00
FIRSTSCRIBE	2467674	11/18/2015	11/1/15	101.43.5100.442.40044	250.00
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0047981	11/27/2015	HSA ELECTION-FAMILY	101.203.2032500	2,605.42
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0047982	11/27/2015	HSA ELECTION-SINGLE	101.203.2032500	2,849.67
GENESIS EMPLOYEE BENEFITS, INC	IN647987 B	11/25/2015	SHORT PAID IN647987	101.45.3300.419.30550	21.78
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.41.1100.413.30550	5.21
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.41.2000.415.30550	20.58
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.42.4000.421.30550	78.15
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.43.5000.441.30550	5.21
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.43.5100.442.30550	20.84
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.43.5200.443.30550	5.21
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.44.6000.451.30550	17.40
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.45.3000.419.30550	4.69
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	101.45.3300.419.30550	10.42
GRAINGER	9786375015	11/25/2015	806460150	101.43.5200.443.60016	13.67
HAUGLAND, DENNIS	10/2/15	11/25/2015	REIMBURSE - VEST	101.42.4000.421.60045	556.50
HIDEAWAY SHOOTING RANGE LLC	11/3/15	12/02/2015	11/3/15	101.42.4000.421.60018	544.68
HIDEAWAY SHOOTING RANGE LLC	11/8/15	12/02/2015	11/8/15	101.42.4000.421.60018	544.68
HOME DEPOT CREDIT SERVICES	11/13/15 6035 3225 0255	12/02/2015	6035 3225 0255 4813	101.42.4200.423.40040	550.49
HOME DEPOT CREDIT SERVICES	11/13/15 6035 3225 0255	12/02/2015	6035 3225 0255 4813	101.42.4200.423.60011	117.58
ICMA RETIREMENT TRUST - 457	INV0047983	11/27/2015	ICMA-AGE <49 %	101.203.2031400	3,810.75
ICMA RETIREMENT TRUST - 457	INV0047984	11/27/2015	ICMA-AGE <49	101.203.2031400	4,297.30
ICMA RETIREMENT TRUST - 457	INV0047985	11/27/2015	ICMA-AGE 50+ %	101.203.2031400	1,254.67
ICMA RETIREMENT TRUST - 457	INV0047986	11/27/2015	ICMA-AGE 50+	101.203.2031400	4,624.36
ICMA RETIREMENT TRUST - 457	INV0047987	11/27/2015	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	76.62
ICMA RETIREMENT TRUST - 457	INV0047995	11/27/2015	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	797.28
ICMA RETIREMENT TRUST - 457	INV0047996	11/27/2015	ROTH IRA (AGE 50 & OVER)	101.203.2032400	100.00
ING DIRECT	INV0047733	11/20/2015	MSRS-HCSP	101.203.2032200	112.62
JRK SEED & TURF SUPPLY	16896/4	12/02/2015	1382	101.44.6000.451.60016	216.85
JRK SEED & TURF SUPPLY	16910/4	12/02/2015	1382	101.44.6000.451.60016	69.90
JRK SEED & TURF SUPPLY	16944/4	12/02/2015	1382	101.44.6000.451.60016	429.80
KENISON, TERRI	OCT 2015	11/18/2015	OCT 2015	101.42.4200.423.30700	850.00
KEYS WELL DRILLING CO	2015099	12/02/2015	10/30/15	101.44.6000.451.40047	3,300.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P.A.	10/31/15 92000E	12/02/2015	92000E	101.42.4000.421.30410	14,600.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L	40953	11/18/2015	106325	101.42.4000.421.70501	1,735.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L	40963	11/25/2015	111541	101.42.4200.423.30700	118.00
MADISON NATIONAL LIFE INSURANCE COMPANY	1190246	11/18/2015	1012439000000000	101.203.2031700	2,496.51
MADISON NATIONAL LIFE INSURANCE COMPANY	1190246	11/18/2015	1012439000000000	101.42.4000.421.20630	(44.24)
MADISON NATIONAL LIFE INSURANCE COMPANY	1190246	11/18/2015	1012439000000000	101.44.6000.451.20630	(28.50)
MCIL	11/16/15	11/18/2015	PLANNING FEE REIMBURSEMENT	101.45.0000.3413000	100.00
METROPOLITAN AREA MGMT ASSOC.	1963	12/02/2015	MAMA LUNCHEON	101.41.1100.413.50075	20.00
METROPOLITAN COUNCIL ENVIRON SRVCS	OCTOBER 2015	11/18/2015	OCTOBER 2015	101.41.0000.3414000	(173.95)
MIKE'S SHOE REPAIR, INC.	1122012	11/25/2015	11/12/12	101.42.4200.423.30700	65.00
MINNEAPOLIS OXYGEN CO.	171137800	11/18/2015	113504	101.42.4200.423.40042	54.56
MINNEAPOLIS OXYGEN CO.	171137801	11/18/2015	113504	101.42.4200.423.40042	54.56
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0047979	11/27/2015	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	428.80
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0047980	11/27/2015	JUSTIN PARRANTO FEIN/TAXPAYER II	101.203.2032100	300.41
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	101.207.2070300	0.20
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	101.207.2070300	10.93
MN DEPT OF REVENUE	INV0047735	11/20/2015	STATE WITHHOLDING	101.203.2030300	26.83
MN DEPT OF REVENUE	CM0001155	11/27/2015	STATE WITHHOLDING	101.203.2030300	(161.60)
MN DEPT OF REVENUE	INV0047988	11/27/2015	LETTER ID: L1895525440 - BERGUM	101.203.2031900	225.60
MN DEPT OF REVENUE	INV0047998	11/27/2015	STATE WITHHOLDING	101.203.2030300	17,656.42
MN FIRE SERVICE CERT BOARD	3730	11/18/2015	11/5/15	101.42.4200.423.30700	50.00
MN GLOVE & SAFETY, INC.	291304	12/02/2015	CTINVP	101.43.5200.443.60045	256.90
MN GLOVE & SAFETY, INC.	291001	11/18/2015	CTINVP	101.43.5200.443.60045	99.90
MN NCPERS LIFE INSURANCE	11/30/15	12/02/2015	DECEMBER 2015	101.203.2031600	320.00
MOORE MEDICAL LLC	82887669 I	11/18/2015	21185816	101.42.4200.423.60040	455.35
MOORE MEDICAL LLC	82888646 I	11/18/2015	21185816	101.42.4200.423.60040	685.00
MUNICIPAL EMERGENCY SERVICES, INC.	00687312_SNV	11/18/2015	43426	101.42.4200.423.60045	131.70
NATURE CALLS, INC.	24366	11/18/2015	SEPTEMBER 2015	101.44.6000.451.40065	1,888.00
PEARL VALLEY ORGANIX, INC.	56159	11/18/2015	00086271	101.44.6000.451.60035	5,634.72
PERA	CM0001152	11/27/2015	PERA COORDINATED PLAN	101.203.2030600	(325.82)
PERA	CM0001153	11/27/2015	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	(25.07)
PERA	INV0047989	11/27/2015	PERA COORDINATED PLAN	101.203.2030600	32,769.16
PERA	INV0047990	11/27/2015	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,520.77
PERA	INV0047991	11/27/2015	PERA DEFINED PLAN	101.203.2030600	69.23
PERA	INV0047992	11/27/2015	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	69.23
PERA	INV0047993	11/27/2015	PERA POLICE & FIRE PLAN	101.203.2030600	12,831.76
PERA	INV0047994	11/27/2015	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	19,247.67
PETTY CASH-WF PURCHASE CARD FEES	OCTOBER 2015	11/20/2015	OCTOBER PURCHASE CARD FEES	101.41.2000.415.70440	251.51
PETTY CASH-WF PURCHASE CARD FEES	SEPTEMBER 2015	11/20/2015	SEPTEMBER 2015 PURCHASE CARD F	101.41.2000.415.70440	1,095.43
PINE BEND PAVING, INC.	15-744	11/18/2015	10/28/15	101.43.5200.443.60016	6,019.92
PINE BEND PAVING, INC.	15-791	11/25/2015	11/10/15	101.43.5200.443.60016	221.40
PRECISE MRM	IN200-1006921	12/02/2015	000208	101.43.5200.443.30700	66.38
RUMPCA SERVICES	36382	12/02/2015	11/10/15	101.44.6000.451.40047	1,154.00
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	101.41.1100.413.60070	41.55
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	101.41.2000.415.50030	575.00
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	101.43.5100.442.60040	43.88
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	101.43.5100.442.60070	119.44
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	101.45.3200.419.60010	117.52
SCHADEGG, JEFFREY	10/7/15	11/25/2015	REIMBURSE-FOOD	101.42.4200.423.50075	53.94
SHERWIN-WILLIAMS CO.	5091-8	12/02/2015	6682-5453-5	101.44.6000.451.40047	205.11
SHERWIN-WILLIAMS CO.	9764-7	11/18/2015	6682-5453-5	101.43.5200.443.60016	397.78
SHORT ELLIOTT HENDRICKSON, INC.	305658	11/18/2015	130798	101.43.5100.442.30300	1,012.71
SOLBERG AGGREGATE CO	14954	12/02/2015	10/31/15	101.43.5200.443.60016	396.30
SOUTH EAST TOWING	196489	12/02/2015	10/3/15	101.44.6000.451.30700	100.00
SOUTH ST PAUL, CITY OF	7/1/15-9/29/15	11/25/2015	UTILIY BILLING	101.207.2070900	33.00
SPRINT	842483314-168	11/25/2015	Invoice	101.41.1000.413.50020	69.98
SPRINT	842483314-168	11/25/2015	Invoice	101.41.1100.413.50020	69.98
SPRINT	842483314-168	11/25/2015	Invoice	101.41.2000.415.50020	34.99
SPRINT	842483314-168	11/25/2015	Invoice	101.42.4000.421.50020	34.99
SPRINT	842483314-168	11/25/2015	Invoice	101.42.4200.423.50020	34.99
SPRINT	842483314-168	11/25/2015	Invoice	101.43.5000.441.50020	34.99
SPRINT	842483314-168	11/25/2015	Invoice	101.44.6000.451.50020	34.99
SPRINT	842483314-168	11/25/2015	Invoice	101.45.3000.419.50020	34.99
ST PAUL STAMP WORKS INC	346929	11/18/2015	INVER004	101.42.4000.421.60065	21.40
TAB PRODUCTS CO. LLC	2309809	11/25/2015	2903609	101.42.4000.421.60065	751.65
TOTAL CONSTRUCTION & EQUIP.	65865	11/25/2015	CIT001	101.44.6000.451.40040	541.89
TOTAL CONSTRUCTION & EQUIP.	65866	11/18/2015	CIT001	101.42.4200.423.30700	747.56
TOTAL CONSTRUCTION & EQUIP.	65867	11/25/2015	CIT001	101.44.6000.451.40047	1,711.66
TOTAL CONSTRUCTION & EQUIP.	65868	11/18/2015	CIT001	101.43.5400.445.40042	197.60
TWIN CITIES OCCUPATIONAL HEALTH PC	T51112387	12/02/2015	T51112387	101.41.1100.413.30500	55.00
TYLER TECHNOLOGIES, INC	025-140890	12/02/2015	41443	101.41.2000.415.40044	438.00
UNIFIRST CORPORATION	090 0277216	11/18/2015	1051948	101.43.5200.443.60045	34.90
UNIFIRST CORPORATION	090 0277216	11/18/2015	1051948	101.44.6000.451.60045	29.52
UNIFIRST CORPORATION	090 0278237	11/25/2015	090 0278237	101.43.5200.443.60045	32.20
UNIFIRST CORPORATION	090 0278237	11/25/2015	090 0278237	101.44.6000.451.60045	29.52
UNIFIRST CORPORATION	090 0279248	12/02/2015	090 0279248	101.43.5200.443.60045	32.20
UNIFIRST CORPORATION	090 0279248	12/02/2015	090 0279248	101.44.6000.451.60045	29.52
UNIFORMS UNLIMITED	11825-1	12/02/2015	2588-2	101.42.4000.421.60045	54.99
WAKOTA MUTUAL FIREMANS AID ASSOC	2015 DUES	11/18/2015	2015 DUES	101.42.4200.423.50070	50.00
WALKER DISPLAY INC	8951	11/18/2015	10/2/15	101.41.1100.413.60065	244.99

Fund: 101 - GENERAL FUND

323,682.57

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MALL OF AMERICA - SALES DEPARTMENT	11/18/15	11/18/2015	GIFT CARDS	201.44.1600.465.50025	252.00
RIVER HEIGHTS CHAMBER OF COMMERCE	5752	11/18/2015	11/11/15	201.44.1600.465.50025	300.00
<b>Fund: 201 - C.V.B. FUND</b>					<b>552.00</b>
BURNSVILLE ATHLETIC CLUB	1012 B	12/02/2015	GIRLS IN HOUSE SOFTBALL	204.44.6100.452.30700	164.90
BURNSVILLE ATHLETIC CLUB	1012 B	12/02/2015	GIRLS IN HOUSE SOFTBALL	204.44.6100.452.60009	118.72
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	204.44.6100.452.30550	2.24
IGH SENIOR CLUB	11/3/15	11/18/2015	OCTOBER 2015	204.227.2271000	1,968.00
IGH/SSP COMMUNITY EDUCATION	11/2/15	11/18/2015	SENIOR TRIP - DULUTH	204.227.2271000	1,343.00
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	204.207.2070300	363.03
SIKICH, TONY	10/19/15	12/02/2015	2015 CONDUCT FEE	204.228.2280100	50.00
<b>Fund: 204 - RECREATION FUND</b>					<b>4,009.89</b>
ACE PAINT & HARDWARE	526251/5	11/18/2015	501126	205.44.6200.453.60016	23.63
ACE PAINT & HARDWARE	526251/5	11/18/2015	501126	205.44.6200.453.60016	23.62
ACE PAINT & HARDWARE	526468/5	12/02/2015	501126	205.44.6200.453.60012	4.40
GENESIS EMPLOYEE BENEFITS, INC	IN647987 B	11/25/2015	SHORT PAID IN647987	205.44.6200.453.30550	10.89
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	205.44.6200.453.30550	22.04
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	205.44.6200.453.30550	5.21
GILLINGS, SCOTT & STACY	11/6/15	11/18/2015	REIMBURSE- MEDICA CREDITS	205.44.0000.3490100	480.00
HUEBSCH SERVICES	3548560	11/18/2015	92965	205.44.6200.453.80200	7,198.00
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	205.207.2070300	6,301.66
MN HOCKEY DISTRICT 8	11/2/15	11/25/2015	ADVERTISING	205.44.6200.453.50025	125.00
NYCO, INC.	015332	11/18/2015	100251	205.44.6200.453.40040	1,013.00
PALUMBO, MARIA	11/3/15	11/18/2015	REIMBURSE - LOW ENROLLMENT	205.44.0000.3493501	19.00
RICE SOUND & SERVICE INC	04-2740	12/02/2015	11/10/15	205.44.6200.453.30700	200.00
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	205.44.6200.453.60040	171.94
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	205.44.6200.453.60040	347.14
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	205.44.6200.453.60040	171.94
SIMLEY SWIM & DIVE BOOSTER CLUB	2015 POSTER	11/25/2015	2015 DONATION	205.44.6200.453.50025	100.00
VANCO SERVICES LLC	00007013417	11/18/2015	OCTOBER 2015	205.44.6200.453.70600	63.10
<b>Fund: 205 - COMMUNITY CENTER</b>					<b>16,280.57</b>
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	290.45.3000.419.30550	0.52
<b>Fund: 290 - EDA</b>					<b>0.52</b>
MN STATE ARMORY BUILDING COMMISSION	12/1/15	12/02/2015	PAYMENT #19	326.57.9000.570.90100	53,280.99
MN STATE ARMORY BUILDING COMMISSION	12/1/15	12/02/2015	PAYMENT #19	326.57.9000.570.90200	7,419.01
<b>Fund: 326 - NAT'L GUARD ARMORY D/S</b>					<b>60,700.00</b>
EHLERS AND ASSOCIATES, INC.	69086	11/25/2015	11/16/15	354.57.9000.570.30150	3,000.00
<b>Fund: 354 - G.O. SEWER REV BONDS 2010A</b>					<b>3,000.00</b>
EHLERS AND ASSOCIATES, INC.	69084	11/25/2015	11/16/15	355.57.9000.570.30150	2,390.00
<b>Fund: 355 - G.O. IMPR BONDS 2010B</b>					<b>2,390.00</b>
EHLERS AND ASSOCIATES, INC.	69085	11/25/2015	11/16/15	356.57.9000.570.30150	1,348.07
<b>Fund: 356 - G.O.PIR REFUNDING 2010C</b>					<b>1,348.07</b>
EHLERS AND ASSOCIATES, INC.	69085	11/25/2015	11/16/15	357.57.9000.570.30150	651.93
<b>Fund: 357 - G.O. WMTD REF BONDS 2010C</b>					<b>651.93</b>
METROPOLITAN COUNCIL ENVIRON SRVCS	OCTOBER 2015	11/18/2015	OCTOBER 2015	404.217.2170000	22,895.00
PDW INVESTMENTS INC	142855	11/18/2015	BD2015-1746	404.217.2170000	1,200.00
<b>Fund: 404 - SEWER CONNECTION FUND</b>					<b>24,095.00</b>
EHLERS AND ASSOCIATES, INC.	69009	11/18/2015	11/12/15	405.57.9000.570.30150	105.00
<b>Fund: 405 - NORTH SIDE WTR STOR. FAC.</b>					<b>105.00</b>
METZEN REALTY, INC.	8	12/02/2015	2009-01	429.72.5900.729.30700	600.00
<b>Fund: 429 - 2009 IMPROVEMENT FUND</b>					<b>600.00</b>
AMERICAN ENGINEERING TESTING, INC.	69237	11/18/2015	INV001	440.74.5900.740.30340	7,716.90
AMERICAN ENGINEERING TESTING, INC.	69410	11/18/2015	INV001	440.74.5900.740.30420	5,779.00
<b>Fund: 440 - PAVEMENT MANAGEMENT PROJ</b>					<b>13,495.90</b>
BARR ENGINEERING COMPANY	23190328.14-35	12/02/2015	7/13/15	441.74.5900.741.30700	380.23
SOUTH ST PAUL, CITY OF	7/1/15-9/29/15	11/25/2015	UTILIY BILLING	441.207.2070800	58.32
<b>Fund: 441 - STORM WATER MANAGEMENT</b>					<b>438.55</b>
BARR ENGINEERING COMPANY	23190328.15-7	11/18/2015	9/5/15-10/2/15	446.74.5900.746.30300	631.00
BARR ENGINEERING COMPANY	23190328.15-7	11/18/2015	9/5/15-10/2/15	446.74.5900.746.30300	1,552.00
BOLTON & MENK, INC.	0183528	11/18/2015	T18.108658	446.74.5900.746.30300	1,155.00
BOLTON & MENK, INC.	0183528	11/18/2015	T18.108658	446.74.5900.746.30300	849.00
BOLTON & MENK, INC.	0183528	11/18/2015	T18.108658	446.74.5900.746.30300	4,477.00
BOLTON & MENK, INC.	0183528	11/18/2015	T18.108658	446.74.5900.746.30300	770.00
BOLTON & MENK, INC.	0184042	11/18/2015	T21-109315	446.74.5900.746.30300	725.75
S. M. HENTGES & SONS, INC.	11/23/15	11/25/2015	CITY PROJECT NO. 2015-10	446.74.5900.746.80300	475.89
S. M. HENTGES & SONS, INC.	11/23/15	11/25/2015	CITY PROJECT NO. 2015-10	446.74.5900.746.80300	180,205.59
<b>Fund: 446 - NW AREA</b>					<b>190,841.23</b>
KUNZ CONSTRUCTION, INC.	15383	11/18/2015	10/30/15	447.00.7500.460.40040	5,148.00
<b>Fund: 447 - ADA</b>					<b>5,148.00</b>

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FIRST IMPRESSION GROUP, THE	65170	12/02/2015	3022	451.44.6000.451.30700	85.00
G & M TREE MOVING INC	1565	12/02/2015	11/6/15	451.44.6000.451.30700	800.00
JOEL CARLSON	11/16/15	11/25/2015	5/19/15	451.75.5900.751.30700	1,000.00
<b>Fund: 451 - HOST COMMUNITY FUND</b>					<b>1,885.00</b>
AUTOMATIC SYSTEMS CO.	29605 S	11/25/2015	INVE01	501.50.7100.512.40042	1,090.90
BATTCHER & AERO ELECTRICAL CONST.	430	11/25/2015	1021	501.50.7100.512.40040	495.00
BLACKTOP PROS, LLC	29-23	12/02/2015	11/23/15	501.50.7100.512.40046	1,400.00
BLUETARP FINANCIAL	0561026201	11/25/2015	96151	501.50.7100.512.60016	42.84
ELECTRIC FIRE & SECURITY	7796	11/25/2015	CIT800	501.50.7100.512.40040	595.75
ELECTRIC FIRE & SECURITY	7782	11/25/2015	CIT800	501.50.7100.512.40040	64.25
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	501.50.7100.512.30550	15.12
GLENN LAWN CARE	209	11/25/2015	0002	501.50.7100.512.60016	117.00
HOME DEPOT CREDIT SERVICES	11/13/15 1268	11/25/2015	1268	501.50.7100.512.40040	7.43
HOME DEPOT CREDIT SERVICES	11/13/15 1268	11/25/2015	1268	501.50.7100.512.60016	267.38
MN DEPT OF HEALTH	12/31/15 CLASS A #8298	11/25/2015	CLASS A RENEWAL #8298	501.50.7100.512.50080	23.00
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	501.207.2070200	3,277.23
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	501.207.2070300	12.38
SOUTH ST PAUL, CITY OF	7/1/15-9/29/15	11/25/2015	UTILIY BILLING	501.50.7100.512.40005	348.64
SPRINT	842483314-168	11/25/2015	Invoice	501.50.7100.512.50020	69.98
STANTEC CONSULTING SERVICES INC.	977761	11/25/2015	92607	501.50.7100.512.30700	1,610.00
TOTAL CONSTRUCTION & EQUIP.	65863	11/25/2015	CIT001	501.50.7100.512.40040	384.71
TWIN CITY WATER CLINIC INC	6486	11/25/2015	6/10/15	501.50.7100.512.30700	200.00
UPS	000027914A445	11/25/2015	27914A	501.50.7100.512.60016	15.30
UPS	000027914A465	11/25/2015	27914A	501.50.7100.512.60016	14.89
VALLEY-RICH CO, INC	22241	11/25/2015	R150669 11/06	501.50.7100.512.40046	327.60
VALLEY-RICH CO, INC	22235	11/25/2015	R150674 11/06	501.50.7100.512.40046	5,651.70
VALLEY-RICH CO, INC	22250	12/02/2015	R150699 11/13	501.50.7100.512.40046	2,109.72
<b>Fund: 501 - WATER UTILITY FUND</b>					<b>18,140.82</b>
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	502.51.7200.514.30550	10.85
MN GLOVE & SAFETY, INC.	291368	12/02/2015	CTINVE	502.51.7200.514.60045	192.95
MN GLOVE & SAFETY, INC.	290950	11/25/2015	CTINVP	502.51.7200.514.60045	494.69
SEXTON COMPANY, THE	58705	12/02/2015	4115	502.51.7200.514.60045	31.25
SOUTH ST PAUL, CITY OF	7/1/15-9/29/15	11/25/2015	UTILIY BILLING	502.51.7200.514.40015	420.22
<b>Fund: 502 - SEWER UTILITY FUND</b>					<b>1,149.96</b>
ARAMARK REFRESHMENT SERVICES	9255691	12/02/2015	48128X	503.52.8300.524.40042	79.26
BUSHNELL OUTDOOR PRODUCTS	965152	12/02/2015	201230-0000	503.52.8200.523.76400	282.15
CHECKVIEW CORPORATION	94156907	12/02/2015	64035	503.52.8500.526.50055	267.81
DENNY'S 5TH AVENUE BAKERY	581113	11/18/2015	IW185	503.52.8300.524.76050	43.58
DEX MEDIA EAST	11/20/15 110360619	12/02/2015	110360619	503.52.8500.526.50025	95.46
DRAFT TECHNOLOGIES	11201506	12/02/2015	11/20	503.52.8300.524.40042	50.00
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	503.52.8000.521.30550	10.42
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	503.52.8600.527.30550	5.21
HERFORD NORBY GOLF ARCHITECTS, LLC	2104b	12/02/2015	10/9/15	503.52.8600.527.80300	17,518.75
MN DEPT OF PUBLIC SAFETY	12/31/15 45814	12/02/2015	LIQUOR LICENSE	503.52.8300.524.50070	20.00
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	503.207.2070300	7,863.77
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	503.52.8500.526.50020	14.90
NAPA OF INVER GROVE HEIGHTS	441724	11/25/2015	4165	503.52.8600.527.40042	44.06
NAPA OF INVER GROVE HEIGHTS	441840	11/25/2015	4165	503.52.8600.527.40042	793.92
NAPA OF INVER GROVE HEIGHTS	442247	11/25/2015	4165	503.52.8600.527.60012	33.19
NATURE CALLS, INC.	24401	11/25/2015	OCTOBER 2015	503.52.8600.527.40065	115.70
NATURE CALLS, INC.	24226	11/25/2015	AUGUST 2015	503.52.8600.527.40065	115.70
PUFFY CREAM DONUTS	00004080	11/18/2015	11/1/15	503.52.8300.524.76050	112.50
SHAMROCK GROUP	1948972	11/18/2015	07176	503.52.8300.524.76100	110.50
SOUTH SUBURBAN RENTAL INC	0349055	11/25/2015	009757	503.52.8600.527.40050	109.13
TDS METROCOM	11/13/15	11/25/2015	651 457 3667	503.52.8500.526.50020	253.03
WINFIELD SOLUTIONS, LLC	000060523325	11/25/2015	156650	503.52.8600.527.60035	248.11
WIRTZ BEVERAGE MN BEER INC	1090485778	11/18/2015	102294	503.52.8300.524.76150	88.75
<b>Fund: 503 - INVER WOOD GOLF COURSE</b>					<b>28,275.90</b>
EHLERS AND ASSOCIATES, INC.	69008	11/18/2015	11/12/15	511.50.7100.512.30150	781.87
<b>Fund: 511 - NWA - WATER</b>					<b>781.87</b>
EHLERS AND ASSOCIATES, INC.	69008	11/18/2015	11/12/15	512.51.7200.514.30150	781.88
<b>Fund: 512 - NWA - SEWER</b>					<b>781.88</b>
ADVANCED GRAPHIX, INC.	193485	12/02/2015	11/23/15	602.00.2100.415.40048	228.00
ENTERTAINMENT DESIGN GROUP, LLC	677	11/18/2015	11/6/15	602.00.2100.415.60065	750.00
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	602.00.2100.415.30550	0.26
<b>Fund: 602 - RISK MANAGEMENT</b>					<b>978.26</b>
3M	05080179B	11/25/2015	5918140	603.00.5300.444.60045	39.25
ADVANCED GRAPHIX, INC.	193485	12/02/2015	11/23/15	603.00.5300.444.80700	66.50
ARROW MOWER, INC.	37926	11/25/2015	10458	603.00.5300.444.40041	82.48
BETTS, BETH	1067	12/02/2015	HOLIDAY	603.00.5300.444.40040	411.84
BOYER TRUCKS - MINNEAPOLIS	281540	11/25/2015	C20390	603.00.5300.444.40041	242.76
EHLERS AND ASSOCIATES, INC.	69007	11/18/2015	11/12/15	603.00.5300.444.70600	892.50
EMERGENCY APPARATUS MAINTENANCE	83797	11/18/2015	10/27/15	603.00.5300.444.40041	247.33
FACTORY MOTOR PARTS COMPANY	1-z06067	12/02/2015	10799	603.140.1450050	206.76
FLEETPRIDE	73269218	11/18/2015	11/3/15	603.00.5300.444.40041	213.23
FLEETPRIDE	73282877	11/18/2015	11/3/15	603.00.5300.444.40041	(53.82)

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	603.00.5300.444.30550	5.21
GRAINGER	9746942128	11/25/2015	9746942128	603.00.5300.444.60045	122.40
H&L MESABI	94535	12/02/2015	514	603.00.5300.444.40041	640.00
H&L MESABI	94349	11/25/2015	514	603.00.5300.444.40041	1,159.17
H&L MESABI	94467	12/02/2015	514	603.00.5300.444.40041	(505.00)
HEPPNER'S AUTO BODY	40592	11/25/2015	11/3/15	603.00.5300.444.40041	3,553.37
JEFFERSON FIRE & SAFETY, INC.	220979	11/18/2015	INV03	603.00.5300.444.80700	3,367.89
KIMBALL MIDWEST	4550730	11/25/2015	222006	603.00.5300.444.60012	330.51
LARSON COMPANIES	B-253100040	11/18/2015	14649	603.140.1450050	44.67
LITTLE FALLS MACHINE INC	00056982	12/02/2015	051721	603.00.5300.444.40041	1,778.63
LITTLE FALLS MACHINE INC	00057004	12/02/2015	051741	603.00.5300.444.40041	48.85
MACQUEEN EQUIPMENT INC	2155548	11/18/2015	10/21/15	603.00.5300.444.40041	654.59
MACQUEEN EQUIPMENT INC	S-16009	12/02/2015	11/18/15	603.00.5300.444.40041	421.26
MANSFIELD OIL COMPANY	966375	12/02/2015	23866-01-966375	603.140.1450060	1,788.68
MANSFIELD OIL COMPANY	966376	12/02/2015	23866-01-966376	603.140.1450060	4,173.45
MANSFIELD OIL COMPANY	966379	12/02/2015	23866-02-966379	603.140.1450060	11,803.92
MANSFIELD OIL COMPANY	974722	12/02/2015	23866-01-974722	603.140.1450060	583.53
MANSFIELD OIL COMPANY	974761	12/02/2015	23866-01-974761	603.140.1450060	292.22
MANSFIELD OIL COMPANY	926905	11/18/2015	23866-02-26905	603.140.1450060	1,074.57
MANSFIELD OIL COMPANY	926919	11/18/2015	23866-02-926919	603.140.1450060	4,046.82
METROWIDE PLUMBING LLC	11/16/15	11/25/2015	11/16/15	603.00.5300.444.40040	143.00
MID CITY SERIVCES, INC.	33856	11/25/2015	11/13/15	603.00.5300.444.40065	39.75
MN DEPT OF REVENUE	OCTOBER 2015	11/23/2015	OCTOBER 2015 PETRO TAX	603.00.5300.444.60021	268.19
MTI DISTRIBUTING CO	1041242-00	12/02/2015	91180	603.00.5300.444.80400	47,556.59
NELSON AUTO CENTER	F35600S	12/02/2015	11/13/15	603.00.5300.444.80700	23.55
O' REILLY AUTO PARTS	1767-175153	11/25/2015	1578028	603.00.5300.444.40041	77.44
O' REILLY AUTO PARTS	1767-177733	11/25/2015	1578028	603.00.5300.444.40041	(57.44)
O' REILLY AUTO PARTS	1767-177734	11/25/2015	1578028	603.00.5300.444.40041	36.46
O' REILLY AUTO PARTS	1767-177784	11/25/2015	1578028	603.140.1450050	54.16
O' REILLY AUTO PARTS	1767-178688	12/02/2015	1578028	603.00.5300.444.40041	114.40
O' REILLY AUTO PARTS	1767-178693	12/02/2015	1578028	603.00.5300.444.40041	4.59
O' REILLY AUTO PARTS	1767-178698	12/02/2015	1578028	603.140.1450050	7.18
O' REILLY AUTO PARTS	1767-178700	12/02/2015	1578028	603.00.5300.444.40041	50.64
O' REILLY AUTO PARTS	1767-178702	12/02/2015	1578028	603.00.5300.444.40041	101.11
O' REILLY AUTO PARTS	1767-178711	12/02/2015	1578028	603.140.1450050	11.46
O' REILLY AUTO PARTS	1767-178712	12/02/2015	1578028	603.00.5300.444.40041	314.01
O' REILLY AUTO PARTS	1767-178721	12/02/2015	1578028	603.00.5300.444.40041	7.24
O' REILLY AUTO PARTS	1767-178884	12/02/2015	1578028	603.00.5300.444.40041	53.90
O' REILLY AUTO PARTS	1767-176108	11/18/2015	1578028	603.140.1450050	315.41
O' REILLY AUTO PARTS	1767-176156	11/18/2015	1578028	603.00.5300.444.40040	1,177.52
O' REILLY AUTO PARTS	1767-179528	12/02/2015	1578028	603.00.5300.444.40041	75.04
O' REILLY AUTO PARTS	1767-179721	12/02/2015	1578028	603.140.1450050	25.66
O' REILLY AUTO PARTS	1767-179738	12/02/2015	1578028	603.00.5300.444.40041	7.88
O' REILLY AUTO PARTS	1767-179741	12/02/2015	1578028	603.00.5300.444.40041	225.86
O' REILLY AUTO PARTS	1767-176483	11/18/2015	1578028	603.140.1450050	81.60
O' REILLY AUTO PARTS	1767-176728	11/18/2015	1578028	603.00.5300.444.40041	476.69
O' REILLY AUTO PARTS	1767-176760	11/18/2015	1578028	603.00.5300.444.60040	589.18
O' REILLY AUTO PARTS	1767-176866	11/18/2015	1578028	603.00.5300.444.60012	13.74
O' REILLY AUTO PARTS	1767-177278	11/18/2015	1578028	603.00.5300.444.40041	386.12
O' REILLY AUTO PARTS	1767-177288	11/18/2015	1578028	603.140.1450050	191.40
O' REILLY AUTO PARTS	1767-177289	11/18/2015	1578028	603.00.5300.444.40041	190.76
O' REILLY AUTO PARTS	1767-177292	11/18/2015	1578028	603.00.5300.444.40041	(175.14)
O' REILLY AUTO PARTS	1767-177347	11/18/2015	1578028	603.140.1450050	10.78
O' REILLY AUTO PARTS	1767-177349	11/18/2015	1578028	603.140.1450050	21.56
POMP'S TIRE SERVICE, INC.	980023049	11/18/2015	4502557	603.00.5300.444.60014	451.28
POMP'S TIRE SERVICE, INC.	980023658	12/02/2015	4502557	603.00.5300.444.60014	232.90
POMP'S TIRE SERVICE, INC.	980023425	11/18/2015	4502557	603.140.1450050	754.92
RED POWER DIESEL SERVICE, INC.	13215	11/18/2015	11/3/15	603.00.5300.444.40041	841.36
REED'S SALES & SERVICE	141829	11/25/2015	INC1191	603.00.5300.444.40041	35.35
REED'S SALES & SERVICE	141928	12/02/2015	INC1191	603.00.5300.444.40041	88.95
SOUTH EAST TOWING	196281	12/02/2015	IGHPW	603.00.5300.444.40041	100.00
SWEEPER SERVICES	15266	11/25/2015	10-28-15	603.00.5300.444.40041	64.85
TOWMASTER TRAILERS INC	374437	11/25/2015	2946	603.00.5300.444.40042	2,126.00
UNIFIRST CORPORATION	090 0277216	11/18/2015	1051948	603.00.5300.444.40065	127.69
UNIFIRST CORPORATION	090 0277216	11/18/2015	1051948	603.00.5300.444.60045	31.14
UNIFIRST CORPORATION	090 0278237	11/25/2015	090 0278237	603.00.5300.444.40065	127.69
UNIFIRST CORPORATION	090 0278237	11/25/2015	090 0278237	603.00.5300.444.60045	31.14
UNIFIRST CORPORATION	090 0279248	12/02/2015	090 0279248	603.00.5300.444.40065	127.69
UNIFIRST CORPORATION	090 0279248	12/02/2015	090 0279248	603.00.5300.444.60045	38.94
VULCAN COMPANIES, INC.	396	11/25/2015	10/26/15	603.00.5300.444.40040	1,322.15
WESTERN PETROLEUM COMPANY	97351076-41801	12/02/2015	112741	603.00.5300.444.40041	127.06
WESTERN PETROLEUM COMPANY	97351076-41801	12/02/2015	112741	603.140.1450050	1,330.52
ZARNOTH BRUSH WORKS	0157477-IN	11/25/2015	INV1669	603.00.5300.444.40041	66.50
ZARNOTH BRUSH WORKS	0157478-IN	11/25/2015	INV1669	603.140.1450050	1,647.50
<b>Fund: 603 - CENTRAL EQUIPMENT</b>					<b>99,827.49</b>
COORDINATED BUSINESS SYSTEMS	CNIN195600	12/02/2015	4502512	604.00.2200.416.40050	2,902.32
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	604.00.2200.416.60005	202.19
S & T OFFICE PRODUCTS	10/31/15	12/02/2015	S28777	604.00.2200.416.60010	1,763.15
US BANCORP EQUIPMENT FINANCE, INC.	290835370	11/18/2015	923425	604.00.2200.416.40050	3,087.94
<b>Fund: 604 - CENTRAL STORES</b>					<b>7,955.60</b>

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BARR ENGINEERING COMPANY	23190328.14-35	12/02/2015	7/13/15	605.00.7500.460.30700	380.22
BETTS, BETH	1067	12/02/2015	HOLIDAY	605.00.7500.460.30700	904.16
CULLIGAN	10/31/15 157-98503022-8	11/18/2015	157-98503022-8	605.00.7500.460.60011	59.35
HUEBSCH SERVICES	3560957	11/18/2015	100075	605.00.7500.460.40065	113.54
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	605.00.7500.460.40040	1.71
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	605.00.7500.460.40044	1.07
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	605.00.7500.460.40065	0.38
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	605.00.7500.460.60011	0.08
TOTAL CONSTRUCTION & EQUIP.	65864	11/25/2015	CIT001	605.00.7500.460.40047	221.25
<b>Fund: 605 - CITY FACILITIES</b>					<b>1,681.76</b>
GENESIS EMPLOYEE BENEFITS, INC	IN679522	12/02/2015	Invoice	606.00.1400.413.30550	5.21
GOLDCOM, INC.	182213	11/18/2015	2497	606.00.1400.413.60065	70.08
IDEAL SYSTEM SOLUTIONS, INC.	48197	11/25/2015	5/19/15	606.00.1400.413.30700	2,385.00
INTEGRA TELECOM	120370965	11/18/2015	002129	606.00.1400.413.50020	438.60
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	606.00.1400.413.50020	0.18
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	606.00.1400.413.60010	2.39
MN DEPT OF REVENUE	15-Oct	11/20/2015	Invoice	606.00.1400.413.60041	3.09
US INTERNET	110-080034-0025	11/18/2015	110-080034	606.00.1400.413.30700	220.00
<b>Fund: 606 - TECHNOLOGY FUND</b>					<b>3,124.55</b>
BARR ENGINEERING COMPANY	23190328.15-7	11/18/2015	9/5/15-10/2/15	702.229.2289802	5,037.50
BARR ENGINEERING COMPANY	23190328.15-7	11/18/2015	9/5/15-10/2/15	702.229.2294102	1,010.50
BARR ENGINEERING COMPANY	23190328.15-7	11/18/2015	9/5/15-10/2/15	702.229.2294602	84.00
BARR ENGINEERING COMPANY	23190328.14-35	12/02/2015	7/13/15	702.229.2309101	341.65
BOLTON & MENK, INC.	0183530	11/18/2015	T18.110347	702.229.2289802	5,390.00
BOLTON & MENK, INC.	0183531	11/18/2015	T18.110348	702.229.2287302	1,936.00
BOLTON & MENK, INC.	T18.110346	11/18/2015	0183529	702.229.2293202	330.00
CULLIGAN	10/31/15 157-98473242-8	11/18/2015	157-98473242-8	702.229.2286300	42.05
FUNTIME FUNKTIONS	11/25/15	12/02/2015	HOLIDAY IN THE HEIGHTS	702.229.2307200	800.00
HEMKER PARK & ZOO	11/25/15	12/02/2015	HOLIDAY IN THE HEIGHTS	702.229.2307200	700.00
NORTHERN SERVICE CENTER	19WSCR1516241	12/02/2015	JAMES WILLIAM JENSEN	702.229.2291000	500.00
ROOTY'S DEN	11/13/15	11/18/2015	ESCROW REFUND	702.229.2283102	115.08
ROOTY'S DEN	11/13/15	11/18/2015	ESCROW REFUND	702.229.2283402	1,000.00
<b>Fund: 702 - ESCROW FUND</b>					<b>17,286.78</b>
<b>Grand Total</b>					<b>829,209.10</b>

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

2016 CITY COUNCIL MEETING SCHEDULE

Meeting Date: December 14, 2015  
Item Type: Consent  
Contact: 651-450-2513  
Prepared by: Michelle Tesser, City Clerk  
Reviewed by:

<b>Fiscal/FTE Impact:</b>	
<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** Accept the 2016 City Council Meeting Schedule

**SUMMARY** The proposed 2016 calendar again reflects holding City Council work sessions on the first Monday of each month.

We will again hold the Commission Recognition/Appreciation Dinner that began in 2012 in April. The date has yet to be determined.

Commission appointments are scheduled as a separate, special meeting on May 16, 2016

At this time the schedule does not include any other special meetings; i.e. budget, joint meetings with other cities, etc.

This calendar is modified from time to time. Council is provided with an updated meeting schedule as warranted throughout the year.

**RECOMMENDATION:** Staff recommends the Council review and approve the proposed 2016 meeting schedule.

**2016 CITY COUNCIL MEETING SCHEDULE  
INVER GROVE HEIGHTS**

<b>REGULAR MEETINGS 7:00 P.M.</b>	<b>WORK SESSION MEETINGS 6:00 P.M.</b>	<b>HOLIDAYS CITY HALL CLOSED</b>
JANUARY 11 JANUARY 25	JANUARY 4	JANUARY 1 – New Year’s Day JANUARY 18 - Martin Luther King, Jr.
FEBRUARY 8 FEBRUARY 22	FEBRUARY 1	FEBRUARY 15 - President’s Day
MARCH 14 MARCH 28	MARCH 7	MARCH 25 – Good Friday (1/2 day)
APRIL 11 APRIL 25	APRIL 4  <b>APRIL TBD – Commission Appreciation Dinner @ 6 p.m.</b>	
MAY 9 MAY 23	MAY 2  <b>MAY 16 – Commission Interviews and Appointments @ 7 p.m.</b>	MAY 30 - Memorial Day
JUNE 13 JUNE 27	JUNE 6	
JULY 11 JULY 25	<b>JULY 5 (Tuesday)</b>	JULY 4 – Fourth of July
AUGUST 8 AUGUST 22	AUGUST 1	
SEPTEMBER 12 SEPTEMBER 26	<b>SEPTEMBER 6 (Tuesday)</b>	SEPTEMBER 5 - Labor Day
OCTOBER 10 OCTOBER 24	OCTOBER 3	
NOVEMBER 14 NOVEMBER 28	NOVEMBER 7	NOVEMBER 11 - Veterans Day NOVEMBER 24 & 25 - Thanksgiving
DECEMBER 12 DECEMBER 26 (If nec.)	DECEMBER 5	DECEMBER 23 – Day before Christmas Eve (½ Day) DECEMBER 26 – Day after Christmas Day

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**APPROVE 2016 MEETING SCHEDULE OF ADVISORY COMMISSIONS**

Meeting Date: December 14, 2015  
Item Type: Consent  
Contact: 651-450-2513  
Prepared by: Michelle Tesser, City Clerk  
Reviewed by:

<b>Fiscal/FTE Impact:</b>	
<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** Accept the attached meeting schedules for 2016.

**SUMMARY** Section 2-1-6 of the City Code specifies that each commission and task force shall file a schedule of regular meetings with the City Clerk.

Each of the City’s Advisory Commissions Planning, Environmental, Parks and Recreation, and Airport Relations, Housing Committee and Convention and Visitors Bureau has submitted their schedules of regular meetings for 2016, and they are attached. Also included is the Economic Development Authority’s proposed schedule.

Staff recommends the Council review and accept the attached schedule of meetings for 2016. These meeting dates and times will be kept on file with the City Clerk.

## PLANNING COMMISSION MEETING SCHEDULE FOR 2016

The Planning Commission meets regularly on the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at Inver Grove Heights City Hall, 8150 Barbara Avenue.

Tuesday, January 5, 2016	7:00 p.m.
Tuesday, January 19, 2016	7:00 p.m.
Tuesday, February 2, 2016	7:00 p.m.
Tuesday, February 16, 2016	7:00 p.m.
Tuesday, March 1, 2016	7:00 p.m.
Tuesday, March 15, 2016	7:00 p.m.
Tuesday, April 5, 2016	7:00 p.m.
Tuesday, April 19, 2016	7:00 p.m.
Tuesday, May 3, 2016	7:00 p.m.
Tuesday, May 17, 2016	7:00 p.m.
Tuesday, June 7, 2016	7:00 p.m.
Tuesday, June 21, 2016	7:00 p.m.
Tuesday, July 5, 2016	7:00 p.m.
Tuesday, July 19, 2016	7:00 p.m.
Wednesday, August 3, 2016*	7:00 p.m.
Tuesday, August 16, 2016	7:00 p.m.
Tuesday, September 6, 2016	7:00 p.m.
Tuesday, September 20, 2016	7:00 p.m.
Tuesday, October 4, 2016	7:00 p.m.
Tuesday, October 18, 2016	7:00 p.m.
Tuesday, November 1, 2016	7:00 p.m.
Tuesday, November 15, 2016	7:00 p.m.
Tuesday, December 6, 2016	7:00 p.m.
Tuesday, December 20, 2016	7:00 p.m.

\* Normal meeting date changed due to holiday or conflicting event

\*\*The Planning Division reserves the right to cancel a meeting due to lack of agenda items.

## ENVIRONMENTAL COMMISSION MEETING SCHEDULE FOR 2016

The Environmental Commission meets as needed on the fourth Thursday of the month at 7:00 p.m. in the City Council Chambers at Inver Grove Heights City Hall, 8150 Barbara Avenue.

Thursday, January 28, 2016	7:00 p.m.
Thursday, February 25 2016	7:00 p.m.
Thursday, March 24, 2016	7:00 p.m.
Thursday, April 28, 2016	7:00 p.m.
Thursday May 26, 2016	7:00 p.m.
Thursday, June 23, 2016	7:00 p.m.
Thursday, July 28, 2016	7:00 p.m.
Thursday, August 25, 2016	7:00 p.m.
Thursday, September 22, 2016	7:00 p.m.
Thursday, October 27, 2016	7:00 p.m.
Thursday, November 17, 2016*	7:00 p.m.
Thursday, December 22, 2016	7:00 p.m.

\* Date changed from regularly scheduled Thursday due to a holiday

\*\*The Planning Division reserves the right to cancel a meeting due to lack of agenda items

Park & Recreation Commission

Scheduled Meeting Dates 2016

Month of	Day
January	13
February	10
March	9
April	13
May	11
June	8
July	13
August	10
September	14
October	12
November	9
December	14

## **AIRPORT COMMITTEE MEETING SCHEDULE FOR 2016**

The Airport Committee meets in the City Council Chambers at Inver Grove Heights City Hall, 8150 Barbara Avenue at 6:30p.m.

Wednesday, February 3, 2016	6:30 p.m.
Wednesday, May 4, 2016	6:30 p.m.
Wednesday, August 3, 2016	6:30 p.m.
Wednesday, November 2, 2016	6:30 p.m.

## **HOUSING COMMITTEE MEETING SCHEDULE FOR 2016**

The Housing Committee meets on the second Tuesday of the month at 5:00 p.m. in the City Council Chambers at Inver Grove Heights City Hall, 8150 Barbara Avenue.

Tuesday, January 12, 2016	5:00 p.m.
Tuesday, March 8, 2016	5:00 p.m.
Tuesday, May 10, 2016	5:00 p.m.
Tuesday, September 13, 2016	5:00 p.m.
Tuesday, November 8, 2016	5:00 p.m.

**Inver Grove Heights Convention & Visitors Bureau  
Meeting Schedule for 2016**

The Inver Grove Heights Convention & Visitors Bureau meets on the 4<sup>th</sup> Thursday of each month at 9:30 a.m. at the River Heights Chamber of Commerce/IGH CVB Office, located at 5782 Blackshire Path, IGH, MN 55076.

Thursday, January 28, 2016	9:30 a.m.
Thursday, February 25, 2016	9:30 a.m.
Thursday, March 24, 2016	9:30 a.m.
Thursday, April 28, 2016	9:30 a.m.
Thursday, May 26, 2016	9:30 a.m.
Thursday, June 23, 2016	9:30 a.m.
<b>NO MEETING IN JULY 2016</b>	
Thursday, August 25, 2016	9:30 a.m.
Thursday, September 22, 2016	9:30 a.m.
Thursday, October 27, 2016	9:30 a.m.
Thursday, November 17, 2016*	9:30 a.m.
Thursday, December 15, 2016*	9:30 a.m.

\*Date changed from regularly scheduled 4<sup>th</sup> Thursday of the month due to schedule conflicts or Holidays.

Please Note: The IGH CVB reserves the right to cancel/reschedule/add "Special Meetings" throughout the year if needed for a quorum, schedule conflicts or special projects.

## **ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE FOR 2016**

The Economic Development Authority meets regularly on the second Monday of the months of February, May, August, and November at 5:00 p.m. in the City Council Chambers at Inver Grove Heights City Hall, 8150 Barbara Avenue.

Monday, February 8, 2016	5:00 p.m.
Monday, May 9, 2016	5:00 p.m.
Monday, August 8, 2016	5:00 p.m.
Monday, November 14, 2016	5:00 p.m.

\* Normal meeting date changed due to holiday or conflicting event

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

CONSIDER ATTACHED RESOLUTION AND TABLE SETTING FORTH LICENSE FEES, ADMINISTRATIVE SERVICE FEES AND PERMIT FEES

Meeting Date: December 14, 2015  
 Item Type: Consent  
 Contact: 651-450-2513  
 Prepared by: Michelle Tesser, Clerk Clerk  
 Reviewed by: Department Heads & Supervisors

	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** Consider approval of the attached resolution and table setting forth license fees, administrative service fees and permit fees for 2016.

**SUMMARY** Staff annually submits recommendations to the Council on various license fees, administrative service fees and permit fees. The recommendations are based on an internal review of actual costs and a comparative analysis of what other metro area cities are charging for the similar products and services.

There are small amendments to the fees in 2016. Those fees are noted in red on the attached spreadsheet under 2016. Department heads will be available to answer any specific questions you may have regarding any of the proposed fee changes or additions. The proposed fee additions and or changes are as follows:

**Administration**

- Dance Hall City Code was repealed this year and therefore struck.
- The per page cost for 11x17 copies was changed to reflect the difference between 8x11.5 and 11x17 paper. This amount is consistent with the GIS Map cost differential. Staff factored in costs for paper, ink, and time to produce the copies.
- Large format copies were added this year with a cost of \$5.00.

**Police**

- Background investigation language of “Change of Ownership” was amended to add “Officers or General Manager.” This will prevent misinterpretations and is consistent with background investigation requirements per the city code.
- Out of State Background costs was added and is consistent with the city code. The costs vary from state to state which is reflective of the “amount varies” language.
- The cost of police reports decreased from \$.25 to \$.10.
- Goose Hunting permit fee is added. This is not a new fee or requirement. The permit and fee was not in the fee schedule. This was an oversight.

**Public Works**

- Erosion Control Tracking was added this year. Single Family home cost is \$50.00. The multi family and other large building is \$89.00.

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ESTABLISHING 2016 LICENSE, ADMINISTRATIVE SERVICES AND PERMIT  
FEES**

WHEREAS, the Inver Grove Heights City Council recognizes the need to review the fees charged by the City for licenses, administrative services and permits on an annual basis, and

WHEREAS, any changes to these fees shall be set by resolution by the City Council of the City of Inver Grove Heights City Code;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Inver Grove Heights, Minnesota, approves the attached Fee Schedule. Said schedule shall be effective January 1, 2016.

Adopted by the City Council of Inver Grove Heights this 14th day of December, 2015.

Ayes:

Nays:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
Administration	Fees					
	Licenses					
	Automobile Sales	4-5A-5	12/31	Class A = \$300 Class B = \$100	Class A = \$300 Class B = \$100	
	Automobile Junkyard	4-5C-4	pay annual permit fee on	\$1,000	\$1,000	
	Bowling Alley	4-3-5	12/31	\$50	\$50	
	<del>Dance Halls</del>	<del>4-4-4</del>	<del>12/31</del>	<del>\$150 Public Hall; \$75 Cabaret</del>	<del>\$150 Public Hall; \$75 Cabaret</del>	REPEALED
	Dog License	5-4-3	2-yr license 4/30	\$20 Unaltered; \$12 Altered	\$20 Unaltered; \$12 Altered	
	Dog License Transfer Fee (Transfer Ownership)	5-4-3	4/30	\$10 Unaltered; \$6 Altered	\$10 Unaltered; \$6 Altered	
	Dog License (Duplicate)	5-4-3	4/30	\$1.00	\$1.00	
	Garbage Collection	8-6-2	12/31	\$150 plus \$3 per truck	\$150 plus \$3 per truck	
	Commercial Kennels	5-4-9	2 - yr license 2/28	\$500	\$500	
	Non-Commercial Kennels	5-4-9	2 -yr license 2/28	\$100	\$100	
	Therapeutic Massage Business License	4-8A-3	12/31	\$100	\$100	
	Massage Therapist License	4-8A-3	12/31	\$50	\$50	
	Pawnbroker	4-2-5	12/31	\$8,000	\$8,000	
	Peddler's License	4-11-4	period not to exceed 1 yr.	\$50	\$50	
	Peddler Photo ID Card	4-11-4	Concurrent w/License	\$10	\$10	
	Service Station	4-5B-4	12/31	1st Pump = \$60 plus \$8 for each add'l pump	1st Pump = \$60 plus \$8 for each add'l pump	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
<b>Liquor (3.2)</b>						
	3.2 On-Sale	4-1-4	12/31	\$350	\$350	
	3.2 Off-Sale		12/31	\$100	\$100	
	Temporary 3.2 On Sale		Period Not to Exceed 7 Days	\$25	\$25	
<b>Liquor (Intoxicating)</b>						
	<b>On-Sale:</b>	4-1-4	12/31	Based on Gross Annual Sales	Based on Gross Annual Sales	
	\$0-\$250,000			\$3,500	\$3,500	
	\$250,001 - \$500,000			\$4,500	\$4,500	
	\$500,001 - \$1,000,000			\$7,000	\$7,000	
	\$1,000,001 and above			\$10,000	\$10,000	
	Sunday On-Sale	4-1-4	12/31	\$200	\$200	
	On-Sale Wine	4-1-4	12/31	\$650	\$650	
	Special Club On-Sale	4-1-4	12/31	\$225	\$225	
	Temporary On-Sale	4-1-4	Period Not to Exceed 4 Days	\$30	\$30	
	Culinary Class Limited On-Sale	4-1-4	12/31	New License	\$100	
	On-Sale Brewer Taproom	4-1-4	12/31	New License	\$500	
	Off-Sale	4-1-4	12/31	\$200	\$200	
	Temporary Off-Sale Wine	4-1-4	Period Not to Exceed 3 Days	New License	\$25	
	Off-Sale Small Brewer	4-1-4		New License	\$200	
	One Day Consumption and Display Permit	4-1-4	Period Not to Exceed 1 Day	New Permit	\$25	
	Consumption and Display Permit	4-1-4	3/31	New Permit	\$250	
<b>General Fees for Services</b>						

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Copies 8x11.5 or less (per page)	N/A	N/A	\$.25 per page	Black & White = \$0.10/pg; Color = \$0.25/pg.	
	Copies 11x17 (per page)	N/A	N/A			Black & White = \$0.25/pg; Color = \$0.50/pg.
	Large Format Copies (per page)	N/A	N/A			\$5.00
	City Code Book		N/A	\$200	\$200	
	City Council Minutes		N/A	\$80/year	Per page cost equivalent to cost of copies	
	City Council Agendas		N/A	\$50/year	Per page cost equivalent to cost of copies	
	Notary Fee			\$1/occurrence	\$5/occurrence	
<b>Police Fees</b>						
<b>Background Investigations</b>						
	Liquor Licenses (New)	4-1-9	N/A			
	Single, Natural Person			\$250	\$250	
	Change of Ownership, <b>Officers or General Manager</b>			\$250	\$250	
	Club			\$325	\$325	
	Partnership			\$400	\$400	
	Corporation/LLC			\$500	\$500	
	Liquor Licenses (Renewal)	4-1-9	N/A	\$50	\$50	
	Therapeutic Massage	4-8A-4	N/A			
	Business (New)			\$500 (Includes investigation for 1 therapist)	\$500 (Includes investigation for 1 therapist)	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Individual Therapist (New)			\$175	\$175	
	Business (Renewal)			\$50	\$50	
	Individual Therapist (Renewal)			\$50	\$50	
	Pawnbroker	4-2-4	N/A	\$150	\$150	
	Peddler/Solicitor	4-11-4 & 4-11-5	N/A	\$25 per person	\$25 per person	
	Out of State Background Cost (last 5 years of residence)					Amount varies per State
<b>General Fees for Services</b>						
	Inv. For DCSS Foster Care/Day Care		N/A	\$5	\$5	
	Clearance Letter for Records Check		N/A	\$15	\$15	
	State Accident Report		N/A	\$0.25 per page	\$0.25 per page	\$0.10 per page
	Photos (negative/digital)		N/A	\$1 ea., \$5 min.	\$1 ea., \$5 min.	\$1 ea., \$5 min.
	CD/DVD		N/A	\$20	\$20	\$20
	All other Police reports/data (no cost to victim of domestic assault)		N/A	\$.25/page fee for data requests, <i>except</i> requests of 100 or more pages will be based on the actual cost of retrieving the data	\$.25/page fee for data requests, <i>except</i> requests of 100 or more pages will be based on the actual cost of retrieving the data	\$0.10/page fee for data requests, <i>except</i> requests of 100 or more pages will be based on the actual cost of retrieving the data
	APS Transaction Fee		N/A	\$1.90	\$1.90	
	Goose Hunting Permit Fee					\$20
	Bowhunting Permit Fee		N/A	\$20	\$20	
	Fingerprinting		N/A	\$20	\$20	
	Pound Redemption Fees (Animal Control)		N/A	\$35	\$35	
	Animal Cage Rental		N/A	\$5	\$5	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Potentially Dangerous Dog Registration		N/A	\$500	\$500	
	Administrative Law Judge Review for Appeals of potentially dangerous/dangerous dog declarations		N/A	New Fee for '15	Actual expenses of the hearing up to a maximum of \$1,000	
	Police Officer and Squad Car Off-Duty Charge		N/A	\$66/hr.	\$75/hr.	
	Court-Ordered Firearm Seizures/Surrenders	N/A	N/A	New Fees for '15		
	Intake Fee				\$50	
	Storage of Firearm				\$0.50/day	
	Firearm Release Fee				\$50	
	Abandoned Firearm				Proceeds of sale, less actual disposal fees, returned to owner. If owner cannot be contacted remainder goes into the General Fund	
<b>Reissued Permits during calendar year for Police, Fire, and Combination Police/Fire Alarm System</b>						
	First Issued Permit			\$100	\$100	
	Second Issued Permit			\$200	\$200	
	Third Issued Permit			\$300	\$300	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
<b>Fire Fees</b>						
<b>Fire Prevention Permits</b>						
	Fire Permits			\$25 ea. to max of \$150 per occupancy	\$25 ea. to max of \$150 per occupancy	
<b>Burning Permits</b>						
	Recreational Bonfire			\$5	\$15	
	Permanent Recreational Fire Ring			\$15	\$25	
	Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights-of-way			\$.50/cubic yard, \$100 min.	\$.50/cubic yard, \$100 min.	
	Open Burning Permit as defined by Minnesota Rules related to open burning			\$25	\$25	
	Ventilation System Cleaning Permit	N/A	N/A	\$55	\$75	
	Hydrant, Meter, or Valve Damage Deposit	N/A	N/A	\$1,000	\$1,000	
	Daily hydrant/meter rental fee	N/A	N/A	\$2.00	\$2.00	
	Fire Marshal's Report	N/A	N/A	\$0.25/page	\$0.25/page	
	MFIRS Report	N/A	N/A	\$0.25/page	\$0.25/page	
<b>Finance Fees</b>						
	Comprehensive Annual Financial Report	N/A	N/A	\$35	\$35	
	Proposed Budget	N/A	N/A	\$25	\$35	
	Annual Budget	N/A	N/A	\$25	\$35	
	Returned Check/ACH/Credit/Debit Card Charge	N/A	N/A	\$30	\$30	
	Grove Membership Late Fee	N/A	N/A	\$25/occurrence	\$25/occurrence	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
GIS	Fees					
	Standard Printed Maps	N/A	N/A	Fees for Maps are based on size. Custom map sizes available upon request	Fees for Maps are based on size. Custom map sizes available upon request	
	Letter (8.5" x 11")			\$5	\$5	
	Tabloid (11" x 17")			\$10	\$10	
	C-size (18" x 24")			\$15	\$15	
	D-size (24" x 36")			\$20	\$20	
	E-size (36" x 48")			\$25	\$25	
	Additional Shipping/Handling Fees for map products delivered by mail	N/A	N/A			
	<i>Mailed in Envelope (large maps folded):</i>					
	Letter or Tabloid			\$1	\$1	
	C or D size			\$2	\$2	
	E - size			\$3	\$3	
	<i>Mailed in Tube:</i>					
	Letter or Tabloid			\$2	\$2	
	C - size			\$3	\$3	
	D - size			\$4	\$4	
	E - size			\$5	\$5	
	<i>CD Mailed</i>			\$2	\$2	
	Custom Map Production Using Existing Data	N/A	N/A	subject to an hourly fee of \$50 (half hour min.) in addition to size-based map fee	subject to an hourly fee of \$50 (half hour min.) in addition to size-based map fee	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Custom Map Production with Data Development	N/A	N/A	subject to an hourly fee of \$100 (half hour min.) in addition to size-based map fee	subject to an hourly fee of \$100 (half hour min.) in addition to size-based map fee	
	Electronic Data	N/A	N/A	cost provided per request	cost provided per request	
	Vector: shapefile or CAD					
	Raster: IMG, TF, SID					
	Graphic Files: JPG, PDF, TIF, AVI					
	GIS Data or Graphic Files	N/A	N/A			
	Delivery on CD			\$10	\$10	
	Delivery by email			\$5	\$5	
<b>Public Works Fees</b>						
<b>Land Alteration Permit (Plan Checking)</b>						
	0 up to 30 cubic yards			No fee	No fee	
	30 up to 500 cubic yards			\$25 plus \$0.25 per cubic yard	\$25 plus \$0.25 per cubic yard	
	500 up to 10,000 cubic yards			\$150 plus \$0.03 per cubic yard	\$150 plus \$0.03 per cubic yard	
	10,000 up to 100,000 cubic yards			\$950 plus \$0.005 per cubic yard	\$950 plus \$0.005 per cubic yard	
	100,000 cubic yards or more			\$1150 plus \$0.003 per cubic yard	\$1150 plus \$0.003 per cubic yard	
<b>Land Alteration Permit (Grading Inspection)</b>						
	0 up to 30 cubic yards			No Fee	No Fee	
	30 up to 500 cubic yards			\$25 plus \$0.25 per cubic yard	\$25 plus \$0.25 per cubic yard	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	500 up to 10,000 cubic yards			\$150 plus \$0.02 per cubic yard	\$150 plus \$0.02 per cubic yard	
	10,000 up to 100,000 cubic yards			\$550 plus \$0.005 per cubic yard	\$550 plus \$0.005 per cubic yard	
	100,000 cubic yards or more			\$800 plus \$0.002 per cubic yard	\$800 plus \$0.002 per cubic yard	
	All land alteration permits require a surety, based on the area disturbed, to guarantee final restoration					
	Annual Renewal			\$75	\$75	
<b>Meter Testing</b>						
	5/8" meter			\$75	\$135	
	3/4 " meter			\$75	\$135	
	1" meter			\$75	\$135	
	1.5" meter			\$100	\$165	
	2" meter			\$100	\$165	
	Compound Meter			\$350	\$350	
	Water Shut-Offs and Turn-Ons	N/A	N/A	\$25	\$25	
	Assessment Search	N/A	N/A	\$15	\$15	
	Capital Improvement Plan	N/A	N/A	\$25	\$25	
	Water Resources Management Plan	N/A	N/A	\$290	\$290	
<b>Erosion Control Tracking</b>						
	Single Family Home					\$50.00
	Multi Family or other Large Building					\$89.00
Community Dev.	<b>Fees</b>					
<b>Building Permit Fees</b>						
	Plan Review Fee			65% of the building permit fee when determined by valuation	65% of the building permit fee when determined by valuation	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Decks			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	Roofing (new and existing homes)			\$100	\$100	
	Siding (new and existing homes)			\$100	\$100	
	Garage			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	Porch			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	Moving of Buildings			\$300	\$300	
	Building Demo - Accessory Structures			\$100	\$100	
	Building Demo - Single Family Homes			\$100	\$100	
	Building Demo - Commercial			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	Mobile Home Installation			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	Retaining Walls			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Above Ground Swimming Pools (includes fence)			Based on valuation x .0005 of valuation *	Based on valuation x .0005 of valuation *	
	In Ground Swimming Pools			Based on valuation plus plan review fee of x .0005 of valuation *	Based on valuation plus plan review fee of x .0005 of valuation *	
	Fences (around pools and property)			\$50	\$50	
	Inspections when no permit is issued			\$100	\$100	
	Inspections outside of normal business hours when approved by the Director			\$150/hr	\$150/hr	
	Right-of-Way (Street Opening) Permit - surety may be required to ensure that the street is properly restored			\$75	\$75	
	Overweight Load Permit			\$50 per load	\$50 per load	
	Driveway Permit			\$25	\$25	
	Plumbing Single-Family Residential			\$80 base fee + \$3 for each fixture	\$80 base fee + \$3 for each fixture	
	Plumbing Commercial and Multi-Family			\$80 base fee + 2% of contracted work value in dollars	\$80 base fee + 2% of contracted work value in dollars	
	Plumbing Installation or Replacement of Single Fixture			\$80	\$80	
	Water Heater Replacement			\$50	\$50	
	Water Softener (New or Replacement)			\$50	\$50	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
<b>On-Site Septic Systems (includes site review &amp; \$40 County Fee)</b>						
	Single Family - New & existing			\$500 flat fee + \$5 state surcharge = \$505	\$500 flat fee + \$5 state surcharge = \$505	
	Commercial systems less than 4,999 gallons/day			\$750 flat fee + \$5 state surcharge = \$755	\$750 flat fee + \$5 state surcharge = \$755	
	Commercial systems more than 5,000 gallons/day			\$1,500 flat fee + \$5 state surcharge = \$1,505	\$1,500 flat fee + \$5 state surcharge = \$1,505	
	Sewer and Water Connection Inspection (together or separately)			\$125	\$125	
	Commercial and Multi-Family Sewer and Water Connection Inspection			\$80 base fee + 2% of contracted work value in dollars	\$80 base fee + 2% of contracted work value in dollars	
	Tank Replacement			\$250	\$250	
<b>Permit Fees - Mechanical</b>						
	Gas Piping and Air Test Only			\$50	\$50	
	Single Family Residential					
	New Construction			\$100	\$100	
	Furnace Replacement			\$80	\$80	
	Gas Fireplace or other single gas appliance			\$80	\$80	
	A/C (new or replacement)			\$80	\$80	

Department	Type of License/Fee	Code Section	Expiration	2014 Fee	2015 Fee	2016 Fee
	Commercial and Multi-Family			\$80 base fee + 2% of contracted work value in dollars	\$80 base fee + 2% of contracted work value in dollars	
<b>Permit Fees - Signs and Billboards</b>						
		N/A	N/A			
	Permanent Business Signs regardless of size			\$40	\$40	
	Billboards up to 100 square feet in area			\$200	\$200	
	Billboards over 100 square feet in area			\$300	\$300	
	Temporary Portable Signs			\$15	\$15	
	Monument/Pylon Signs			based on valuation	based on valuation	
<b>Zoning and Regulations</b>						
	Contractor, Trade or Business Permit	4-6-2	12/31	\$50	\$50	
	Nuisance Abatement for Mowing			New Fee	\$70/hr.	
	Comprehensive Guide Plan			\$100	\$100	
	Comprehensive Plan Technical Appendices			\$16	\$16	
	Construction Plan Sheet (22"x34")			\$3	\$3	
	Microfilm Report			\$1	\$1	
	Zoning & Related Land Use Regulations Manual			\$25	\$25	
	Subdivision Regulations Manual			\$6	\$6	
	Subdivision Code			\$5	\$5	
	Computer Readouts			\$4	\$4	
	Zoning Letter			\$75		
	Wetland Replacement Plan			\$200 (escrow \$2,500)	\$200 (escrow \$2,500)	
	Wetland Conservation Act Certification			\$75	\$75	

<b>Department</b>	<b>Type of License/Fee</b>	<b>Code Section</b>	<b>Expiration</b>	<b>2014 Fee</b>	<b>2015 Fee</b>	<b>2016 Fee</b>
	Sewage Tank Maintenance Permit (Commercial)			\$35	\$35	

**Consider Approval of Guaranteed Energy Savings Agreement**

Meeting Date: December 14, 2015  
 Item Type: Regular Agenda  
 Contact: Eric Carlson  
 Prepared by: Eric Carlson  
 Reviewed by:

**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**

The Council is asked to approve a Guaranteed Energy Savings Contract with Apex Arena Solutions SBC. in the amount of \$447,754 under Minnesota State Statutes 471.345 subd.13.

A public notice was published in the legal newspaper on Sunday, October 25<sup>th</sup> (attached). This item was tabled on November 9<sup>th</sup> and 23<sup>rd</sup>.

**SUMMARY**

As a City, we consume approximately 7,860,000 kWh of electricity each year, which costs the City approximately \$775,000 annually. Over the last several months Apex has been reviewing the electricity and natural gas usage of all city facilities to determine if there are any opportunities for the City to reduce our energy usage. Apex has developed a list of projects for consideration and staff is making the following recommendation:

Project	Cost	Guaranteed Savings	O & M Savings	Potential Incentives	Net Cost	Simple Payback (Years)
PDL – City Hall	\$2,379	\$6,119	\$0	\$0	\$2,379	0.4
PDL – VMCC	\$0	\$1,126	\$0	\$0	\$0	0.0
BAS – Ice Plant	\$227,491	\$23,821	\$0	\$15,476	\$212,015	8.9
BAS – HVAC	\$104,562	\$7,536	\$0	\$0	\$104,562	13.9
Snow Melt Pit	\$30,658	\$2,500	\$0	\$0	\$30,658	12.3
IR Heat	\$45,508	(-\$3,041)	\$0	\$0	\$45,508	(-15.0)
Pool Pump VFD	\$27,326	\$3,363	\$0	\$4,850	\$22,476	6.7
Solar	\$0	\$0	\$27,229	\$0	\$0	0.0
DES	\$9,830	\$0	\$0	\$0	\$9,830	0.0
<b>Total</b>	<b>\$447,754</b>	<b>\$41,427</b>	<b>\$27,229</b>	<b>\$20,326</b>	<b>\$427,429</b>	<b>6.2</b>

Under MN SS 471.345 subd. 13, the City is allowed to enter into a guaranteed energy savings contract with a qualified provider as long as the project(s) are designed to reduce energy consumption or operating costs.

Financing for the project is recommended to be an interest free loan from the Central Equipment Fund which would be paid back through the reduction in energy consumption at the VMCC/Grove (\$41,427 annually) and Capacity Credits and Demand Holiday Charges from Xcel Energy (\$27,229 annually) by using solar at the VMCC/Grove and City Hall.

**Technical Service Agreement**

Apex is obligated as a part of the contract to verify the savings they propose. If we don't experience the savings outlined, Apex must write the City a check for the difference and/or make additional improvements at their expense until the savings are realized. The first year cost to perform this verification is included in the contract. If the City desires verification in future years we can do so at our discretion. The cost for verification in future years is as follows:

Year	Escalation	Fee
1	NA	Included in Agreement
2	NA	\$4,500
3	3.5%	\$4,658
4	3.5%	\$4,821
5	3.5%	\$4,989

*Any additional year will increase by 3.5% annually*

If, after 2-3 years we experience the savings predicted, the City would likely stop paying the Technical Service Agreement and the contract with Apex would end.

As "insurance", the City can purchase a Energy Savings Bond which has a cost of approximately 3% or \$13,400. This is not recommend by City staff.

**Purchase Power Agreement**

Under the Purchase Power Agreement (PPA) with New Energy Equity LLC, the City would have solar panels installed on the roof of the VMCC/Grove and City Hall. The term of the agreement is 25-years. New Energy Equity can, at its discretion, upgrade the panels if new technology becomes available. The panels are designed to generate 796,000 kWh each year reducing the amount of energy we purchase from Xcel.

796,000 fewer kWh purchased from Xcel	\$83,000
796,000 kWh purchased from Solar	(\$98,000)
Capacity Credit from Xcel	\$28,000
Holiday Demand Credit from Xcel	\$15,000
<b>Net Savings for City of Inver Grove Heights</b>	<b>\$28,000</b>

(See attached spreadsheet).

The contract has been reviewed by the City Attorney's office and the League of Minnesota Cities Insurance Trust (LMCIT). Based on the review a number of changes have been made to the contract to make the contract more favorable to the City.

**Summary**

If the contract is entered into, the City will be reducing our energy usage by about 394,542 kWh annually which represents about 3.5% of our overall consumption and 796,000 kWh of our consumption (10%) will now come from the solar panels that would be installed on the roof of City Hall and the VMCC/Grove.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Approval of Agreement with the Minnesota State Armory Buildings Commission**

Meeting Date: November 23, 2015  
 Item Type: Consent Agenda  
 Contact: Eric Carlson – 651.450.2587  
 Prepared by: Eric Carlson  
 Reviewed by:

<b>Fiscal/FTE Impact:</b>	
<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**

The Council is asked to approve the attached agreement with the Minnesota State Armory Buildings Commission so the City of Inver Grove Heights can continue to utilize the facility for City and community programming.

**SUMMARY**

The National Guard Armory was opened in 1996 and the City and Minnesota State Armory Building Commission (MSABC) entered into an agreement that allowed the City and public to utilize certain portions of the facility. The agreement expired a number of years ago and the MSABC has indicated on several occasions their desire to initiate a new agreement. Until recently, the MSABC hadn't follow through on an updated agreement and we continued to enjoy use of the facility without a formal agreement in place. The old agreement stated that both the City and State owed each other certain monetary sums to cover such things as rent, utilities, cleaning, grounds maintenance etc. There have been no payments to or from the National Guard for at least the last nine years.

The new agreement is similar to the old agreement in that we agree to share parking, provide for lawn, landscaping, and snow removal services, however we do not pay hourly rent or pay for utilities. In return the City is able to schedule the facility for use by the City and third parties (public). The City retains any revenue generated by the rentals and we agree to pay the MSABC the amount of \$5,500 annually. In addition, the MSABC and City will share in capital expenses such as the drill floor, carpeting in the class rooms, etc., in which we have a common interest.

The purpose behind a two-year agreement is that the building is currently owned by the MSABC, and the bonds for the buildings construction will be paid off in the near future and, when they are, the title for the building will transfer to the State of MN Department of Military Affairs. After transfer of the building's ownership, a new lease (same lease, new owner) will be entered into between the State of MN and the City of Inver Grove Heights. It is the National Guards intention that the new lease will be identical to the one attached.

**AGREEMENT BETWEEN THE MINNESOTA STATE  
ARMORY BUILDING COMMISSION AND THE CITY OF  
INVER GROVE HEIGHTS TO LEASE SPACE**

**WHEREAS**, the Minnesota State Armory Building Commission, hereinafter referred to as MSABC, has constructed an armory in the City of Inver Grove Heights; and

**WHEREAS**, Minn. Stat., Sec. 193.145, Subd. 5, anticipates that portions of such armory can be leased to other entities as long as such lease does not conflict with the lease to and use of the armory by the State of Minnesota for military purposes; and

**WHEREAS**, The MSABC, at no expense to the city, has granted the City a perpetual parking easement for the parking lot are at the Armory that abuts 80<sup>th</sup> Street; and the City, in turn, at no expense to the MSABC, has granted the MSABC a perpetual parking easement for the parking lot area of the Inver Grove Heights Veterans Memorial Community Center that abuts 80<sup>th</sup> Street. The Inver Grove Heights Veterans Memorial Community Center, Hereinafter referred to as the Community Center, adjoins the Armory and is owned and operated by the City; and

**WHEREAS**, the City, at its own expense, has constructed a connecting corridor between the Armory and the Community Center. The MSABC, at no expense to the City, has granted the City a perpetual easement for the corridor over that area on the MSABC real property for the location of the corridor. The City has paid for construction of the corridor. The City will be responsible for the maintenance and operational costs of the corridor.

**WHEREAS**, the City of Inver Grove Heights, hereafter referred to as City, desires to utilize a portion of said armory; and

**WHEREAS**, the MSABC desires to enter into an agreement with the City for the use of the armory when it is not being used for military purposes.

**NOW, THEREFORE, BE IT AGREED** that the MSABC does hereby lease to the City, and the City does hereby accept lease of, that portion of the armory located in the City of Inver

Grove Heights, also known as the Inver Grove Heights National Guard Training and Community Center on the following terms and conditions:

1. TERM: The term of this agreement shall be for one years and \_\_\_\_ months beginning \_\_\_\_\_, 2015 and continuing to January 31, 2017, whereupon this lease shall continue on a month-to-month basis until terminated or modified. City agrees not to assign this lease or any portion thereof without first obtaining the written consent of the MSABC.

2. CANCELLATION: The MSABC reserves the right to cancel this lease at any time in the event that an emergency arises that shall make necessary the use of this armory by the military forces for the State of Minnesota, and that no claims for any damage that may result to the City from any such cancellation shall be asserted or maintained against the MSABC.

3. PAYMENT: The City agrees to pay the MSABC the sum of Five Thousand Five Hundred and no/100 Dollars (\$5,500.00) annually per calendar year, payment is due no later than June 1st. All payments are to be made payable to the MSABC and mailed to Executive Director – MSABC, Veterans Service Building, 20 West 12th Street, St. Paul MN 55155.

4. LIABILITY: The parties shall be responsible for the acts of their respective officials, employees and agents, subject to any limitations on liability under Minnesota Statutes and other applicable law.

5. COMPLIANCE WITH LAW: The City agrees to comply with all of the laws, rules and regulations of the United States and the State of Minnesota, and the rules and regulations of the MSABC for the government and management of said armory together with all rules and requirements of the Police and Fire Departments of the City of Inver Grove Heights. Furthermore, the City shall obtain all permits or licenses required by any provision of law, municipal charter or ordinance for the conduct of programs and activities organized and managed by the City on the leased premises, and the MSABC and the State of Minnesota shall not be responsible for the City's

failure to obtain such permits and licenses or to comply with any other requirement imposed upon the City for the conduct of such activity.

6. VACATION: The City agrees to vacate the leased premises, remove debris and restore same to ordinary cleanliness within one week after termination of the period covered by this lease unless a new lease or renewal period is negotiated.

7. ALLOCATION OF SPACE: MSABC shall have sole control and use of space designated ARNG as described in Attachment A. The City shall have sole control and use of the space designated City as described in Attachment A. MSABC and the City shall cooperatively share the space designated Shared as described in Attachment A. Operations and control of Shared space shall be subject to the terms described below in section eight of this agreement labeled schedule of use. With respect to the spaces that are available to the City, the City may rent those spaces to third parties at rates determined by the City.

8. SCHEDULE OF USE: It is agreed and understood that the facility is primarily for use by the Minnesota National Guard and that military activities must take precedence over any use by the City. The City and the MSABC shall cooperate to avoid any conflicts between uses. The MSABC shall provide the City with a written schedule of its use of the armory's shared facilities one year in advance. This schedule will become part of the lease. The City will incorporate this schedule into the City's schedule. It is understood that the schedule may change from time to time, and the MSABC shall give reasonable notice to the City in such cases. If, for any reason, the schedule requires changing by the City, the City shall give reasonable notice to the MSABC.

9. CLEAN UP RESPONSIBILITY: For the times that the City utilizes the spaces and for the times that the City rents the spaces to third parties, the city will be responsible for the cleanup of the spaces after the event or occasion is completed. The city shall clean up the spaces to a standard that leaves the spaces in the same condition in which the city found the spaces when it

began utilization. All furniture will be returned to original position, floors will be vacuumed or swept, and all garbage will be picked up and removed. If any spills occur on the floor surfaces, they will promptly be washed or mopped and returned to their prior condition. This includes the cleanup of common areas (hallways, entry ways, bathrooms, etc) that are also utilized during City usage of Shared spaces. The City will be responsible for cleaning of the bathrooms after city events or full day usage of classroom or gymnasium space. Bathroom cleaning shall include picking up trash, emptying and replacing garbage liners, as well as restocking soap and paper products. The City shall be responsible for vacuuming rugs/door mats after full day usage of gymnasium and city events. For the times that the City uses the spaces or third parties use the space, the City shall be responsible for setting up the furniture and chairs and tables and other equipment that may be necessary for the occasion or event; the MSABC shall not have responsibility for set up. Further, after the occasion or event is completed, the City shall have the responsibility for removing the tables and chairs and other equipment that were necessary for the occasion so that the space can be used by the MSABC in the future for other events.

10. UTILITIES: MSABC shall be responsible for providing and paying for utilities such as heat, electric, water, sewer and other services and utilities associated with the use of the Armory.

11. MINOR REPAIR AND MAINTENANCE: The State of Minnesota, Department of Military Affairs shall be responsible for maintenance of any specially fenced secure area for military vehicles or any accessory building utilized to store government equipment, and shall be responsible for maintenance and repair of shared areas incident to and after use by the National Guard.

The city shall have personnel either at the Armory or at the Inver Grove Heights Veterans Memorial Community Center at all times during City use of the Armory or City generated lease of the Armory. The City shall be responsible for maintenance and repair of shared areas incident to and

after use by the City or by third parties that have leased spaces through the City. This includes but is not limited to dents, scratches, and stains in duct work, doors, floors, and walls. The standard of maintenance shall leave the space in the same condition in which the City found the spaces when it began utilization. The city shall be responsible for securing the building after use when Armory personnel are not present.

12. CAPITAL REPAIRS AND NONROUTINE MAINTENANCE: Each party acknowledges that certain nonroutine maintenance and capital repairs will be necessary to maintain the building in a serviceable and desirable condition. The City and the State will equally share responsibility for all replacement, maintenance, or repair to the gymnasium/drill hall floor, gym recreational equipment (basketball backboard systems), tables and chairs for use in the gymnasium, painting in the gymnasium, replacement of sound system, replacement of carpet in shared classrooms,. Each party acknowledges that besides the aforementioned, there may be other unforeseen maintenance needs to arise. Both parties pledge their cooperation to resolve any additional needs or issues that arise with a mutually beneficial solution. The City and MSABC will mutually determine the scope and timing of capital repairs and nonroutine maintenance that are to be funded by both parties.

13. GROUNDS MAINTENANCE, AND SNOW REMOVAL: In exchange for use of the facility, the city will provide “in-kind” assistance for operations and maintenance which will include the following: The City agrees that it will maintain the outside grounds and the parking lot associated with the Armory as outlined in Attachment B. The City will be responsible for snow plowing and sweeping in the parking lot.

14. COOPERATION: It is understood by the parties that questions concerning schedules, operating procedures and rules governing the use of shared facilities may arise during the operations of the Armory. Both parties pledge their cooperation to resolve disputes and to make

mutually determined decisions for the public benefit. The parties agree to cooperate in every reasonable manner to erect and operate a facility which first and foremost shall be considered a military structure for use by the National Guard and, secondly, shall be considered a public facility for use by the public. The city agrees to make no change in the electric, wiring, fixtures or furnishing of those portions of the Armory or shared spaces covered by the lease without first obtaining the written consent of the MSABC. The expense of any agreed upon changes shall be assumed by the City and shall include the cost of restoring the premises to its former condition without damage.

15. NOTICE: Any notices under this lease may be given to the MSABC by sending to:

Executive Director  
Minnesota State Armory Building Commission  
Veterans Service Building  
20 West 12<sup>th</sup> Street  
St. Paul MN 55155

and to the City by sending to:

Inver Grove Heights City Administrator  
8150 Barbara Ave  
Inver Grove Heights, MN 55077

16. INSURANCE: Each party shall maintain insurance on their property interests in the facility.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands and seals this \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_.

CITY OF INVER GROVE HEIGHTS

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

MINNESOTA STATE ARMORY  
BUILDING COMMISSION

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

## Attachment A Use Designation



- ARNG
- City
- Shared Use

RM#	ROOM NAME	SQ FT. (INSIDE)
101	VESTIBULE	121
102	LOBBY	1,286
103	CORRIDOR A	964
104	CORRIDOR A2	101
105	ASSEMBLY HALL	9,147
106	WOMEN'S LAIRNE	221
107	MEN'S LAIRNE	203
108	RECRUITING OFFICE	240
109	COMPANY A OFFICE	659
110	COMPANY A COMMANDER'S OFFICE	120
111	CONFERENCE ROOM	142
112	HHC OFFICE	441
113	HHC COMMANDER'S OFFICE	127
114	CLASSROOM	490
115	CLASSROOM	490
116	CLASSROOM	490
117	CLASSROOM	490
118	CLASSROOM	490
119	CLASSROOM	490
120	FACILITIES MAINTENANCE STORAGE	183
121A	LIBRARY	247
121B	MECHANICAL STORAGE	95
122	AMC SECTION LAB	247
123	FACILITIES MAINTENANCE STORAGE	60
124	TRAINING AIDS STORAGE	120
125	EQUIPMENT ROOM (TELEPHONE)	65
126	CITY STORAGE	195
127	CITY OFFICE	146
128A	TABLE & CHAIR STORAGE	114
128B	TABLES & CHAIR STORAGE	226
129	FOOD STORAGE	180
130	FOOD PREPARATION AREA (KITCHEN)	328
131	SCULLERY	221
132	LOCKER ROOM	471
133	TOILET / SHOWER-WOMEN	218
134	BOILER ROOM	711
135	CORRIDOR B	511
136	MEN'S LOCKER ROOM	650
137	MEN'S LAIRNE	152
138	MEN'S SHOWER	95
139	HIGH TECH TRAINING AREA	1,797
140	HHC STORAGE (TA 50)	982
141	COMPANY C STORAGE (TA 50)	1,187
143	CE MAINTENANCE BAYS	2,784
144	CE MAINTENANCE (ELECTRONICS)	556
145	CE MAINTENANCE STORAGE	280
146	BATTALION HEADQUARTERS	3,166
147	BATTALION COMMANDER'S OFFICE	240
148	COMPUTER ROOM	153
150	DGCE OFFICE	153
151	CONFERENCE ROOM	556
152	CORRIDOR C	428
153	ASLE	521
154	HHC SUPPLY	700
155	HHC VALLT (HEATED)	300
156	DETACHMENT B SUPPLY	488
157	DETACHMENT B VALLT (HEATED)	300
158A	BATTALION HQ STORAGE	474
158B	SECTION STORAGE	224
158A	SECTION STORAGE	255
158B	SECTION STORAGE	255
158C	SECTION STORAGE	255
158D	SECTION STORAGE	255
158E	SECTION STORAGE	251
160A	SECTION STORAGE	255
160B	SECTION STORAGE	258
160C	SECTION STORAGE	267
161	FLAMMABLE MATERIAL STORAGE	100

**Attachment B**  
**Scope of Grounds Maintenance**

- a. Lawn Care Service/Maintenance:**
1. Lawns will be professionally trimmed (mowed) using the same standard(s) as other municipal facilities.
  2. Mowing height to be adjusted as needed throughout the season.
  3. All twigs, branches, grass clippings, etc., will be removed after each trimming (mowing).
  4. Bases of all trees and shrubs will be neatly maintained. Grass, weeds, and "suckers" will be removed.
  5. Edging along sidewalks, curbs, and drives will be done on an "as needed" basis during the mowing season.
  6. Weeding will be done to include all flower beds.
- b. Fertilize Lawn:**
1. Turf fertilizing will be done using the same standard(s) as other municipal facilities
- c. Weed Control Application to Motor Vehicle Storage Area may be ordered. Includes the following per occurrence:**
1. Weed control application for total vegetation (approximately May and September).
  2. Coordinate access to fenced area with appropriate facility personnel.
- d. Trimming of shrubs as needed:**
- Trim shrubs appropriately. Using the same standard(s) as other municipal facilities.
- e. Spring clean-up once per year:**
- Spring clean-up, (approximately May), weather permitting. Lawns and grounds will be vacuumed and all shrubs and trees will be cleared of leaves and debris. Clean-up any debris from winter snow/spring melt (this may include parking lot(s)). Using the same standard(s) as other municipal facilities.
- f. Fall clean-up once per year:**
- Fall clean-up, will be completed by approximately October 30th, weather permitting. Also included will be the removal of leaves and debris from all lawn and shrub bed areas. Using the same standard(s) as other municipal facilities
- g. Mulch for the shrub and flower beds:**
- Mulch will be added using the same standard(s) as other municipal facilities.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Approval of Contract with Stantec for Development of plans and Specifications for the VMCC Roofing Project**

Meeting Date: December 14, 2015  
 Item Type: Consent Agenda  
 Contact: Eric Carlson – 651.450.2587  
 Prepared by: Eric Carlson  
 Reviewed by: Eric Carlson – Parks & Recreation

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

**PURPOSE/ACTION REQUESTED**

Approve hiring Stantec Consulting Services Inc. in an amount not to exceed \$6,800 for design and bidding phase of the VMCC roof replacement at the VMCC. Funding for the project is in the 2015 VMCC Budget.

**SUMMARY**

The roof above the VMCC needs to be replaced. Stantec Consulting Services has proposed to complete design and bidding as follows:

- Prepare construction documents to remove and replace the roofing system.
- Prepare project specifications for the items noted above. Bid form will require each bidder to provide a minimum of three references for similar projects
- Schedule and facilitate a meeting with VMCC staff to review the plans, specifications project schedule and budget
- Incorporate any changes to the plans and specifications based on VMCC staff meeting and issue the bidding document to contractors
- Schedule and facilitate a pre-bid meeting at the VMCC
- Respond to bidder question and issue addenda if necessary
- Attend the bid opening and review all bids for compliance with contract documents
- Prepare a bid tab and letter of recommendation for contract award

**Note:**

*The City has already contracted with Stantec to replace the roof over the spa. These two projects will be combined and bid out to the same contractor.*

November 2015

Financing Plan for the 2016 – 2020  
Capital Improvement Plan

City of Inver Grove Heights,  
Minnesota



**Prepared By:**

City Staff

And

Ehlers

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# Introduction and Summary

The City of Inver Grove Heights has developed a multi-year financing plan for its capital improvement plan (CIP). Going beyond the basic “what, when, where and cost” that is typical of many CIPs, this CIP financing plan incorporates cash and debt funding sources so City leaders can determine the appropriate future fiscal impacts of the proposed capital projects. The goal of this CIP financing plan is to prioritize the use of the City’s resources in funding capital projects, and to develop a coherent, equitable framework that helps to explain the City’s spending decisions to Inver Grove Heights residents and taxpayers.

The purpose of this study is to create a 2016-2020 CIP financing plan that reflects all relevant capital project information, matches anticipated project expenditures with cash and/or debt funding sources, and **identifies the impact of future debt service on property tax rates over the next five years**. The 2016-2020 CIP study will comply with the capital improvement plan requirements of Minnesota Statutes 475.521, thereby facilitating the future issuance of G.O. Capital Improvement Plan Bonds, as appropriate or necessary.

The Capital Improvement Plan as shown below includes capital as presently anticipated for non-utility related funds. We have included the Golf Course Enterprise Fund in the analysis because of its ongoing financial condition. We have not included Water or Sanitary Sewer Enterprise Funds because these funds operate similar to a business and capital projects are funded by rates and charges, rather than general property taxes. It is important to note that this CIP document does not address the expected shortfalls in the sewer and storm water enterprise funds related to the Northwest Area. We would recommend that the utility study be updated in order to further address those shortfalls and to determine a funding plan.

The City’s 2016-2020 Capital Improvement Plan anticipates \$74.6 million of non-utility City capital expenditures over the 5-year planning period. This compares to the \$38.5 million over the five year period of 2015 to 2019 in the prior year report. The 94% increase is due to higher cost estimates for the fire station and maintenance facility, plus higher costs for street projects in the Local Improvement and Pavement Management Funds.

The funds that are part of the CIP include: General Fund, Park Acquisition and Development, Park Capital Replacement, Host Community, Community Projects, Pavement Management, Closed Bond, City Facilities, Golf Course, Local Improvement, Community Center and Economic Development Authority.

Projected capital expenditures for the years 2016 through 2020 as summarized on pages 5-6, are as follows:

•	2016:	\$ 28,457,550
•	2017:	\$ 10,784,400
•	2018:	\$ 9,410,300
•	2019:	\$ 23,094,900
•	2020:	<u>\$ 2,910,700</u>
	<b>Total:</b>	<b>\$ *74,657,850</b>

\*The amounts listed are not inflated and are based on staff estimates. The proposed capital costs for the projects are increased for inflation within each of the fund summaries that are found in Exhibits B-M

The same \$74.6 million of non-utility CIP expenditures grouped by fund are as follows:

•	Parks Acquisition and Development	\$ 3,982,000
•	Park Capital Replacement	\$ 1,050,000
•	Community Projects	\$ 186,400
•	Pavement Management	\$ 20,357,000
•	City Facilities	\$ 19,673,250
•	Golf Course	\$ 3,000,000
•	Local Improvement	\$ 21,927,800
•	Community Center	<u>\$ 4,481,400</u>
	<b>Total:</b>	<b>\$ 74,657,850</b>

The Exhibits that follow this report include bonded debt for projects as shown.

The 2016 CIP financing plan includes detailed assumptions and forecasts for the City General Fund revenues and expenditures in 2016 through 2020. This detail should help the City monitor the overall accuracy of the General Fund cashflow estimates in future years and better positions the City to make adjustments as necessary. The detailed analysis includes estimations of changes in tax base.

The property tax rate and dollar amount estimates that follow incorporate several assumptions that each have a significant impact on the calculated results for Tax Years 2016 through 2020.

- 2% annual increases in non-property tax revenues;
- 2016 General Fund operating costs for base plus additions with a 5% annual increase each year thereafter;
- 4% inflation on Capital Project costs, starting from the \$74.6 million in costs identified in the City’s 2016-2020 CIP.
- The 2016 taxable net tax capacity for the City is expected to be \$32,415,284 which represents an 8.25% increase in tax capacity over 2015. We are assuming that City’s existing tax capacity will increase 2% in 2017 and 2.5% per year thereafter. Exhibit A shows the estimated tax capacity being returned to the general tax rolls for TIF District 2-1 that will be decertified in 2016 for taxes payable in 2017, and TIF District 4-1 that will be decertified in 2019 for taxes payable in 2020. Increased tax capacity is also projected from growth within the Northwest Area starting at an additional 40 single family homes for taxes payable in 2017, 38 homes for taxes payable in 2018 and 70 homes per year thereafter. The projections also include 32 townhomes for payable 2018.
- General Fund balance remains stable at approximately \$9 million.

The following table illustrates the effect of operating cost increases, capital improvement projects and the related debt levy on the tax rate, given the assumptions for debt and tax base.

<b>General Fund</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
City Tax Capacity Rate	48.13%	49.38%	55.19%	57.61%	60.76%	63.97%
% Change in Rate	4.34%	2.59%	11.78%	4.39%	5.46%	5.29%
City Property Tax on Residential Property	\$ 847	\$ 926	\$ 1,060	\$ 1,140	\$ 1,238	\$ 1,342
% Change in City Taxes Paid	15%	9%	14%	8%	9%	8%
Example Residential Market Value	\$ 195,600	\$ 206,300	\$ 210,426	\$ 215,687	\$ 221,079	\$ 226,606

Currently, a negative balance exists in the Local Improvement Fund. It is expected that the Economic Development Fund will be negative by year end 2018. Staff has identified future sources that will resolve the deficit in the Local Improvement Fund, such as

special assessments and other revenues. A source needs to be identified to solve the expected negative in the Economic Development Fund.

Finally, it is important to point out that while the City has developed a Capital Improvement Plan, the plan represents a conceptual overview of the City's capital improvement needs over the next 5 years and as such is a planning tool. The presence of any particular capital expenditure and the designation of an anticipated funding source or sources do not authorize the acquisition of an asset or construction of a project. The actual asset/project must be specifically authorized by the City Council as part of each year's formal budgeting process or project authorization process.

The conclusions and recommendations resulting from this study are based on information provided to Ehlers. The City will periodically review and update the Capital Improvement Plan to reflect the actual cost of capital projects as they are completed and to incorporate any changes in anticipated future capital improvements (e.g. timing, cost, funding sources).

The discussion that follows provides a summary of capital project activity by fund and how proposed capital improvement is anticipated to affect the General Fund.

The summary table that follows identifies the proposed capital projects, by year. These amounts have not been inflated. The impact of inflation is found on the Fund Summaries that are shown on Exhibits B through M.

<i>Exhibit</i>	<b>Park Acquisition and Development</b>	<b>Park Capital Replacement</b>	<b>Community Projects</b>	<b>Pavement Management</b>	<b>City Facilities</b>	<b>Golf Course</b>	<b>Local Improvement</b>	<b>Community Center</b>	<b>Yearly Total</b>
<i>B</i>	<i>C</i>	<i>E</i>	<i>F</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>		
<b>2016</b>									
Heritage Village park	1,697,000								
NW park acquisition	400,000								
NW park development	200,000								
NW trail development	100,000								
Update Seidell's master plan	15,000								
Playground equipment		60,000							
Fencing/netting		20,000							
Tennis court/basketball repair		50,000							
Akron Ave, Cliff Rd to Rosemount							135,000		
Fire station					9,540,250				
60th St neighborhood				3,705,800					
65th St TH3 to Argenta							2,661,000		
Argenta trail north of Amana trail							210,000		
Upper 55th Street				90,000					
Emerald Ash Borer			33,000						
Election equipment			10,700						
Argenta/TH55							3,438,100		
Seidl's Lake Outlet							250,000		
70th St TH3 Roundabout							146,300		
117th/TH55 to Rich Valley							360,000		
Broderick Blvd				200,000					
Cracksealing and sealcoating				500,000					
CIP						2,650,000		1,985,400	
<b>Total Year (not inflated)</b>	<b>2,412,000</b>	<b>130,000</b>	<b>43,700</b>	<b>4,495,800</b>	<b>9,540,250</b>	<b>2,650,000</b>	<b>7,200,400</b>	<b>1,985,400</b>	<b>28,457,550</b>
<b>2017</b>									
NW trail development	100,000								
Playground equipment		60,000							
Upper 55th Street				135,000					
Maintenance facility expansion					200,000				
Fencing/netting		20,000							
Tennis court/basketball repair		50,000							
50th Street neighborhood				2,169,200					
117th/TH55 to Rich Valley							500,000		
70th St/Eagan to TH3							250,000		
Argenta/TH55							2,350,000		
Akron Ave, Cliff Rd to Rosemount							450,000		
70th St TH3 Roundabout							410,900		
Cracksealing and sealcoating				500,000					
Emerald Ash Borer			33,000						
Election equipment			10,700						
65th St TH3 to Argenta							3,121,000		
CIP						50,000		374,600	
<b>Total Year (not inflated)</b>	<b>100,000</b>	<b>130,000</b>	<b>43,700</b>	<b>2,804,200</b>	<b>200,000</b>	<b>50,000</b>	<b>7,081,900</b>	<b>374,600</b>	<b>10,784,400</b>

<i>Exhibit</i>	<b>Park Acquisition and Development</b>	<b>Park Capital Replacement</b>	<b>Community Projects</b>	<b>Pavement Management</b>	<b>City Facilities</b>	<b>Golf Course</b>	<b>Local Improvement</b>	<b>Community Center</b>	<b>Yearly Total</b>
	<i>B</i>	<i>C</i>	<i>E</i>	<i>F</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>	
<b>2018</b>									
NW park acquisition	400,000								
Akron Ave, Cliff Rd to Rosemount							1,340,000		
South valley master plan	20,000								
Fencing/netting		20,000							
Tennis court/basketball repair		20,000							
Rich Valley well		50,000							
Fishing pier		30,000							
Cracksealing and sealcoating				500,000					
Broderick Blvd				5,077,800					
Maintenance facility expansion					320,000				
70th St/TH3 roundabout							400,500		
117th/TH55 to Rich Valley							900,000		
Emerald Ash Borer			33,000						
CIP						100,000		199,000	
<b>Total Year (not inflated)</b>	<b>420,000</b>	<b>120,000</b>	<b>33,000</b>	<b>5,577,800</b>	<b>320,000</b>	<b>100,000</b>	<b>2,640,500</b>	<b>199,000</b>	<b>9,410,300</b>
<b>2019</b>									
NW trail development	100,000								
NW park development	200,000								
Playground equipment		150,000							
117th/TH55 to Rich Valley							3,300,000		
South Valley picnic shelter		200,000							
South Valley playground equipment		200,000							
Maintenance facility expansion					9,613,000				
50th Street west neighborhood				6,479,200					
Cracksealing and sealcoating				500,000					
80th St east of roundabout							475,000		
Emerald Ash Borer			33,000						
CIP						100,000		1,744,700	
<b>Total Year (not inflated)</b>	<b>300,000</b>	<b>550,000</b>	<b>33,000</b>	<b>6,979,200</b>	<b>9,613,000</b>	<b>100,000</b>	<b>3,775,000</b>	<b>1,744,700</b>	<b>23,094,900</b>
<b>2020</b>									
Park Trail-NW Area									
NW park acquisition	400,000								
NWA grade separated crossing	350,000								
Orchard Trail							80,000		
Cracksealing and sealcoating				500,000					
Playground equipment		120,000							
Emerald Ash Borer			33,000						
80th St east of roundabout							1,150,000		
CIP						100,000		177,700	
<b>Total Year (not inflated)</b>	<b>750,000</b>	<b>120,000</b>	<b>33,000</b>	<b>500,000</b>	<b>-</b>	<b>100,000</b>	<b>1,230,000</b>	<b>177,700</b>	<b>2,910,700</b>
<b>Total All (not inflated)</b>	<b>3,982,000</b>	<b>1,050,000</b>	<b>186,400</b>	<b>20,357,000</b>	<b>19,673,250</b>	<b>3,000,000</b>	<b>21,927,800</b>	<b>4,481,400</b>	<b>74,657,850</b>

# Funds

## General Fund (Exhibit A)

Exhibit A shows the General Fund operations and property tax levy. Included are existing levies for debt, which include street projects and the City Hall/Public Safety project. The model also includes the above mentioned assumptions for tax base. The model shows transfers out to other funds and includes any capital improvement project to be funded out of the General Fund. It should be noted that equipment replacement is funded through the operating budgets and a separate schedule is not included here. We have not assumed any increase in ending fund balance for the General Fund. At this time, the 2016 budget includes the base budget plus future staffing and additional requests as well as pavement management projects and park capital replacement projects.

## Park Acquisition and Development Fund (Exhibit B)

The Park Acquisition and Development Fund accounts for park dedication fees, related revenues and park and trail improvements. This fund has a beginning fund balance of \$1,434,118 for 2015. A total of \$3.9M in capital costs have been identified in this fund. Of that, approximately \$2,250,000 is identified to be spent in the Northwest Area for park acquisition and park and trail development.

## Park Capital Replacement Fund (Exhibit C)

This fund accounts for the cost to replace existing parks. This fund will receive an annual transfer from the General Fund in the amount of an average of \$233,000 per year from 2016-2020, and additional transfers from the Capital Facilities and Host Community Funds. Park dedication fees cannot be used for maintaining existing parks. The inflated capital costs from 2016 to 2020 equals \$1.15 million.

## Host Community Fund (Exhibit D)

This fund accounts for revenues received from agreements related to solid waste disposal/storage. This fund has received approximately \$1.8 million per year from these agreements. Revenue is expected to remain steady at \$1.9M per year. This fund also accounts for annual transfers to the General Fund, to the Community Center Fund, the ADA Fund, the Park Capital Replacement Fund, the Golf Course Fund, and to the Pavement Management Fund. The Host Community Fund will have available cash balances with the proposed capital expenditures and transfers as shown. It is important to note that projected deficits in the Northwest Area

funds are not reflected in the cashflow for this Fund. With the expected level of projects, this fund will have limited available cash to fund those deficits.

### Community Projects (Exhibit E)

This fund accounts for resources reserved for future community improvement projects. Expenditures for the Emerald Ash Borer project and election equipment are programmed from 2016 to 2020.

### Pavement Management (Exhibit F)

This fund accounts for the project costs and the related special assessment revenue used to finance the City's yearly Pavement Management Program. This fund receives an annual transfer from the General Fund, Host Community Fund and various utility funds. This fund will continue to have a long term positive cash balance because we have assumed that all future projects are financed and paid for with special assessment revenue and a property tax levy. It is assumed that 20% of the street reconstruction projects are specially assessed.

### Closed Bond (Exhibit G)

This fund accounts for monies that remain in debt service funds after the debt has been fully paid. The model shows adequate cash balances after contributions to reduce the debt levy.

### City Facilities (Exhibit H)

This fund accounts for costs related to maintaining City Hall, the Maintenance Facility and the Fire Stations. The projects slated for this fund are the Maintenance Facility Expansion in 2019 and a Fire Station in 2016. Sufficient cash does not exist for these projects so this plan assumes they will be financed with bonds to be repaid with a property tax levy. The issuance of bonds will require the City Council to seek authorization under appropriate state statute. The model includes debt levies for these projects. Currently funds are not set aside for capital needs (roof, HVAC, etc).

### Golf Course (Exhibit I)

This fund accounts for the revenues and expenditures related to operating the Golf Course. Exhibit I shows the projected cash flow of this fund. This fund's historical operations have not been sufficient to cover operating expenditures, but the golf course revenues now cover operating expenses and the golf cart lease payments. Investment of \$2,600,000 is expected at the Golf Course in 2016 to retain Inver Wood as a viable golf course asset. The investments include replacement of the irrigation system, rebuilding of all of the

bunkers on the course, and improvements to the driving range that responds to customer needs and improved revenue potential. Golf Course revenues are expected to repay \$1,600,000 of the investment over a 25-year period while the Host Community Fund will repay \$1,000,000 over a 10-year period. The model shows positive cash balances going forward with a transfer in from the Host Community Fund needed to pay for future equipment and capital costs.

### Local Improvement (Exhibit J)

This fund accounts for the revenues and expenses related to street construction projects that are not accounted for in the Pavement Management Fund and include projects from the Street Reconstruction and Overlay Plan. The fund currently has a negative fund balance. The ending balance will improve over time as special assessments and other revenues are collected. The model assumes all future projects will be paid with bond proceeds. The debt service to repay the bonds is assumed to be paid by a debt levy, as shown in the model that will be paid through property taxes. The projects scheduled for this fund include improvements to Akron Avenue, 70<sup>th</sup> Street, Argenta/TH55, Argenta Trail, Cliff Road and 117<sup>th</sup> Street, 65<sup>th</sup> Street, 80<sup>th</sup> Street, Seidl's Lake outlet and Orchard Trail. There is a projected future debt levy starting in 2017 and increasing thereafter as shown in the model. The debt levy for the 2015 projects is included in the existing total debt levy in Exhibit A.

### Community Center (Exhibit K)

This fund accounts for the revenues and expenses related to the operation of the Community Center. The model shows the actual 2014 ending fund balance and annual transfer from various funds in order to make up the shortage of operating revenues as compared to expenses. The model includes various improvements to the Community Center and transfers required to finance improvements.

### Capital Facilities (Exhibit L)

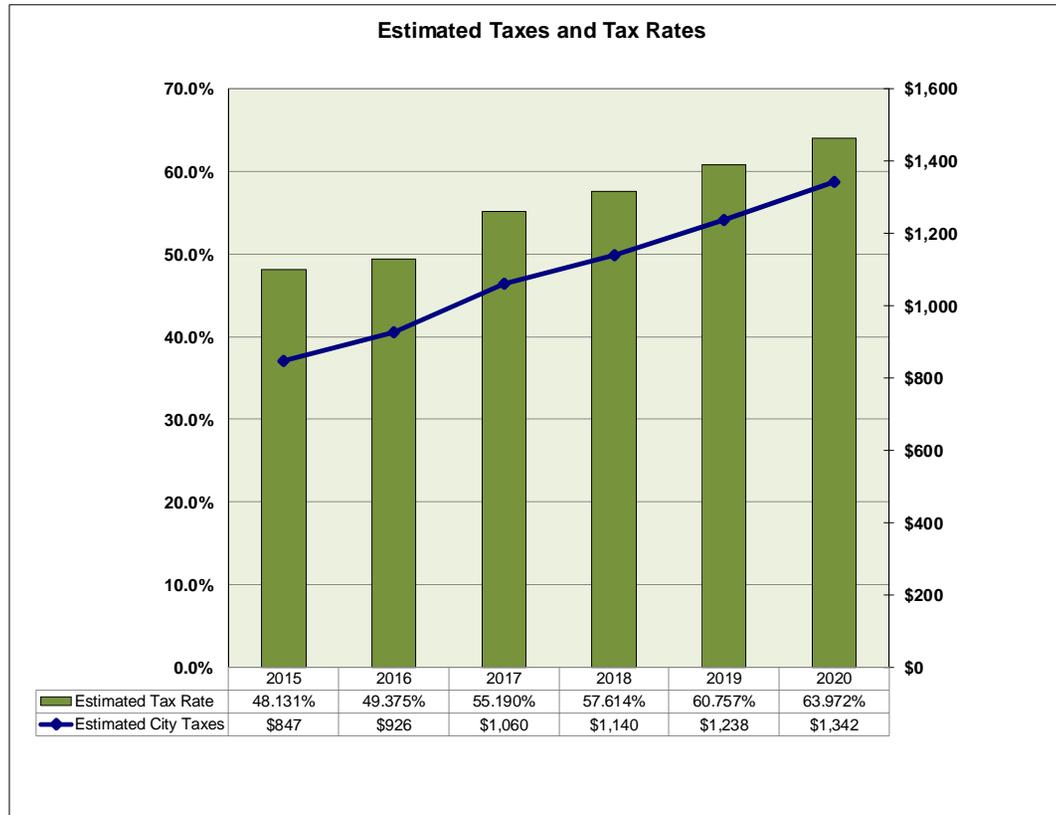
This fund accounts for the revenues and expenses reserved for future City capital projects. The existing cash balance is being drawn down with annual transfers to the Community Center Fund for capital needs and Park Capital Replacement.

### Economic Development (Exhibit M)

This fund accounts for the revenues and expenses related economic development activities in the city. The model shows a transfer in from the Host Community Fund as well as future DEED grants. This fund is expected to experience a negative balance due to economic development activities. We would recommend that the City determine a funding source for this expected deficit.

# Tax Rate Impact

The resulting tax rate and tax impact are shown in the chart below.



Taxes are calculated factoring in the market value exclusion, calculated on a median value homestead residential property valued at \$195,600 in 2015, \$206,300 in 2016 and inflated by 2% to 2.5% thereafter.

# Policy Considerations

The Local Improvement Fund currently has a deficit. As was stated above, staff has identified future funding sources for the deficit in the Local Improvement Fund. Deficits are expected in the Economic Development Fund. A source needs to be identified to solve this negative.

The Council can prioritize the various capital projects or additional transfers by using the table below as a decision guide. The chart below shows the incremental tax that would be required on the average valued home, given the assumptions for tax base and tax rate for estimated payable 2016, at different expenditure levels. Using payable 2016 estimated tax rate and tax base, the table shows the impact of an increase in the levy at \$50,000, \$100,000, \$200,000, \$300,000 and \$400,000, the resulting incremental increase in the tax rate and the effect on taxes.

Expenditure Level	Increase to Taxes	Additional Tax Rate
\$50,000	\$2.90	0.154%
\$100,000	\$5.80	0.308%
\$200,000	\$11.60	0.617%
\$300,000	\$17.40	0.925%
\$400,000	\$23.10	1.234%

The table illustrates that the resulting increase on estimated taxes would be \$5.80 on the example medial residential home valued at \$206,300 if the tax levy were to increase by \$100,000. Annual debt levy of \$100,000 would support a bond issue of approximately \$1,150,000. Another way to put it is that for every additional \$100,000 in levy, the City can pay for \$1.15 million in project costs.

For example, if the Council wanted to lower the projected tax impact in 2017 by \$30, it would need to reduce capital projects by \$5,800,000.

# Recommendations

We recommend that the City Council of the City of Inver Grove Heights:

- Prioritize the Capital Improvement Project list. One option could be to postpone one of the major facilities or Local Improvement street projects.
- Consider establishing a budget cap for certain projects.
- Establish an acceptable level of tax increases.
- Direct staff and consultants to determine which of the priority projects can be accomplished within the desired tax levies.
- Determine a funding source for the Economic Development Fund. Exhibit M projects a (\$195,600) cumulative shortfall for 2020.
- Update this CIP study periodically and incorporate refined operating and tax base estimates.

## Exhibits

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Park Acquisition and Development Fund	16
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Capital Facilities Fund	26
Economic Development Fund	27

**City of Inver Grove Heights  
General Fund -Exhibit A**



**Baseline Model plus Additions**

Inflation Assumptions-non property tax revenues	2.00%	2.00%	2.00%	2.00%
Inflation Assumptions-expenditures	5.00%	5.00%	5.00%	5.00%

GENERAL FUND		2014 ACTUAL	2015 AMENDED	2016 BASE + ADDS	2017	2018 PROJECTED	2019	2020
1	<b>REVENUE</b>							
2	GENERAL PROPERTY TAX	11,890,541	13,158,500	14,311,500	15,500,038	16,444,869	17,437,817	18,481,224
	FISCAL DISPARITIES	1,701,918	1,750,000	1,700,000	1,750,000	1,750,000	1,750,000	1,750,000
	OTHER levy	18,047	10,000	10,000	10,000	10,000	10,000	10,000
3	FRANCHISE FEES	97,628	97,600	98,200	100,164	102,167	104,211	106,295
4	LICENSES & PERMITS	1,241,654	887,900	1,147,800	1,170,756	1,194,171	1,218,055	1,242,416
5	OTHER INTERGOVERNMENTAL	632,978	576,800	591,800	603,636	615,709	628,023	640,583
6	CHARGES FOR SERVICES	1,073,047	942,900	1,021,100	1,041,522	1,062,352	1,083,599	1,105,271
7	FINES & FORFEITS	135,382	120,000	136,200	138,924	141,702	144,537	147,427
8	INTEREST	72,779	76,000	85,000	86,700	88,434	90,203	92,007
9	MISC. REVENUE	235,785	269,900	254,500	259,590	264,782	270,077	275,479
10	TRANSFERS	602,000	300,000	300,000		-	-	-
11								
12	<b>TOTAL REVENUE</b>	<b>17,701,759</b>	<b>18,189,600</b>	<b>19,656,100</b>	<b>20,661,330</b>	<b>21,674,187</b>	<b>22,736,521</b>	<b>23,850,702</b>
13								
14	<b>EXPENDITURES</b>							
15	GENERAL GOVERNMENT	1,638,719	1,709,600	1,840,400	1,932,420	2,029,041	2,130,493	2,237,018
16	PUBLIC SAFETY	7,966,993	8,696,600	9,468,000	9,941,400	10,438,470	10,960,394	11,508,413
17	PUBLIC WORKS	3,667,554	3,865,900	3,974,300	4,173,015	4,381,666	4,600,749	4,830,786
18	PARKS	1,677,864	1,803,400	1,867,900	1,961,295	2,059,360	2,162,328	2,270,444
19	COMMUNITY DEVELOPMENT	1,130,157	1,235,500	1,328,100	1,394,505	1,464,230	1,537,442	1,614,314
20	TRANSFER OUT				-	-	-	-
21	to Park Cap Repl Fund 444	190,100	150,000	175,000	210,200	235,500	260,900	286,300
22	to Rec Fund 204	328,100	331,900	331,900	348,495	365,920	384,216	403,427
23	to Pavement Mgmt Fund 440		500,000	700,000	700,000	700,000	700,000	700,000
24	to EDA	9,275	500	500				
25	to Local Improvements	12,094						
26	to Park Acquisition							
27	CAPITAL OUTLAY							
28								
29	CONTINGENCY							
30								
31								
32	<b>OPERATING EXPENDITURES</b>	<b>16,620,856</b>	<b>18,293,400</b>	<b>19,686,100</b>	<b>20,661,330</b>	<b>21,674,187</b>	<b>22,736,521</b>	<b>23,850,702</b>
33								

City of Inver Grove Heights General Fund -Exhibit A		Baseline Model plus Additions						
GENERAL FUND		2014 ACTUAL	2015 AMENDED	2016 BASE + ADDS	2017	2018 PROJECTED	2019	2020
34								
35	<b>GENERAL FUND OPERATING TAX LEVY</b>	13,592,459	14,908,500	16,011,500	17,250,038	18,194,869	19,187,817	20,231,224
36	<b>OTHER LEVIES</b>	0	0	0	0	0	0	0
37								
38	Unallotments							
39	PERA LEVY	0	0					
40	Total Other Levies			0	0	0	0	0
41	<b>TOTAL LEVY</b>	13,592,459	14,908,500	16,011,500	17,250,038	18,194,869	19,187,817	20,231,224
42	<b>ANNUAL INCREASE</b>	2.9%	9.7%	7.4%	7.7%	5.5%	5.5%	5.4%
43								
44								
45	<b>SPECIAL LEVIES</b>							
46	<b>Bonds</b>							
47	MN Armory Bldg (final pymt 2016)	63,735	63,735	19,600				
48	City share of assessments	127,828	233,023	235,201	214,685	186,300	179,358	172,416
49	2002A 2010C PIR Bonds (final pymt 2018)	56,985	56,308	46,942				
50	2006A 2011A Improvements Bonds (final pymt 2019)	150,000	175,000	123,819	123,819			
51	2007 GO Public Safety (final pymt 2014)	80,719						
52	2007B-2014B Improvements (final pymt 2019)	150,000	150,000	122,500	122,500	107,586		
53	2008A 2014B Improvements (final pymt 2020)	200,000	250,000	290,000	314,034	294,932	290,000	218,127
54	2009 Capital Improvements (final pymt 2034)	600,300	559,800	674,000	642,800	625,000	681,000	699,800
55	2010B GO Improvements (final pymt 2027)	282,755	172,700	110,000	110,000	110,000	110,000	110,000
56	2015A GO Improvements (final pymt 2031)			635,388	634,334	637,068	634,343	636,762
57	Offset from Closed Bond Fund	(330,000)	(255,000)	(200,000)	(200,000)	(200,000)	0	0
58	<b>EXISTING DEBT LEVIES</b>	1,382,322	1,405,566	2,057,450	1,962,172	1,760,886	1,894,701	1,837,105
59								
59	<b>FUTURE LEVIES</b>							
60	<b>Public Facilities</b>							
61	City Facilities	0	0	0	688,958	688,958	688,958	1,489,380
62								
63	Local Improvement	0	0	0	638,436	1,307,678	1,580,205	2,107,272
64	Pavement Management	0	0	0	0	0	352,536	685,647
65								
66	<b>TOTAL SPECIAL LEVY</b>	1,382,322	1,405,566	2,057,450	3,289,567	3,757,522	4,516,400	6,119,405
67								
68	<b>Beginning Fund Balance</b>	8,110,213	9,191,116	9,087,316	9,057,316	9,057,316	9,057,316	9,057,316
69	<b>Ending Fund Balance</b>	9,191,116	9,087,316	9,057,316	9,057,316	9,057,316	9,057,316	9,057,316
70	<b>TOTAL TAX LEVY</b>	14,974,781	16,314,066	18,068,950	20,539,605	21,952,390	23,704,216	26,350,628
71	<b>ADJUSTMENTS -FD Distribution</b>	(1,919,017)	(1,919,284)	(2,063,774)	(2,063,774)	(2,063,774)	(2,063,774)	(2,063,774)
72	<b>NET LEVY TO TAXPAYERS</b>	13,055,764	14,394,782	16,005,176	18,475,831	19,888,616	21,640,442	24,286,854
73								
74	<b>EXISTING TAX BASE</b>	28,186,260	29,945,241	32,415,284	33,063,590	34,313,414	35,383,732	36,508,688
75	Growth-Single Family Residential-tax capacity			0	134,000	127,300	234,500	234,500
76	-Townhomes-Residential-tax capacity			0	0	80,000	0	0
77	TIF District Decertifying-TIF 2-1 Southridge				278,912			
78	TIF District Decertifying-TIF 4-1 SE Quadrant							1,221,341
79	<b>TOTAL TAX CAPACITY</b>	28,186,260	29,945,241	32,415,284	33,476,502	34,520,714	35,618,232	37,964,529
80								
81	<b>TAX RATE ON TAX CAPACITY</b>	46.128%	48.131%	49.375%	55.190%	57.614%	60.757%	63.972%
82	<b>TAX RATE % CHANGE</b>	-0.40%	4.34%	2.59%	11.78%	4.39%	5.46%	5.29%

**City of Inver Grove Heights  
Park Acquisition and Development Fund 402 - Exhibit B**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	1,357,900	1,434,118	1,678,459	413,244	643,376	525,538	560,793
<b>Sources of Funds</b>							
Charges for services	78,448	330,000	330,000	330,000	330,000	330,000	330,000
State bonding grant			800,000				
Other							
Transfer in							
Interest	18,573	14,341	16,785	4,132	6,434	5,255	5,608
<b>Total Sources of Funds</b>	<b>97,021</b>	<b>344,341</b>	<b>1,146,785</b>	<b>334,132</b>	<b>336,434</b>	<b>335,255</b>	<b>335,608</b>
<b>Expenditures</b>							
Current							
Future projects							
Capital outlay							
Rich Valley maintenance building		40,000					
Heritage Village Park			1,697,000				
Rich Valley dugouts		60,000					
NWA park acquisition			400,000		400,000		400,000
NWA park development			200,000			200,000	
NWA trail development			100,000	100,000		100,000	
Rock Island swing bridge	6,732						
Update Seidell's master plan			15,000				
South Valley master plan					20,000		
NWA grade separated crossing							350,000
Transfer out	14,071						
Transfer to Community Center							
<b>Total Expenditures</b>	<b>20,803</b>	<b>100,000</b>	<b>2,412,000</b>	<b>100,000</b>	<b>420,000</b>	<b>300,000</b>	<b>750,000</b>
<b>Inflation-capital only</b>	<b>20,803</b>	<b>100,000</b>	<b>2,412,000</b>	<b>104,000</b>	<b>454,272</b>	<b>337,459</b>	<b>877,394</b>
<b>Ending Fund Balance</b>	<b>1,434,118</b>	<b>1,678,459</b>	<b>413,244</b>	<b>643,376</b>	<b>525,538</b>	<b>560,793</b>	<b>146,401</b>

**City of Inver Grove Heights  
Park Capital Replacement Fund 444 - Exhibit C**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	793,005	899,724	838,721	942,108	1,076,530	1,243,003	922,658
<b>Sources of Funds</b>							
Franchise fees							
Transfer from General Fund	190,100	150,000	175,000	210,200	235,500	260,900	286,300
Transfer from Capital Facilities	25,000	25,000	25,000	25,000	25,000	0	0
Transfer from Host Community	25,000	25,000	25,000	25,000	25,000	25,000	0
Transfer from Local Improvement							
Other							
Interest	9,738	8,997	8,387	9,421	10,765	12,430	9,227
<b>Total Sources of Funds</b>	<b>249,838</b>	<b>208,997</b>	<b>233,387</b>	<b>269,621</b>	<b>296,265</b>	<b>298,330</b>	<b>295,527</b>
<b>Expenditures</b>							
Current							
Capital outlay							
Park Trail and Parking Lot	127,071	100,000					
Playground equipment		70,000	60,000	60,000		150,000	120,000
South Valley picnic shelter						200,000	
South Valley playground equipment		100,000				200,000	
Fencing/netting			20,000	20,000	20,000		
Tennis court/basketball repair			50,000	50,000	20,000		
Rich Valley well					50,000		
Fishing pier					30,000		
Maintenance							
Transfer out	16,048						
<b>Total Expenditures</b>	<b>143,119</b>	<b>270,000</b>	<b>130,000</b>	<b>130,000</b>	<b>120,000</b>	<b>550,000</b>	<b>120,000</b>
<b>Inflation-capital only</b>	<b>143,119</b>	<b>270,000</b>	<b>130,000</b>	<b>135,200</b>	<b>129,792</b>	<b>618,675</b>	<b>140,383</b>
<b>Ending Fund Balance</b>	<b>899,724</b>	<b>838,721</b>	<b>942,108</b>	<b>1,076,530</b>	<b>1,243,003</b>	<b>922,658</b>	<b>1,098,184</b>

**City of Inver Grove Heights  
Host Community Fund 451- Exhibit D**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	2,979,261	3,717,745	1,805,686	2,253,697	2,623,740	3,130,292	2,096,466
<b>Sources of Funds</b>							
Land fill agreements	2,502,528	1,918,350	1,900,000	1,885,250	1,930,500	1,979,250	2,028,000
Bond proceeds							
Tax levy	0	0	0	0	0	0	0
Other	7,427						
Intefund loan	4,404	4,404	4,404				
Interest	41,696	37,177	18,057	22,537	26,237	31,303	
<b>Total Sources of Funds</b>	<b>2,556,055</b>	<b>1,959,931</b>	<b>1,922,461</b>	<b>1,907,787</b>	<b>1,956,737</b>	<b>2,010,553</b>	<b>2,028,000</b>
<b>Expenditures</b>							
Miscellaneous	134,511	132,000	46,250	46,250	46,250	46,250	46,250
Bond costs							
Transfer out -Property Acquisition		300,000	150,000	136,453			
Public Safety/City Hall Addition		92,181					
Argenta Trail		1,500,000					
HVP Grant		248,750					
Transfer out -VMCC Operations	288,827	404,200	432,900	469,042	510,235	553,129	596,270
Transfer out -VMCC Capital		0	0	239,500	199,000	1,744,700	177,700
Transfer out -Golf Course Fund	110,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer out-Economic Development	327,323						
Transfer out-Park Capital Replacement	25,000	25,000	25,000	25,000	25,000	25,000	
Transfer out-Local Improvement	3,861	26,508					
Transfer out-ADA	21,800	14,600	20,300	21,500	19,700	25,300	25,300
Transfer out-Central Equipment					50,000	50,000	50,000
Transfer out-General Fund	400,000	300,000	200,000				
Transfer out-PMP Fund Street Recon	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfer out -Other Funds		200,000					
Interfund loan	6,249	28,751					
Bond principal and interest	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,817,571</b>	<b>3,871,990</b>	<b>1,474,450</b>	<b>1,537,745</b>	<b>1,450,185</b>	<b>3,044,379</b>	<b>1,495,520</b>
<b>Ending Fund Balance</b>	<b>3,717,745</b>	<b>1,805,686</b>	<b>2,253,697</b>	<b>2,623,740</b>	<b>3,130,292</b>	<b>2,096,466</b>	<b>2,628,946</b>

**City of Inver Grove Heights  
Community Projects Fund 450- Exhibit E**

Inflation for capital items	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Beginning Fund Balance</b>	<b>349,587</b>	<b>298,702</b>	<b>232,273</b>	<b>180,196</b>	<b>127,598</b>	<b>95,874</b>	<b>63,832</b>
<b>Sources of Funds</b>							
Transfer in	844						
Interest	<b>8,505</b>	<b>2,987</b>	<b>2,323</b>	<b>1,802</b>	<b>1,276</b>	<b>959</b>	<b>638</b>
<b>Total Sources of Funds</b>	<b>9,349</b>	<b>2,987</b>	<b>2,323</b>	<b>1,802</b>	<b>1,276</b>	<b>959</b>	<b>638</b>
<b>Expenditures</b>							
Miscellaneous	12,250						
Emerald Ash Borer	17,984	48,016	33,000	33,000	33,000	33,000	33,000
Election Equipment		10,700	10,700	10,700			-
Transfer out to VMCC	30,000						
Transfer out to Local Improvement Fund							
<b>Total Expenditures</b>	<b>60,234</b>	<b>58,716</b>	<b>43,700</b>	<b>43,700</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
<b>Inflation-capital only</b>	<b>30,234</b>	<b>58,716</b>	<b>43,700</b>	<b>43,700</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
<b>Ending Fund Balance</b>	<b>298,702</b>	<b>232,273</b>	<b>180,196</b>	<b>127,598</b>	<b>95,874</b>	<b>63,832</b>	<b>31,471</b>

**City of Inver Grove Heights  
Pavement Management Fund 440 - Exhibit F**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	2,064,844	1,523,454	2,536,594	(230,933)	(678,135)	450,761	588,819
<b>Sources of Funds</b>							
Transfer from Host Community Fund	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfer from General Fund		500,000	700,000	700,000	700,000	700,000	700,000
State aid construction and maintenance	2,120,657	82,500	318,000	1,000,000	318,000	1,000,000	318,000
Other	15,127						
Special assessments on rolls	449,365	315,405	184,908	170,726	166,063	166,603	143,009
NEW Special assessments		0	0	100,749	159,563	290,764	460,215
Transfers in	645,445						
Bond proceeds					5,325,000	5,435,000	
Property tax levy		0	0	0	0	352,536	685,647
Interest	34,346	15,235	25,366	(2,309)	(6,781)	4,508	5,888
<b>Total Sources of Funds</b>	<b>3,764,940</b>	<b>1,413,140</b>	<b>1,728,274</b>	<b>2,469,165</b>	<b>7,161,845</b>	<b>8,449,410</b>	<b>2,312,759</b>
<b>Expenditures</b>							
Capital Outlay							
PMP Program	3,572,269						
<b>Street Reconstruction and Overlay Plan:</b>							
60th St neighborhood (2016-09D)			3,705,800				
50th St neighborhood (2018-09D)				2,169,200			
Broderick Blvd (2015-09D)			200,000		5,077,800		
50th St West neighborhood (2020-09D)						6,479,200	
Upper 55th Street (2010-09F)			90,000	135,000			
Cracksealing, sealcoating		400,000	500,000	500,000	500,000	500,000	500,000
Bond principal and interest	0	0	-	-	-	460,701	939,332
Transfers out	734,061						
<b>Total Expenditures</b>	<b>4,306,330</b>	<b>400,000</b>	<b>4,495,800</b>	<b>2,804,200</b>	<b>5,577,800</b>	<b>7,439,901</b>	<b>1,439,332</b>
<b>Inflation-street projects only</b>	<b>3,572,269</b>	<b>400,000</b>	<b>4,495,800</b>	<b>2,916,368</b>	<b>6,032,948</b>	<b>7,850,651</b>	<b>584,929</b>
<b>Ending Fund Balance</b>	<b>1,523,454</b>	<b>2,536,594</b>	<b>(230,933)</b>	<b>(678,135)</b>	<b>450,761</b>	<b>588,819</b>	<b>1,377,317</b>

**City of Inver Grove Heights  
Closed Bond Debt Service Fund 399- Exhibit G**

Inflation for capital items			4.00%	4.00%	4.00%	4.00%	4.00%
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	<b>2,823,549</b>	<b>2,548,905</b>	<b>2,274,138</b>	<b>1,596,879</b>	<b>1,412,848</b>	<b>1,226,977</b>	<b>1,239,246</b>
<b>Sources of Funds</b>							
Transfer from closed debt service funds							
Other	35,001	1,100					
Property tax levy	129,148	-	-	-	-	-	-
Interest	<b>42,739</b>	<b>25,489</b>	<b>22,741</b>	<b>15,969</b>	<b>14,128</b>	<b>12,270</b>	<b>12,392</b>
<b>Total Sources of Funds</b>	<b>206,888</b>	<b>26,589</b>	<b>22,741</b>	<b>15,969</b>	<b>14,128</b>	<b>12,270</b>	<b>12,392</b>
<b>Expenditures</b>							
Current	11,199	9,429					
Transfer to Debt Service for City Spec. Assmt	129,146						
Fire station			500,000				
Public Safety/City Hall Addition	10,633	15,694					
HVP grant		50,000					
Debt service reduction to debt levy	330,000	255,000	200,000	200,000	200,000		
Transfers out to EDA	554	21,233					
<b>Total Expenditures</b>	<b>481,532</b>	<b>351,356</b>	<b>700,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>Inflation-capital only</b>	<b>150,978</b>	<b>25,123</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ending Fund Balance</b>	<b>2,548,905</b>	<b>2,274,138</b>	<b>1,596,879</b>	<b>1,412,848</b>	<b>1,226,977</b>	<b>1,239,246</b>	<b>1,251,639</b>

**City of Inver Grove Heights  
City Facilities Internal Service Fund 605- Exhibit H**

Inflation for capital items	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Cash Balance</b>	<b>286,942</b>	<b>195,070</b>	<b>88,404</b>	<b>80,642</b>	<b>(97,850)</b>	<b>(408,343)</b>	<b>382,465</b>
<b>Sources of Funds</b>							
Charges for services	319,800	352,800	360,500	367,966	375,366		
Rent			9,000	9,000	9,000	9,000	9,000
Bond proceeds			9,540,000			10,360,000	
Property tax levy	0	0	0	688,958	688,958	688,958	1,489,380
Interest	<b>4,576</b>	<b>2,800</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Sources of Funds</b>	<b>324,376</b>	<b>355,600</b>	<b>9,911,500</b>	<b>1,067,924</b>	<b>1,075,324</b>	<b>11,059,958</b>	<b>1,500,380</b>
<b>Expenditures</b>							
Operations	400,057	355,600	362,712	369,966	377,366		
Bond costs							
Mte Facility Expansion (2005-05)		26,700		200,000	320,000	9,613,000	
Public Safety/City Hall Addition Projects		55,357					
Park and Rec System Plan	4,491	9,909					
Fire truck							
Fire Station			9,540,250				
Transfer to ADA Fund	11,700	14,700	16,300	20,300	32,300	41,200	
Bond principal and interest	0	0	0	656,151	656,151	656,151	1,418,457
<b>Total Expenditures</b>	<b>416,248</b>	<b>462,266</b>	<b>9,919,262</b>	<b>1,246,417</b>	<b>1,385,816</b>	<b>10,310,351</b>	<b>1,418,457</b>
<b>Inflation-capital only</b>	<b>4,491</b>	<b>91,966</b>	<b>9,540,250</b>	<b>200,000</b>	<b>320,000</b>	<b>9,613,000</b>	<b>0</b>
<b>Ending Cash</b>	<b>195,070</b>	<b>88,404</b>	<b>80,642</b>	<b>(97,850)</b>	<b>(408,343)</b>	<b>382,465</b>	<b>464,387</b>

**City of Inver Grove Heights  
Golf Course Enterprise Fund 503- Exhibit I**

Inflation for capital items			4.00%	4.00%	4.00%	4.00%	4.00%
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Cash Balance</b>	5,901	121,631	133,947	285,387	509,989	535,638	559,883
<b>Sources of Funds</b>							
Transfer from Host Community	110,000	100,000	100,000	100,000			
Transfers in (other funds)							
Land sale proceeds							
Operations	1,411,938	1,552,000	1,604,100	1,648,500	1,693,500	1,723,500	1,757,800
Other							
Interfund loan		149,000	2,600,000				-
Interest	(661)	1,216	1,339	2,854	5,100	5,356	5,599
<b>Total Sources of Funds</b>	<b>1,521,277</b>	<b>1,802,216</b>	<b>4,305,439</b>	<b>1,751,354</b>	<b>1,698,600</b>	<b>1,728,856</b>	<b>1,763,399</b>
<b>Expenditures</b>							
Operations	1,315,717	1,388,200	1,417,600	1,445,952	1,474,871	1,504,368	1,534,456
Future capital improvements			50,000	50,000	50,000	50,000	50,000
Capital Equipment & Capital Outlay	34,294	299,000	2,600,000		50,000	50,000	50,000
Interfund loan repayment	26,025	75,000	56,800	30,800	64,000	64,000	64,000
Bond/capital lease prin/int	29,511	27,700	29,600		30,000	30,000	30,000
<b>Total Expenditures</b>	<b>1,405,547</b>	<b>1,789,900</b>	<b>4,154,000</b>	<b>1,526,752</b>	<b>1,668,871</b>	<b>1,698,368</b>	<b>1,728,456</b>
<b>Inflation-capital only</b>	<b>34,294</b>	<b>299,000</b>	<b>2,600,000</b>	<b>0</b>	<b>54,080</b>	<b>56,243</b>	<b>58,493</b>
<b>Ending Cash</b>	<b>121,631</b>	<b>133,947</b>	<b>285,387</b>	<b>509,989</b>	<b>535,638</b>	<b>559,883</b>	<b>586,333</b>

**City of Inver Grove Heights  
Local Improvement Fund - Exhibit J**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	(2,807,065)	(2,058,299)	(1,675,707)	(1,225,803)	(710,121)	(225,896)	1,569,364
<b>Sources of Funds</b>							
Transfer in	1,047,599						
Bond proceeds			7,285,000	7,500,000	3,000,000	5,700,000	
State aid	699,750		0				
Other	15,716						
Special assessments on rolls	338,094	382,592	365,304	350,456	277,920	266,373	188,220
NEW Special assessments (20% of construction)		0	0	0	0	0	0
Property tax levy	0	0	0	638,436	1,307,678	1,580,205	2,107,272
Interest	2,608	0	0	0	0	0	15,694
<b>Total Sources of Funds</b>	<b>2,103,767</b>	<b>382,592</b>	<b>7,650,304</b>	<b>8,488,892</b>	<b>4,585,598</b>	<b>7,546,578</b>	<b>2,311,185</b>
<b>Expenditures</b>							
Capital Outlay	1,302,230						
<b>Street Reconstruction and Overlay Plan:</b>							
Akron Ave, Cliff Rd to Rosemount (2009-06)			135,000	450,000	1,340,000		
Argenta/TH55 (2014-11)			3,438,100	2,350,000			
70th St -Eagan to TH 3 (2015-08)				250,000			
Argenta Trail north of Amana Trail (2016-02)			210,000				
70th St @ TH 3 roundabout (2009-25)			146,300	410,900	400,500		
117th St, TH 52 to Rich Valley Blvd (2015-01)			360,000	500,000	900,000	3,300,000	
65th St TH 3 to Argenta Trail (2015-03)			2,661,000	3,121,000			
Seidl's Lk outlet (2014-12)			250,000				
Orchard Trail (2011-15)							80,000
80th Street east of roundabout (2015-02)						475,000	1,150,000
Bond principal and interest	0	0	0	608,035	1,245,407	1,504,957	2,006,926
Transfer to Park Capital Replacement							
Transfers out	52,771						
<b>Total Expenditures</b>	<b>1,355,001</b>	<b>0</b>	<b>7,200,400</b>	<b>7,689,935</b>	<b>3,885,907</b>	<b>5,279,957</b>	<b>3,236,926</b>
<b>Inflation-street projects only</b>	<b>1,302,230</b>	<b>0</b>	<b>7,200,400</b>	<b>7,365,176</b>	<b>2,855,965</b>	<b>4,246,362</b>	<b>1,438,926</b>
<b>Ending Fund Balance</b>	<b>(2,058,299)</b>	<b>(1,675,707)</b>	<b>(1,225,803)</b>	<b>(710,121)</b>	<b>(225,896)</b>	<b>1,569,364</b>	<b>434,697</b>

**City of Inver Grove Heights  
Community Center Special Revenue Fund 205- Exhibit K**

Inflation for capital items			4.00%	4.00%	4.00%	4.00%	4.00%
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Fund Balance</b>	<b>149,172</b>	<b>149,246</b>	<b>149,246</b>	<b>151,146</b>	<b>151,146</b>	<b>151,146</b>	<b>151,146</b>
<b>Sources of Funds</b>							
Transfer from Host Community Fund	288,827	404,200	432,900	469,042	510,235	553,129	596,270
Transfer from Host Community Fund			0	239,500	199,000	1,744,700	177,700
Transfer from Community Projects	30,000	0	0	0	0	0	0
Transfer from Capital Facilities	158,816	671,000	406,300	135,100	0	0	0
Central Equipment IFL			1,579,100				
Operations							
Charges	2,264,036	2,194,300	2,271,700	2,317,134	2,363,477	2,410,746	2,458,961
Miscellaneous	163,760	130,000	130,200	130,200	130,200	130,200	130,200
Interest	425	0	0	1,511	1,511	1,511	3,023
<b>Total Sources of Funds</b>	<b>2,905,864</b>	<b>3,399,500</b>	<b>4,820,200</b>	<b>3,292,487</b>	<b>3,204,424</b>	<b>4,840,286</b>	<b>3,366,154</b>
<b>Expenditures</b>							
Operations	2,716,974	2,728,500	2,832,900	2,917,887	3,005,424	3,095,586	3,188,454
Capital Outlay							
CIP	188,816	671,000	1,985,400	374,600	199,000	1,744,700	177,700
Transfer out							
<b>Total Expenditures</b>	<b>2,905,790</b>	<b>3,399,500</b>	<b>4,818,300</b>	<b>3,292,487</b>	<b>3,204,424</b>	<b>4,840,286</b>	<b>3,366,154</b>
<b>Ending Fund Balance</b>	<b>149,246</b>	<b>149,246</b>	<b>151,146</b>	<b>151,146</b>	<b>151,146</b>	<b>151,146</b>	<b>151,146</b>

**City of Inver Grove Heights  
Capital Facilities Fund 400- Exhibit L**

Inflation for capital items		4.00%	4.00%	4.00%	4.00%	4.00%	
	2014	2015	2016	2017	2018	2019	2020
<b>Beginning Cash Balance</b>	1,459,436	1,299,402	609,842	184,640	25,000	0	0
<b>Sources of Funds</b>							
Other							
Interest	20,256	12,994	6,098	460			0
<b>Total Sources of Funds</b>	20,256	12,994	6,098	460	0	0	0
<b>Expenditures</b>							
Capital Outlay	(3,526)	5,600					
HVP Remediation		30,000					
Transfer out							
Transfer to EDA		954					
Transfer to VMCC	158,816	671,000	406,300	135,100			
Transfer to Park Capital Replacement	25,000	25,000	25,000	25,000	25,000		
<b>Total Expenditures</b>	180,290	732,554	431,300	160,100	25,000	0	0
<b>Inflation-capital only</b>	(3,526)	5,600	0	0	0	0	0
<b>Ending Cash</b>	1,299,402	609,842	184,640	25,000	0	0	0

**City of Inver Grove Heights  
Economic Development Special Revenue Fund 290- Exhibit M**

	2014	2015	4.00% 2016	4.00% 2017	4.00% 2018	4.00% 2019	4.00% 2020
Beginning Fund Balance	363,788	318,989	260,076	177,977	91,149	(92)	(95,931)
Source of Funds							
Transfer in General Fund	9,275	500	500	0	0	0	0
Transfer In Closed Bond Fund	554	21,233	0	0	0	0	0
Transfer in Host Community Fund	327,323	0	0	0	0	0	0
Transfer in Capital Facilities Fund	0	954	0	0	0	0	0
DEED Grant	640,000	191,250	415,625	415,625			
Interest/Other	3,566	2,300	2,601	1,780	911	0	0
<b>Total</b>	<b>980,718</b>	<b>216,237</b>	<b>418,726</b>	<b>417,405</b>	<b>911</b>	<b>0</b>	<b>0</b>
Use of Funds							
Economic development operations	106,815	83,900	85,200	88,608	92,152	95,838	99,672
Development Activities	918,702	191,250	415,625	415,625			
<b>Total</b>	<b>1,025,517</b>	<b>275,150</b>	<b>500,825</b>	<b>504,233</b>	<b>92,152</b>	<b>95,838</b>	<b>99,672</b>
Excess (Use) of Funds	(44,799)	(58,913)	(82,099)	(86,828)	(91,241)	(95,838)	(99,672)
Ending Fund Balance	318,989	260,076	177,977	91,149	(92)	(95,931)	(195,603)

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**South St. Paul Lions – Consider Application for Lawful Purpose Gambling Premises Permit at Loyal Order of Moose Lodge 1088, 5927 Concord Blvd**

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Meeting Date: December 14, 2015  
 Item Type: Consent  
 Contact: 651.450.2513  
 Prepared by: Michelle Tesser, City Clerk  
 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 resolution approving application of South St. Paul Lions for a premises permit to conduct lawful purpose gambling operations at Loyal Order of Moose Lodge 1088, 5927 Concord Blvd.

**SUMMARY:**

South St. Paul Lions has submitted an application for a premises permit to conduct lawful purpose gambling operations at Loyal Order of Moose Lodge, effective immediately.

During the investigation process of Applicant the Inver Grove Heights' Police Department found a violation of the Minnesota gambling rule 7861.0320 Organization Operations, Accounts, Reports and Records. The citation occurred on January 16, 2014. According to city code, 4-7-8-c-1. This violation is grounds for ineligibility and qualifies as a violation by the gambling organization of a state rule relating to gambling. The Inver Grove Heights Police Department denied the application based on the city code.

Gambling Manager, Daniel Niederkorn was asked to provide a written explanation of the violation and the corrective actions taken to prevent future issues. Mr. Niederkorn and Mr. Counihan provided a letter on December 3, 2015 which is enclosed. The Administration Department took into consideration several points: the letter provided a well documented explanation and corrective actions by Applicant, South St. Paul Lions has several other premise permits in South St. Paul with no record of violations, no further violations have been received by the Minnesota Gambling Control Board since January 16, 2014 and South St. Paul Lions has had a premise permit in the past at Drifter's Bar & Grill located at 4455 E. 64th Street in Inver Grove Heights with no record of violations. The Administration Department recommends approval the the premise permit.

The organization's gambling manager, Daniel Niederkorn has reviewed the City's local gambling ordinance and believes their organization would fulfill the intent of the ordinance to maintain the use of the proceeds within the City and defined trade area.

# SOUTH ST. PAUL LIONS - LION DAN NIEDERKORN

421 Outlook Avenue • South Saint Paul, Minnesota 55075-1085 • 651.459-0049



December 3, 2015

Mayor and Council Members,

On October 7<sup>th</sup> the SSP Lions Club applied for a gambling license for the Loyal Order of Moose Lodge 1088. I was notified by your City Clerk that the license was being denied because of a violation & fine by the Gambling Control Board in 2013. The following is the history of the violation, and the corrective actions and controls that have been put in place.

In February of 2013 the Gambling Control Board conducted a Compliance Review that stated we needed to take corrective actions on inventory. At the time of the review Mike Wicke was the Gambling Manager for the club. The club appointed me (Dan Niederkorn) the new manager as of July 1, 2013. My first job was to clean up these inventory problems so I created a new system for tracking games. This system includes the following:

- We now have a three ring binder at each site with full records of every game.
- At the beginning & end of every shift all the money is counted and the boxes are weighed and recorded on the Game Accounting Sheet (see attached).
- At the end of the night the seller either calls or texts the gambling manager the Actual Ending Cash at the end of the shift.
- There is also a Pull Tab Accountability Sheet (see attached) in the book that tracks when each game was put in play, the day it was pulled, who pulled the game and how much the deposit was in the notes.
- This system was put in place in September of 2013 and all sellers are trained to fill out the paperwork.

The Gambling Control Board issued a fine for \$450, which was paid by Check #7780 on February 5, 2014 by authorization of the Lions Club Board of Directors. We have taken this issue very seriously and since taking the action noted above, we have not been cited for any additional violations.

We would like to respectfully request your reconsideration of our application, and we hope that you will vote to grant us the license for the Moose Lodge.

Thank You,

A handwritten signature in black ink, appearing to read 'Dan Niederkorn'.

Daniel Niederkorn  
SSP Lions Gambling Manager

A handwritten signature in black ink, appearing to read 'Brian Counihan'.

Brian Counihan  
SSP Lions President



SITE: \_\_\_\_\_ GAME ACCOUNTING SHEET \_\_\_\_\_ SIGNATURE OF PERSON PUTTING GAME IN PLAY \_\_\_\_\_

GAME NAME: \_\_\_\_\_ BOX #: \_\_\_\_\_ BOX WEIGHT: \_\_\_\_\_

SERIAL #: \_\_\_\_\_ PRICE PER TICKET: \$ \_\_\_\_\_ TICKET WEIGHT: \_\_\_\_\_

DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_ BEGINNING GAME BANK: \$ \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	
Date	Seller	Cash In	Tickets (weigh at beginning of shift)	Tickets Remaining (weigh at end of shift)	Tickets Sold	Cost Per Ticket	Cash Taken In D x E	Prizes Paid Out Today	Cash Received Today F - G	Ideal Total Cash A + H	Actual Ending Cash Counted	Short or (Over) I - J
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

NOTES: \_\_\_\_\_

**CLOSING OF GAME AND DEPOSIT**

Total cash on hand \$ \_\_\_\_\_

Minus start bank \$( \_\_\_\_\_ )

Bank deposit \$ \_\_\_\_\_

Signature (in ink) of person removing game from play \_\_\_\_\_

Signature (in ink) of person preparing / making deposit: \_\_\_\_\_

Date closed: \_\_\_\_\_

Date: \_\_\_\_\_

**From:** [Christy Wilcox](#)  
**To:** [Michelle Tesser](#)  
**Subject:** RE: South St. Paul Lions  
**Date:** Monday, December 07, 2015 12:17:52 PM

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Hi Michelle,

I am not aware of the violation regarding the South St. Paul Lions Club. We do not have any issues with the Lions Club at any of their gambling permits located in the City of South St. Paul.

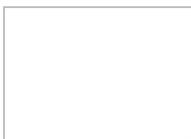
*Christy Wilcox*

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Christy Wilcox, City Clerk  
City of South St. Paul | 125 3<sup>rd</sup> Ave. North | South St. Paul, MN 55075  
Office: 651-554-3204 | Fax: 651-554-3201 | [www.southstpaul.org](http://www.southstpaul.org)

**Think Green.**  **Please don't print this e-mail unless you really need to. Thank you.**

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

**RESOLUTION NO.**

**RESOLUTION APPROVING THE APPLICATION OF  
SOUTH ST. PAUL LIONS  
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT LOYAL  
ORDER OF MOOSE LODGE 1088  
LOCATED AT  
5927 CONCORD BLVD, INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

WHEREAS, South St. Paul Lions has submitted an application Lawful Gambling Premises Permit at Loyal Order of Moose Lodge 1088, located at 5927 Concord Blvd, Inver Grove Heights, Minnesota

WHEREAS, the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

THEREFORE, BE IT RESOLVED, BY THE City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of South St. Paul Lions for a lawful gambling premises permit at Loyal Order of Moose Lodge 1088, located at 5927 Concord Blvd, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling and requests waiver of the 30-day waiting period.

FURTHER, to direct staff to forward of copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 14th day December, 2015

Ayes: 5  
Nays: 0

\_\_\_\_\_  
George Tourville, Mayor

Attest:

\_\_\_\_\_  
Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider Final Compensating Change Order No. 9, Final Pay Voucher No. 9, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2014-09D – College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 Blaine Avenue Retaining Wall Replacement Improvements.**

Meeting Date: December 14, 2015  
 Item Type: Consent  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

*SMD*  
*SAT* *ST*

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Pavement Management Fund, Special Assessments, MSA Funds, Water Fund, Sewer Fund

**PURPOSE/ACTION REQUESTED**

Consider Final Compensating Change Order No. 9, Final Pay Voucher No. 9, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2014-09D – College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 Blaine Avenue Retaining Wall Replacement Improvements.

**SUMMARY**

The improvements were ordered as part of the 2014 Pavement Management Program. The contract was awarded in the amount of \$2,769,496.10 to S.M. Hentges and Sons, Inc., on May 27, 2014 for City Project No. 2014-09D College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 Blaine Avenue Retaining Wall Replacement Improvements.

The contractor has completed the work through November 30, 2015 in accordance with the contract plans and specifications. The Final Compensating Change Order No. 9, in the amount of (\$77,352.99) is to balance the final contract amount with the final work completed to date.

I recommend approval of the Final Compensating Change Order No. 9 in the amount of (\$77,352.99) (for a final contract amount of \$2,967,747.94), approval of Final Pay Voucher No. 9 in the amount of \$1,000.00, acceptance of the Engineer's Final Report, and approval of the Resolution Accepting Work for work on City Project No. 2014-09D – College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 Blaine Avenue Retaining Wall Replacement Improvements.

TJK/nh

- Attachments: Final Compensating Change Order No. 9  
 Final Pay Voucher No. 9  
 Engineer's Final Report  
 Resolution Accepting Work

**FINAL COMPENSATING CHANGE ORDER NO. 9**

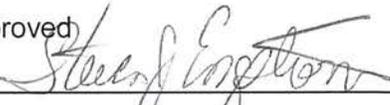
**2014 PAVEMENT MANAGEMENT PROGRAM  
CITY PROJECT NO. 2014-09D – COLLEGE TRAIL STREET RECONSTRUCTION AND BARBARA  
AVENUE PARTIAL STREET RECONSTRUCTION AND 2014-06 BLAINE AVENUE RETAINING  
WALL REPLACEMENT IMPROVEMENTS**

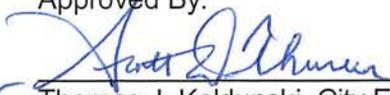
Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: July 31, 2015
Contractor: S.M. Hentges and Sons, Inc. 650 Quaker Ave. Jordan, MN 55352	Engineer: Kimley-Horn and Associates

**PURPOSE OF CHANGE ORDER**

Final compensating amount to balance the value of the work completed and total payments made to the Contractor. This accounts for miscellaneous increases and decreases in contract quantities listed in the Final Payment Voucher form.

Total Value of Work Completed to Date	\$2,967,747.94
Contract Amount to Date	\$3,045,100.93
<b>Compensating Change Order Amount (Decrease)</b>	<b>(\$77,352.99)</b>

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$2,769,496.10	Original Contract Time:
Previous Change Orders \$275,604.83	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$3,045,100.93	Contract Time Prior to this Change Order
Net Increase (Decrease) of this Change Order (\$77,352.99)	Net Increase (Decrease) of Change Orders
Contract Price with all Approved Change Orders \$2,967,747.94	Contract Time with Approved Change
Recommended By: 	Approved By: 
Nick Hahn, City of Inver Grove Heights	S.M. Hentges and Sons, Inc.

Approved By:   
 fox Thomas J. Kaldunski, City Engineer

Approved By: \_\_\_\_\_  
 George Tourville, Mayor

Date of Council Action:  
 December 14, 2015

**CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAY VOUCHER**

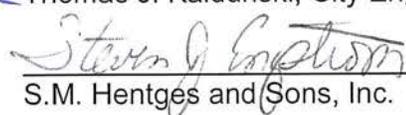
ESTIMATE NO: 9 (Final)  
DATE: December 14, 2015  
PERIOD ENDING: November 30, 2015  
CONTRACT: 2014 Pavement Management Program  
PROJECT NO: 2014-09D – College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 – Blaine Avenue Retaining Wall Replacement

TO: S.M. Hentges and Sons, Inc.  
650 Quaker Ave.  
Jordan, MN 55352

Original Contract Amount .....	\$2,769,496.10
Total Addition (Change Order No. 2, 3, 4, 6, 7, and 8).....	\$275,604.83
Total Deduction (Change Order No. 9) .....	(\$77,352.99)
Total Contract Amount.....	\$2,967,747.94
Total Value of Work to Date.....	\$2,967,747.94
Less Retained (0%) .....	\$0.00
Less Previous Payment.....	\$2,966,747.94
Total Approved for Payment this Voucher.....	\$1,000.00
Total Payments including this Voucher .....	\$2,967,747.94

**Approvals:**

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through November 30, 2015.

Signed by: 	<u>December 14, 2015</u>
<i>for</i> Thomas J. Kaldunski, City Engineer	
Signed by: 	<u>11/24/2015</u>
S.M. Hentges and Sons, Inc.	Date
Signed by: _____	<u>December 14, 2015</u>
George Tourville, Mayor	

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

ENGINEER'S REPORT OF FINAL ACCEPTANCE

CITY PROJECT NO. 2014-09D – COLLEGE TRAIL STREET RECONSTRUCTION AND BARBARA  
AVENUE PARTIAL STREET RECONSTRUCTION AND 2014-06 BLAINE AVENUE RETAINING  
WALL REPLACEMENT IMPROVEMENTS

December 14, 2015

TO THE CITY COUNCIL  
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

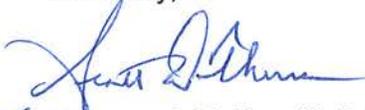
This is to advise you that I have received the work under contract to S.M. Hentges and Sons, Inc. The work consisted of a street reconstruction, a partial street reconstruction, and a retaining wall replacement.

The contractor has completed the project in accordance with the contract.

It is recommended, herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$2,769,496.10
CHANGE ORDERS	\$198,251.84
FINAL CONTRACT AMOUNT	\$2,967,747.94
FINAL VALUE OF WORK	\$2,967,747.94
PREVIOUS PAYMENTS	\$2,966,747.94
BALANCE DUE	\$1,000.00

Sincerely,



For Thomas J. Kaldunski, P.E.  
City Engineer

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

**RESOLUTION ACCEPTING WORK OF S. M. HENTGES AND SONS, INC. AND AUTHORIZING  
FINAL PAYMENT IN THE AMOUNT OF \$1,000.00**

**CITY PROJECT NO. 2014-09D – COLLEGE TRAIL STREET RECONSTRUCTION AND BARBARA  
AVENUE PARTIAL STREET RECONSTRUCTION AND 2014-06 BLAINE AVENUE RETAINING  
WALL REPLACEMENT IMPROVEMENTS**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, pursuant to a written contract with the City of Inver Grove Heights dated May 27, 2014, S.M. Hentges and Sons, Inc., satisfactorily completed improvements and appurtenances for the 2014 Pavement Management Program, City Project No. 2014-09D College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction and 2014-06 Blaine Avenue Retaining Wall Replacement Improvements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS:** That the work completed under this contract is hereby accepted and approved, and

**BE IT FURTHER RESOLVED:** That the Mayor and the City Clerk are hereby directed to issue a proper order for final payment on such contract, taking the contractor's receipt in full.

Adopted by the City Council of Inver Grove Heights this 14<sup>th</sup> day of December, 2015.

AYES:

NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

PAYMENT DETAIL LIST

Contract: CP 2014-09D and 2014-06  
 Owner: City of Inver Grove Heights  
 Projects: College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction  
 Blaine Avenue Retaining Wall Replacement  
 KHA Job No: 160509020

Item No.	Mni/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2021.501	MOBILIZATION	LUMP SUM	0.85	0.85	\$ 141,500.00	\$ 120,275.00	\$ 120,275.00
2	2031.501	FIELD OFFICE	EACH	1.00	1.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
3	2100.601	NIGHT WORK	LUMP SUM	1.00		\$ 4,550.00	\$ 4,550.00	\$ -
4	2101.501	CLEARING	ACRE	0.90	0.90	\$ 2,630.00	\$ 2,367.00	\$ 2,367.00
5	2101.502	CLEARING	TREE	38.00	60.00	\$ 132.00	\$ 5,016.00	\$ 7,920.00
6	2101.506	GRUBBING	ACRE	0.90	0.90	\$ 2,630.00	\$ 2,367.00	\$ 2,367.00
7	2101.507	GRUBBING	TREE	38.00	60.00	\$ 132.00	\$ 5,016.00	\$ 7,920.00
8	2104.501	REMOVE PIPE CULVERTS	LIN FT	1000.00	578.00	\$ 4.00	\$ 4,000.00	\$ 2,312.00
9	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	160.00	277.00	\$ 6.00	\$ 960.00	\$ 1,662.00
10	2104.501	REMOVE CURB AND GUTTER	LIN FT	780.00	1453.00	\$ 4.10	\$ 3,198.00	\$ 5,957.30
11	2104.501	REMOVE RETAINING WALL	LIN FT	25.00	15.00	\$ 8.30	\$ 207.50	\$ 124.50
12	2104.501	REMOVE GUARD RAIL	LIN FT	438.00	438.00	\$ 7.70	\$ 3,372.60	\$ 3,372.60
13	2104.503	REMOVE BITUMINOUS PAVEMENT	SQ FT	16800.00	14920.00	\$ 0.50	\$ 8,400.00	\$ 7,460.00
14	2104.505	REMOVE CONCRETE PAVEMENT	SQ YD	60.00	168.00	\$ 8.90	\$ 534.00	\$ 1,495.20
15	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	185.00	176.00	\$ 15.50	\$ 2,867.50	\$ 2,728.00
16	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1050.00	1215.00	\$ 7.80	\$ 8,190.00	\$ 9,477.00
17	2104.507	REMOVE RIPRAP	CU YD	63.00	61.44	\$ 10.00	\$ 630.00	\$ 614.40
18	2104.509	REMOVE BOX CULVERT END	EACH	1.00		\$ 800.00	\$ 800.00	\$ -
19	2104.509	REMOVE CATCH BASIN	EACH	1.00	1.00	\$ 125.00	\$ 125.00	\$ 125.00
20	2104.509	REMOVE CASTING & RINGS (STORM)	EACH	6.00	5.00	\$ 100.00	\$ 600.00	\$ 500.00
21	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	1.00	1.00	\$ 125.00	\$ 125.00	\$ 125.00
22	2104.523	SALVAGE MARKER	EACH	2.00		\$ 26.50	\$ 53.00	\$ -
23	2104.523	SALVAGE SIGN TYPE C	EACH	44.00	39.00	\$ 21.20	\$ 932.80	\$ 826.80
24	2104.523	SALVAGE SIGN TYPE D	EACH	4.00		\$ 26.50	\$ 106.00	\$ 106.00
25	2104.523	SALVAGE SIGN TYPE SPECIAL	EACH	3.00	3.00	\$ 26.50	\$ 79.50	\$ 79.50
26	2104.602	REMOVE FLARED END SECTION	EACH	1.00	3.00	\$ 225.00	\$ 225.00	\$ 675.00
27	2104.607	SALVAGE RANDOM RIPRAP	CU YD	20.00	40.00	\$ 15.00	\$ 300.00	\$ 600.00
28	2105.501	COMMON EXCAVATION (P)	CU YD	25535.00	25535.00	\$ 10.50	\$ 268,117.50	\$ 268,117.50
29	2105.507	SUBGRADE EXCAVATION (EV)	CU YD	860.00	1263.00	\$ 8.80	\$ 6,880.00	\$ 10,104.00
30	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	10981.00	11443.00	\$ 11.50	\$ 126,281.50	\$ 131,594.50
31	2123.601	STREET SWEEPER (WITH PICKUP BROOM)	hour	80.00	47.40	\$ 135.00	\$ 10,800.00	\$ 6,399.00
32	2130.601	WATER USAGE ALLOWANCE	LUMP SUM	0.95	0.13	\$ 10,000.00	\$ 9,500.00	\$ 1,300.00
33	2211.501	AGGREGATE BASE (CV) CLASS 5	TON	3815.00	5958.00	\$ 13.50	\$ 51,502.50	\$ 80,433.00
34	2211.501	AGGREGATE BASE (CV) CLASS 5 (100% CRUSHED LIMESTONE)	TON	1915.00	2053.76	\$ 16.50	\$ 31,597.50	\$ 33,887.04
35	2221.501	AGGREGATE SHOULDERING CLASS 1	TON	1150.00	583.32	\$ 23.00	\$ 26,450.00	\$ 13,416.36
36	2232.604	EDGE MILL BITUMINOUS SURFACE	SQ YD	165.00	157.00	\$ 6.30	\$ 1,039.50	\$ 989.10
37	2232.604	MILL BITUMINOUS SURFACE (FULL DEPTH)	SQ YD	1360.00	1183.00	\$ 4.50	\$ 6,120.00	\$ 5,323.50
38	2331.604	BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	27950.00	27950.00	\$ 3.25	\$ 90,837.50	\$ 90,837.50
39	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2/C)	TON	1300.00	1366.85	\$ 66.00	\$ 85,800.00	\$ 90,212.10

40	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3.C)	TON	1840.00	1752.69	\$	48.00	\$	88,320.00	\$	84,129.12
41	2360.501	TYPE SP 19.0 NON WEAR COURSE MIX (2.C)	TON	1300.00	1411.19	\$	63.00	\$	81,900.00	\$	86,904.97
42	2360.501	TYPE SP 19.0 NON WEAR COURSE MIX (3.B)	TON	1840.00	2088.03	\$	48.00	\$	88,320.00	\$	100,225.44
43	2360.501	TYPE SP 19.0 NON WEAR COURSE MIX (3.C)	TON	1840.00	1926.98	\$	43.00	\$	79,120.00	\$	82,860.14
44	2360.604	2.5" BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1050.00	1455.00	\$	18.00	\$	18,900.00	\$	26,190.00
45	2411.604	MODULAR BLOCK RETAINING WALL (WET CAST)	SQ YD	75.00	75.30	\$	430.00	\$	32,250.00	\$	32,379.00
46	2411.607	HIGH EARLY STRENGTH CONCRETE	CU YD	100.00	123.75	\$	13.25	\$	1,325.00	\$	1,639.69
47	2501.561	18" RC PIPE CULVERT DES 3006 CL III	LIN FT	649.00	198.00	\$	34.00	\$	22,066.00	\$	6,732.00
48	2502.541	4" PERF PVC PIPE DRAIN	LIN FT	6838.00	6571.00	\$	7.80	\$	53,336.40	\$	51,253.80
49	2504.601	IRRIGATION SYSTEM REPAIR ALLOWANCE	LUMP SUM	1.00	1.43	\$	10,000.00	\$	10,000.00	\$	14,300.00
50	2521.501	4" CONCRETE WALK	SQ FT	18245.00	15925.00	\$	2.75	\$	50,173.75	\$	43,793.75
51	2521.511	3" BITUMINOUS WALK	SQ FT	18000.00	17824.00	\$	1.05	\$	18,900.00	\$	18,715.20
52	2531.501	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	140.00	467.00	\$	19.00	\$	2,660.00	\$	8,873.00
53	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	5690.00	5820.00	\$	9.85	\$	56,046.50	\$	57,327.00
54	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	240.00	384.00	\$	42.00	\$	10,080.00	\$	16,128.00
55	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	705.00	576.00	\$	49.00	\$	34,545.00	\$	28,224.00
56	2531.602	PEDESTRIAN CURB RAMP	EACH	9.00	12.00	\$	625.00	\$	5,625.00	\$	7,500.00
57	2531.603	CONCRETE CURB AND GUTTER DESIGN B618 (HAND POUR)	LIN FT	250.00	83.00	\$	22.00	\$	5,500.00	\$	1,826.00
58	2531.603	SPOT CURB REPLACEMENT	LIN FT	200.00	109.00	\$	35.00	\$	7,000.00	\$	3,815.00
59	2540.601	BOULEVARD LANDSCAPING ALLOWANCE	LUMP SUM	1.00	0.61	\$	12,000.00	\$	12,000.00	\$	7,320.00
60	2540.601	MAILBOX MAINTENANCE	LUMP SUM	1.00	1.00	\$	1,900.00	\$	1,900.00	\$	1,900.00
61	2554.501	TRAFFIC BARRIER DESIGN B8338	LIN FT	525.00	717.00	\$	21.75	\$	11,418.75	\$	15,594.75
62	2584.521	ANCHORAGE ASSEMBLY - PLATE BEAM	EACH	4.00	4.00	\$	775.00	\$	3,100.00	\$	3,100.00
63	2557.501	WIRE FENCE DESIGN 48V-9322	LIN FT	105.00	103.00	\$	42.00	\$	4,410.00	\$	4,326.00
64	2563.601	TRAFFIC CONTROL ALLOWANCE	LUMP SUM	1.00	1.45	\$	15,000.00	\$	15,000.00	\$	21,750.00
65	2564.531	SIGN PANELS TYPE C	SQ FT	373.00	394.25	\$	33.00	\$	12,309.00	\$	13,010.25
66	2564.531	SIGN PANELS TYPE D	SQ FT	71.00	106.50	\$	30.00	\$	2,130.00	\$	3,195.00
67	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	5.00	5.00	\$	105.00	\$	525.00	\$	525.00
68	2564.602	END OF ROADWAY MARKER X4-11	EACH	4.00	4.00	\$	105.00	\$	420.00	\$	420.00
69	2572.505	PRUNE TREES	HOUR	10.00	1.00	\$	210.00	\$	2,100.00	\$	210.00
70	2573.502	SILT FENCE, TYPE MS	LIN FT	4000.00	3462.00	\$	2.00	\$	8,000.00	\$	6,924.00
71	2573.530	STORM DRAIN INLET PROTECTION	EACH	42.00	36.00	\$	85.00	\$	3,570.00	\$	3,060.00
72	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	900.00	951.00	\$	2.55	\$	2,295.00	\$	2,425.05
73	2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00	0.75	\$	3,600.00	\$	3,600.00	\$	2,700.00
74	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	1.00	1.00	\$	25,000.00	\$	25,000.00	\$	25,000.00
75	2573.601	DEWATERING (EXCAVATION)	LUMP SUM	1.00		\$	2,000.00	\$	2,000.00	\$	
76	2573.601	STORM WATER MANAGEMENT ALLOWANCE	LUMP SUM	1.00	0.59	\$	10,000.00	\$	10,000.00	\$	5,900.00
77	2574.525	ORGANIC TOPSOIL BORROW	CU YD	4700.00	3278.09	\$	35.00	\$	164,500.00	\$	114,733.15
78	2575.505	SODDING TYPE LAWN	SQ YD	1250.00	1600.00	\$	4.15	\$	5,187.50	\$	6,640.00
79	2575.523	EROSION CONTROL BLANKETS CATEGORY 2	SQ YD	4750.00	4000.00	\$	1.25	\$	5,937.50	\$	5,000.00
80	2575.545	WEED SPRAYING	ACRE	2.00		\$	475.00	\$	950.00	\$	
81	2575.560	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	20425.00	28600.00	\$	1.15	\$	23,488.75	\$	32,890.00
82	2575.601	RESTORATION OF STAGING AREAS	LUMP SUM	1.00	1.00	\$	3,350.00	\$	3,350.00	\$	3,350.00
83	2575.605	RAPID STABILIZATION METHOD 2 MOD	ACRE	1.00	0.50	\$	1,300.00	\$	1,300.00	\$	650.00
84	2575.605	SEED MIXTURE 25-141	ACRE	2.69	2.69	\$	500.00	\$	1,345.00	\$	1,345.00
85	2575.605	SEED MIXTURE 25-151	ACRE	3.60	5.50	\$	578.00	\$	2,080.80	\$	3,179.00
86	2582.501	PAVT MSSG (RT ARROW) PAINT	EACH	2.00	3.00	\$	42.00	\$	84.00	\$	126.00
87	2582.502	4" SOLID LINE WHITE - PAINT	LIN FT	3200.00	2896.00	\$	0.20	\$	640.00	\$	579.20
88	2582.502	4" BROKEN LINE YELLOW - PAINT - 40' GAP/10' LINE	LIN FT	2500.00	510.00	\$	0.26	\$	650.00	\$	132.60
89	2582.502	4" DOUBLE SOLID LINE YELLOW - PAINT	LIN FT	1500.00	1403.00	\$	0.37	\$	555.00	\$	519.11
90	2582.502	4" SOLID LINE YELLOW - PAINT	LIN FT	1900.00	1802.00	\$	0.20	\$	380.00	\$	360.40
91	2442.601	REMOVE EXISTING BRIDGE	LUMP SUM	1.00	1.00	\$	1,300.00	\$	1,300.00	\$	1,300.00

Schedule A Subtotal:

\$ 1,898,316.85 \$ 1,885,183.52

**Schedule B**  
**Storm Sewer Improvements**

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2105.501	COMMON EXCAVATION (P)	CU YD	6051.00	6051.00	\$ 10.00	\$ 60,510.00	\$ 60,510.00
2	2105.604	GEOTEXTILE FABRIC TYPE IV	SQ YD	147.00		\$ 2.25	\$ 330.75	\$ -
3	2501.601	FILL AND BULKHEAD BOX CULVERT	LUMP SUM	1.00	0.62	\$ 5,800.00	\$ 5,800.00	\$ 3,596.00
4	2501.602	15" RC PIPE APRON AND TRASH GUARD	EACH	3.00	6.00	\$ 724.00	\$ 2,172.00	\$ 4,344.00
5	2501.602	18" RC PIPE APRON AND TRASH GUARD	EACH	30.00	11.00	\$ 789.00	\$ 23,670.00	\$ 8,679.00
6	2501.602	24" RC PIPE APRON AND TRASH GUARD	EACH	5.00	4.00	\$ 1,083.00	\$ 5,415.00	\$ 4,332.00
8	2501.602	42" RC PIPE APRON AND TRASH GUARD	EACH	1.00	1.00	\$ 2,582.00	\$ 2,582.00	\$ 2,582.00
9	2501.602	CLEAN OUT BOX CULVERT	EACH	1.00		\$ 2,000.00	\$ 2,000.00	\$ -
10	2503.511	12" PVC PIPE SEWER SDR 35	LIN FT	14.00	14.00	\$ 34.25	\$ 479.50	\$ 479.50
11	2503.511	6" PVC PIPE SEWER SDR 35	LIN FT	44.00	41.00	\$ 10.50	\$ 462.00	\$ 430.50
12	2503.541	12" RC PIPE SEWER DES 3006 CL V	LIN FT	37.00	36.00	\$ 28.50	\$ 1,054.50	\$ 1,026.00
13	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	1682.00	1780.00	\$ 30.00	\$ 50,460.00	\$ 53,400.00
14	2503.541	18" RC PIPE SEWER DES 3006 CL III	LIN FT	512.00	513.00	\$ 32.00	\$ 16,384.00	\$ 16,416.00
15	2503.541	18" RC PIPE SEWER DES 3006 CL IV	LIN FT	50.00	46.00	\$ 32.00	\$ 1,600.00	\$ 1,472.00
16	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	1266.00	1194.00	\$ 36.00	\$ 45,576.00	\$ 42,984.00
17	2503.541	30" RC PIPE SEWER DES 3006 CL III	LIN FT	327.00	325.00	\$ 51.00	\$ 16,677.00	\$ 16,575.00
18	2503.541	36" RC PIPE SEWER DES 3006 CL III	LIN FT	139.00	143.00	\$ 66.50	\$ 9,243.50	\$ 9,509.50
19	2503.541	42" RC PIPE SEWER DES 3006 CL III	LIN FT	108.00	102.50	\$ 90.00	\$ 9,225.00	\$ 9,225.00
20	2503.602	CONNECT TO EXISTING CATCH BASIN	EACH	1.00	1.00	\$ 600.00	\$ 600.00	\$ 600.00
21	2503.602	CONNECT TO EXISTING MANHOLES	EACH	1.00	2.00	\$ 700.00	\$ 700.00	\$ 1,400.00
22	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	7.00	8.00	\$ 250.00	\$ 1,750.00	\$ 2,000.00
23	2503.602	CONSTRUCT BULKHEAD	EACH	1.00	2.00	\$ 150.00	\$ 150.00	\$ 300.00
24	2504.602	12" GATE VALVE AND BOX	EACH	1.00	1.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00
25	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	23.00	23.00	\$ 2,258.00	\$ 51,934.00	\$ 51,934.00
26	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	7.00	8.00	\$ 2,853.00	\$ 19,971.00	\$ 22,824.00
27	2506.502	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	5.00	5.00	\$ 5,087.00	\$ 25,435.00	\$ 25,435.00
28	2506.502	CONST DRAINAGE STRUCTURE DES G	EACH	4.00	4.00	\$ 1,788.00	\$ 7,152.00	\$ 7,152.00
29	2506.502	CONSTRUCT DRAINAGE STRUCTURE 2' X 3' CB	EACH	5.00	5.00	\$ 1,367.00	\$ 6,835.00	\$ 6,835.00
30	2506.602	CONSTRUCT DRAINAGE STRUCTURE SUMP BASKET	EACH	2.00	2.00	\$ 425.00	\$ 850.00	\$ 850.00
31	2506.602	INSTALL NEW RINGS AND CASTING (STORM)	EACH	6.00	6.00	\$ 665.00	\$ 3,990.00	\$ 3,990.00
32	2506.602	OUTLET CONTROL STRUCTURE	EACH	2.00	2.00	\$ 3,225.00	\$ 6,450.00	\$ 6,450.00
33	2506.602	POND ELEVATION POST	EACH	1.00	1.00	\$ 225.00	\$ 225.00	\$ 225.00
34	2511.501	RANDOM RIPRAP CLASS III	CU YD	37.00	27.30	\$ 85.00	\$ 3,145.00	\$ 2,320.50
35	2511.501	RANDOM RIPRAP CLASS IV	CU YD	23.00	32.00	\$ 85.00	\$ 1,955.00	\$ 2,720.00
36	2511.607	INSTALL RANDOM RIPRAP	CU YD	20.00		\$ 35.00	\$ 700.00	\$ -
37	2575.604	EROSION STABILIZATION MAT - ENKAMAT	SQ YD	10.00	10.00	\$ 54.50	\$ 545.00	\$ 545.00
38	2575.604	EROSION STABILIZATION MAT - SHOREMAX	SQ YD	77.00	116.00	\$ 95.00	\$ 7,315.00	\$ 11,020.00
39	2575.605	SEED MIXTURE 33-261	ACRE	1.14	1.14	\$ 1,060.00	\$ 1,208.40	\$ 1,208.40
40	2501.602	51" SPAN PIPE-ARCH APRON AND TRASH GUARD	EACH	1.00	1.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00
41	2503.521	51" SPAN RC PIPE-ARCH SEWER CL IIIA	LIN FT	27.00	18.00	\$ 130.00	\$ 3,510.00	\$ 2,340.00

Schedule B Subtotal:

\$ 403,202.15 \$ 390,354.90

**Schedule: C**  
**Description: Watermain Improvements**

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2103.507	DISCONNECT WATER SERVICE	EACH	5.00	1.00	\$ 400.00	\$ 2,000.00	\$ 400.00
2	2104.523	SALVAGE HYDRANT & VALVE	EACH	5.00	4.00	\$ 275.00	\$ 1,375.00	\$ 1,100.00
3	2501.602	EXCAVATION SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5.00		\$ 150.00	\$ 750.00	\$ -
4	2504.601	TEMPORARY WATER SERVICE	LUMP SUM	1.00	1.00	\$ 450.00	\$ 450.00	\$ 450.00
5	2504.602	20" BUTTERFLY VALVE WITH MH	EACH	2.00	2.00	\$ 12,920.00	\$ 25,840.00	\$ 25,840.00
6	2504.602	20" WATERMAIN OFFSET	EACH	1.00	1.00	\$ 11,060.00	\$ 11,060.00	\$ 11,060.00
7	2504.602	8" WATERMAIN OFFSET	EACH	1.00	1.00	\$ 4,435.00	\$ 4,435.00	\$ 4,435.00
8	2504.602	ADJUST GATE VALVE	EACH	18.00	23.00	\$ 135.00	\$ 2,430.00	\$ 3,105.00
9	2504.602	INSTALL HYDRANT AND VALVE	EACH	5.00	4.00	\$ 1,050.00	\$ 5,250.00	\$ 4,200.00
10	2504.602	RECONNECT WATER SERVICE	EACH	5.00		\$ 240.00	\$ 1,200.00	\$ -
11	2504.602	REMOVE AND REPLACE EXISTING RODDING TO EXISTING TEE	EACH	8.00	6.00	\$ 1,100.00	\$ 8,800.00	\$ 6,600.00
12	2504.602	REMOVE AND REPLACE GATE VALVE BOLTS	EACH	15.00	13.00	\$ 950.00	\$ 14,250.00	\$ 12,350.00
13	2504.602	WATERMAIN SERVICE ADJUSTMENT	EACH	5.00		\$ 1,100.00	\$ 5,500.00	\$ -
14	2504.604	4" POLYSTYRENE INSULATION	SQ YD	25.00	5.00	\$ 41.00	\$ 1,025.00	\$ 205.00
15	2506.522	ADJUST FRAME & RING CASTING	EACH	2.00	2.00	\$ 265.00	\$ 530.00	\$ 530.00

Schedule C Subtotal: \$ 84,895.00 \$ 70,275.00

**Schedule: D**  
**Description: Sanitary Sewer Improvements**

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	325.00		\$ 1.00	\$ 325.00	\$ -
2	2104.509	REMOVE MANHOLE	EACH	1.00		\$ 150.00	\$ 150.00	\$ -
3	2104.509	REMOVE CASTING & RINGS (SEWER)	EACH	8.00	14.00	\$ 70.00	\$ 560.00	\$ 980.00
4	2451.509	AGGREGATE BACKFILL	CU YD	50.00	108.00	\$ 35.00	\$ 1,760.00	\$ 3,780.00
5	2501.602	EXCAVATION SPECIAL (POTHOLE EXISTING UTILITY)	EACH	5.00	2.00	\$ 125.00	\$ 625.00	\$ 250.00
6	2503.511	4" PVC PIPE SEWER SDR 26	LIN FT	113.00	110.00	\$ 48.00	\$ 5,424.00	\$ 5,280.00
7	2503.511	8" PVC PIPE SEWER SDR 26	LIN FT	303.00	310.00	\$ 50.25	\$ 15,225.75	\$ 15,577.50
8	2503.602	4" PIPE PLUG	EACH	2.00	2.00	\$ 70.00	\$ 140.00	\$ 140.00
9	2503.602	CONNECT SANITARY SEWER SERVICE	EACH	2.00	1.00	\$ 375.00	\$ 750.00	\$ 375.00
10	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1.00	1.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
11	2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	8.00	12.00	\$ 225.00	\$ 1,800.00	\$ 2,700.00
12	2503.602	LOCATE SANITARY SEWER SERVICE	EACH	2.00		\$ 750.00	\$ 1,500.00	\$ -
13	2506.602	INSTALL NEW RINGS AND CASTING (SEWER)	EACH	8.00	10.00	\$ 854.00	\$ 6,832.00	\$ 8,540.00
14	2506.602	SANITARY SEWER MANHOLE (48")	EACH	2.00	2.00	\$ 3,104.00	\$ 6,208.00	\$ 6,208.00

Schedule D Subtotal: \$ 42,289.75 \$ 44,830.50

Schedule: E  
 Description: Filtration Basin

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2101.501	CLEARING	ACRE	0.05	0.05	\$ 2,630.00	\$ 131.50	\$ 131.50
2	2101.502	CLEARING	TREE	11.00	11.00	\$ 132.00	\$ 1,452.00	\$ 1,452.00
3	2101.506	GRUBBING	ACRE	0.05	0.05	\$ 2,630.00	\$ 131.50	\$ 131.50
4	2101.507	GRUBBING	TREE	11.00	11.00	\$ 132.00	\$ 1,452.00	\$ 1,452.00
5	2105.501	COMMON EXCAVATION (P)	CU YD	1699.00	1699.00	\$ 10.00	\$ 16,990.00	\$ 16,990.00
6	2501.561	12" RC PIPE CULVERT DES 3006 CL V	LIN FT	22.00	12.00	\$ 32.00	\$ 704.00	\$ 384.00
7	2501.602	12" RC PIPE APRON AND TRASH GUARD	EACH	2.00	2.00	\$ 638.00	\$ 1,276.00	\$ 1,276.00
8	2502.521	6" PVC PIPE DRAIN	LIN FT	20.00	34.00	\$ 15.00	\$ 300.00	\$ 510.00
9	2502.541	6" PERF PE PIPE DRAIN	LIN FT	160.00	150.00	\$ 13.00	\$ 2,080.00	\$ 1,950.00
10	2502.602	VENTED CLEANOUT ASSEMBLY	EACH	6.00	6.00	\$ 210.00	\$ 1,260.00	\$ 1,260.00
11	2503.602	CONSTRUCT BULKHEAD	EACH	1.00	1.00	\$ 125.00	\$ 125.00	\$ 125.00
12	2504.602	6" KNIFE VALVE AND BOX	EACH	1.00	1.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
13	2506.602	OUTLET CONTROL STRUCTURE	EACH	1.00	1.00	\$ 3,225.00	\$ 3,225.00	\$ 3,225.00
14	2571.505	DECIDUOUS SHRUB NO 5 CONT	SHRUB	46.00	46.00	\$ 65.00	\$ 2,990.00	\$ 2,990.00
15	2574.525	FILTER TOPSOIL BORROW	CU YD	440.00	440.00	\$ 50.00	\$ 22,000.00	\$ 22,000.00
16	2574.525	ORGANIC TOPSOIL BORROW	CU YD	200.00	200.00	\$ 35.00	\$ 7,000.00	\$ 7,000.00
17	2574.607	IRON ENHANCED SAND FILTER BORROW	CU YD	66.14	66.14	\$ 240.00	\$ 14,400.00	\$ 15,873.60
18	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	400.00	400.00	\$ 1.25	\$ 500.00	\$ 500.00
19	2575.560	HYDRAULIC SOIL STABILIZER, TYPE SPECIAL	POUND	1000.00	1000.00	\$ 1.15	\$ 1,150.00	\$ 1,150.00
20	2575.604	EROSION STABILIZATION MAT - ENKAMAT	SQ YD	40.00	40.00	\$ 5.45	\$ 218.00	\$ 218.00
21	2575.604	EROSION STABILIZATION MAT - SHOREMAX	SQ YD	25.00	14.00	\$ 95.00	\$ 2,375.00	\$ 1,330.00
22	2575.605	SEED MIXTURE 25-141	ACRE	0.05	0.05	\$ 950.00	\$ 47.50	\$ 47.50
23	2575.605	SEED MIXTURE 33-261	ACRE	0.25	0.25	\$ 1,060.00	\$ 265.00	\$ 265.00
24	2575.605	SEED MIXTURE 33-262	ACRE	0.05	0.05	\$ 1,220.00	\$ 61.00	\$ 61.00

Schedule E Subtotal:

\$ 81,233.50 \$ 81,422.10

Schedule F  
 Description: Project 2014-06 - Blaine Avenue Retaining Wall Replacement

Item No.	Mfr/DO# No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2021.501	MOBILIZATION	LUMP SUM	0.15	0.15	\$ 141,500.00	\$ 21,225.00	\$ 21,225.00
2	2130.601	WATER USAGE ALLOWANCE	LUMP SUM	0.05		\$ 10,000.00	\$ 500.00	\$ -
3	2101.501	CLEARING	ACRE	0.10	0.20	\$ 2,630.00	\$ 263.00	\$ 526.00
4	2101.502	CLEARING	TREE	21.00	33.00	\$ 132.00	\$ 2,772.00	\$ 4,356.00
5	2101.506	GRUBBING	ACRE	0.10	0.20	\$ 2,630.00	\$ 263.00	\$ 526.00
6	2101.507	GRUBBING	TREE	21.00	33.00	\$ 132.00	\$ 2,772.00	\$ 4,356.00
7	2104.501	REMOVE CURB AND GUTTER	LIN FT	65.00	433.00	\$ 7.00	\$ 455.00	\$ 3,031.00
8	2104.501	REMOVE RETAINING WALL	LIN FT	480.00	458.00	\$ 11.30	\$ 5,424.00	\$ 5,175.40
9	2104.501	REMOVE WOOD FENCE	LIN FT	360.00	563.00	\$ 5.25	\$ 1,890.00	\$ 2,955.75
10	2104.503	REMOVE BITUMINOUS PAVEMENT	SQ FT	1140.00	285.00	\$ 0.50	\$ 570.00	\$ 142.50
11	2104.505	REMOVE CONCRETE PAVEMENT	SQ YD	241.00	204.00	\$ 9.00	\$ 2,169.00	\$ 1,836.00
12	2104.509	REMOVE GATE VALVE AND BOX	EACH	1.00		\$ 1,400.00	\$ 1,400.00	\$ -
13	2105.501	COMMON EXCAVATION (P)	CU YD	220.00	365.00	\$ 14.00	\$ 3,080.00	\$ 5,110.00
14	2123.601	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	5.00	5.00	\$ 135.00	\$ 675.00	\$ 675.00
15	2211.501	AGGREGATE BASE (CV) CLASS 5 (100% CRUSHED LIMESTONE)	TON	85.00	85.00	\$ 16.50	\$ 1,402.50	\$ 1,402.50
16	2211.607	LANDSCAPE ROCK	CU YD	50.00	62.00	\$ 170.00	\$ 8,500.00	\$ 10,540.00
17	2360.604	FULL-DEPTH BITUMINOUS PATCHING	SQ YD	127.00	37.00	\$ 61.00	\$ 7,747.00	\$ 2,257.00
18	2411.604	MODULAR BLOCK RETAINING WALL (WET CAST)	SQ YD	288.00	253.00	\$ 430.00	\$ 123,840.00	\$ 108,790.00
19	2502.541	4" PERF PVC PIPE DRAIN	LIN FT	347.00	285.00	\$ 7.80	\$ 2,706.60	\$ 2,223.00
20	2504.602	8" PIPE PLUG	EACH	2.00	2.00	\$ 200.00	\$ 400.00	\$ 400.00
21	2521.501	4" CONCRETE WALK	SQ FT	2500.00	2340.00	\$ 3.00	\$ 7,500.00	\$ 7,020.00
22	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	65.00	142.00	\$ 30.00	\$ 1,950.00	\$ 4,260.00
23	2531.602	PEDESTRIAN CURB RAMP	EACH	2.00	1.00	\$ 625.00	\$ 1,250.00	\$ 625.00
24	2540.601	BOULEVARD LANDSCAPING ALLOWANCE	LUMP SUM	1.00	0.95	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00
25	2557.501	WIRE FENCE DESIGN 48V-9322	LIN FT	372.00	279.00	\$ 42.10	\$ 15,661.20	\$ 11,745.90
26	2563.601	TRAFFIC CONTROL ALLOWANCE	LUMP SUM	1.00	2.68	\$ 2,500.00	\$ 2,500.00	\$ 6,700.00
27	2573.502	SILT FENCE, TYPE MS	LIN FT	370.00		\$ 2.00	\$ 740.00	\$ -
28	2574.525	ORGANIC TOPSOIL BORROW	CU YD	104.00	212.00	\$ 35.00	\$ 3,640.00	\$ 7,420.00
29	2575.505	SODDING TYPE LAWN	SQ YD	937.00	1290.00	\$ 4.15	\$ 3,888.55	\$ 5,353.50
30	2557.603	WOODEN FENCE	LIN FT	600.00	562.00	\$ 40.00	\$ 24,000.00	\$ 22,480.00
31	2557.603	TEMPORARY ORANGE CONSTRUCTION FENCE	LIN FT	150.00	85.00	\$ 2.50	\$ 375.00	\$ 212.50

Schedule F Subtotal:

\$ 259,558.85 \$ 250,844.05

Schedule: G  
 Description: Change Order 3

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2105.541	STABILIZING AGGREGATE (LV)	CU YD	500.00	101.00	\$ 27.25	\$ 13,625.00	\$ 2,752.25
2	2105.604	GEOTEXTILE FABRIC TYPE V	SQ YD	13700.00	14261.00	\$ 1.82	\$ 24,934.00	\$ 25,955.02

Schedule G Subtotal: \$ 38,559.00 \$ 28,707.27

**COST SUMMARY**

Contract: CP 2014-09D and 2014-06  
 Owner: City of Inver Grove Heights  
 Projects: College Trail Street Reconstruction and Barbara Avenue Partial Street Reconstruction  
 Blaine Avenue Retaining Wall Replacement

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
A	Street Improvements	\$ 1,898,316.85	\$ 1,885,183.52
B	Storm Sewer Improvements	\$ 403,202.15	\$ 390,354.90
C	Watermain Improvements	\$ 84,895.00	\$ 70,275.00
D	Sanitary Sewer Improvements	\$ 42,289.75	\$ 44,830.50
E	Filtration Basin	\$ 81,233.50	\$ 81,422.10
F	Project 2014-06 - Blaine Avenue Retaining Wall Replacement	\$ 259,558.85	\$ 250,844.05
<b>Total Base Cost</b>		<b>\$ 2,769,496.10</b>	<b>\$ 2,722,910.07</b>

Change Order No. 2	\$ 12,419.60	\$ 12,419.60
Change Order No. 3	\$ 38,559.00	\$ 28,707.27
Change Order No. 4	\$ 153,494.58	\$ 132,579.35
Change Order No. 6	\$ 10,565.72	\$ 10,565.72
Change Order No. 7	\$ 21,233.09	\$ 21,233.09
Change Order No. 8	\$ 39,332.84	\$ 39,332.84
Change Order No. 9	\$ (77,352.99)	\$ -

<b>Total Contract Amount</b>	<b>\$ 2,967,747.94</b>
Contract Work Completed To Date	\$ 2,967,747.94
Retainage (0.0%)	\$ -
Previous Payments	\$ 2,966,747.94
<b>Amount Due This Final Payment #9</b>	<b>\$ 1,000.00</b>

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider Change Order No. 4 and Pay Voucher No. 6 for City Project No. 2015-09E – 47<sup>th</sup> Street Area Reconstruction and City Project No. 2015-14 47<sup>th</sup> Street Area Water and Sewer Improvements and Rehabilitation**

Meeting Date:	December 14, 2015	<b>Fiscal/FTE Impact:</b>
Item Type:	Consent	<input type="checkbox"/> None
Contact:	Thomas J. Kaldunski, 651.450.2572	<input type="checkbox"/> Amount included in current budget
Prepared by:	Steve W. Dodge, Assistant City Engineer	<input type="checkbox"/> Budget amendment requested
Reviewed by:	Scott D. Thureen, Public Works Director	<input type="checkbox"/> FTE included in current complement
		<input type="checkbox"/> New FTE requested – N/A
		<input checked="" type="checkbox"/> Other: Pavement Management Fund, Special Assessments, Water Fund, Sewer Fund, DCSWCD Grants, Agreements

**PURPOSE/ACTION REQUESTED**

Consider Pay Change Order No. 4 and Pay Voucher No. 6 for City Project No. 2015-09E – 47th Street Area Reconstruction and City Project No. 2015-14 – 47th Street Area Water and Sewer Improvements and Rehabilitation.

**SUMMARY**

The improvements were ordered as part of the 2015 Pavement Management Program. The contract was awarded in the amount of \$3,060,086.49 to Palda and Sons, Inc., on May 11, 2015 for City Project No. 2015-09E – 47th Street Area Reconstruction and City Project No. 2015-14 – 47th Street Area Water and Sewer Improvements and Rehabilitation.

Change Order No. 4, in the amount of \$45,873.57, covers contract quantity increases required to correct unusually poor subgrade soils present on Bryce Avenue and 47<sup>th</sup> Street east of Brent Avenue for City Project No. 2015-09E, and will be funded through the Contingency Funds.

I recommend approval of Change Order No. 4 in the amount of \$45,873.57, for a total contract amount of \$3,206,916.54, and Pay Voucher No. 6 in the amount of \$65,702.75 for City Project No. 2015-09E – 47th Street Area Reconstruction and City Project No. 2015-14 – 47th Street Area Water and Sewer Improvements and Rehabilitation.

TJK/nh

Attachments: Change Order No. 4  
Pay Voucher No. 6

## CHANGE ORDER NO. 4

### 2015 Pavement Management Program

City Project No. 2015-09E – 47th St. Area Reconstruction

City Project No. 2015-14 – 47th St. Area Water/Sewer Improvements & Rehabilitation

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: December 14, 2015
Contractor: Palda and Sons, Inc. 1462 Dayton Ave. St. Paul, MN 55104	Engineer: Short Elliott Hendrickson, Inc.

### PURPOSE OF CHANGE ORDER

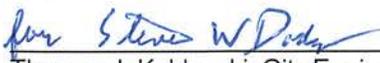
Additional Contract Quantity Costs

To compensate for contract quantity increases required to correct unusually poor subgrade soils present on Bryce Avenue as well as 47<sup>th</sup> Street east of Brent Avenue. These soils were lacustrine sediments (lake deposits) not typically seen in Inver Grove Heights; of a silt content that made them impossible to stabilize using standard depths of excavation. The corrective work needed to provide a stable road subgrade consisted of additional subgrade excavation and additional select granular sand placement to a degree not previously seen in Inver Grove Heights street reconstruction projects. These contract quantity increases total \$45,873.57.

**Total Cost of Change Order No. 4 = \$45,873.57**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$3,060,086.49	Original Contract Time:
Previous Change Orders \$100,956.48	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order \$3,161,042.97	Contract Time Prior to this Change Order None
Net Increase (Decrease) of this Change Order \$45,873.57	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders \$3,206,916.54	Contract Time with Approved Change None
Recommended By:	Approved By:
Nick Hahn, Senior Engineering Technician	Palda and Sons, Inc.

Approved By:

  
 Thomas J. Kaldunski, City Engineer

Approved By:

George Tourville, Mayor

Date of Council Action:

December 14, 2015

**CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 6 (Six)  
DATE: December 14, 2015  
PERIOD ENDING: November 30, 2015  
CONTRACT: 2015 Pavement Management Program  
PROJECT NO: 2015-09E – 47th Street Area Reconstruction and 2015-14 – 47th Street Area Water and Sewer Improvements and Rehabilitation

TO: Palda and Sons, Inc.  
1462 Dayton Ave.  
St. Paul, MN 55104

Original Contract Amount .....	\$3,060,086.49
Total Addition (Change Order No. 1, 2, 3, 4).....	\$146,830.05
Total Deduction .....	\$0.00
Total Contract Amount.....	\$3,206,916.54
Total Value of Work to Date.....	\$3,162,578.15
Less Retained (2%).....	\$63,251.56
Less Previous Payment.....	\$3,033,623.84
Total Approved for Payment this Voucher.....	\$65,702.75
Total Payments including this Voucher .....	\$3,099,326.59

**Approvals:**

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through November 30, 2015.

Signed by: for Steve W Dodge December 4, 2015  
Thomas J. Kaldunski, City Engineer

Signed by: \_\_\_\_\_ Date \_\_\_\_\_  
Palda and Sons, Inc.

Signed by: \_\_\_\_\_ December 14, 2015  
George Tourville, Mayor

Project: 2015 Pavement Management Program  
 Owner: City of Inver Grove Heights  
 Contract: SEH No.: INVER 129894

SCHEDULE 1 - 47TH STREET AREA WATER AND SEWER IMPROVEMENTS AND REHABILITATION (2015-14)

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2021.501	MOBILIZATION	LS	1	1	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
2	2100.601	NIGHT WORK	EACH	3	3	\$ 1,500.00	\$ 4,500.00	\$ -
3	2104.501	REMOVE WATERMAIN	LF	2008	2190	\$ 5.00	\$ 10,040.00	\$ 10,950.00
4	2104.501	REMOVE WATER SERVICE	EACH	23	26	\$ 100.00	\$ 2,300.00	\$ 2,600.00
5	2104.509	REMOVE GATE VALVE & BOX	EACH	25	24	\$ 200.00	\$ 5,000.00	\$ 4,800.00
6	2104.509	REMOVE MANHOLE (SANITARY)	EACH	5	3	\$ 750.00	\$ 3,750.00	\$ 2,250.00
7	2104.509	REMOVE CASTING AND RINGS (SANITARY)	EACH	4	21	\$ 50.00	\$ 200.00	\$ 1,050.00
8	2104.523	SALVAGE HYDRANT AND GATE VALVE	EACH	12	13	\$ 300.00	\$ 3,600.00	\$ 3,900.00
9	2451.607	CRUSHED ROCK PIPE BEDDING (WATERMAIN)	CY	297	62	\$ 50.05	\$ 14,864.85	\$ 3,103.10
10	2451.607	CRUSHED ROCK PIPE BEDDING (SANITARY)	CY	155	392	\$ 50.05	\$ 7,757.75	\$ 19,619.60
11	2501.602	EXCAV. SPECIAL (POTHOLE EXISTING UTILITY)	EACH	10	6	\$ 400.00	\$ 4,000.00	\$ 2,400.00
12	2503.602	WATER VALVE MANHOLE	EACH	1	1	\$ 3,393.00	\$ 3,393.00	\$ 3,393.00
13	2503.602	RECONSTRUCT SANITARY MANHOLE	EACH	2	8	\$ 1,528.00	\$ 3,056.00	\$ 12,224.00
14	2503.602	SANITARY SEWER SERVICE REPLACEMENT	EACH	20	24	\$ 1,385.00	\$ 27,700.00	\$ 33,240.00
15	2503.602	F&I EXTERNAL MANHOLE CHIMNEY SEAL	EACH	30	32	\$ 190.00	\$ 5,700.00	\$ 6,080.00
16	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	3	2	\$ 405.00	\$ 1,215.00	\$ 810.00
17	2503.602	8" X 4" PVC WYE	EACH	3	3	\$ 941.00	\$ 2,823.00	\$ 2,823.00
18	2503.602	4" PVC PIPE SEWER (SANITARY SERVICE) SDR 26	LF	130	73	\$ 38.60	\$ 5,018.00	\$ 2,817.80
19	2503.603	8" PVC PIPE SEWER (SANITARY) SDR 35	LF	1505	1639	\$ 54.60	\$ 82,173.00	\$ 89,489.40
20	2503.603	EXCAVATION POINT REPAIR	EACH	3	3	\$ 1,892.00	\$ 5,676.00	\$ 5,676.00
21	2503.603	INFILTRATION LEAK REPAIR	EACH	3	3	\$ 600.00	\$ 1,800.00	\$ 1,800.00
22	2503.606	SANITARY MANHOLE UMBRELLAS	EACH	30	30	\$ 150.00	\$ 4,500.00	\$ 4,500.00
23	2504.601	TEMPORARY WATER SYSTEM	LS	1	1.05	\$ 19,400.00	\$ 19,400.00	\$ 20,370.00
24	2504.602	8" GATE VALVE AND BOX (NEW PIPE)	EACH	11	10	\$ 2,807.00	\$ 30,877.00	\$ 28,070.00
25	2504.602	CUT IN 6" GATE VALVE AND BOX	EACH	12	13	\$ 3,748.00	\$ 44,976.00	\$ 48,724.00
26	2504.602	CUT IN 12" GATE VALVE AND BOX	EACH	3	3	\$ 6,473.00	\$ 19,419.00	\$ 19,419.00
27	2504.602	INSTALL HYDRANT & GATE VALVE	EACH	12	14	\$ 7,269.00	\$ 87,228.00	\$ 101,766.00
28	2504.602	1" CORPORATION STOP	EACH	25	28	\$ 178.00	\$ 4,450.00	\$ 4,984.00
29	2504.602	1" CURB STOP AND BOX	EACH	25	28	\$ 265.00	\$ 6,625.00	\$ 7,420.00
30	2504.602	WATERMAIN SERVICE ADJUSTMENT	EACH	10		\$ 1,345.00	\$ 13,450.00	\$ -
31	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	23	26	\$ 321.00	\$ 7,383.00	\$ 8,346.00
32	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	6	23	\$ 793.00	\$ 4,758.00	\$ 18,239.00
33	2504.602	ADJUST GATE VALVE	EACH	2	13	\$ 400.00	\$ 800.00	\$ 5,200.00
34	2504.602	ADJUST CURB STOP BOX	EACH	14	2	\$ 130.00	\$ 1,820.00	\$ 260.00

35	2504.603	1" COPPER, TYPE K	LF	810	833	\$	42.64	\$	34,538.40	\$	35,519.12
36	2504.603	8" DIP WATERMAIN CL. 52	LF	2096	2167	\$	47.30	\$	99,140.80	\$	102,499.10
37	2504.604	4" POLYSTYRENE INSULATION	SY	21	4	\$	35.00	\$	735.00	\$	140.00
38	2504.608	DUCTILE IRON FITTINGS (EPOXY COATED)	LB	1085	3050	\$	9.05	\$	9,819.25	\$	27,602.50
39	2506.521	INSTALL NEW RINGS AND CASTING (SANITARY)	EACH	7	24	\$	704.00	\$	4,928.00	\$	16,896.00
40	2506.522	ADJUST CASTING (SANITARY)	EACH	19		\$	704.00	\$	13,376.00	\$	-
41	2506.602	CONSTRUCT 48" MANHOLE STRUCTURE	EACH	7	7	\$	4,703.00	\$	32,921.00	\$	32,921.00
<b>TOTAL SCHEDULE 1 - 47TH STREET AREA WATER AND SEWER IMPROVEMENTS AND REHABILITATION (2015-14)</b>											
<b>\$ 785,711.05 \$ 841,901.62</b>											

SCHEDULE 2 - 47TH STREET AREA RECONSTRUCTION (2015-09E)										
Line No.	Item No.	Item	Unit	Est. Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date		
1	2021.501	MOBILIZATION	LS	1	1	\$ 295,700.00	\$ 295,700.00	\$ 295,700.00		
2	2031.501	FIELD OFFICE	EACH	1	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
3	2101.502	CLEARING	TREE	30	72	\$ 225.00	\$ 6,750.00	\$ 16,200.00		
4	2101.507	GRUBBING	TREE	30	77	\$ 150.00	\$ 4,500.00	\$ 11,550.00		
5	2104.501	REMOVE CURB AND GUTTER	LF	13220	14128	\$ 4.36	\$ 57,639.20	\$ 61,598.08		
6	2104.501	REMOVE SEWER PIPE (STORM)	LF	504	538	\$ 7.96	\$ 4,011.84	\$ 4,282.48		
7	2104.501	REMOVE CATCH BASIN OR MANHOLE	EACH	21	24	\$ 750.00	\$ 15,750.00	\$ 18,000.00		
8	2104.503	REMOVE CONCRETE SIDEWALK	SF	252	288	\$ 1.00	\$ 252.00	\$ 288.00		
9	2104.503	REMOVE BITUMINOUS PAVEMENT	SF	4005	1986	\$ 1.00	\$ 4,005.00	\$ 1,986.00		
10	2104.505	REMOVE BITUMINOUS DRIVEWAY OR TRAIL	SY	1241	1137	\$ 3.42	\$ 4,244.22	\$ 3,888.54		
11	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	1239	1260	\$ 7.17	\$ 8,883.63	\$ 9,034.20		
12	2104.507	REMOVE CONCRETE STEPS	SF	25	23.5	\$ 4.00	\$ 100.00	\$ 94.00		
13	2104.509	REMOVE CASTING AND RINGS (STORM)	EACH	1	11	\$ 50.00	\$ 50.00	\$ 550.00		
14	2104.523	SALVAGE SIGN TYPE C	EACH	17	17	\$ 25.00	\$ 425.00	\$ 425.00		
15	2105.501	COMMON EXCAVATION (EV) (P)	CY	33741	34936	\$ 7.27	\$ 245,297.07	\$ 253,984.72		
16	2105.507	SUBGRADE EXCAVATION (EV)	CY	250	1902	\$ 8.89	\$ 2,222.50	\$ 16,908.78		
17	2105.522	SELECT GRANULAR BORROW (CV)	CY	20336	22595	\$ 9.96	\$ 202,546.56	\$ 225,046.20		
18	2105.541	STABILIZING AGGREGATE	CY	200	235.32	\$ 50.05	\$ 10,010.00	\$ 11,777.77		
19	2105.604	GEOTEXTILE FABRIC, TYPE V	SY	30459	29285	\$ 0.75	\$ 22,844.25	\$ 21,963.75		
20	2123.61	STREET SWEEPING (WITH PICKUP BROOM)	HOURL	40	75.5	\$ 140.00	\$ 5,600.00	\$ 10,570.00		
21	2130.601	WATER USAGE ALLOWANCE	LS	1		\$ 10,000.00	\$ 10,000.00	\$ -		
22	2211.501	AGGREGATE BASE (CV) CLASS 5Q	TON	6336	8567.49	\$ 11.01	\$ 71,961.36	\$ 94,328.06		
23	2211.501	AGGREGATE BASE (CV) CLASS 5 (100% CRUSHED)	TON	774	852.85	\$ 16.71	\$ 12,933.54	\$ 14,251.12		
24	2232.501	MILL BITUMINOUS SURFACE (2" DEPTH)	SY	580	725	\$ 5.10	\$ 2,958.00	\$ 3,697.50		
25	2232.501	EDGE MILL BITUMINOUS SURFACE	SY	900	837	\$ 3.40	\$ 3,060.00	\$ 2,845.80		
26	2301.607	HIGH EARLY STRENGTH CONCRETE	CY	100		\$ 140.00	\$ 14,000.00	\$ -		
27	2331.604	BITUMINOUS PAVEMENT RELAMINATION (P)	SF	239189	239189	\$ 0.44	\$ 105,243.16	\$ 105,243.16		
28	2357.502	BITUMINOUS TACK COAT	GAL	1240	1450	\$ 4.30	\$ 5,332.00	\$ 6,235.00		

29	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	3215	2129	\$	51.00	\$	163,965.00	\$	108,579.00
30	2360.501	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	3215	3058.38	\$	46.00	\$	147,890.00	\$	140,685.48
31	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,E), 2.5" -	TON	190	281.15	\$	210.00	\$	39,900.00	\$	59,041.50
32	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) FOR	TON	261		\$	60.50	\$	15,790.50	\$	-
33	2360.604	FULL DEPTH BITUMINOUS PATCHING	SY	445		\$	34.00	\$	15,130.00	\$	-
34	2411.602	LIMESTONE SPLASH BLOCK	EACH	2	4	\$	300.00	\$	600.00	\$	1,200.00
35	2411.607	CONCRETE STEPS	SF	25	35.5	\$	60.00	\$	1,500.00	\$	2,130.00
36	2501.602	24" RC PIPE APRON AND TRASH GUARD	EACH	1	1	\$	1,600.00	\$	1,600.00	\$	1,600.00
37	2502.521	4" PVC SUMP BASKET PIPE	LF	88	48	\$	13.64	\$	1,200.32	\$	654.72
38	2502.541	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT	LF	115	172	\$	7.84	\$	901.60	\$	1,348.48
39	2502.541	6" PERF PVC PIPE DRAIN WITH CIRCULAR KNIT	LF	12383	12623	\$	4.66	\$	57,704.78	\$	58,823.18
40	2502.602	INSTALL 4" PVC PIPE DRAIN CLEANOUT	EACH	2	2	\$	248.00	\$	496.00	\$	496.00
41	2503.541	15" RC PIPE SEWER DES 3006 CL V	LF	1075	925	\$	49.00	\$	52,675.00	\$	45,325.00
42	2503.541	18" RC PIPE SEWER DES 3006 CL III	LF	267	370	\$	53.00	\$	14,151.00	\$	19,610.00
43	2503.541	24" RC PIPE SEWER DES 3006 CL III	LF	22	143	\$	61.00	\$	1,342.00	\$	8,723.00
44	2503.602	CONNECT TO EXISTING STORM STRUCTURE	EACH	5	4	\$	360.00	\$	1,800.00	\$	1,440.00
45	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	11	18	\$	360.00	\$	3,960.00	\$	6,480.00
46	2504.601	IRRIGATION ALLOWANCE	LS	1	1.09	\$	10,000.00	\$	10,000.00	\$	10,900.00
47	2504.602	6"x4" TEE (DRAIN TILE TO PVC)	EACH	8	15	\$	80.00	\$	640.00	\$	1,200.00
48	2504.602	4" KNIFE VALVE AND BOX	EACH	2	2	\$	673.00	\$	1,346.00	\$	1,346.00
49	2504.602	CONSTRUCT BULKHEAD (STORM)	EACH	3	4	\$	300.00	\$	900.00	\$	1,200.00
50	2506.502	CONSTRUCT DRAINAGE STRUCTURE 2' X 3' CB	EACH	17	16	\$	1,807.00	\$	30,719.00	\$	28,912.00
51	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 27-4020	EACH	1	1	\$	1,413.00	\$	1,413.00	\$	1,413.00
52	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	21	22	\$	2,550.00	\$	53,550.00	\$	56,100.00
53	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	EACH	2	2	\$	3,525.00	\$	7,050.00	\$	7,050.00
54	2506.521	INSTALL NEW RINGS AND CASTING (STORM)	EACH	1	11	\$	704.00	\$	704.00	\$	7,744.00
55	2506.522	ADJUST CASTING (STORM)	EACH	11	2	\$	704.00	\$	7,744.00	\$	1,408.00
56	2506.602	CONSTRUCT DRAINAGE STRUCTURE (SUMP)	EACH	9	6	\$	365.00	\$	3,285.00	\$	2,190.00
57	2506.602	CONST. DRAINAGE STRUCTURE DES. SPEC. 1	EACH	2	2	\$	1,340.00	\$	2,680.00	\$	2,680.00
58	2506.602	CONST. DRAINAGE STRUCTURE DES. SPEC. 2	EACH	1	1	\$	1,476.00	\$	1,476.00	\$	1,476.00
59	2506.602	OUTLET CONTROL STRUCTURE	EACH	1		\$	4,174.00	\$	4,174.00	\$	-
60	2506.602	HYDRODYNAMIC SEPARATOR (STORMCEPTOR MODEL 2400)	EACH	1	1	\$	29,968.00	\$	29,968.00	\$	29,968.00
60A	2511.618	BOULDER RETAINING WALL	SF	445		\$	-	\$	-	\$	-
61	2521.501	4" CONCRETE WALK (CARRIAGE)	SF	256	227	\$	6.00	\$	1,536.00	\$	1,362.00
62	2521.501	PEDESTRIAN CURB RAMP	EACH	2	2	\$	700.00	\$	1,400.00	\$	1,400.00
63	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	LF	12427	12325	\$	9.62	\$	119,547.74	\$	118,566.50
64	2531.501	CONCRETE CURB AND GUTTER DESIGN B612	LF	120	123	\$	18.00	\$	2,160.00	\$	2,214.00
65	2531.501	CONCRETE CURB AND GUTTER DESIGN D412	LF	1000	1002	\$	15.19	\$	15,190.00	\$	15,220.38
66	2531.501	CONCRETE CURB AND GUTTER (HAND POUR)	LF	200	181	\$	21.00	\$	4,200.00	\$	3,801.00
67	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SY	1326	1220	\$	47.19	\$	62,573.94	\$	57,571.80
68	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SY	105	151	\$	68.36	\$	7,177.80	\$	10,322.36

69	2531.507	DECORATIVE DRIVEWAY ALLOWANCE	LS	1	0.42	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 6,300.00
70	2540.601	MAILBOX MAINTENANCE	LS	1	1	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
71	2540.601	BOULEVARD LANDSCAPING ALLOWANCE	LS	1	0.86	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,900.00
72	2540.603	LANDSCAPE EDGER - PLASTIC	LF	289	280	\$ 9.00	\$ 2,601.00	\$ 2,601.00	\$ 2,520.00
73	2563.601	TRAFFIC CONTROL ALLOWANCE	LS	1	1.23	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 18,450.00
74	2564.531	SIGN PANELS TYPE C	SF	64	122.75	\$ 40.00	\$ 2,560.00	\$ 2,560.00	\$ 4,910.00
75	2564.537	INSTALL SIGN TYPE SPECIAL	EACH	5	1	\$ 125.00	\$ 625.00	\$ 625.00	\$ 125.00
76	2571.507	NATIVE PLUGS	PLANT	2000		\$ 3.50	\$ 7,000.00	\$ 7,000.00	\$ -
77	2572.125	PRUNE TREES	HR	10		\$ 200.00	\$ 2,000.00	\$ 2,000.00	\$ -
78	2573.502	SILT FENCE, TYPE MS	LF	400	625	\$ 4.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00
79	2573.53	STORM DRAIN INLET PROTECTION (WIMCO)	EACH	29	53	\$ 150.00	\$ 4,350.00	\$ 4,350.00	\$ 7,950.00
80	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	LF	120	68	\$ 4.00	\$ 480.00	\$ 480.00	\$ 272.00
81	2573.535	STABILIZED CONSTRUCTION EXIT	LS	1		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -
82	2573.55	EROSION CONSTROL SUPERVISOR	LS	1	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
83	2573.601	STORM WATER MANAGEMENT ALLOWANCE	LS	1	0.15	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 2,250.00
84	2574.525	FILTER TOPSOIL BORROW (80/20)	CY	187	331	\$ 44.39	\$ 8,300.93	\$ 8,300.93	\$ 14,693.09
85	2574.525	ORGANIC TOPSOIL BORROW (CV)	CY	910	1875	\$ 37.11	\$ 33,770.10	\$ 33,770.10	\$ 69,581.25
86	2575.501	SEEDING (MIX 25-151)	ACRE	2.06	1.24	\$ 1,700.00	\$ 3,502.00	\$ 3,502.00	\$ 2,108.00
87	2575.513	MULCH MATERIAL TYPE 6, SHREDDED HARDWOOD	CY	23	24	\$ 81.00	\$ 1,863.00	\$ 1,863.00	\$ 1,944.00
88	2575.56	FLEXTERRA HYDROMULCH (HYDRAULIC SOIL STAB. TYPE SPECIAL)	LB	6180	2600	\$ 3.50	\$ 21,630.00	\$ 21,630.00	\$ 9,100.00
89	2575.605	EROSION STABILIZATION MAT - SHOREMAXTM	SY	25	27	\$ 75.00	\$ 1,875.00	\$ 1,875.00	\$ 2,025.00
90	2575.605	EROSION STABILIZATION MAT - ENKAMAT	SY	13		\$ 75.00	\$ 975.00	\$ 975.00	\$ -
<b>TOTAL SCHEDULE 2 - 47TH STREET AREA RECONSTRUCTION (2015-09E)</b>									<b>\$ 2,188,257.90</b>
<b>TOTAL BASE BID (SCHEDULE 1 + SCHEDULE 2)</b>									<b>\$ 3,030,159.52</b>

ALTERNATE 1 - BIORETENTION BASIN AT 47TH ST. AND BOYD AVE.

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2105.501	COMMON EXCAVATION (EV) (P)	CY	700	700	\$ 19.05	\$ 13,335.00	\$ 13,335.00
2	2502.541	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LF	240	171	\$ 7.84	\$ 1,881.60	\$ 1,340.64
3	2502.602	4" INSTALL PVC PIPE DRAIN CLEANOUT (VENTED)	EACH	3	2	\$ 248.00	\$ 744.00	\$ 496.00
4	2504.602	4" KNIFE VALVE AND BOX	EACH	1	1	\$ 673.00	\$ 673.00	\$ 673.00
5	2506.602	CONST. DRAINAGE STRUCTURE DES. SPEC. 2	EACH	2	2	\$ 1,476.00	\$ 2,952.00	\$ 2,952.00
6	2540.603	LANDSCAPE EDGER - PLASTIC	LF	300	222	\$ 9.00	\$ 2,700.00	\$ 1,998.00
7	2571.507	NATIVE PLUGS	PLANT	1785		\$ 3.50	\$ 6,247.50	\$ -
8	2573.502	SILT FENCE, TYPE MS	LF	330	260	\$ 4.00	\$ 1,320.00	\$ 1,040.00
9	2574.525	FILTER TOPSOIL BORROW (80/20)	CY	288	340	\$ 44.39	\$ 12,784.32	\$ 15,092.60
10	2574.525	ORGANIC TOPSOIL BORROW (CV)	CY	55	250	\$ 37.11	\$ 2,041.05	\$ 9,277.50
11	2575.501	SEEDING (MIX 25-151)	ACRE	0.1		\$ 2,250.00	\$ 225.00	\$ -
12	2575.513	MULCH MATERIAL TYPE 6, SHREDDED HARDWOOD	CY	32	22	\$ 81.00	\$ 2,592.00	\$ 1,782.00
13	2575.56	FLEXTERRA HYDROMULCH (HYDRAULIC SOIL STAB. TYPE SPECIAL)	LB	200		\$ 4.00	\$ 800.00	\$ -
<b>TOTAL ALTERNATE 1 - BIORETENTION BASIN AT 47TH ST. AND BOYD AVE.</b>							<b>\$ 48,295.47</b>	<b>\$ 47,986.74</b>

ALTERNATE 2 - CURBSIDE RAIN GARDENS

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity To-Date	Contract Unit Price	Total Estimated Cost	Total Contract Cost To-Date
1	2105.501	COMMON EXCAVATION (EV) (P)	CY	220	220	\$ 21.16	\$ 4,655.20	\$ 4,655.20
2	2411.618	MODULAR BLOCK RETAINING WALL	SF	290	339	\$ 45.00	\$ 13,050.00	\$ 15,255.00
3	2502.541	4" PERF HDPE PIPE DRAIN WITH CIRCULAR KNIT FILTER SOCK	LF	135	98	\$ 7.84	\$ 1,058.40	\$ 768.32
4	2502.602	4" INSTALL PVC PIPE DRAIN CLEANOUT (VENTED)	EACH	7	6	\$ 248.00	\$ 1,736.00	\$ 1,488.00
5	2504.602	4" KNIFE VALVE AND BOX	EACH	7	6	\$ 673.00	\$ 4,711.00	\$ 4,038.00
6	2506.602	CONST. DRAINAGE STRUCTURE DES. SPEC. 2	EACH	7	6	\$ 1,476.00	\$ 10,332.00	\$ 8,856.00
7	2540.603	LANDSCAPE EDGER - PLASTIC	LF	286	44	\$ 9.00	\$ 2,574.00	\$ 396.00
8	2571.507	NATIVE PLUGS	PLANT	180		\$ 3.50	\$ 630.00	\$ -
9	2574.525	FILTER TOPSOIL BORROW (80/20)	CY	63	119	\$ 44.39	\$ 2,796.57	\$ 5,282.41
10	2574.525	ORGANIC TOPSOIL BORROW (CV)	CY	16	50	\$ 37.11	\$ 593.76	\$ 1,855.50
11	2575.513	MULCH MATERIAL TYPE 6, SHREDDED HARDWOOD	CY	7	10	\$ 81.00	\$ 567.00	\$ 810.00
12	2575.56	FLEXTERRA HYDROMULCH (HYDRAULIC SOIL STAB. TYPE SPECIAL)	LB	96		\$ 4.00	\$ 384.00	\$ -
<b>TOTAL BID PRICE - CURBSIDE RAIN GARDENS</b>							<b>\$ 43,087.93</b>	<b>\$ 43,404.43</b>

**COST SUMMARY**

Contract: CP 2015-09E and 2015-14  
 Owner: City of Inver Grove Heights  
 Projects: 47th Street Area Reconstruction  
 47th Street Area Water and Sewer Improvements and Rehabilitation

Schedule	Description	Total Estimated Cost	Total Contract Cost To-Date
1	47th St. Area Water and Sewer Improvements and Rehabilitation (2015-14)	\$ 785,711.05	\$ 841,901.62
2	47th St. Area Reconstruction (2015-09E)	\$ 2,182,992.04	\$ 2,188,257.90
Alt. 1	Bioretention Basin at 47th St. and Boyd Ave.	\$ 48,295.47	\$ 47,986.74
Alt. 2	Curbside Rain Gardens	\$ 43,087.93	\$ 43,404.43
<b>Total Base Cost</b>		<b>\$ 3,060,086.49</b>	<b>\$ 3,121,550.69</b>

Change Order No. 1	\$ 28,549.78	\$ 28,549.78
Change Order No. 2	\$ 37,597.02	Included in Sch. 1
Change Order No. 3	\$ 34,809.68	\$ 12,477.68
Change Order No. 4	\$ 45,873.57	Included in Sch. 2

<b>Total Contract Amount</b>	<b>\$ 3,206,916.54</b>	
Contract Work Completed To Date	\$ 3,162,578.15	
Retainage (2.0%)	\$ 63,251.56	
Previous Payments	\$ 3,033,623.84	
<b>Amount Due This Partial Payment #6</b>	<b>\$ 65,702.75</b>	

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**County State Aid Highway System Adjustments**

Meeting Date: December 14, 2015  
Item Type: Consent  
Contact: Scott D. Thureen, 651.450.2571  
Prepared by: Scott D. Thureen, Public Works Director  
Reviewed by: 

<b>Fiscal/FTE Impact:</b>	
<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 request for concurrence with proposed adjustments to the County State Aid Highway (CSAH) System to reflect Dakota County and Inver Grove Heights future transportation needs within State Aid guidelines.

**SUMMARY**

The County has requested that the City concur with its request to change the designation of County Road 28 (80th Street), between Trunk Highway 3 and CSAH 73 (Babcock Trail), to County State Aid Highway (CSAH) 28. This segment of 80th Street was on the City's Municipal State Aid System, but was revoked a number of years ago in anticipation of the County placing it on its CSAH system.

I recommend that the Council approve the attached resolution concerning the County's CSAH system.

SDT/kf  
Attachment: Resolution  
County Board Agenda Item

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

**RESOLUTION CONCURRING WITH COUNTY STATE AID HIGHWAY (CSAH)  
DESIGNATION FOR COUNTY ROAD 28 (80TH STREET) BETWEEN TRUNK HIGHWAY  
(TH) 3 AND COUNTY STATE AID HIGHWAY 73 (BABCOCK TRAIL)**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the City Council of the City of Inver Grove Heights has received a request from Dakota County Transportation Department to concur with the designation of County Road 28 (80th Street), between TH 3 and CSAH 73 (Babcock Trail), as CSAH 28; and

**WHEREAS**, modifying the State Aid status of this road segment will be beneficial to both the City and County, and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Inver Grove Heights that:

The City Council of Inver Grove Heights concurs with Dakota County on the designation to the CSAH system of County Road 28 (80th Street) from TH 3 to CSAH 73 (Babcock Trail).

Adopted this 14th day of December 2015 by the City Council of the City of Inver Grove Heights, Minnesota.

AYES:

NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

**DAKOTA COUNTY BOARD OF COMMISSIONERS**

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**Designation Of Portion Of County State Aid Highway 28 In City Of Inver Grove Heights**

Meeting Date: 12/15/2015  
Item Type: Consent-Action  
Division: Physical Development  
Department: Transportation  
Contact: Krebsbach, Mark  
Contact Phone: (952) 891-7102  
Prepared by: Fabish, Jenna

Fiscal/FTE Impact:  
 None  Other  
 Current budget  Amendment requested  
 New FTE(s) requested  
Board Goal: County Gov't That Leads the Way

**PURPOSE/ACTION REQUESTED**

Designate a portion of County State Aid Highway (CSAH) 28 in the City of Inver Grove Heights (Attachment A – Designation)

**SUMMARY**

Background: The State Constitution directs, through the Minnesota Highway User Tax Distribution Fund (HUTDF), that Minnesota's 87 counties shall receive County State Aid Highway (CSAH) funds from state-collected motor fuel taxes, motor vehicle sales taxes, and motor vehicle license fees. These CSAH funds can only be used for eligible road and bridge construction and maintenance on County State Aid Highways.

Due to growth and development in Dakota County, County roadways constructed on new alignments, jurisdictional changes, and County roadways planned through system studies must be submitted to the County State Aid Screening Board (CSAS Board). In July 2012, the Dakota County Board of Commissioners (Resolution 12-365) requested additional state aid mileage be added to the system for routes that met the criteria. In October 2012, the CSAS Board awarded Dakota County 39.6 miles of State Aid mileage to the CSAH system. Included in this award was County Road (CR) 28 (80<sup>th</sup> Street East) from Trunk Highway (TH) 3 (South Robert Trail) to CSAH 73 (Babcock Trail) in Inver Grove Heights. In compliance with the Screening Board award and State Aid Rules, CR 28 is therefore eligible to be designated CSAH 28 from TH 3 to CSAH 73 in Inver Grove Heights.

The proposed Dakota County 2016-2020 Capital Improvement Program (CIP) includes County Project (CP) 28-48 which will realign and reconstruct CR 28 on the east side of TH 3 to the roundabout and future CSAH 28 extension along Amana Trail. The CIP proposes Right of Way Acquisition in 2019 and Construction in 2020.

**RECOMMENDATION**

Staff recommends designation of CSAH 28 from TH 3 to CSAH 73.

**EXPLANATION OF FISCAL/FTE IMPACTS**

Designation of CSAH 28 will allow Dakota County to use CSAH funds for the reconstruction of CR 28 and to access CSAH Maintenance funds for maintenance and operation of this segment of CR 28 in Inver Grove Heights.

**RESOLUTION**

WHEREAS, the Dakota County Board of Commissioners requested additional state aid highway mileage be added to the system (Resolution 12-365)

WHEREAS, the County State Aid Screening Board awarded Dakota County an additional 39.6 miles of County State Aid Highways to be added to Dakota County's State Aid Highway (CSAH) System in the fall of 2012; and

WHEREAS, Minn. Stat. § 162.02, subd. 7, states that the County Board of any county may establish and locate a CSAH in a new location where there is no existing road, or it may establish and locate the highway upon or over any established road or street or a specified portion thereof within its limits; and

WHEREAS, designation of CSAH 28 will allow Dakota County to use CSAH funding for the reconstruction of CR 28 and to access CSAH Maintenance funds for maintenance and operation; and

WHEREAS, the Transportation Director/County Engineer recommends designating County State Aid Status, according to the recommendation in the adopted State Aid Mileage Request; and

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby designates County State Aid Status, subject to the approval of the Commissioner of Transportation of the State of Minnesota for a segment of CSAH 28 as follows:

Beginning at the intersection of Trunk Highway 3 (South Robert Trail) and 80<sup>th</sup> Street East, thence along 80<sup>th</sup> Street East through Sections 7, 8 and 17, T27N, R22W to the intersection of 80<sup>th</sup> Street East and CSAH 73 (Babcock Trail) and there terminating in Sections 8 and 17, T27N, R22W in Inver Grove Heights

; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Dakota County Transportation Director/County Engineer to forward two certified copies of this resolution to the Minnesota Commissioner of Transportation for approval.

**County Manager's Comments:**

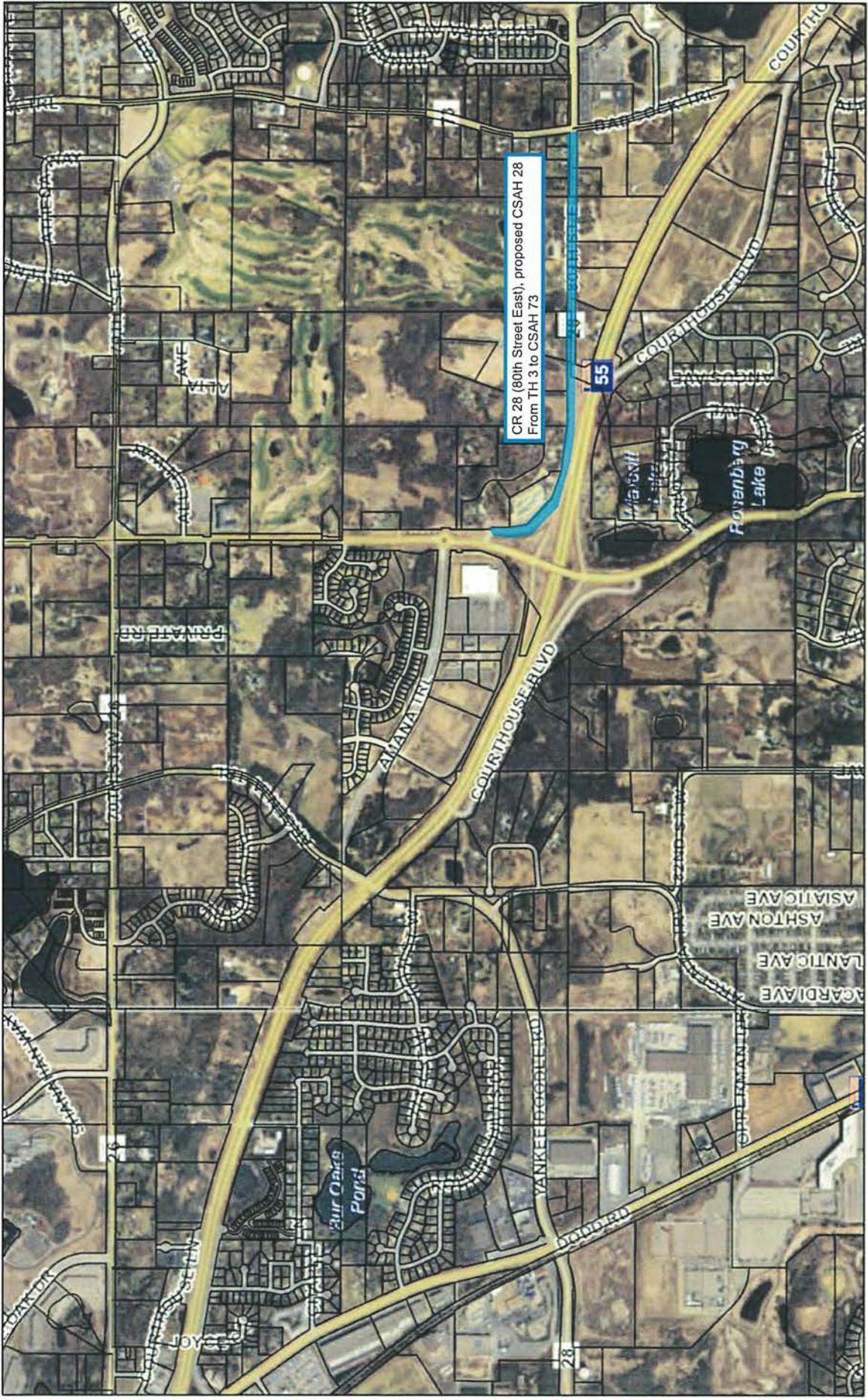
- Recommend Action
- Do Not Recommend Action
- Reviewed---No Recommendation
- Reviewed---Information Only
- Submitted at Commissioner Request

**Reviewed by (if required):**

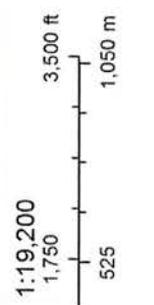
- County Attorney's Office
- Financial Services
- Risk Management
- Employee Relations
- Information Technology
- Facilities Management

\_\_\_\_\_  
County Manager

# Attachment B - Designation



November 23, 2015



Property Information

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Resolution Accepting IPO No. 28 from Kimley-Horn and Associates and Authorizing Preparation of a Feasibility Study for City Project No. 2016-13 – Cahill Trunk Drainage Improvements and Resolution Accepting IPO No. 27 from Kimley-Horn and Associates for Feasibility Study Services for City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-11 – Carleda Way Area Utility Improvements**

<p>Meeting Date: December 14, 2015          Item Type: Consent          Contact: Steve Dodge, 651.450.2541          Prepared by: Steve Dodge, Assistant City Engineer          Reviewed by: Scott D. Thureen, Public Works Director</p>	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">Fiscal/FTE Impact:</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">None</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">Amount included in current budget</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">Budget amendment requested</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">FTE included in current complement</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td style="padding: 2px;">New FTE requested – N/A</td></tr> <tr><td style="width: 20px; height: 15px; text-align: center;">X</td><td style="padding: 2px;">Other: Storm Water Funds, Pavement Management Fund, Utility Funds and Special Assessments</td></tr> </table>		Fiscal/FTE Impact:		None		Amount included in current budget		Budget amendment requested		FTE included in current complement		New FTE requested – N/A	X	Other: Storm Water Funds, Pavement Management Fund, Utility Funds and Special Assessments
	Fiscal/FTE Impact:														
	None														
	Amount included in current budget														
	Budget amendment requested														
	FTE included in current complement														
	New FTE requested – N/A														
X	Other: Storm Water Funds, Pavement Management Fund, Utility Funds and Special Assessments														

**PURPOSE/ACTION REQUESTED**

Consider resolution accepting IPO No. 28 from Kimley-Horn and Associates and authorizing preparation of a feasibility study for City Project No. 2016-13 – Cahill Trunk Drainage Improvements and resolution accepting IPO No. 27 from Kimley-Horn and Associates for feasibility study services for City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-11 – Carleda Way Area Utility Improvements.

**SUMMARY**

Council authorized Carleda Way Area feasibility study as part of 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction on September 28, 2015. On November 23, 2015, Council designated Carleda Way Area Reconstruction and Utility Improvements as separate projects to be identified as City Project Nos. 2016-09F and 2016-12.

At the December 7, 2015 worksession, we discussed the Cahill trunk drainage and storm sewer capacity issues that cause isolated flooding in the 64th Court cul-de-sac and the southern portion of Carleda Way. To understand the impacts the Cahill Trunk drainage conveyance system to 64th Court and Carleda Way streets, grades and storm water facilities, staff has requested a separate feasibility study to address the scope of the impacts, identify solutions and funding sources. Kimley-Horn & Associates has provided IPO No. 28 in the amount of \$39,750 to identify trunk drainage improvements and funding mechanisms for City Project No. 2016-13 – Cahill Trunk Drainage Improvements. Funding for the feasibility study will come from designated stormwater funds. The study cost will ultimately be included in the project cost and funded from the source selected for the project. The Carleda Way Area Reconstruction Feasibility Study will be completed once the Cahill Trunk Drainage impacts are identified.

Kimley-Horn and Associates is preparing the Carleda Way Area Reconstruction Feasibility Study and has submitted the attached IPO No. 27 in the amount of \$29,150 to separate the feasibility costs as a separate project as part of the 2016 Pavement Management Program, City Project No. 2016-09F – Carleda Way Area Reconstruction and the 2016 Improvement Program, City Project No. 2016-12 – Carleda Way Utility Improvements. Funding for the Carleda Way area feasibility study will come from the pavement management fund, utility funds, and special assessments.

I recommend passage of the resolution accepting IPO No. 28 from Kimley-Horn and Associates and authorizing preparation of a feasibility study for City Project No. 2016-13 – Cahill Trunk Drainage Improvements and resolution accepting IPO No. 27 from Kimley-Horn and Associates for feasibility study services for City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-11 – Carleda Way Area Utility Improvements.

SWD/kf  
 Attachments: Resolutions (2)  
                   Area Map  
                   Existing Drainage Conditions Exhibit  
                   IPO Nos. 27 and 28

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

**RESOLUTION ACCEPTING IPO NO. 28 FROM KIMLEY-HORN AND ASSOCIATES AND AUTHORIZING  
PREPARATION OF A FEASIBILITY STUDY FOR CITY PROJECT NO. 2016-13 – CAHILL TRUNK DRAINAGE  
IMPROVEMENTS**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Council authorized the 60th Street Area Feasibility Study as part of the 2016 Pavement Management Program, City Project No. 2016-09D, on September 28, and

**WHEREAS**, On November 23, 2015, Carleda Way Area, which was originally part of City Project No. 2016-09D, was separated out as a separate project to be called City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-12 – Carleda Way Utility Improvements; and

**WHEREAS**, it has been determined that there are impacts from the Cahill Trunk drainage conveyance system that drains into 64th Court and Carleda Way, which may affect the streets, grades and storm water facilities in the City Project No. 2015-09F – Carleda Way Area Reconstruction and City Project No. 2016-12 – Carleda Way Utility Improvements; and

**WHEREAS**, In order to understand the impacts the Cahill Trunk drainage conveyance system to 64th Court and Carleda Way streets, grades and storm water facilities, staff has requested a separate feasibility study for Cahill Trunk Drainage Improvements, City Project No. 2016-13, to address the nature of the impacts, identify solutions and funding sources before the feasibility study for City Project No. 2016-09F – Carleda Way Area Reconstruction and City Project No. 2016-12 – Carleda Way Utility Improvements can be completed; and

**WHEREAS**, Kimley-Horn & Associates has provided IPO No. 28 in the amount of \$39,750 to identify trunk drainage improvements and funding mechanisms for City Project No. 2016-13 – Cahill Trunk Drainage Improvements.

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

1. The proposal from Kimley-Horn & Associates, Inc. is accepted and staff is authorized to enter into IPO No. 28, in the amount of \$39,750, for preparation of the Cahill Trunk Drainage Study, City Project No. 2016-13, to identify its impacts on the Carleda Way area.
2. Project funding is provided through designated Storm Water Funds.

Adopted by the City Council of Inver Grove Heights, Minnesota this 14th day of December 2015

AYES:

NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

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

**RESOLUTION ACCEPTING IPO NO. 27 FROM KIMLEY-HORN AND ASSOCIATES FOR FEASIBILITY STUDY  
SERVICES FOR CITY PROJECT NO. 2016-09F – CARLEDA WAY AREA RECONSTRUCTION AND CITY  
PROJECT NO. 2016-11 – CARLEDA WAY AREA UTILITY IMPROVEMENTS**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Council authorized the 60th Street Area Feasibility Study as part of the 2016 Pavement Management Program, City Project No. 2016-09D, on September 28, and

**WHEREAS**, On November 23, 2015, Carleda Way Area Reconstruction and Carleda Way Utility Improvements, which was originally part of City Project No. 2016-09D, became separate projects to be identified as 2016 Pavement Management Program, City Project No. 2016-09F – Carleda Way Area Reconstruction and 2016 Improvement Program, City Project No. 2016-12 – Carleda Way Utility Improvements; and

**WHEREAS**, Kimley-Horn & Associates has provided IPO No. 27 in the amount of \$29,150 to prepare a separate feasibility report for the 2016 Pavement Management Program, City Project No. 2016-09F – Carleda Way Area Reconstruction and the 2016 Improvement Program, City Project No. 2016-12 – Carleda Way Utility Improvements; and

**WHEREAS**, the feasibility report for City Project Nos. 2016-09F and 2016-12 will commence once the Cahill Trunk Drainage Study, City Project No. 2016-13 is completed as per IPO No. 28 from Kimley-Horn & Associates.

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

1. The proposal from Kimley-Horn & Associates, Inc. is accepted and staff is authorized to enter into IPO No. 27, in the amount of \$29,150, for the preparation of the feasibility study for City City Project No. 2016-09F – Carleda Way Area Reconstruction and the 2016 Improvement Program, City Project No. 2016-12 – Carleda Way Utility Improvements.
2. Project funding is provided through Pavement Management Funds, Special Assessments, and Utility Funds.

Adopted by the City Council of Inver Grove Heights, Minnesota this 14th day of December 2015

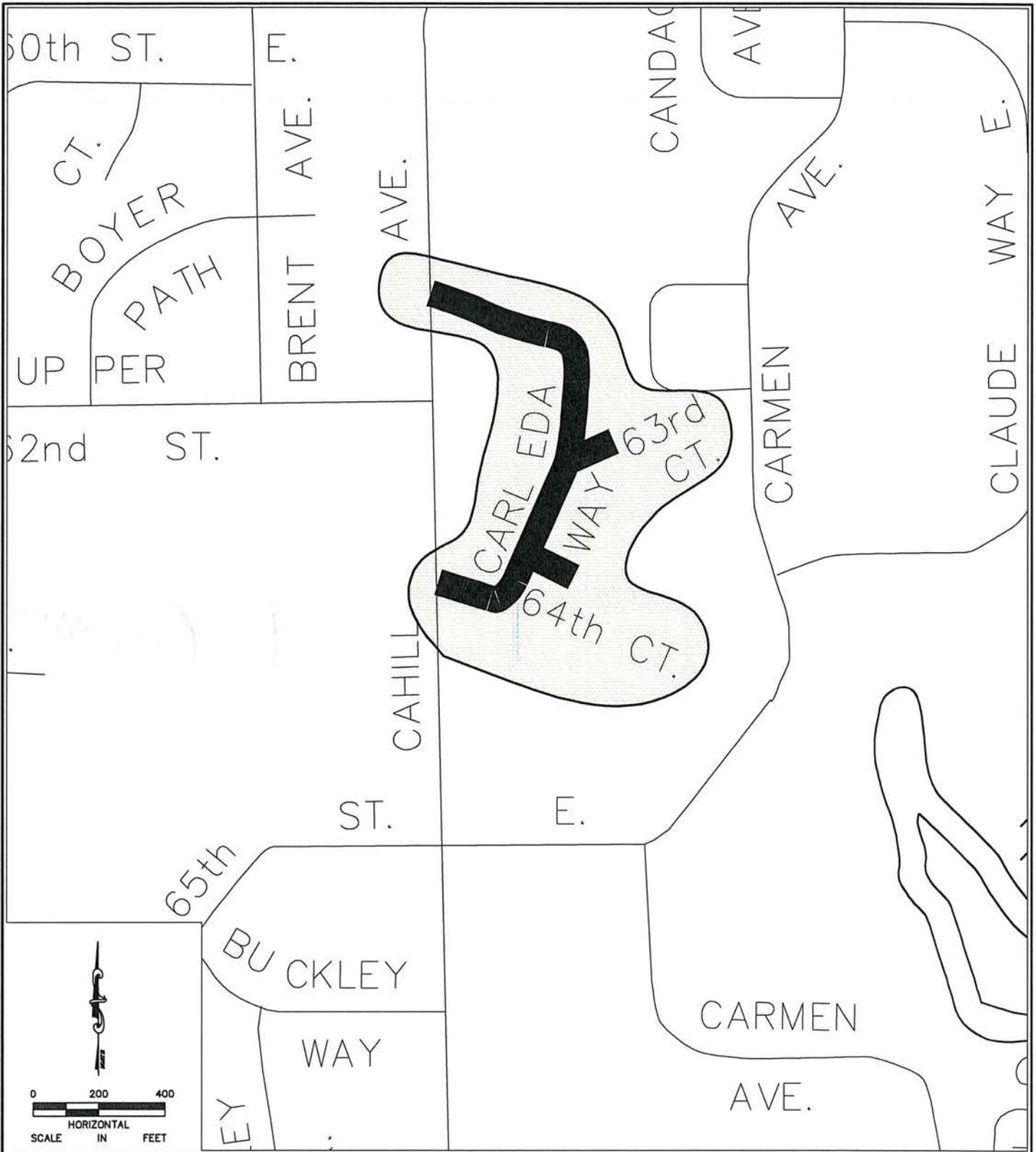
AYES:

NAYS:

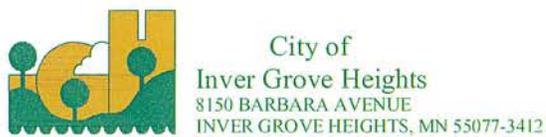
\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

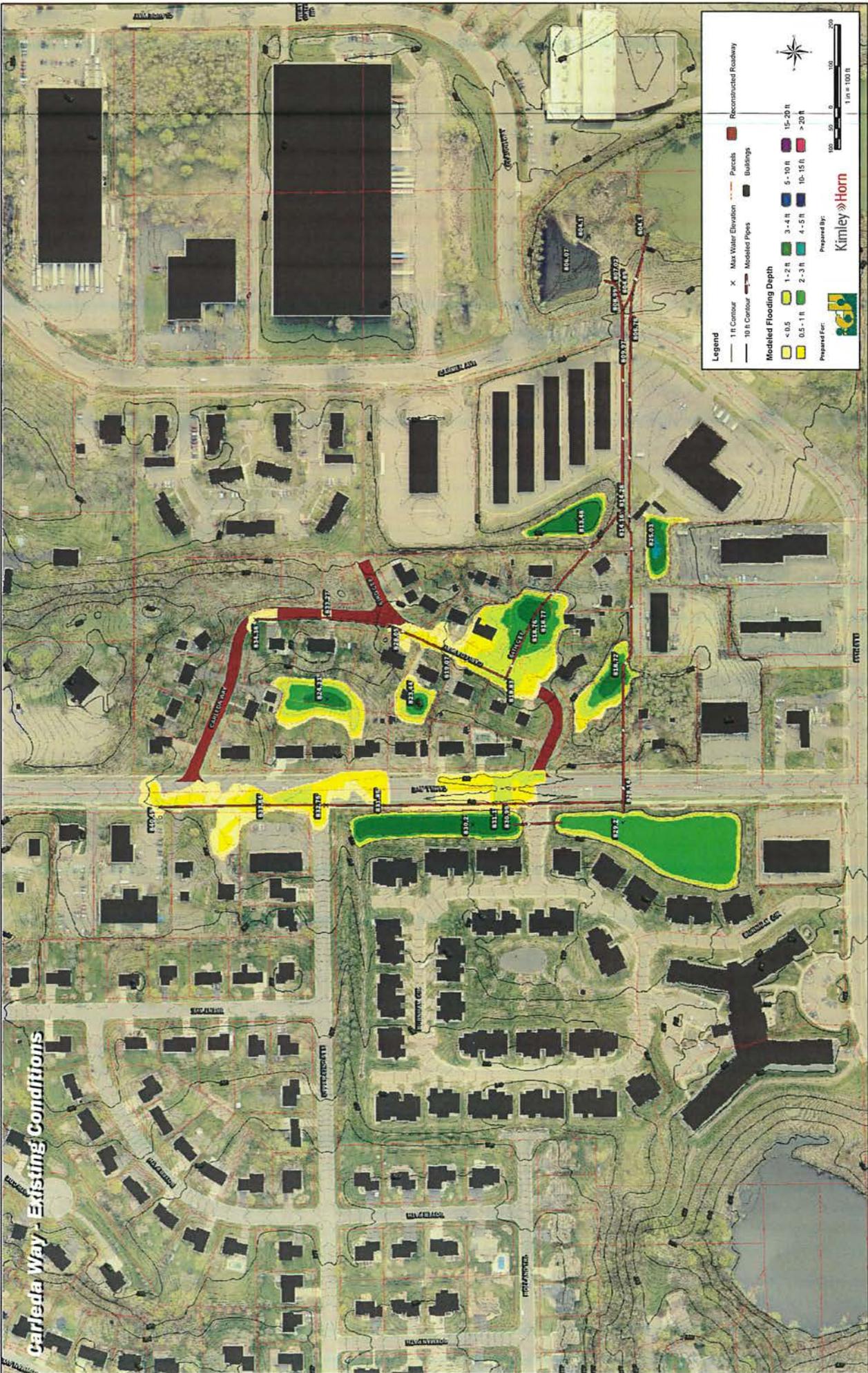


LOCATION MAP



2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114  
 PHONE: 651-645-4197  
 WWW.KIMLEY-HORN.COM

CARLEDA WAY AREA RECONSTRUCTION  
 AND UTILITY IMPROVEMENTS  
 CITY PROJECT 2016-09F  
 CITY PROJECT 2016-11  
 EXHIBIT 1



**Carleda Way - Existing Conditions**

**Legend**

- 1 ft Contour
- 10 ft Contour
- Max Water Elevation
- Modeler Pipes
- Reconstructed Roadway
- Parcels
- Buildings

**Modeled Flooding Depth**

< 0.5	1-2 ft	3-4 ft	5-10 ft	15-20 ft
0.5-1 ft	2-3 ft	4-5 ft	10-15 ft	> 20 ft

Prepared For: Prepared By:

Scale: 1 in = 100 ft

INDIVIDUAL PROJECT ORDER NUMBER 27

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: Carleda Way Area Street Reconstruction and Utility Improvements  
City Projects 2016-09F, 2016-11

General Category of Services: Feasibility Study phase services.

Specific Scope of Basic Services: Preparation of feasibility study and report for the Carleda Way Area Street Reconstruction and Utility Improvements project. See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: Feasibility Study and Report

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: *Sr. Vice President* \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: *12/9/15* \_\_\_\_\_

EXHIBIT A  
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 27

CARLEDA WAY AREA STREET RECONSTRUCTION AND UTILITY IMPROVEMENTS  
CITY PROJECT 2016-09F, 2016-11

We understand the City is planning to reconstruct the streets within the Carleda Way Neighborhood in 2016. The Carleda Way area was separated from City Project 2016-09D and a separate study is necessary. This IPO includes feasibility study phase services to prepare a separate feasibility study and report for City Project 2016-09F, Carleda Way Area Street Reconstruction and Utility Improvements which includes the following streets:

- Carleda Way – East of Cahill Avenue
- 63<sup>rd</sup> Street – East of Carleda Way
- 64<sup>th</sup> Court – East of Carleda Way

The Scope of Work detailed below assumes the project will consist of the reconstruction of approximately 1,600 linear feet of roadway.

**1. FEASIBILITY STUDY SERVICES**

**A. Project Management, Meetings and Public Involvement**

Kimley-Horn will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities for the project. We will communicate project updates directly with the City's project manager.

We will assist City staff with correspondence and coordination with residents and stakeholders within the project area. We have assumed this will include the preparation of up to two (2) letters which will be mailed to residents to inform them of the project. We have assumed the City will provide postage and mail the letters.

We have assumed preparation for and attendance of the following meetings that will be required as part of the feasibility study:

- i. Project stakeholders/residents meetings (2)
- ii. Public open house (1)
- iii. Regular Council meeting (1)
- iv. Project review meetings (2)

**B. Identify Proposed Improvements**

The feasibility study and report will summarize the findings of the analysis listed above and identify the proposed street, storm sewer, and utility improvements to be

included as a part of the project.

**C. Preliminary Cost Estimates**

We will prepare a preliminary engineer's estimate of probable construction costs based on the recommended improvements. We have assumed the cost estimate will be reviewed by City staff during update meetings and following the submittal of the draft report. We will revise the estimates based on input received during those comment periods.

**D. Financing Plan**

We will work with City staff to develop a financing plan for the proposed improvements consistent with MN Statute 429 regarding assessments. We have assumed the City will provide tax identification numbers and street addresses for the properties to be assessed. We have also assumed the City will hire the appraiser to define sustainable assessments by property. We have assumed the City will prepare the assessment roll to be included in the feasibility study.

**E. Report Preparation**

We will provide a feasibility study and report detailing the results of the work tasks described above. We will provide the City with three (3) copies of a draft report and up to fifteen (15) copies of the final version of the report. We will also provide the City with an electronic copy of the report at draft and final stages.

EXHIBIT B  
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 27

CARLEDA WAY AREA STREET RECONSTRUCTION AND UTILITY IMPROVEMENTS  
CITY PROJECT 2016-09F, 201611

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>
Feasibility Study Services	\$ 27,500
Reimbursable Expenses	\$ 1,650
Total	\$ 29,150

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$29,150 including all labor and reimbursable expenses.

EXHIBIT C  
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 27

CARLEDA WAY AREA STREET RECONSTRUCTION AND UTILITY IMPROVEMENTS  
CITY PROJECT 2016-09F, 201611

The following is a summary of the proposed schedule for the project:

Council Receives Feasibility Reports	January 25, 2016
Call Public Hearing	
Public Hearing	February 22, 2016
Authorize Final Plans and Specs	
Council Approve Plans and Specs	March 14, 2016
Authorize Advertisement for Bid	
Bid Opening	April 15, 2016
Council Receives Final Assessment Roll	April 25, 2016
Call Assessment Hearing	
Assessment Hearing	May 23, 2016
Award Construction Contract	
Construction	Summer 2016

INDIVIDUAL PROJECT ORDER NUMBER 28

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: Cahill Trunk Drainage Improvements  
City Project 2016-13

General Category of Services: Feasibility Study phase services and drainage analysis.

Specific Scope of Basic Services: Drainage analysis and preparation of a feasibility study and report for the Cahill Trunk Drainage Improvements. See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: Feasibility Study and Report

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: Sr. Vice President

DATE: \_\_\_\_\_

DATE: 12/9/15

EXHIBIT A  
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 28

CAHILL TRUNK DRAINAGE IMPROVEMENTS  
CITY PROJECT 2016-13

Based on a preliminary drainage analysis for the trunk storm sewer upstream of the Carleda Way Street Reconstruction area (CP 2016-09F), we understand that the City's trunk storm system from Cahill Avenue to Bohrer Pond does not have adequate capacity to convey the 100-year storm. This IPO includes a detailed drainage analysis and feasibility study phase services for improvements to the Cahill Avenue trunk drainage system.

**1. FEASIBILITY STUDY– CAHILL TRUNK DRAINAGE IMPROVEMENTS**

**A. Project Management, Meetings and Public Involvement**

Kimley-Horn will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities for the project. We will communicate project updates directly with the City's project manager.

We will assist City staff with correspondence with residents and stakeholders within the project area. We have assumed this will include the preparation of up to two (2) letters which will be mailed to residents to inform them of the project. We have assumed the City will provide postage and mail the letters.

We have assumed preparation for and attendance of the following meetings that will be required as part of the feasibility study:

- i. Public open house (1)
- ii. Council work session (1)
- iii. Regular Council meeting (1)
- iv. Project review meetings (2)

**B. Drainage Analysis and Study**

The preliminary drainage assessment for the Carleda Way – East of Cahill Avenue street reconstruction project showed a high overland discharge at the trunk line drainage system at the intersection of Cahill Avenue and Carleda Way. This discharge poses flooding risk to structures along Carleda Way and 64 St E. Additionally, due to the high volume of this discharge, potential improvements to fix the flooding risk are significant in cost. To better understand the hydraulics at this location, a more detailed study of the contributing watershed is necessary to verify overflow discharge and determine whether mechanics in the upper reaches of the watershed limit the actual volume of flooding.

We will perform a detailed review of the drainage area and identify stormwater features for further analysis to include: stormwater inlets, pipes, control structures, depressional areas, swales, and roadway sags. We have assumed these identified features will be surveyed by City staff if no as-built information is available from the City.

After receiving the survey information, we will update the existing conditions SWMM model to include this new information. This model will include a detailed hydrologic analysis using land cover and terrain. The model will run both the 10-yr and 100-yr 24-hr SCS Type II storm.

Once the updated existing conditions model is complete, we will analyze the system hydraulics to develop two (2) additional alternatives to mitigate flooding risk at Carleda Way and 64 St E. These alternatives will be summarized in a technical memo detailing methodology and findings to be included in the feasibility study and report.

**C. Identify Proposed Improvements**

The feasibility study and report will summarize the findings of the analysis listed above and identify the proposed trunk drainage improvements to be included as a part of the project.

**D. Preliminary Cost Estimates**

We will prepare a preliminary engineer's estimate of probable construction costs based on the recommended improvements. We have assumed the cost estimate will be reviewed by City staff during update meetings and following the submittal of the draft report. We will revise the estimates based on input received during those comment periods.

**E. Financing Plan**

We will work with City staff to develop a financing plan for the proposed improvements. We have assumed the City will provide tax identification numbers and street addresses for the properties to be included for financial contribution to the project. We have also assumed the City will hire an appraiser to define sustainable assessments by property if necessary. We have assumed the City will prepare the assessment roll to be included in the feasibility study if necessary.

**F. Report Preparation**

We will prepare a feasibility study and report detailing the results of the work tasks described above. We will provide the City with three (3) copies of a draft report and up to fifteen (15) copies of the final version of the report. We will also provide the City with an electronic copy of the report at draft and final stages.

EXHIBIT B  
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 28

CAHILL TRUNK DRAINAGE IMPROVEMENTS  
CITY PROJECT 2016-13

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>
Feasibility Study Services – Trunk Drainage	\$ 37,500
Reimbursable Expenses	\$ 2,250
Total	\$ 39,750

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$39,750 including all labor and reimbursable expenses.

EXHIBIT C  
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 28

CAHILL TRUNK DRAINAGE IMPROVEMENTS  
CITY PROJECT 2016-13

The following is a summary of the proposed schedule for the project:

Council Receives Feasibility Reports	January 25, 2016
Authorize Preliminary Plans and Specs	
Call Public Hearing	
Public Hearing	February 22, 2016
Authorize Final Plans and Specs	
Council Approve Plans and Specs	March 14, 2016
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Bid Opening	April 15, 2016
Council Receives Final Assessment Roll	April 25, 2016
Call Assessment Hearing	
Assessment Hearing	May 23, 2016
Award Construction Contract	
Construction	Summer 2016

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

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PERSONNEL ACTIONS

Meeting Date: December 14, 2015  
Item Type: Consent  
Contact: Joe Lynch, City Administrator  
Prepared by: Carrie Isaacson, Admin Svc Coord  
Reviewed by: Janet Shefchik, HR Manager

**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 Promotion of:** Jennifer Blackbird, Customer Service Specialist to Accounting Technician – Receivables in the Finance Dept

**Please confirm the Temporary/Seasonal employment of:** Makena Berg (VMCC/Skating), Andrei Georgescu (Recreation)

**Please confirm the Part-Time employment of:** Emma Zahn (VMCC/Fitness), Amy Kurr (VMCC/Aquatics)

**Please confirm the Termination of:** Michael Barnett (Golf Course Cashier), Aaron Cabanaw (Golf Course Technician), Tylor Montgomery (Street Maintenance Worker), Austin Weltzin (Utilities Maintenance Worker)

**Please confirm the On-Call employment of:** Scott DeLong (Firefighter), Abigail Schmidt (Firefighter), Mark Simmons (Firefighter) and Jerret Wright (Firefighter)

**Please confirm the Fire Dept Appointments to:** Battalion Chief: John Patnaude; Captains: Brian Brandt, Luke Steenberg, Cory Rosendale; Lieutenants: Scott Oswald, Neal St. Onge, Josh Parrow, Adam Caneff, Frank Skoglund, Mike McMonigal

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

CONSIDER THIRD AND FINAL READING OF AN ORDINANCE AMENDING CITY CODE TITLE 3, CHAPTER 4, SECTIONS 3-4-2-2 and 3-4-2-3 and 10-3-8 ADJUSTING DEVELOPMENT FEES FOR 2016

Meeting Date:	December 14, 2015		Fiscal/FTE Impact:
Item Type:	Public Hearing	<input checked="" type="checkbox"/>	None
Contact:	Kristi Smith, Finance Director	<input type="checkbox"/>	Amount included in current budget
Prepared by:		<input type="checkbox"/>	Budget amendment requested
Reviewed by:	Scott Thureen, PW Director	<input type="checkbox"/>	FTE included in current complement
	Allan Hunting, City Planner	<input type="checkbox"/>	New FTE requested – N/A
	Tom Link, CD Director	<input type="checkbox"/>	Other

**PURPOSE/ACTION REQUESTED** The Council is asked to consider the third and final reading of an ordinance to amend the City Code to adjust the fees and charges associated with development activities. This includes water and sanitary sewer connection fees, and fees associated with planning activities (such as rezoning, variance, conditional use permits, etc.).

**SUMMARY** Minnesota State Statutes 462.353 sets forth the requirements with respect to a municipality’s authority to prescribe fees associated with planning activities.

While Statute 462 does not speak to building permit fees or water or sanitary sewer connection fees, the City Attorney’s advice is to set forth the fees in the Code given the scope of development that is anticipated to take place over the next several years in the northwest area.

Staff proposes changes to the fees that address water and sanitary sewer connection fees, etc. The water and sewer connection fees are proposed to increase between 3.5% and 5%. These proposed fees are based on financial projections supplied by Ehlers and Associates in their June 2014 Update.

No changes have been made since the second reading.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 4, SECTION 3-4-2-2 AND SECTION 3-4-2-3 AND SECTION 3-4-3 AND TITLE 10, CHAPTER 3, SECTION 10-3-8 B OF THE INVER GROVE HEIGHTS CITY CODE RELATING TO FEES**

The City Council of Inver Grove Heights does hereby ordain as follows:

**Section 1. Amendment No. 1.** Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-2 is hereby amended in its entirety to read as follows:

**3-4-2-2: WATER, SANITARY SEWER AND STORM WATER SYSTEMS CONNECTION FEES:**

**A. Purpose and Intent.** Minn. Stat. § 444.075, subd 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City water utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City sanitary sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City storm sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

The purpose and intent of this Title 3, Chapter 4, Section 3-4-2-2 is to impose connection fees for the water utility system and the sanitary sewer utility system and the storm water sewer utility system, also known as the storm water system.

**B. Definitions.** For purposes of this Title 3, Chapter 4, Section 3-4-2-2, the following terms shall have the following meanings:

**Northwest Area** means that certain geographic area within the City of Inver Grove Heights defined, established and referred to as the Northwest Area Overlay District pursuant to the City's zoning regulations.

**Net Developable Area** means the number of acres within a property remaining after excluding those portions that are either: a) encumbered by right of way for arterial roads as defined in the Inver Grove Heights Comprehensive Plan; or b) lying below the ordinary high water level of public waters as identified in the Shoreland Overlay District; or c) lying within the boundaries of wetlands delineated according to the Minnesota Wetland Conservation Act; or d) bluffs in Shoreland Overlay Districts abutting public waters; or e) land to be dedicated to the City of Inver Grove Heights for public park/recreation area purposes. Net Developable Area does not include outlots within a plat that are intended to be replatted at a later date into developable lots.

**Gross Acres** means the total acres within a plat, subdivision or parcel. Gross Acres do not include outlots within a plat that are intended to be replatted at a later date into developable lots.

**SAC Unit** means a unit as determined by the Metropolitan Council Environmental Services according to the Metropolitan Council Service Availability Charge Manual.

**C. Connection Fees For Water Utility System For Land Outside of Northwest Area.** The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

**Fees Payable At Time of Plat**

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk water line.

Water Plat Connection Fee	<del>\$1,175</del> <del>\$1,215</del> multiplied by a density factor of 3.5 multiplied by Gross Acres
---------------------------	---

**Fees Payable At Time of Building Permit**

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit Fee	<del>\$785</del> <del>\$810</del> per SAC Unit
Water Treatment Plant Fee	<del>\$685</del> <del>\$710</del> per SAC Unit
Water Core Connection Fee (based on water service size)	
1 inch	<del>\$1,635</del> <del>\$1,690</del>
1 ½ inch	<del>\$3,660</del> <del>\$3,790</del>
2 inch	<del>\$6,495</del> <del>\$6,720</del>
3 inch	<del>\$15,385</del> <del>\$15,920</del>
4 inch	<del>\$25,975</del> <del>\$26,885</del>
6 inch (or larger)	<del>\$60,895</del> <del>\$63,025</del>

**D. Connection Fees For Sanitary Sewer Utility System For Land Outside of Northwest Area.** The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

**Fees Payable At Time of Plat**

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.

Sanitary Sewer Plat Connection Fee	<del>\$1,175</del> <del>\$1,215</del> multiplied by a density factor of 3.5 multiplied by Gross Acres
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**Fees Payable At Time of Building Permit**

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The B-Line special connection charge only applies to that area of the City served by the B-Line sanitary

system; for properties in the B-Line area, the B-Line special connection charge is payable in addition to the other fees set forth below.

M.C.E.S. SAC Unit Fee	\$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee	<del>\$415</del> <u>\$430</u> per SAC Unit
B-Line Special Connection Charge	<del>\$1,100</del> <u>\$1,140</u> per SAC Unit (applicable only to B-Line Area)
Sewer Core Connection Fee (based on building sewer service size)	
4 inch	<del>\$520</del> <u>\$540</u>
6 inch	<del>\$890</del> <u>\$920</u>
8 inch	<del>\$1,570</del> <u>\$1,625</u>
10 inch	<del>\$2,460</del> <u>\$2,545</u>
12 inch	<del>\$3,535</del> <u>\$3,660</u>

**E. Connection Fees For Water Utility System For Northwest Area.** The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land within the Northwest Area.

**Fees Payable At Time of Plat  
(Northwest Area)**

The following fees must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	<del>\$1,090</del> <u>\$1,130</u> multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	<del>\$1,090</del> <u>\$1,130</u> multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	<del>\$1,090</del> <u>\$1,130</u> multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	<del>\$1,090</del> <u>\$1,130</u> multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by <del>\$1,090</del> <u>\$1,130</u> .

In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by <del>\$1,090</del> <b>\$1,130</b> .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by <del>\$1,090</del> <b>\$1,130</b> .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by <del>\$1,090</del> <b>\$1,130</b> .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

**Fees Payable At Time of Building Permit (Northwest Area)**

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit Fee (Northwest Area)	<del>\$3,040</del> <u>\$3,115</u> per SAC Unit
Water Treatment Plant Fee (Northwest Area)	\$670 per SAC Unit
Water Core Connection Fee (based on water service size) (Northwest Area)	
1 inch	\$1,645
1 ½ inch	\$3,690
2 inch	\$6,550
3 inch	\$14,730
4 inch	\$26,210
6 inch (or larger)	\$61,440

**F. Connection Fees For Sanitary Sewer Utility System For Northwest Area.**

The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land within the Northwest Area:

**Fees Payable At Time of Plat (Northwest Area)**

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Sanitary Sewer Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	<del>\$1,740</del> <u>\$1,825</u> multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	<del>\$1,740</del> <u>\$1,825</u> multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	<del>\$1,740</del> <u>\$1,825</u> multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	<del>\$1,740</del> <u>\$1,825</u> multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by <del>\$1,740</del> <u>\$1,825</u> .
In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR

	required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by <del>\$1,740</del> <u>\$1,825</u> .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by <del>\$1,740</del> <u>\$1,825</u> .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by <del>\$1,740</del> <u>\$1,825</u> .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

**Fees Paid At Time of Building Permit (Northwest Area)**

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first.

M.C.E.S. SAC Unit Fee (Northwest Area)	\$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee (Northwest Area)	<del>\$4,800</del> <u>\$5,040</u> per SAC Unit
Sewer Core Connection Fee (based on	

building sewer service size)	
4 inch	\$530
6 inch	\$900
8 inch	\$1,595
10 inch	\$2,500
12 inch	\$3,585

**G. Connection Fees For Storm Water Sewer Utility System For Northwest Area.** The following connection fees for the storm water sewer utility system also known as the storm water system are hereby imposed and required to be paid with respect to land within the Northwest Area:

**Fees Payable At Time of Plat (Northwest Area)**

The following fees must be paid by the landowner when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first.

The fees are not payable for outlots if the property is being platted as an agricultural planned unit development.

Storm Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 and R-3A Zoning Districts	<del>\$11,415</del> <u>\$11,985</u> per acre multiplied by the Net Developable Area
In the R-3B and R-3C Zoning Districts	<del>\$11,680</del> <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	<del>\$13,110</del> <u>\$13,765</u> per acre multiplied by the Net Developable Area
In the B-2, B-3 and B-4 Zoning Districts	<del>\$12,750</del> <u>\$13,390</u> per acre multiplied by the Net Developable Area
In the I-1, I-2 and I-Office Park Zoning Districts	<del>\$12,395</del> <u>\$13,015</u> per acre multiplied by the Net Developable Area
In the P-Institutional Zoning District	<del>\$11,680</del> <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the Mixed Use - Residential Zoning District	<del>\$11,680</del> <u>\$12,265</u> per acre multiplied by the Net Developable Area
In the Mixed Use - Commercial Zoning District	<del>\$12,395</del> <u>\$13,015</u> per acre multiplied by the Net Developable Area

**H. Outlots.** With respect to calculating the fees payable at the time of platting, the acreage within the outlots that are intended to be replatted into buildable lots at a later date shall not be included within the calculations. When the acreage within the outlots are subsequently replatted into buildable lots, the fees for such acreage shall then be paid at the time of the replat.

**Section 2. Amendment No. 2.** Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-3 is hereby amended in its entirety to read as follows:

**3-4-2-3: SANITARY SEWER AND WATER TRUNK AREA ASSESSMENTS:** With respect to special assessments under Chapter 429 of the Minnesota Statutes, the assessments rolls for sanitary sewer and water trunk lines shall initially be calculated using the following per acre assessment amounts for trunk line area benefit.

~~\$4,100~~\$4,245 per acre for water trunk line area benefit

~~\$4,100~~\$4,245 per acre for sanitary sewer trunk line area benefit

The Council may adjust the assessment roll and special assessments after public hearing pursuant to Minn. Stat. § 429.061 and the Council shall determine the final assessment roll and special assessments by resolution.

**Section 3. Amendment No. 4.** Inver Grove Heights City Code Title 3, Chapter 4, Section 10-3-8 is hereby amended to read as follows:

B. Fee Amounts and Escrow Deposit: The city may require that applicants deposit in escrow with the city, together with the application filing fees, the sums required by the city toward prepayment of the attorney, planning and engineering costs. The prepayment amounts shall be a credit toward the fees for the attorney, planning and engineering and other professional consultant fees to be reimbursed by the applicant. All such fees, if not paid by the escrow, shall be paid by the applicant within sixty (60) days of final action on the matter by the city council. If such fees are less than the escrowed amount, such escrow will be returned to the applicant within sixty (60) days of the final action on the matter by the city council. The following escrow amounts shall be deposited, together with land use approval applications: (Ord. 1098, 11-8-2004)

TYPE OF LAND USE APPROVAL	BASE FEE	GIS FEE	ESCROW
Conditional Use Permit, single family residential	\$250		\$0
Conditional Use Permit, Impervious surface single family residential	\$250		\$1,500
Conditional Use Permit, other	\$500		\$3,000
Conditional Use Permit, other – amendment	\$150		\$1,000
Comprehensive Plan Amendment	\$500	\$50	\$2,500
Comprehensive Plan Amendment - minor	\$200		\$250
Zoning Code Amendment	\$500		\$500
Zoning Code Amendment – minor	\$100		\$250
Rezoning	\$500	\$50	\$500
Variance - Residential	\$200		\$0
Variance - Commercial	\$200		
Planned Unit Development Preliminary	\$1,000 + plat fees		\$5,000
Final	\$500		\$3,000
Planned Unit Development Amendment	\$250		\$1,000
Determination of Substantially Similar Use	\$200		\$200
Major Site Plan Review	\$500		\$3,000
Preliminary Plat	\$250/+ \$5 per lot		\$3,000
Final Plat – single family	\$350	\$25/lot	\$3,000
Final Plat - other	\$200	\$100/acre	\$3,000
Waiver of Plat	\$300	\$25	
Administrative Subdivision	\$100	\$25/lot	
Street Easement Vacation	\$150	\$50	\$500
Street Dedication	\$150	\$50	
Wetland Conservation Act Certification	\$75		
Wetland Replacement Plan	\$200	\$100/acre	\$2,500

Northwest Area Sketch Plan Review			\$1,000
Northwest Area Environmental Studies Fee	\$80/gross acre		
Abstract Fee	\$46		
Interim Use Permit	\$500		\$1,250
Non Conforming Use Certificate	\$500		\$1,250

(Ord. 1180, 12-10-2007)

**Section 4. Effective Date.** This Ordinance shall be in full force and effect on January 1, 201~~5~~6 and after its passage and publication according to law.

Passed this ~~8~~14<sup>th</sup> day of December, 201~~4~~5.

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
~~Melissa Kennedy~~Michelle Tesser, Deputy City Clerk

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Application of Pawn America LLC dba Pawn America for Renewal of Pawnbroker’s License for Premises Located at 5300 South Robert Trail**

Meeting Date: December 14, 2015  
Item Type: Public Hearing  
Contact: 651.450.2513  
Prepared by: Michelle Tesser, City Clerk  
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:**

Conduct public hearing to consider the application of Pawn America LLC dba Pawn America for the renewal of a pawnbroker’s license for the premises located at 5300 S. Robert Trail.

**SUMMARY:**

An application has been submitted by Pawn America, LLC dba Pawn America for renewal of a Pawnbroker’s license for the 2016 calendar year. City Code requires the Council to conduct a public hearing prior to the issuance of a pawnbroker’s license. The notice was published on November 29, 2015 and was within the 10 business day notification period (4-2-17). All surrounding residential or businesses within 350 feet of Pawn America were notified of the public hearing within the 10 business days of the hearing (4-2-3B). The applicant provided the necessary license and background investigation fees, corporate surety bond, and insurance documentation. The background investigation was approved by the Police Department.

The Minnesota Department of Commerce notified the City that an application was also submitted to their agency for renewal of the Currency Exchange License located at the same premises. The matter is being brought to your attention and included as a part of the public hearing in response to the request submitted by the Department of Commerce. The City has no regulations pertaining to this type of license contained in the City Code and is not the issuing authority for the license.



85 7TH PLACE EAST, SUITE 500  
SAINT PAUL, MN 55101-2198  
MN.GOV/COMMERCE/  
651.539.1500 FAX 651.539.1547  
AN EQUAL OPPORTUNITY EMPLOYER

October 28, 2015

City Clerk  
City of Inver Grove Heights  
8150 Barbara Ave.  
Inver Grove Heights, MN 55077

**CERTIFIED MAIL**

RE: Pal Card Minnesota LLC – License #20631255  
Currency Exchange License Renewal for 2016

Dear City Clerk:

The above-named currency exchange licensee has made application to renew its currency exchange license to operate at:

5300 South Robert Trail  
Inver Grove Heights, MN 55077

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2016, and the \$500 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call Dayna at 651-539-1710 and the renewal form will be mailed to you.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the local unit of government in which the currency exchange business is located. The law further requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the licensee is located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision. Your cooperation in forwarding this information to the proper unit within your organization is appreciated.

Your reply must be received within 60 days of receipt of this letter. If you have any questions, please contact me at the telephone number listed below.

Very truly yours,

Robin H. Brown  
Financial Institutions Division  
651-539-1721  
651-539-1548 (Fax)

cc: Pal Card Minnesota, LLC

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

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Meeting Date: December 14, 2015  
Item Type: Public Hearing  
Contact: 651.450.2513  
Prepared by: Michelle Tesser, City Clerk  
Reviewed by: Joe Lynch, City Administrator

<b>Fiscal/FTE Impact:</b>	
<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:** Conduct a public hearing and consider approval of renewal applications for liquor licenses for the 2016 calendar year.

**SUMMARY:**

The City received applications for the renewal of 29 liquor licenses for 2016. The attached notice of public hearing was published in the South West Review on November 29, 2015.

Each renewal application was accompanied by the necessary license fees and liability insurance certificates. Information regarding completion of alcohol server training was also provided to verify that all employees engaged in the serving/selling of alcohol received training within the last 24 months.

Background investigations are being processed by the Police Department and the results will be presented at the public hearing.

**CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN:**

That the City of Inver Grove Heights will hold a public hearing on Monday, December 14, 2015 at 7:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, to consider renewal of the following liquor licenses, as required by City Code Section 4-1-12:

**ON-SALE/SUNDAY:**

Apple Minnesota, LLC; **Applebee's Neighborhood Grill & Bar**; 5855 Blaine Avenue  
Ashton, Inc.; **Jersey's Bar & Grill**; 6449 Concord Boulevard  
Bakavole Hospitality, Inc.; **Celts Pub**; 6559 Concord Boulevard  
Grove Bowl, Inc.; **Drkula's 32 Bowl**; 6710 Cahill Avenue  
L.W.'s Bierstube, Inc.; **L.W.'s Bierstube**; 6434 Cahill Avenue  
Mississippi Pub, Inc.; **Mississippi Pub**; 4455 66<sup>th</sup> Street East  
Outback Midwest II Ltd Ptsp; **Outback Steakhouse**; 5723 Bishop Avenue  
Overboard **Bar & Grill**; 4455 E. 64th Street  
RT Minneapolis Franchise, LLC; **Ruby Tuesday**, 9051 Buchanan Trail  
BB Burger Adventures, LLC; **B-52 Burgers and Brew**; 5639 Bishop Avenue  
AMC Theatres Inver Grove Heights 16; **AMC Theatres**; 5567 Bishop Avenue  
El Azteca Inver Grove Heights, LLC; **El Azteca**; 5816 Blaine Avenue East

**ON-SALE:** Kladek, Inc.; **King of Diamonds**; 6600 River Road, and City of Inver Grove Heights; **Inver Wood Golf Course**, 1850 70th St E.

**ON-SALE/SUNDAY/CLUB:** **Loyal Order of Moose Lodge #1088**; 5927 Concord Boulevard

**OFF-SALE:**

Cameron's Warehouse Liqs, Inc.; **Cameron's Warehouse Liquors**; 6533 Concord Boulevard  
F.T.L. Corporation; **MGM Liquor Warehouse**; 7804 Cahill Avenue  
L-Y Enterprise, Inc.; **A & M Liquors**; 5709 Carmen Avenue  
Trail West, Inc.; **Trail Liquor**; 9740 South Robert Trail  
Market Liquor Corp; **Market Liquor**; 5866 Blaine Avenue  
Arbor Pointe Liquors, LLC; **Arbor Pointe Liquor**; 9084 Buchanan Trail  
J&J Vogt, Inc.; **Gold Palace Liquor**; 1330 Mendota Road  
Signature Enterprises, Inc.; **Salem Liquor**; 5300 S. Robert Trail #600

**ON-SALE WINE:**

Bryde, Inc.; **Old World Pizza**; 5660 Bishop Avenue

**3.2 ON-SALE:**

City of Inver Grove Heights; **Inver Wood Golf Course**; 1850 70th Street East  
Arbor Pointe Golf Club, Inc. **Arbor Pointe Golf Club**; 8919 Cahill Avenue

**3.2 OFF-SALE:**

Northern Tier Retail, LLC; **SuperAmerica #4411**; 7501 Concord Boulevard  
Northern Tier Retail, LLC; **SuperAmerica #4548**; 5728 Bishop Avenue  
Inver Grove Hts 2001 LLC; **Cub Foods**; 7850 Cahill Avenue  
Pilot Travel, LLC; **Pilot Travel Center #581**, 11650 Courthouse Boulevard

All written and oral statements will be considered at the public hearing and all those desiring to be heard will be heard at the public hearing.

Michelle Tesser, City Clerk

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**2016 Tax Budgets and Levies**

Meeting Date: December 14, 2015  
 Item Type: Regular Agenda  
 Contact: Kristi Smith 651-450-2521  
 Prepared by: Kristi Smith, Finance Director  
 Reviewed by: Joe Lynch, City Administrator

**Fiscal/FTE Impact:**  
 None  
 Amount included in current budget  
 Budget amendment requested  
 FTE included in current complement  
 New FTE requested – N/A  
 Other-2016 Tax Levies and Budgets

**PURPOSE/ACTION REQUESTED**

To approve three resolutions relating to the 2016 tax budgets and levies.

**SUMMARY**

This meeting is the regularly scheduled meeting to discuss budgets and tax levies set by Council on September 28, 2015 when the proposed tax levies and budgets were adopted. While a public hearing is no longer required, the public must be allowed to speak.

Summary budget pages are included for reference. The proposed levies recommended include a General Fund Operating Levy of \$15,897,800, General Bond Retirement Levies of \$2,057,450, Watershed Management District Tax Levy for 2010C – Simley Lake of \$48,745, and Watershed Management District Tax Levy for 2012A – Cuneen Trail/College Trail of \$18,200.

The General Fund 2016 Budget is recommended at \$19,592,900 and includes mayor and council, administration, elections, finance, community development, planning, inspections, police, fire, public works, engineering, streets, street lighting, parks and transfers. Other budgets to be approved include three Special Revenue Funds: Recreation, Community Center, and EDA; two Capital Project Funds: Storm Water (Storm Water and Storm Water – NWA) and ADA; three Enterprise Funds: Water (Water, GO Water Rev Ref 2012A, Water Rev Ref 2012A, Water Connection, Water System Improvements and Water – NWA), Sewer (Sewer, GO Sewer Rev 2007C, Sewer Rev 2010A, GO Sewer Rev 2014B, Sewer Connection and Sewer – NWA), and Golf Course; and five Internal Service Funds: Risk Management, Central Equipment, Central Stores, City Facilities, and Technology. The 2016 Proposed Budgets and Property Taxes booklet and PowerPoint presentation are also included for your review.

Following adoption of the tax budgets and levies we will certify the taxes to the Dakota County Auditor, file the required reports with the Department of Revenue and the Office of the State Auditor and publish the Summary Budget in the South-West Review as required by the State Auditor.

I recommend that the City Council adopt the following resolutions approving the Final 2016 Tax Budgets and Final 2016 Levies:

- Resolution adopting the final 2016 budgets
- Resolution adopting the final tax levies for the year 2015, collectible in 2016
- Resolution adopting the final watershed management taxing districts' tax levies for the year 2015, collectible in 2016

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING THE FINAL 2016 BUDGETS**

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE HEIGHTS AS FOLLOWS:** The following final fund expenditure/expense budgets for the City of Inver Grove Heights for fiscal year 2016 are hereby approved:

General Fund	\$19,592,900
Recreation Fund	634,000
Community Center Fund	3,413,200
EDA Fund	85,200
Storm Water Fund	309,800
Storm Water – NWA Fund	0
ADA Fund	36,600
Water Fund	3,019,200
GO Water Rev Ref 2012A Fund	15,500
Water Rev Ref 2012A Fund	42,700
Water Connection Fund	0
Water System Improvements Fund	0
Water – NWA Fund	0
Sewer Fund	3,419,100
GO Sewer Rev 2007C Fund	5,300
Sewer Rev 2010A Fund	213,500
GO Sewer Rev 2014B Fund	108,700
Sewer Connection Fund	0
Sewer – NWA Fund	0
Golf Course Fund	1,644,100
Risk Management Fund	798,600
Central Equipment Fund	2,366,900
Central Stores Fund	91,600
City Facilities Fund	890,200
Technology Fund	700,900

Adopted this 14<sup>th</sup> day of December, 2015, by the City Council of Inver Grove Heights.

Ayes:

Nays:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING THE FINAL TAX LEVIES FOR  
THE YEAR 2015, COLLECTIBLE IN 2016**

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE HEIGHTS AS FOLLOWS:** There is a final levy upon taxable property in the City of Inver Grove Heights for the year 2015, collectible in 2016, for the following purposes in the following amounts:

General Operating Fund	\$15,897,800
Bond Retirement:	
MN Armory Building Commission	\$19,600
(Levy of \$63,735 less \$44,135 of funds available)	
City Share of Special Assessments	235,201
G.O. Improvement Bonds, 2014B	122,500
(Levy of \$111,269 plus shortfall of \$11,231)	
G.O. Improvement Bonds, 2014B	290,000
Levy of \$322,846 less \$32,846 of funds available)	
G.O. Capital Improvement Bonds, 2009A	474,000
(Levy of \$674,000 less transfer from Closed Bond Fund of \$200,000)	
G.O. Improvement Bonds, 2010B	110,000
(Levy of \$287,429 less \$177,429 of funds available)	
PIR Refunding Bonds, 2010C	46,942
(Levy of \$55,630 less \$8,688 of funds available)	
G.O. Improvement Refunding Bonds, 2011A	123,819
(Levy of \$46,500 plus shortfall of \$77,319)	
G.O. Bonds, 2015A	<u>635,388</u>
Total Bond Retirement	<u>2,057,450</u>
Total Levy	<u>\$17,955,250</u>

Adopted this 14<sup>th</sup> day of December, 2015, by the City Council of Inver Grove Heights.

Ayes:

Nays:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING THE FINAL WATERSHED  
MANAGEMENT TAXING DISTRICTS' TAX LEVIES FOR  
THE YEAR 2015, COLLECTIBLE IN 2016**

**BE IT RESOLVED, BY THE CITY COUNCIL OF INVER GROVE HEIGHTS AS FOLLOWS:** There is a proposed special property tax levied upon the taxable property within each of the following respective Watershed Management Taxing Districts (W.M.T.D.) in the City of Inver Grove Heights collectible in 2016 for the following purposes in the following amounts:

***Bond Retirement***

Cuneen Trail/College Trail W.M.T.D. G.O. Storm Water Refunding Bonds 2012A (Project No. 9501, Arbor Pointe Area Stormwater Pump/Lift)	\$48,745
Simley Lake W.M.T.D. G.O. Storm Water Bonds 2010C (Project No. 1993-27, Cahill Ave.)	\$18,200

Adopted this 14<sup>th</sup> day of December, 2015, by the City Council of Inver Grove Heights.

Ayes:

Nays:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

**City of Inver Grove Heights  
General Fund Budget Summary  
For Fiscal Year 2016**

Account Description	Actual 2012	Actual 2013	Actual 2014	2015 Adopted Budget	2015 Amended Budget	2016 Base Budget	2016 Requested Additions	2016 Proposed Budget	2017 Preliminary Budget
<b>GENERAL FUND REVENUES</b>									
TAX REVENUE	13,624,213	13,212,090	13,610,506	14,918,500	14,918,500	15,580,400	327,400	15,907,800	16,628,200
LICENSES AND PERMITS	750,482	949,138	1,241,654	887,900	887,900	1,147,800	-	1,147,800	1,170,800
INTERGOVERNMENTAL	607,945	613,903	632,978	576,800	576,800	591,800	20,500	612,300	624,500
CHARGES FOR SERVICES	1,231,719	1,044,032	1,170,675	1,040,500	1,040,500	1,098,500	20,800	1,119,300	1,141,700
FINES & PENALTIES	125,163	148,113	135,382	120,000	120,000	136,200	-	136,200	138,900
MISC. REVENUES	366,759	257,069	308,561	345,900	345,900	339,500	-	339,500	346,300
OTHER SOURCES	1,813,000	815,339	602,000	300,000	300,000	200,000	100,000	300,000	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>18,519,281</b>	<b>17,039,684</b>	<b>17,701,756</b>	<b>18,189,600</b>	<b>18,189,600</b>	<b>19,094,200</b>	<b>468,700</b>	<b>19,562,900</b>	<b>20,050,400</b>
<b>GENERAL FUND EXPENDITURES</b>									
MAYOR-COUNCIL	147,801	146,463	146,124	143,800	143,800	166,700	-	166,700	169,000
ADMINISTRATION	673,610	662,799	613,983	664,300	664,300	721,900	-	721,900	735,700
ELECTIONS	53,144	4,038	46,353	30,000	30,000	54,500	-	54,500	33,800
FINANCE	785,015	807,855	832,259	871,500	871,500	831,000	-	831,000	850,400
COMMUNITY DEVELOPMENT	340,882	333,502	334,904	349,700	349,700	383,400	6,800	390,200	399,100
PLANNING	366,721	305,082	299,355	342,500	358,500	340,300	-	340,300	397,100
INSPECTIONS	534,203	560,671	495,898	522,700	527,300	552,500	66,200	618,700	646,300
POLICE	5,763,637	5,756,217	5,977,786	6,469,600	6,503,000	6,967,800	88,900	7,056,700	7,236,200
FIRE	1,874,519	2,008,745	1,989,207	2,175,600	2,218,600	2,307,000	116,300	2,423,300	2,472,600
PUBLIC WORKS	224,925	251,211	216,345	233,000	233,000	231,700	800	232,500	238,300
ENGINEERING	883,997	885,946	916,827	961,600	980,400	969,400	23,800	993,200	1,013,100
STREETS	2,178,601	2,098,995	2,379,499	2,465,300	2,465,300	2,560,500	900	2,561,400	2,612,600
STREET LIGHTING	184,620	182,710	154,878	187,200	187,200	187,200	-	187,200	190,900
PARKS	1,631,753	1,567,823	1,677,864	1,790,400	1,803,400	1,867,900	-	1,867,900	1,902,300
CONTINGENCY	23,741	-	-	-	-	-	-	-	-
TRANSFERS	1,915,573	644,532	539,569	982,400	982,400	982,400	165,000	1,147,400	1,154,000
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>17,582,742</b>	<b>16,216,589</b>	<b>16,620,851</b>	<b>18,189,600</b>	<b>18,318,400</b>	<b>19,124,200</b>	<b>468,700</b>	<b>19,592,900</b>	<b>20,050,400</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>936,539</b>	<b>823,095</b>	<b>1,080,905</b>	<b>-</b>	<b>(128,800)</b>	<b>(30,000)</b>	<b>-</b>	<b>(30,000)</b>	<b>-</b>

\*\*In 2012 MVHC was replaced with HMVE and the impact to the city was not passed to taxpayers

\*\*\*In 2013 the \$500,000 transfer in from Host Community Fund (HCF) and the \$1,200,000 transfer out to Pavement Management (PMP) were removed. HCF will transfer \$500,000 directly to PMP.

# City of Inver Grove Heights

## Proposed 2016 Budget

### Recreation Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2016 Adopted	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget	Budget
Intergovernmental	0	2,200	0	0	0	0	0
Charges For Services	238,770	232,436	242,700	247,000	247,000	0	251,900
Miscellaneous Revenues	9,507	19,959	11,100	11,100	11,100	0	11,300
Other Financing Sources	379,100	328,100	331,900	331,900	331,900	0	339,200
<b>Total Revenue</b>	<b>627,377</b>	<b>582,695</b>	<b>585,700</b>	<b>590,000</b>	<b>590,000</b>	<b>0</b>	<b>602,400</b>
Personnel	378,826	391,561	421,100	438,200	438,200	0	446,700
Prof/Tech Services	39,666	36,652	36,900	35,000	35,000	0	35,700
Purch Svcs - Prop/Equip	46,071	51,465	60,400	56,400	56,400	0	57,500
Other Purchased Services	27,534	28,223	27,300	31,300	31,300	0	31,900
Supplies	78,691	66,651	73,800	67,500	67,500	0	68,900
Other Expenses/Expenditures	7,467	5,298	5,000	5,600	5,600	0	5,700
<b>Total Expense</b>	<b>578,254</b>	<b>579,851</b>	<b>624,500</b>	<b>634,000</b>	<b>634,000</b>	<b>0</b>	<b>646,400</b>
<b>Revenues Over (Under) Expenses</b>			<b>(38,800)</b>	<b>(44,000)</b>	<b>(44,000)</b>	<b>0</b>	<b>(44,000)</b>
<b>Increase (Decrease) In Cash</b>			<b>(38,800)</b>	<b>(44,000)</b>	<b>(44,000)</b>	<b>0</b>	<b>(44,000)</b>

# City of Inver Grove Heights

## Proposed 2016 Budget

### Community Center Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Intergovernmental	1,420	9,730	0	0	0	0
Charges For Services	2,168,770	2,264,033	2,194,300	2,271,700	2,271,700	2,317,100
Miscellaneous Revenues	132,095	154,453	130,000	130,200	130,200	132,800
Other Financing Sources	703,918	477,642	1,075,200	1,011,300	1,011,300	1,032,200
<b>Total Revenue</b>	<b>3,006,203</b>	<b>2,905,858</b>	<b>3,399,500</b>	<b>3,413,200</b>	<b>3,413,200</b>	<b>3,482,100</b>
Personnel	1,532,746	1,562,614	1,640,700	1,733,900	1,733,900	1,769,400
Prof/Tech Services	91,529	14,719	22,200	19,900	19,900	20,300
Purch Svcs - Prop/Equip	731,593	777,965	711,700	732,100	732,100	746,700
Other Purchased Services	94,527	110,188	96,700	95,900	95,900	97,800
Supplies	209,253	214,138	223,700	221,600	221,600	226,000
Other Expenses/Expenditures	25,246	32,198	27,500	27,100	27,100	27,600
Purchases	6,862	5,147	6,000	2,400	2,400	2,400
Capital Outlay	309,746	188,816	671,000	580,300	580,300	591,900
Other	1,096	0	0	0	0	0
<b>Total Expense</b>	<b>3,002,596</b>	<b>2,905,785</b>	<b>3,399,500</b>	<b>3,413,200</b>	<b>3,413,200</b>	<b>3,482,100</b>

Revenue Over (Under) Expense

0      0      0      0      0      0      0

Increase (Decrease) In Cash

0      0      0      0      0      0      0

# City of Inver Grove Heights

## Proposed 2016 Budget

### EDA Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Miscellaneous Revenues	(242)	3,565	2,300	0	0	0
Intergovernmental	0	640,000	0	0	0	0
Other Financing Sources	339,578	337,151	500	500	500	500
<b>Total Revenue</b>	<b>339,336</b>	<b>980,717</b>	<b>2,800</b>	<b>500</b>	<b>500</b>	<b>500</b>
Personnel	19,603	20,194	15,500	16,700	16,700	16,700
Prof/Tech Services	90,215	56,291	33,800	34,500	34,500	34,500
Purch Svcs - Prop/Equip	283	430	500	400	400	400
Other Purchased Services	26,105	29,899	34,100	33,600	33,600	33,600
Capital Outlay	180,758	918,702	0	0	0	0
<b>Total Expense</b>	<b>316,964</b>	<b>1,025,517</b>	<b>83,900</b>	<b>85,200</b>	<b>85,200</b>	<b>85,200</b>

Revenues Over (Under) Expenses

(81,100) (84,700) (84,700) 0 (84,700)

Increase (Decrease) In Cash

(81,100) (84,700) (84,700) 0 (84,700)

# City of Inver Grove Heights

## Proposed 2016 Budget

### Storm Water Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Charges For Services	286,578	292,170	309,800	309,800	309,800	0	316,000
Miscellaneous Revenues	0	404	0	0	0	0	0
Other Financing Sources	10,661	0	0	0	0	0	0
<b>Total Revenue</b>	<b>297,239</b>	<b>292,574</b>	<b>309,800</b>	<b>309,800</b>	<b>309,800</b>	<b>0</b>	<b>316,000</b>
Prof/Tech Services	29,369	2,522	65,000	50,000	50,000	0	51,000
Purch Svcs - Prop/Equip	84,694	22,325	98,200	125,400	125,400	0	127,900
Other Purchased Services	0	31,515	38,800	36,600	36,600	0	37,300
Other Expenses/Expenditures	6,881	17,866	97,800	97,800	97,800	0	99,800
Capital Outlay	0	0	10,000	0	0	0	0
Other	240,839	41,033	0	0	0	0	0
<b>Total Expense</b>	<b>361,783</b>	<b>115,261</b>	<b>309,800</b>	<b>309,800</b>	<b>309,800</b>	<b>0</b>	<b>316,000</b>

Revenues Over (Under) Expenses: 0 0 0 0 0 0 0

Increase (Decrease) In Cash 0 0 0 0 0 0 0

# City of Inver Grove Heights

## Proposed 2016 Budget

### Storm Water - NWA Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	(4,250)	8,159	5,900	6,400	6,400	0	6,400
Charges For Services	252,558	36,306	306,700	114,200	114,200	0	118,200
Special Assessments	1,582	1,504	1,400	1,300	1,300	0	1,300
Other Financing Sources	410,351	0	0	0	0	0	0
<b>Total Revenue</b>	<b>660,241</b>	<b>45,968</b>	<b>314,000</b>	<b>121,900</b>	<b>121,900</b>	<b>0</b>	<b>125,900</b>
Prof/Tech Services	1,027	454	0	0	0	0	0
Other Expenses/Expenditures	0	596	0	0	0	0	0
Other	67,467	0	0	0	0	0	0
<b>Total Expense</b>	<b>68,493</b>	<b>1,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues Over (Under) Expenses</b>			<b>314,000</b>	<b>121,900</b>	<b>121,900</b>	<b>0</b>	<b>125,900</b>
<b>Increase (Decrease) In Cash</b>			<b>314,000</b>	<b>121,900</b>	<b>121,900</b>	<b>0</b>	<b>125,900</b>

# City of Inver Grove Heights

## Proposed 2016 Budget

### ADA Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	(35)	86	0	0	0	0	0
Other Financing Sources	36,600	41,100	33,800	35,600	35,600	0	41,800
<b>Total Revenue</b>	<b>36,565</b>	<b>41,186</b>	<b>33,800</b>	<b>36,600</b>	<b>36,600</b>	<b>0</b>	<b>41,800</b>
Purch Svcs - Prop/Equip	13,034	2,066	96,400	35,600	35,600	0	41,800
<b>Total Expense</b>	<b>13,034</b>	<b>2,066</b>	<b>96,400</b>	<b>36,600</b>	<b>36,600</b>	<b>0</b>	<b>41,800</b>

Revenues Over (Under) Expenses

(62,600) 0 0 0 0 0 0

Increase (Decrease) In Cash

(62,600) 0 0 0 0 0 0

# City of Inver Grove Heights

## Proposed 2016 Budget

### Water Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Miscellaneous Revenues	(17,792)	134,846	123,000	81,100	81,100	82,700
Special Assessments	3,115	4,373	0	0	0	0
Utility Revenues	2,969,350	2,814,478	2,902,600	2,974,100	2,974,100	3,033,600
Other Financing Sources	377,019	934,850	0	0	0	0
<b>Total Revenue</b>	<b>3,331,692</b>	<b>3,888,547</b>	<b>3,025,600</b>	<b>3,055,200</b>	<b>3,055,200</b>	<b>3,116,300</b>
Personnel	451,828	440,918	540,700	581,900	581,900	593,500
Prof/Tech Services	84,260	97,904	87,100	143,300	143,300	146,200
Purch Svcs - Prop/Equip	740,536	1,042,521	763,000	956,900	956,900	976,000
Other Purchased Services	42,806	53,774	44,700	44,100	44,100	45,000
Supplies	103,018	102,988	131,900	132,000	132,000	134,600
Other Expenses/Expenditures	1,092,391	1,095,726	1,144,100	1,148,500	1,148,500	1,171,500
Costs Of Sales	35,878	14,723	5,200	12,500	12,500	12,500
<b>Total Expense</b>	<b>2,550,717</b>	<b>2,848,554</b>	<b>2,716,700</b>	<b>3,019,200</b>	<b>3,019,200</b>	<b>3,079,300</b>

**Revenues Over (Under) Expenses:**

	<b>308,900</b>	<b>36,000</b>	<b>36,000</b>	<b>0</b>	<b>37,000</b>
<b>Additional Cash Outlays:</b>					
HEAVY MACHINERY & EQUIPMENT	120,000	0	0	0	0
COMPUTER HARDWARE	91,200	0	0	0	0
COMPUTER SOFTWARE	19,300	0	0	0	0
OPERATING TRANSFERS OUT	905,700	707,900	707,900	0	703,800
<b>Increase (Decrease) In Cash</b>	<b>76,300</b>	<b>230,100</b>	<b>230,100</b>	<b>0</b>	<b>(666,800)</b>

# City of Inver Grove Heights

## Proposed 2016 Budget

### GO Water Rev Ref 2012A Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Debt Service	2,135	30,356	25,000	15,500	15,500	0	5,800
<b>Total Expense</b>	<b>2,135</b>	<b>30,356</b>	<b>25,000</b>	<b>15,500</b>	<b>15,500</b>	<b>0</b>	<b>5,800</b>

Revenues Over (Under) Expenses

(25,000) (15,500) 0 (5,800)

Additional Cash Receipts:

OPERATING TRANSFERS IN

499,100 504,600 504,600 504,900

Additional Cash Outlays:

PRINCIPAL PAYMENTS

465,000 480,000 480,000 490,000

Increase (Decrease) In Cash

0 0 0 0

# City of Inver Grove Heights

## Proposed 2016 Budget

### Water Rev Ref 2012A Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	1	0	0	0	0	0	0
<b>Total Revenue</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Debt Service	(22,770)	22,734	59,500	42,700	42,700	0	35,700
<b>Total Expense</b>	<b>(22,770)</b>	<b>22,734</b>	<b>59,500</b>	<b>42,700</b>	<b>42,700</b>	<b>0</b>	<b>35,700</b>

Revenues Over (Under) Expenses

Additional Cash Receipts:

OPERATING TRANSFERS IN

Additional Cash Outlays:

PRINCIPAL PAYMENTS

Increase (Decrease) In Cash

	(59,500)	(42,700)	(42,700)	0	(35,700)
	406,600	394,800	394,800	0	397,800
	340,000	345,000	345,000	0	355,000
	0	0	0	0	0

# City of Inver Grove Heights

## Proposed 2016 Budget

### Water Connection Fund Summary

Account Description	2013	2014	2015	2016	2016 City	2016	2017 Preliminary
	Actual	Actual	Amended Budget	Department Request	Administrator Recommended	Adopted Budget	Budget
Miscellaneous Revenues	81,121	890	4,400	0	0	0	0
Charges For Services	225,910	254,440	83,800	198,000	198,000	0	203,900
Special Assessments	377	331	0	0	0	0	0
<b>Total Revenue</b>	<b>307,409</b>	<b>255,661</b>	<b>88,200</b>	<b>198,000</b>	<b>198,000</b>	<b>0</b>	<b>203,900</b>

Revenues Over (Under) Expenses 88,200 198,000 198,000 0 203,900

**Additional Cash Receipts:**

OPERATING TRANSFERS IN 0 0 0 0 0 0 0

**Additional Cash Outlays:**

OPERATING TRANSFERS OUT 203,300 197,400 197,400 0 198,900

Increase (Decrease) In Cash (115,100) 600 600 0 5,000

# City of Inver Grove Heights

## Proposed 2016 Budget

### Water System Improvem't Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	(6,937)	26,030	29,000	30,800	30,800	0	31,400
Other Financing Sources	1,400,000	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,393,063</b>	<b>26,030</b>	<b>29,000</b>	<b>30,800</b>	<b>30,800</b>	<b>0</b>	<b>31,400</b>

Revenues Over (Under) Expenses

Increase (Decrease) In Cash

31,400

0

30,800

30,800

29,000

30,800

30,800

30,800

30,800

31,400

31,400

0

30,800

30,800

29,000

30,800

30,800

30,800

30,800

31,400

# City of Inver Grove Heights

## Proposed 2016 Budget

### Water - NWA Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator		2017 Preliminary Budget
					Recommended	2016 Adopted Budget	
Miscellaneous Revenues	(5,223)	11,244	14,300	9,900	9,900	0	0
Charges For Services	219,206	109,535	41,400	169,600	169,600	0	215,900
Special Assessments	7,913	6,594	5,300	4,000	4,000	0	2,600
Other Financing Sources	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>221,895</b>	<b>127,373</b>	<b>61,000</b>	<b>183,500</b>	<b>183,500</b>	<b>0</b>	<b>218,500</b>
Prof/Tech Services	1,027	16,023	0	0	0	0	0
Other Expenses/Expenditures	0	15	0	0	0	0	0
<b>Total Expense</b>	<b>1,027</b>	<b>16,038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Revenues Over (Under) Expenses**

**61,000**      **0**      **0**      **0**      **0**

**Additional Cash Receipts:**

SPECIAL ASSESSMENTS-PRINCIPAL

18,800      18,800      18,800      0      18,800

BOND PROCEEDS

3,300,000      3,240,300      3,240,300      0      2,540,000

**Additional Cash Outlays:**

CAPITAL OUTLAY

3,290,700      3,241,000      3,241,000      0      2,536,700

OPERATING TRANSFERS OUT

0      0      0      0      0

**Increase (Decrease) In Cash**

**89,100**      **18,100**      **18,100**      **0**      **22,100**

# City of Inver Grove Heights

## Proposed 2016 Budget

### Sewer Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	(14,515)	97,033	76,000	76,600	76,600	0	78,100
Utility Revenues	3,016,134	3,052,651	3,104,000	3,211,700	3,211,700	0	3,275,900
Other Financing Sources	330,032	272,966	0	0	0	0	0
<b>Total Revenue</b>	<b>3,331,651</b>	<b>3,422,649</b>	<b>3,180,000</b>	<b>3,288,300</b>	<b>3,288,300</b>	<b>0</b>	<b>3,354,000</b>
Personnel	309,291	290,241	341,000	364,100	364,100	0	371,100
Prof/Tech Services	695	1,419	300	300	300	0	300
Purch Svcs - Prop/Equip	1,951,957	1,938,369	2,149,000	2,152,800	2,152,800	0	2,195,900
Other Purchased Services	5,500	17,695	31,100	30,500	30,500	0	31,100
Supplies	18,060	31,058	35,800	30,400	30,400	0	31,000
Other Expenses/Expenditures	850,121	850,967	840,800	841,000	841,000	0	857,800
Other	15,830	4,926	0	0	0	0	0
<b>Total Expense</b>	<b>3,151,454</b>	<b>3,134,675</b>	<b>3,398,000</b>	<b>3,419,100</b>	<b>3,419,100</b>	<b>0</b>	<b>3,487,200</b>

**Revenues Over (Under) Expenses:** (218,000) (130,800) (130,800) 0 (133,200)

**Additional Cash Outlays:**  
IMPROVEMENTS (NON-BLDG) 0 76,800 76,800 0 0

**Increase (Decrease) In Cash** 385,500 543,600 543,600 0 476,400

# City of Inver Grove Heights

## Proposed 2016 Budget

### GO Sewer Rev 2007C Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Debt Service	216,942	207,908	202,400	5,300	5,300	0	0
<b>Total Expense</b>	<b>216,942</b>	<b>207,908</b>	<b>202,400</b>	<b>5,300</b>	<b>5,300</b>	<b>0</b>	<b>0</b>

Revenues Over (Under) Expenses

(202,400) (5,300) (5,300) 0

Additional Cash Receipts:

OPERATING TRANSFERS IN

457,400 270,300 270,300 0

Additional Cash Outlays:

PRINCIPAL PAYMENTS

255,000 265,000 265,000 0

Increase (Decrease) In Cash

0 0 0 0

# City of Inver Grove Heights

## Proposed 2016 Budget

### GO Sewer Rev 2010A Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Debt Service	224,575	220,542	218,000	213,500	213,500	0	209,000
<b>Total Expense</b>	<b>224,575</b>	<b>220,542</b>	<b>218,000</b>	<b>213,500</b>	<b>213,500</b>	<b>0</b>	<b>209,000</b>

Revenues Over (Under) Expenses

(218,000) (213,500) (213,500) 0 (209,000)

Additional Cash Receipts:

OPERATING TRANSFERS IN

438,000 438,500 438,500 0 439,000

Additional Cash Outlays:

PRINCIPAL PAYMENTS

220,000 225,000 225,000 0 230,000

Increase (Decrease) In Cash

0 0 0 0 0

# City of Inver Grove Heights

## Proposed 2016 Budget

### GO Sewer Rev 2014B Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Other Financing Sources	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Prof/Tech Services	0	49,073		0	0	0	0
Debt Service	0	32,929		108,700	108,700	0	108,400
<b>Total Expense</b>	<b>0</b>	<b>82,002</b>		<b>108,700</b>	<b>108,700</b>	<b>0</b>	<b>108,400</b>

**Revenues Over (Under) Expenses:**

(117,100) (108,700) 0 (108,400)

**Additional Cash Receipts:**

391 OPERATING TRANSFERS IN

135,300 135,300 0 425,000

**Additional Cash Outlays:**

901 PRINCIPAL PAYMENTS

35,000 35,000 0 325,000

**Increase (Decrease) In Cash**

0 0 0 0

Budget new in 2016

# City of Inver Grove Heights

## Proposed 2016 Budget

### Sewer Connection Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Miscellaneous Revenues	(3,545)	11,274	8,200	7,900	7,900	0	8,000
Charges For Services	77,892	70,710	18,700	45,100	45,100	0	46,500
Special Assessments	532	223	0	0	0	0	0
<b>Total Revenue</b>	<b>74,879</b>	<b>82,207</b>	<b>26,900</b>	<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>54,500</b>
Other Expenses/Expenditures	0	2,485	0	0	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Revenues Over (Under) Expenses: 26,900 53,000 53,000 0 54,500

Increase (Decrease) In Cash 26,900 53,000 53,000 0 54,500

# City of Inver Grove Heights

## Proposed 2016 Budget

### NWA - Sewer Summary

Account Description	2013 Actual	2014 Actual	2015 Amended Budget	2016 Department Request	2016 City Administrator Recommended	2016 Adopted Budget	2017 Preliminary Budget
Charges For Services	264,479	118,451	67,000	274,700	274,700	0	354,500
Special Assessments	12,984	10,820	8,700	6,500	6,500	0	4,300
Other Financing Sources	69,263	0	0	0	0	0	0
<b>Total Revenue</b>	<b>346,725</b>	<b>129,271</b>	<b>75,700</b>	<b>281,200</b>	<b>281,200</b>	<b>0</b>	<b>358,800</b>
Prof/Tech Services	1,027	16,023	0	0	0	0	0
Other Expenses/Expenditures	0	15	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total Expense</b>	<b>1,027</b>	<b>16,038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Revenues Over (Under) Expenses</b>	<b>75,700</b>	<b>281,200</b>	<b>281,200</b>	<b>0</b>	<b>358,800</b>
<b>Additional Cash Receipts:</b>					
SPECIAL ASSESSMENTS-PRINCIPAL	30,900	30,900	30,900	0	30,900
BOND PROCEEDS	3,460,000	2,000,000	2,000,000	0	2,510,000
<b>Additional Cash Outlays:</b>					
CAPITAL OUTLAY	3,463,500	2,905,100	2,905,100	0	2,513,284
OPERATING TRANSFERS OUT	895,400	860,900	860,900	0	880,800
<b>Increase (Decrease) In Cash</b>	<b>(792,300)</b>	<b>(1,453,900)</b>	<b>(1,453,900)</b>	<b>0</b>	<b>(494,384)</b>

# City of Inver Grove Heights

## Adopted 2016 Budget

### Golf Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2016 Adopted	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget	Budget
Charges For Services	1,402,594	1,414,141	1,552,000	1,602,900	1,602,900	0	1,635,000
Miscellaneous Revenues	0	3	0	1,200	1,200	0	1,200
Other Financing Sources	2,944,091	100,000	100,000	100,000	100,000	0	100,000
<b>Total Revenue</b>	<b>4,346,685</b>	<b>1,514,145</b>	<b>1,652,000</b>	<b>1,704,100</b>	<b>1,704,100</b>	<b>0</b>	<b>1,736,200</b>
Personnel	888,599	780,056	885,400	865,900	865,900	0	880,600
Prof/Tech Services	2,568	1,970	300	800	800	0	800
Purch Svcs - Prop/Equip	84,420	86,581	100,600	100,500	100,500	0	102,500
Other Purchased Services	91,506	77,002	41,000	49,700	49,700	0	50,700
Supplies	178,361	165,257	211,400	219,100	219,100	0	223,500
Other Expenses/Expenditures	303,256	313,750	295,700	266,800	266,800	0	272,100
Costs Of Sales	104,013	109,534	109,500	140,800	140,800	0	143,600
Purchases	(747)	5	0	0	0	0	0
Debt Service	1,272	3,089	0	500	500	0	0
<b>Total Expense</b>	<b>1,653,247</b>	<b>1,537,244</b>	<b>1,643,900</b>	<b>1,644,100</b>	<b>1,644,100</b>	<b>0</b>	<b>1,673,800</b>

<b>Revenue Over (Under) Expense</b>	<b>8,100</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>62,400</b>
<b>Additional Cash Outlays:</b>							
IMPROVEMENTS (NON-BLDG)	0	50,000	50,000	50,000	50,000	0	50,000
HEAVY MACHINERY & EQUIPMENT	149,000	0	0	0	0	0	0
PRINCIPAL ON LEASE	27,700	29,100	29,100	29,100	29,100	0	0
INTERFUND LOAN REPAYMENT	75,000	56,800	56,800	56,800	56,800	0	30,800
<b>Increase (Decrease) In Cash</b>	<b>11,100</b>	<b>52,100</b>	<b>52,100</b>	<b>52,100</b>	<b>52,100</b>	<b>0</b>	<b>109,600</b>



# City of Inver Grove Heights

## Proposed 2016 Budget

### Central Equipment Summary

Account Description	2013	2014	2015	2016	2016	2016	2017
	Actual	Actual	Amended Budget	Department Request	City Administrator Recommended	Adopted Budget	Preliminary Budget
Charges For Services	2,192,300	2,280,400	2,387,200	2,529,300	2,529,300	0	2,579,900
Miscellaneous Revenues	23,350	187,699	115,000	125,300	125,300	0	127,800
<b>Total Revenue</b>	<b>2,215,650</b>	<b>2,468,099</b>	<b>2,502,200</b>	<b>2,654,600</b>	<b>2,654,600</b>	<b>0</b>	<b>2,707,700</b>
Personnel	314,950	321,698	341,900	356,000	356,000	0	363,100
Prof/Tech Services	626	177	300	200	200	0	200
Purch Svcs - Prop/Equip	354,610	351,704	350,500	358,500	358,500	0	365,700
Other Purchased Services	12,911	9,966	12,200	11,900	11,900	0	12,100
Supplies	369,269	355,167	415,000	415,000	415,000	0	423,300
Other Expenses/Expenditures	682,306	696,622	658,800	1,225,300	1,225,300	0	1,249,800
Other	1,177,569	202,000	0	0	0	0	0
<b>Total Expense</b>	<b>2,912,241</b>	<b>1,937,334</b>	<b>1,778,700</b>	<b>2,366,900</b>	<b>2,366,900</b>	<b>0</b>	<b>2,414,200</b>

**Revenue (Over) Under Expense**

723,500      287,700      287,700      0      293,500

**Additional Cash Receipts:**

INTERFUND LOAN RECEIPT

70,600      52,400      52,400      0      30,800

**Additional Cash Outlays:**

HEAVY MACHINERY & EQUIPMENT  
MOTOR VEHICLES  
OTHER EQUIPMENT  
INTERFUND LOAN TO GOLF COURSE

863,200      345,000      345,000      0      0  
520,400      408,500      408,500      0      0  
9,700      86,000      86,000      0      0  
149,000      0      0      0      0

**Increase (Decrease) In Cash**

(89,400)      725,900      725,900      0      1,574,100

# City of Inver Grove Heights

## Proposed 2016 Budget

### Central Stores Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Charges For Services	82,900	82,500	88,200	86,700	86,700	88,500
Miscellaneous Revenues	(955)	7,359	4,800	4,900	4,900	5,000
<b>Total Revenue</b>	<b>81,945</b>	<b>89,859</b>	<b>93,000</b>	<b>91,600</b>	<b>91,600</b>	<b>93,500</b>
Prof/Tech Services	402	0	0	0	0	0
Purch Svcs - Prop/Equip	62,985	53,837	63,000	57,600	57,600	58,800
Supplies	27,037	31,232	30,000	34,000	34,000	34,700
Other	78,874	0	0	0	0	0
<b>Total Expense</b>	<b>169,298</b>	<b>85,069</b>	<b>93,000</b>	<b>91,600</b>	<b>91,600</b>	<b>93,500</b>

Revenue Over (Under) Expense

0      0      0      0      0      0

Increase (Decrease) In Cash

0      0      0      0      0      0

# City of Inver Grove Heights

## Proposed 2016 Budget

### City Facilities Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Charges For Services	340,900	319,800	352,800	360,500	360,500	367,700
Miscellaneous Revenues	(465)	4,285	2,800	11,000	11,000	11,200
<b>Total Revenue</b>	<b>340,435</b>	<b>324,085</b>	<b>355,600</b>	<b>371,500</b>	<b>371,500</b>	<b>378,900</b>
Personnel	71,416	72,671	74,800	77,600	77,600	79,200
Prof/Tech Services	40,834	5,790	4,200	6,000	6,000	6,100
Purch Svcs - Prop/Equip	233,871	221,641	195,300	204,500	204,500	208,600
Other Purchased Services	50,486	82,496	63,700	61,200	61,200	62,400
Supplies	33,866	11,911	17,600	22,200	22,200	22,600
Other Expenses/Expenditures	92,824	92,278	464,200	502,400	502,400	512,400
Capital Outlay	0	0	0	0	0	0
Other	14,400	16,191	14,700	16,300	16,300	20,300
<b>Total Expense</b>	<b>537,696</b>	<b>502,977</b>	<b>834,500</b>	<b>890,200</b>	<b>890,200</b>	<b>911,600</b>

<b>Revenue Over (Under) Expense</b>	<b>(478,900)</b>	<b>(518,700)</b>	<b>(478,900)</b>	<b>(518,700)</b>	<b>(518,700)</b>	<b>(532,700)</b>
<b>Increase (Decrease) In Cash</b>	<b>(14,700)</b>	<b>(16,300)</b>	<b>(14,700)</b>	<b>(16,300)</b>	<b>(16,300)</b>	<b>(20,300)</b>

# City of Inver Grove Heights

## Proposed 2016 Budget

### Technology Summary

Account Description	2013	2014	2015	2016 Department	2016 City	2017 Preliminary
	Actual	Actual	Amended Budget	Request	Administrator Recommended	Budget
Charges For Services	657,500	761,400	746,200	896,900	896,900	914,800
Miscellaneous Revenues	5,773	9,766	5,200	6,900	6,900	7,000
Other Financing Sources	200,000	0	0	0	0	0
<b>Total Revenue</b>	<b>863,273</b>	<b>771,166</b>	<b>751,400</b>	<b>903,800</b>	<b>903,800</b>	<b>921,800</b>
Personnel	278,931	292,574	304,300	360,300	360,300	409,600
Prof/Tech Services	81,393	92,166	70,100	82,600	82,600	84,300
Purch Svcs - Prop/Equip	15,531	14,284	27,000	29,000	29,000	29,600
Other Purchased Services	74,542	43,526	126,400	146,150	146,150	149,100
Supplies	62,324	97,644	35,200	45,450	45,450	46,400
Other Expenses/Expenditures	92,718	63,822	54,100	37,400	37,400	38,100
<b>Total Expense</b>	<b>605,439</b>	<b>604,015</b>	<b>617,100</b>	<b>700,900</b>	<b>700,900</b>	<b>757,100</b>

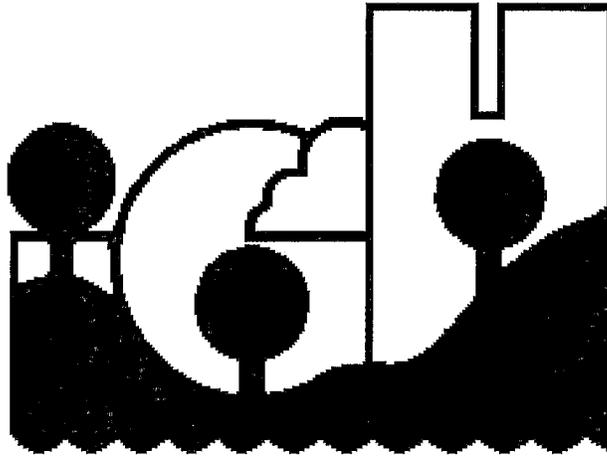
Revenues Over (Under) Expenses **134,300** **202,900** **202,900** **0** **164,700**

#### Additional Cash Outlays:

COMPUTER HARDWARE	35,500	84,500	84,500	0	0	0
COMPUTER SOFTWARE	0	100,000	100,000	0	0	0

Increase (Decrease) In Cash **152,900** **55,800** **55,800** **0** **164,700**

# City of Inver Grove Heights



**2016 Proposed Budgets  
and  
2016 Proposed Property Taxes**

**Monday, December 14, 2015  
7:00 P.M.**

## CITY OF INVER GROVE HEIGHTS 2016 PROPOSED EXPENSE BUDGETS

Fund	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
General	\$ 18,318,400	\$ 19,686,100	\$ 19,592,900
Recreation	624,500	634,000	634,000
Community Center	3,399,500	2,832,900 <small>(excluded Capital Outlay)</small>	3,413,200
EDA	83,900	85,200	85,200
Storm Water	309,800	309,800	309,800
Storm Water - NWA	-	-	-
ADA	96,400	36,600	36,600
Water	2,716,700	3,019,200	3,019,200
GO Water Rev Ref 2012A	25,000	15,500	15,500
Water Rev Ref 2012A	59,500	42,700	42,700
Water Connection	-	-	-
Water System Improvements	-	-	-
Water - NWA	-	-	-
Sewer	3,398,000	3,419,100	3,419,100
GO Sewer Rev 2007C	202,400	5,300	5,300
Sewer Rev 2010A	218,000	213,500	213,500
Sewer Rev 2014B	N/A	108,700	108,700
Sewer Connection	-	-	-
Sewer - NWA	-	-	-
Golf Course	1,643,900	1,644,100	1,644,100
Risk Management	800,900	798,600	798,600
Central Equipment	1,778,700	2,366,900	2,366,900
Central Stores	93,000	91,600	91,600
City Facilities	834,500	890,200	890,200
Technology	617,100	700,900	700,900
	<u>\$ 35,220,200</u>	<u>\$ 36,900,900</u>	<u>\$ 37,388,000</u>

# CITY OF INVER GROVE HEIGHTS

## 2016 PROPOSED CITY TAX LEVY

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>	<u>Percent Change</u>
General Operating Fund	\$ 14,908,500	\$ 16,011,500	\$ 15,897,800	6.64%
General Bond Retirement	<u>1,405,566</u>	<u>2,057,450</u>	<u>2,057,450</u>	46.38%
Total City-Wide Tax Levy	<u>\$ 16,314,066</u>	<u>\$ 18,068,950</u>	<u>\$ 17,955,250</u>	10.06%
Watershed Management District Tax Levies:				
2010C - Simley Lake	\$ 45,683	\$ 48,745	\$ 48,745	6.70%
2012A - Cuneen Trail/College Trail	<u>109,095</u>	<u>18,200</u>	<u>18,200</u>	-83.32%
	<u>\$ 16,468,844</u>	<u>\$ 18,135,895</u>	<u>\$ 18,022,195</u>	9.43%
City Tax Rate	0.48131	0.49840	0.49025	1.86%

**Notes:**

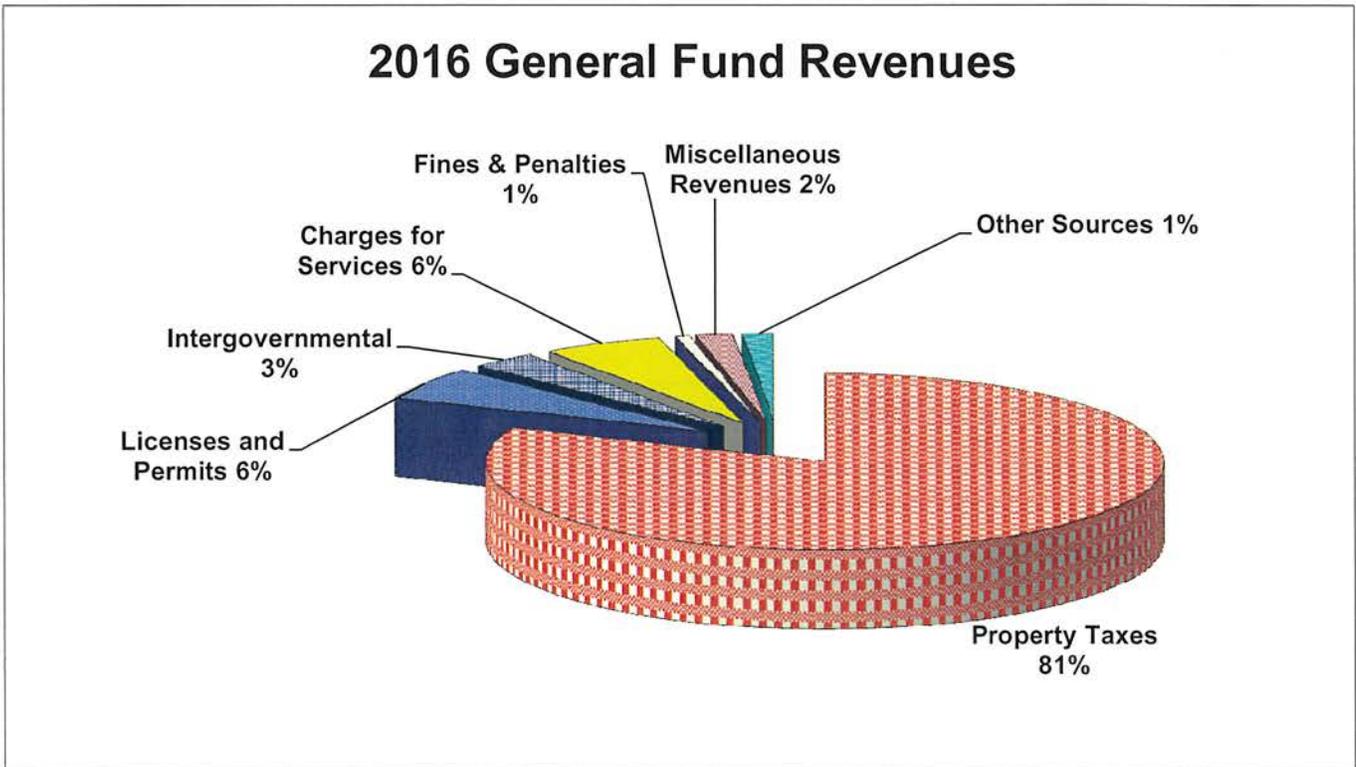
2015 Levy for General Bond Retirement reduced by \$255,000 contribution from Closed Bond Fund.

2016 Levy for General Bond Retirement reduced by \$200,000 contribution from Closed Bond Fund.

# CITY OF INVER GROVE HEIGHTS

## 2016 General Fund Revenues

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
Property Taxes	\$ 14,918,500	\$ 16,021,500	\$ 15,907,800
Licenses & Permits	887,900	1,147,800	1,147,800
Intergovernmental	576,800	591,800	612,300
Charges for Services	1,040,500	1,119,300	1,119,300
Fines & Penalties	120,000	136,200	136,200
Miscellaneous Revenues	345,900	339,500	339,500
Other Sources	300,000	300,000	300,000
<b>TOTAL REVENUES</b>	<b>\$ 18,189,600</b>	<b>\$ 19,656,100</b>	<b>\$ 19,562,900</b>

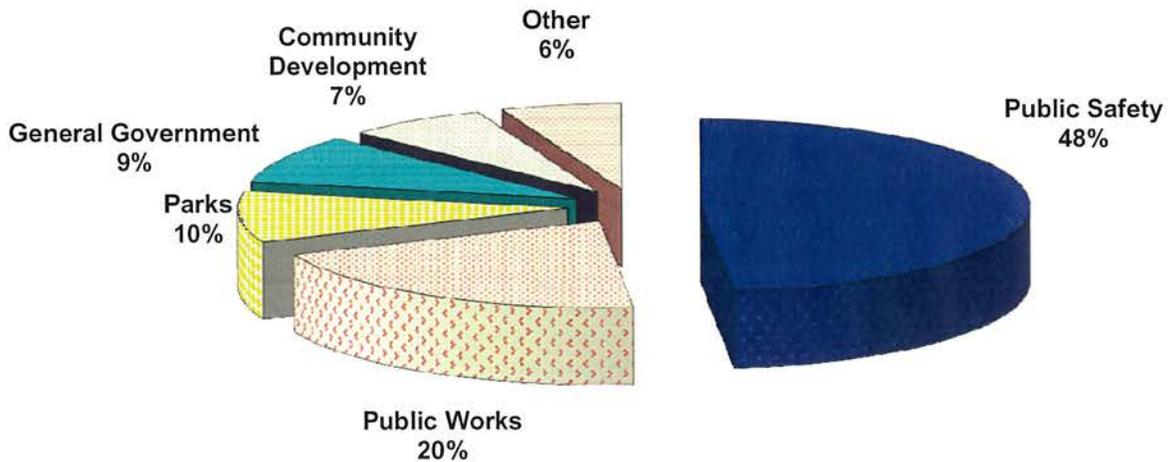


# CITY OF INVER GROVE HEIGHTS

## 2016 General Fund Expenditures

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Public Safety	\$ 8,721,600	\$ 9,468,000	\$ 9,480,000
Public Works	3,865,900	3,974,300	3,974,300
Parks	1,803,400	1,867,900	1,867,900
General Government	1,709,600	1,840,400	1,774,100
Community Development	1,235,500	1,328,100	1,349,200
Other	982,400	1,207,400	1,147,400
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 18,318,400</u></b>	<b><u>\$ 19,686,100</u></b>	<b><u>\$ 19,592,900</u></b>

### 2016 General Fund Expenditures



# CITY OF INVER GROVE HEIGHTS

## SPECIAL REVENUE FUNDS

### 2016 Proposed Recreation Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Program Fees	\$ 242,700	\$ 247,000	\$ 247,000
Other	11,100	11,100	11,100
Transfer In From General Fund	<u>331,900</u>	<u>331,900</u>	<u>331,900</u>
<b>TOTAL</b>	<u><u>\$ 585,700</u></u>	<u><u>\$ 590,000</u></u>	<u><u>\$ 590,000</u></u>
<b>Expenditures -</b>			
Current	<u>\$ 624,500</u>	<u>\$ 634,000</u>	<u>\$ 634,000</u>
<b>TOTAL</b>	<u><u>\$ 624,500</u></u>	<u><u>\$ 634,000</u></u>	<u><u>\$ 634,000</u></u>

### 2016 Proposed Community Center Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Community Center Fees	\$ 2,194,300	\$ 2,271,700	\$ 2,271,700
Contrib. & Donations	130,000	130,200	130,200
Transfers in From Host Community Fund	404,200	431,000	431,000
Capital Facilities Fund	<u>671,000</u>	<u>-</u>	<u>580,300</u>
<b>TOTAL</b>	<u><u>\$ 3,399,500</u></u>	<u><u>\$ 2,832,900</u></u>	<u><u>\$ 3,413,200</u></u>
<b>Expenditures -</b>			
Current	<u>\$ 2,728,500</u>	<u>\$ 2,832,900</u>	<u>\$ 2,832,900</u>
Capital Outlay	<u>671,000</u>	<u>-</u>	<u>580,300</u>
<b>TOTAL</b>	<u><u>\$ 3,399,500</u></u>	<u><u>\$ 2,832,900</u></u>	<u><u>\$ 3,413,200</u></u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed EDA Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Other	\$ 2,300	\$ -	\$ -
Transfer in From General Fund	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL	<u>\$ 2,800</u>	<u>\$ 500</u>	<u>\$ 500</u>
Expenditures -			
Current	<u>\$ 83,900</u>	<u>\$ 85,200</u>	<u>\$ 85,200</u>
TOTAL	<u>\$ 83,900</u>	<u>\$ 85,200</u>	<u>\$ 85,200</u>

# CITY OF INVER GROVE HEIGHTS

## CAPITAL PROJECT FUNDS

### 2016 Proposed Storm Water Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Storm Water Fees	\$ 309,800	\$ 309,800	\$ 309,800
<b>TOTAL</b>	<u>\$ 309,800</u>	<u>\$ 309,800</u>	<u>\$ 309,800</u>
<b>Expenditures -</b>			
Current	\$ 309,800	\$ 309,800	\$ 309,800
<b>TOTAL</b>	<u>\$ 309,800</u>	<u>\$ 309,800</u>	<u>\$ 309,800</u>

### 2016 Proposed Storm Water - NWA Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Storm Water Fees	\$ 306,700	\$ 114,200	\$ 114,200
Special Assessments	1,400	1,300	1,300
Other	5,900	6,400	6,400
<b>TOTAL</b>	<u>\$ 314,000</u>	<u>\$ 121,900</u>	<u>\$ 121,900</u>
<b>Expenditures -</b>			
Current	\$ -	\$ -	\$ -
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed ADA Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Transfers in From			
Host Community Fund	\$ 14,600	\$ 20,300	\$ 20,300
City Facilities Fund	14,700	16,300	16,300
Water Fund	<u>4,500</u>	<u>-</u>	<u>-</u>
TOTAL	<u>\$ 33,800</u>	<u>\$ 36,600</u>	<u>\$ 36,600</u>
Expenditures -			
Current	<u>\$ 96,400</u>	<u>\$ 36,600</u>	<u>\$ 36,600</u>
TOTAL	<u>\$ 96,400</u>	<u>\$ 36,600</u>	<u>\$ 36,600</u>

# CITY OF INVER GROVE HEIGHTS

## ENTERPRISE FUNDS

### 2016 Proposed Water Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Water Fees	\$ 2,902,600	\$ 2,974,100	\$ 2,974,100
Other	<u>123,000</u>	<u>81,100</u>	<u>81,100</u>
<b>TOTAL</b>	<u><u>\$ 3,025,600</u></u>	<u><u>\$ 3,055,200</u></u>	<u><u>\$ 3,055,200</u></u>
<b>Expenses -</b>			
Current	<u>\$ 2,716,700</u>	<u>\$ 3,019,200</u>	<u>\$ 3,019,200</u>
<b>TOTAL</b>	<u><u>\$ 2,716,700</u></u>	<u><u>\$ 3,019,200</u></u>	<u><u>\$ 3,019,200</u></u>

### 2016 Proposed GO Water Rev Ref 2012A Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Other	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
<b>Expenses -</b>			
Debt Service	<u>\$ 25,000</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>
<b>TOTAL</b>	<u><u>\$ 25,000</u></u>	<u><u>\$ 15,500</u></u>	<u><u>\$ 15,500</u></u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed Water Rev Ref 2012A Fund Budget

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
Revenues -			
Other	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses -			
Debt Service	\$ 59,500	\$ 42,700	\$ 42,700
TOTAL	<u>\$ 59,500</u>	<u>\$ 42,700</u>	<u>\$ 42,700</u>

## 2016 Proposed Water Connection Fund Budget

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
Revenues -			
Charges for Services	\$ 83,800	\$ 198,000	\$ 198,000
Other	4,400	-	-
TOTAL	<u>\$ 88,200</u>	<u>\$ 198,000</u>	<u>\$ 198,000</u>
Expenses -			
Other	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## 2016 Proposed Water System Improvements Fund Budget

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
Revenues -			
Other	\$ 29,000	\$ 30,800	\$ 30,800
TOTAL	<u>\$ 29,000</u>	<u>\$ 30,800</u>	<u>\$ 30,800</u>
Expenses -			
Other	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed Water - NWA Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Charges for Services	\$ 41,400	\$ 169,600	\$ 169,600
Special Assessments	5,300	4,000	4,000
Other	14,300	9,900	9,900
<b>TOTAL</b>	<u><u>\$ 61,000</u></u>	<u><u>\$ 183,500</u></u>	<u><u>\$ 183,500</u></u>
<b>Expenses -</b>			
Other	\$ -	\$ -	\$ -
<b>TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

## 2016 Proposed Sewer Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Sewer Fees	\$ 3,104,000	\$ 3,211,700	\$ 3,211,700
Other	76,000	76,600	76,600
<b>TOTAL</b>	<u><u>\$ 3,180,000</u></u>	<u><u>\$ 3,288,300</u></u>	<u><u>\$ 3,288,300</u></u>
<b>Expenses -</b>			
Current	\$ 3,398,000	\$ 3,419,100	\$ 3,419,100
<b>TOTAL</b>	<u><u>\$ 3,398,000</u></u>	<u><u>\$ 3,419,100</u></u>	<u><u>\$ 3,419,100</u></u>

## 2016 Proposed GO Sewer Rev 2007C Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Other	\$ -	\$ -	\$ -
<b>TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
<b>Expenses -</b>			
Debt Service	\$ 202,400	\$ 5,300	\$ 5,300
<b>TOTAL</b>	<u><u>\$ 202,400</u></u>	<u><u>\$ 5,300</u></u>	<u><u>\$ 5,300</u></u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed GO Sewer Rev 2010A Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Other	\$ -	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses -			
Debt Service	\$ 218,000	\$ 213,500	\$ 213,500
TOTAL	<u>\$ 218,000</u>	<u>\$ 213,500</u>	<u>\$ 213,500</u>

## 2016 Proposed GO Sewer Rev 2014B Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Other	N/A	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses -			
Debt Service	N/A	\$ 108,700	\$ 108,700
TOTAL	<u>\$ -</u>	<u>\$ 108,700</u>	<u>\$ 108,700</u>

## 2016 Proposed Sewer Connection Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Charges for Services	\$ 18,700	\$ 45,100	\$ 45,100
Other	8,200	7,900	7,900
TOTAL	<u>\$ 26,900</u>	<u>\$ 53,000</u>	<u>\$ 53,000</u>
Expenses -			
Other	-	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed Sewer - NWA Fund Budget

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
<b>Revenues -</b>			
Charges for Services	\$ 67,000	\$ 274,700	\$ 274,700
Special Assessments	8,700	6,500	6,500
<b>TOTAL</b>	<b>\$ 75,700</b>	<b>\$ 281,200</b>	<b>\$ 281,200</b>
<b>Expenses -</b>			
Debt	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 2016 Proposed Golf Course Budget

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015
<b>Revenues -</b>			
Charges for Services	\$ 1,552,000	\$ 1,602,900	\$ 1,602,900
Other	-	1,200	1,200
Transfer in Host Community Fund	100,000	100,000	100,000
<b>TOTAL</b>	<b>\$ 1,652,000</b>	<b>\$ 1,704,100</b>	<b>\$ 1,704,100</b>
<b>Expenditures -</b>			
Current	\$ 1,643,900	\$ 1,643,600	\$ 1,643,600
Debt Service	-	500	500
<b>TOTAL</b>	<b>\$ 1,643,900</b>	<b>\$ 1,644,100</b>	<b>\$ 1,644,100</b>

# CITY OF INVER GROVE HEIGHTS

## INTERNAL SERVICE FUNDS

### 2016 Proposed Risk Management Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Internal Charges	\$ 733,600	\$ 741,400	\$ 741,400
Other	67,300	57,200	57,200
<b>TOTAL</b>	<u>\$ 800,900</u>	<u>\$ 798,600</u>	<u>\$ 798,600</u>
<b>Expenses -</b>			
Current	\$ 800,900	\$ 798,600	\$ 798,600
<b>TOTAL</b>	<u>\$ 800,900</u>	<u>\$ 798,600</u>	<u>\$ 798,600</u>

### 2016 Proposed Central Equipment Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Internal Charges	\$ 2,387,200	\$ 2,529,300	\$ 2,529,300
Other	115,000	125,300	125,300
<b>TOTAL</b>	<u>\$ 2,502,200</u>	<u>\$ 2,654,600</u>	<u>\$ 2,654,600</u>
<b>Expenses -</b>			
Current	1,778,700	2,366,900	2,366,900
<b>TOTAL</b>	<u>\$ 1,778,700</u>	<u>\$ 2,366,900</u>	<u>\$ 2,366,900</u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed Central Stores Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Internal Charges	\$ 88,200	\$ 86,700	\$ 86,700
Other	<u>4,800</u>	<u>4,900</u>	<u>4,900</u>
<b>TOTAL</b>	<u><u>\$ 93,000</u></u>	<u><u>\$ 91,600</u></u>	<u><u>\$ 91,600</u></u>
<b>Expenses -</b>			
Current	<u>\$ 93,000</u>	<u>\$ 91,600</u>	<u>\$ 91,600</u>
<b>TOTAL</b>	<u><u>\$ 93,000</u></u>	<u><u>\$ 91,600</u></u>	<u><u>\$ 91,600</u></u>

## 2016 Proposed City Facilities Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
<b>Revenues -</b>			
Internal Charges	\$ 352,800	\$ 360,500	\$ 360,500
Other	<u>2,800</u>	<u>11,000</u>	<u>11,000</u>
<b>TOTAL</b>	<u><u>\$ 355,600</u></u>	<u><u>\$ 371,500</u></u>	<u><u>\$ 371,500</u></u>
<b>Expenses -</b>			
Current	\$ 819,800	\$ 873,900	\$ 873,900
Transfer to ADA Fund	<u>14,700</u>	<u>16,300</u>	<u>16,300</u>
<b>TOTAL</b>	<u><u>\$ 834,500</u></u>	<u><u>\$ 890,200</u></u>	<u><u>\$ 890,200</u></u>

# CITY OF INVER GROVE HEIGHTS

## 2016 Proposed Technology Fund Budget

	<u>2015 Amended</u>	<u>2016 Proposed 9/28/2015</u>	<u>2016 Proposed 12/14/2015</u>
Revenues -			
Internal Charges	\$ 746,200	\$ 896,900	\$ 896,900
Other	<u>5,200</u>	<u>6,900</u>	<u>6,900</u>
TOTAL	<u>\$ 751,400</u>	<u>\$ 903,800</u>	<u>\$ 903,800</u>
Expenses -			
Current	<u>\$ 617,100</u>	<u>\$ 700,900</u>	<u>\$ 700,900</u>
TOTAL	<u>\$ 617,100</u>	<u>\$ 700,900</u>	<u>\$ 700,900</u>

# City of Inver Grove Heights 2016 Tax Levies and Budgets

December 14, 2015

## 2016 Tax Levies and Budgets

- ▶ Preliminary levies and budgets were approved on September 28, 2015
- ▶ Dakota County mailed the 2016 proposed property tax notices on November 10, 2015
- ▶ December 14, 2015
  - Presentation of final budget
  - Public must be allowed to speak
  - Adoption of final budgets and levies
- ▶ Final budgets and levies must be certified to Dakota County on or before December 30, 2015

## 2016 Expenditure Budgets

General, Special Revenue and Capital Projects Funds

Fund	2015	2016	2016
	Amended	Proposed 9/28/2015	Proposed 12/14/2015
General	\$ 18,318,400	\$ 19,686,100	\$ 19,592,900
Recreation	624,500	634,000	634,000
Community Center	3,399,500	2,832,900	3,413,200
EDA	83,900	85,200	85,200
Storm Water	309,800	309,800	309,800
Storm Water - NWA	-	-	-
ADA	96,400	36,600	36,600

## 2015 Expenditure Budgets

Enterprise and Internal Service Funds

	2015	Proposed	Proposed
	Amended	9/28/2015	12/14/2015
Water	2,716,700	3,019,200	3,019,200
GO Water Rev Ref 2012A	25,000	15,500	15,500
Water Rev Ref 2012A	59,500	42,700	42,700
Water Connection	-	-	-
Water System Improvement	-	-	-
Water - NWA	-	-	-
Sewer	3,398,000	3,419,100	3,419,100
GO Sewer Rev 2007C	202,400	5,300	5,300
Sewer Rev 2010A	218,000	213,500	213,500
Sewer Rev 2014B	N/A	108,700	108,700
Sewer Connection	-	-	-
Sewer - NWA	-	-	-
Golf Course	1,643,900	1,644,100	1,644,100
Risk Management	800,900	798,600	798,600
Central Equipment	1,778,700	2,366,900	2,366,900
Central Stores	93,000	91,600	91,600
City Facilities	834,500	890,200	890,200
Technology	617,100	700,900	700,900
	<u>\$ 35,220,200</u>	<u>\$ 36,900,900</u>	<u>\$ 37,388,000</u>

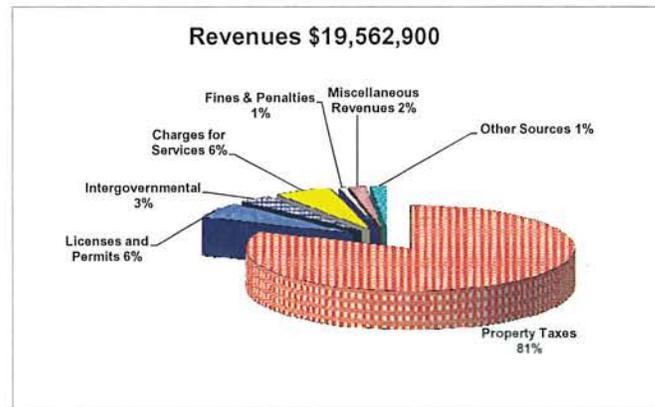
## 2016 Tax Levies

	2015 Amended	2016 Proposed 9/28/2015	2016 Proposed 12/14/2015	Percent Change
General Operating Fund	\$ 14,908,500	\$ 16,011,500	\$ 15,897,800	6.64%
General Bond Retirement	1,405,566	2,057,450	2,057,450	46.38%
<b>Total City-Wide Tax Levy</b>	<b>\$ 16,314,066</b>	<b>\$ 18,068,950</b>	<b>\$ 17,955,250</b>	<b>10.06%</b>
<b>Watershed Management</b>				
<b>District Tax Levies:</b>				
2010C - Simley Lake	\$ 45,683	\$ 48,745	\$ 48,745	6.70%
2012A - Cuneen Trail/College Trail	109,095	18,200	18,200	-83.32%
	<b>\$ 16,468,844</b>	<b>\$ 18,135,895</b>	<b>\$ 18,022,195</b>	<b>9.43%</b>
<b>City Tax Rate</b>	<b>0.48131</b>	<b>0.49840</b>	<b>0.49025</b>	<b>1.86%</b>

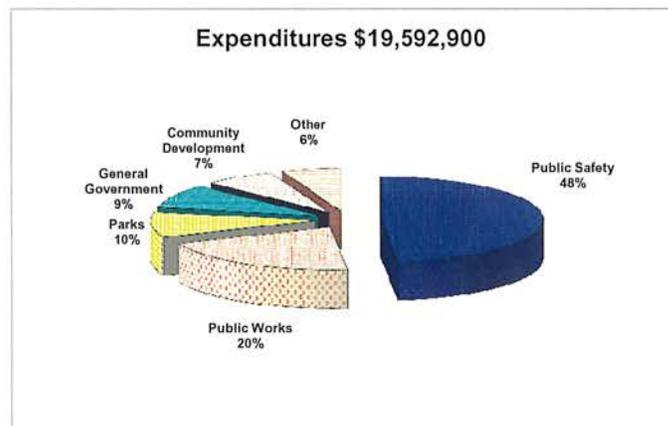
## Net Tax Capacity and Net Tax Levy



## 2016 General Fund Revenues



## 2016 General Fund Expenditures



## General Fund Reliances on Other Funds

	2011	2012	2013	2014	2015	2016
Host Community Fund	\$ 650,000	\$ 1,460,000	\$ 603,640	\$ 400,000	\$ 300,000	\$ 300,000
Central Equipment Fund	188,000	188,000		202,000		
Community Projects Fund		65,000				
City Facilities Fund	50,000	50,000				
Central Stores Fund	50,000	50,000	78,874			
Risk Management			78,874			
	<u>\$ 938,000</u>	<u>\$ 1,813,000</u>	<u>\$ 761,388</u>	<u>\$ 602,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>

Beginning in 2013 the transfer to the Pavement Management Fund no longer flows through the General Fund, it goes directly from the Host Community Fund to the Pavement Management Fund.

## Impact on Mean and Median Residential Properties

3 IDENTIAL HOMESTEAD VALUE = \$ 232,186  
 15 TAXABLE MARKET VALUE = \$ 214,070

1.00% of \$ 214,070 =	2,141
Tax Capacity	2,141
x 2015 Rate	0.48131
2015 City Tax	\$1,030.34

3 IDENTIAL HOMESTEAD VALUE = \$ 243,269  
 4.77% Increase in value  
 16 TAXABLE MARKET VALUE = \$ 225,719

1.00% \$ 225,719 =	2,257
Tax Capacity	2,257
x Est. 2016 Rate	0.49025
Est. 2016 City Tax	\$1,106.59

Difference	\$76.25
Percent change	7.40%

**MEDIAN**  
 RESIDENTIAL HOMESTEAD VALUE = \$ 195,600  
 2015 TAXABLE MARKET VALUE = \$ 175,419

2015  
 Tax Capacity -

1.00% of \$ 175,419 =	1,754
Tax Capacity	1,754
x 2015 Rate	0.48131
2015 City Tax	\$844.31

RESIDENTIAL HOMESTEAD VALUE = \$ 206,300  
 5.47% Increase in value  
 2016 TAXABLE MARKET VALUE = \$ 187,082

2016  
 Tax Capacity -

1.00% of \$ 187,082 =	1,871
Tax Capacity	1,871
x Est. 2016 Rate	0.49025
Est. 2016 City Tax	\$917.17

Difference	\$72.86
Percent change	8.63%

## Impact on Selected Business Properties

BUSINESS VALUE = \$ 583,200	
2015	
Tax Capacity -	
1.5% of 1st \$ 150,000 =	2,250
2.0% of \$ 433,200 =	8,664
Tax Capacity	10,914
Less Fiscal Disparities	(4,183)
	6,731
x 2015 Rate	0.48131
2015 City Tax	\$3,239.70
BUSINESS VALUE = \$ 583,200	
No Change in value	
2016	
Tax Capacity -	
1.5% of 1st \$ 150,000	2,250
2.0% of \$ 433,200	8,664
Tax Capacity	10,914
Less Fiscal Disparities Est.	(4,183)
	6,731
x Est. 2016 Rate	0.49025
Est. 2016 City Tax	\$3,299.87
Difference	\$60.17
Percent change	1.86%

BUSINESS VALUE = \$3,080,800	
2015	
Tax Capacity -	
1.5% of 1st \$ 150,000 =	2,250
2.0% of \$2,930,800 =	58,616
Tax Capacity	60,866
Less Fiscal Disparities	(23,328)
	37,538
x 2015 Rate	0.48131
2015 City Tax	\$18,067.42
BUSINESS VALUE = \$3,080,800	
No Change in value	
2016	
Tax Capacity -	
1.5% of 1st \$ 150,000	2,250
2.0% of \$2,930,800	58,616
Tax Capacity	60,866
Less Fiscal Disparities Est.	(23,328)
	37,538
x Est. 2016 Rate	0.49025
Est. 2016 City Tax	\$18,403.01
Difference	\$335.59
Percent change	1.86%

Questions?

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**On-Street Parking Regulations**

Meeting Date: December 14, 2015  
 Item Type: Regular Agenda  
 Contact: Thomas J. Link: 651-450-2546  
 Larry Stanger: 651-450-2526  
 Prepared by: Tom Link, Director of Comm. Dev.  
 Larry Stanger, Chief of Police  
 Reviewed by: NA

*ms*

**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 (Revenue)                    |

**PURPOSE/ACTION REQUESTED**

The City Council is to consider the third reading of an ordinance that would regulate on-street parking.

**BACKGROUND**

The City Council approved the second reading of an ordinance that would regulate on-street parking at its last meeting on November 9. The City Council did not direct any revisions to the ordinance. The ordinance that is presented for the third reading is the same as that for the second reading.

The City receives frequent complaints about commercial vehicles, boats, trailers, and recreational vehicles being stored on public streets for extended periods of time. In some instances, these may be stored on the city street for an entire season. In effect, individuals use public property, the city street, for private storage. Typically the concern is that the storage makes the neighborhood look junky and unattractive. Over time, this can have a negative effect on a neighborhood and property values. Another concern is traffic safety as these vehicles and trailers can be obstructions to the driving public.

**ANALYSIS**

The ordinance would:

- In residential zoning districts, prohibit commercial motor vehicles (except for school buses and tow trucks), semi-trailers, trailers, and watercraft from being parked on city streets, except for the purpose of loading and unloading.
- In all zoning districts, prohibit vehicles, trailers, semi-trailers, watercraft, recreational truck trailers, recreational vehicles, and motor homes from being parked on city streets for more than 20 continuous hours in one place.
- In all zoning districts, require trailers, semi-trailers, watercraft, recreational vehicles, recreational truck trailers, and recreational vehicle combinations that are parked on city streets to be hitched to a motor vehicle

**RECOMMENDATION**

City staff recommends approval of the third and final reading of the on-street parking regulations in residential zoning districts, in response to frequent complaints.

Enc: Ordinance  
Statutory Definitions

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,  
TITLE 6, CHAPTER 3 REGARDING PARKING REGULATIONS  
BY ADDING SECTION 6-3-13 AND SECTION 6-3-14 AND SECTION 6-3-15

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

**Section One. Amendment.** Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-13 to read as follows:

**6-3-13: PARKING REGULATIONS RELATING TO COMMERCIAL MOTOR VEHICLES AND OTHER TRAILERS AND TRUCKS:**

The restrictions contained in this Section apply where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City, including both sides thereof, where at least one side of the City street or at least one side of the street or highway under the jurisdiction of the City abuts property that is zoned Agricultural District, Residential District or Estate District, except for the purpose of loading or unloading and then only for such period of time as is necessary to load or unload:

- a. Commercial motor vehicle as defined by Minnesota Statutes § 169.011, subd. 16(a), as amended from time to time; except for tow trucks or towing vehicles as defined by Minnesota Statutes § 168B.011, subd. 12(a), as amended from time to time; and except for school buses as defined by Minnesota Statutes § 169.011, subd. 71;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time, except for recreational truck-trailers as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; and except for recreational vehicle combinations as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat.

A violation of this section shall be a petty misdemeanor.

**Section Two. Amendment.** Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-14 to read as follows:

**6-3-14: PARKING REGULATIONS RELATING TO DURATION OF PARKING:**

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City in any one place for a longer continuous period than twenty hours:

- a. Vehicle as defined by Minnesota Statutes § 169.011, subd. 92, as amended from time to time;
- b. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- c. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- d. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- e. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time;
- f. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time; or
- g. Motor home as defined by Minnesota Statutes § 168.002, subd. 17, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-14, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

**Section Three. Amendment.** Title 6, Chapter 3 of the Inver Grove Heights City Code is hereby amended to add Section 6-3-15 to read as follows:

**6-3-15: PARKING REGULATIONS RELATING TO HITCHING OF TRAILERS, SEMITRAILERS, WATERCRAFT AND BOATS TO MOTOR VEHICLES:**

The restrictions contained in this Section apply in all zoning districts to any street or highway in the City under the jurisdiction of the City.

No person shall park any of the following on any City street or on any street or highway in the City under the jurisdiction of the City unless the following are attached to or hitched to a motor vehicle as defined by Minnesota Statutes § 169.011, subd. 42, as amended from time to time:

- a. Trailer as defined by Minnesota Statutes § 169.011, subd. 86, as amended from time to time;
- b. Semitrailer as defined by Minnesota Statutes § 169.011, subd. 72, as amended from time to time;
- c. Watercraft as defined by Minnesota Statutes § 86B.005, subd. 18, as amended from time to time, or any type of boat;
- d. Recreational truck-trailer as defined by Minnesota Statutes § 169.011, subd. 61, as amended from time to time; or
- e. Recreational vehicle combination as defined by Minnesota Statutes § 169.011, subd. 62, as amended from time to time.

A violation of this section shall be a petty misdemeanor.

To the extent the restrictions contained in Section 6-3-13 are more demanding or prohibitive than the restrictions contained in Section 6-3-15, the restrictions contained in Section 6-3-13 shall prevail and shall apply.

**Section Four. Effective Date.** This ordinance amendment shall be in full force and effect after its passage and publication according to law and from and after April 1, 2016.

Passed in regular session of the City Council on the \_\_\_\_ day of December, 2015.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville, Mayor

ATTEST:

By: \_\_\_\_\_  
Michelle Tesser, City Clerk

## LIST OF DEFINED TERMS

**“Commercial motor vehicle” (Minnesota Statutes § 169.011, subd. 16(a)) means:**

(a) "Commercial motor vehicle" means a motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

(1) has a gross vehicle weight of more than 26,000 pounds;

(2) has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds;

(3) is a bus;

(4) is of any size and is used in the transportation of hazardous materials that are required to be placarded under Code of Federal Regulations, title 49, parts 100-185; or

(5) is outwardly equipped and identified as a school bus, except for type A-I and type III vehicles as defined in subdivision 71.

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**“Recreational truck-trailer” (Minnesota Statutes § 169.011, subd. 61) means:**

"Recreational truck-tractor" means a truck-tractor with a gross vehicle weight rating of not more than 24,000 pounds that is designed exclusively or adapted specifically to tow a semitrailer coupled by means of a fifth-wheel plate and kingpin assembly.

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**“Recreational vehicle combination” (Minnesota Statutes § 169.011, subd. 62) means:**

(a) "Recreational vehicle combination" means a combination of vehicles consisting of a full-size pickup truck or a recreational truck-tractor attached by means of a kingpin and fifth-wheel coupling to a middle vehicle which has hitched to it a trailer.

(b) For purposes of this subdivision, a "kingpin and fifth-wheel coupling" is a coupling between a middle vehicle and a towing full-size pickup truck or a recreational truck-tractor in which a portion of the weight of the towed middle vehicle is carried over or forward of the rear axle of the towing pickup.

**“Semitrailer” (Minnesota Statutes § 169.011, subd. 72) means:**

"Semitrailer" means a vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semitrailer combination.

**“Trailer” (Minnesota Statutes § 169.011, subd. 86) means:**

"Trailer" means any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle but does not include a trailer drawn by a truck-tractor semitrailer combination or an auxiliary axle on a motor vehicle which carries a portion of the weight of the motor vehicle to which it is attached.

**“Tow truck or towing vehicle” (Minnesota Statutes § 168B.011, subd. 12(a)) means:**

"Tow truck" or "towing vehicle" means a motor vehicle having a manufacturer's gross vehicle weight rating of 8,000 pounds or more, equipped with a crane and winch, or an attached device used exclusively to transport vehicles, and further equipped to control the movement of the towed or transported vehicle.

**“Motor home” (Minnesota Statutes § 168.002, subd. 17) means:**

(a) "Motor home" means a recreational vehicle designed to provide temporary living quarters. The motor home has a living unit built into as an integral part of, or permanently attached to the chassis of, a motor vehicle or van.

(b) A motor home must contain permanently installed, independent, life-support systems that meet the American National Standards Institute standard number A119.2 for recreational vehicles and provide at least four of the following facilities, two of which must be from the systems listed in clauses (1), (5), and (6): (1) a cooking facility with liquid propane gas supply, (2) a refrigerator, (3) a self-contained toilet or a toilet connected to a plumbing system with a connection for external water disposal, (4) a heating or air conditioning system separate from the motor vehicle engine, (5) a potable water supply system including a sink with a faucet either self-contained or with connections for an external source, and (6) a separate 110-125 volts electrical power supply.

(c) For purposes of this subdivision, "permanently installed" means built into or attached as an integral part of a chassis or van, and designed not to be removed except for repair or replacement. A system that is readily removable or held in place by clamps or tie-downs is not permanently installed.

(d) Motor homes include a:

(1) type A motor home, which is a raw chassis upon which is built a driver's compartment and an entire body that provides temporary living quarters as described in paragraph (b);

(2) type B motor home, which is a van that conforms to the description in paragraph (b) and has been completed or altered by a final-stage manufacturer; and

(3) type C motor home, which is an incomplete vehicle upon which is permanently attached a body designed to provide temporary living quarters as described in paragraph (b).

(e) A motor vehicle with a slip-in camper or other removable equipment that is mounted into or on a motor vehicle is not a motor home, is not a recreational vehicle, and must not be registered as a recreational vehicle under section 168.013.



**"Watercraft" (Minnesota Statutes § 86B.005, subd. 18) means:**

"Watercraft" means any contrivance used or designed for navigation on water, except:

- (1) a waterfowl boat during the waterfowl hunting seasons;
- (2) a rice boat during the harvest season; or
- (3) a seaplane.



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CITY OF INVER GROVE HEIGHTS – Case No. 15-46ZA

Meeting Date: December 14, 2015  
 Item Type: Regular Agenda  
 Contact: Allan Hunting 651.450.2554  
 Prepared by: Allan Hunting, City Planner  
 Reviewed by:

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Consider the First Reading of an Ordinance Amendment to the regulation of parking of vehicles and recreational vehicles in the front yard by removing one of the temporary exceptions.

- Requires 3/5th's vote.
- 60-day deadline: N/A

**SUMMARY**

The City Council approved an ordinance regulating parking of automobiles and recreational vehicles in the front yard in November, 2014. Enforcement of the ordinance began in April, 2015. Code Enforcement notified the City Council that the seven day exception in the ordinance was creating difficulties and too difficult to enforce.

Council directed staff to hold a public hearing to obtain the Planning Commission's recommendation on amending the ordinance regarding the possibility of removing the exception that allowed parking on grass in the front yard on a temporary basis not to exceed seven days.

**ANALYSIS**

A public hearing was held on December 1. Staff presented background information on previous Council discussions regarding this topic. Staff indicated to the Planning Commission that as of August, Code Enforcement has received approximately 30 complaints on front yard parking violations. Code Enforcement has followed up on all these complaints and sent notices where violations occurred. Throughout the enforcement process, the reporting parties expressed concerns that many cars continued to park in the front yard. The vehicles would be gone during the day but parked overnight and weekends on grass. Code Enforcement explained that so long as those vehicles were being consistently moved, they were not in violation due to the 7 day exception to the code.

**RECOMMENDATION**

**Planning and Code Enforcement Staff:** Recommend removing the seven day exception clause as it cannot be tracked and too difficult to enforce.

**Planning Commission:** Also recommended removal of the exception (9-0).

Attachments: Ordinance Amendment (strike through version) First Reading  
 Planning Commission Recommendation  
 Planning Report

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,  
TITLE 10, (ZONING ORDINANCE) CHAPTER 15 REGARDING PARKING  
STANDARDS FOR VEHICLES AND RECREATIONAL VEHICLES IN SINGLE  
FAMILY RESIDENTIAL ZONING DISTRICTS**

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

**Section One. Amendment.** Title 10, Chapter 15, PERFORMANCE STANDARDS of the Inver Grove Heights City Code is hereby amended to read as follows:

**10-15A-3: OFF STREET PARKING REGULATIONS:**

B. Location: Required off street parking in the E and R districts shall be on the same lot as the principal building. Required off street parking in all districts shall meet the following setback requirements:

1. Within all E and R districts, all vehicles normally owned or kept by the occupants on the premises must have a garage stall or open parking space on the same lot as the principal use served. Open parking spaces accessory to one- and two-family structures may be located anywhere on the lot containing the principal structure except that such parking may be located in a rear yard to within five feet (5') of an interior side lot line and to within eight feet (8') of rear lot line.

2. Within all R-1A, R-1B, R-1C and R-2 districts, parking of a vehicle and/or recreational vehicle on grass or unpaved areas in the front yard is prohibited.

a. For the purposes of this section only, front yard means the area located between the curb or edge of street pavement and the front line of the principal structure along any street frontage.

b. Parking of vehicles and/or recreational vehicles in the front yard is allowed only on a driveway or parking pad that is directly contiguous to the driveway. Said areas shall be constructed of bitumen, concrete or paving blocks and shall conform to maximum impervious surface standards. All parking spaces shall maintain a minimum five (5) foot side yard setback.

c. The following exceptions apply:

1) Parking of automobiles may be allowed on grass in the front yard only during the winter parking ban period from November 1 through March 30.

~~2) Parking of vehicles and/or recreational vehicles may be allowed on grass in the front yard on a temporary basis not to exceed any seven day duration.~~

**Section Two. Effective Date.** This Ordinance shall be in full force and effect upon its publication.

Passed in regular session of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

**RECOMMENDATION TO  
CITY OF INVER GROVE HEIGHTS**

**TO:** Mayor and City Council of Inver Grove Heights

**FROM:** Planning Commission

**DATE:** December 1, 2015

**SUBJECT:** **CITY OF INVER GROVE HEIGHTS – CASE NO. 15-46ZA**

**Reading of Notice**

Commissioner Simon read the public hearing notice to consider the request for an ordinance amendment to Title 10 of the City Code (Zoning Regulations) relating to the provision on seven day temporary parking of vehicles in the front yard in single-family residential zoning districts. No notices were mailed.

**Presentation of Request**

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that this relates to the front yard parking ordinance that Council approved in November 2014. The restrictions do not allow parking on grass in the front yard except for two exceptions. One of the exceptions, which allows parking of vehicles or recreational vehicles on the grass in the front yard on a temporary seven day basis, has become an issue and code enforcement has noted it is too difficult to enforce. Throughout the enforcement process of front yard parking complaints, the reporting parties expressed concerns that many cars continued to park in the front yard. The vehicles would be gone during the day but parked overnight and weekends on the grass. As long as those vehicles were being consistently moved, they were not in violation due to the seven day exception to the code. Because of this issue Council directed staff to hold a public hearing and get a recommendation from the Planning Commission regarding the removal of the seven day exception. Code enforcement and staff recommend removing the seven day exception from the ordinance.

Chair Maggi asked if approval of this ordinance amendment would prohibit all recreational vehicles from being parked in front yards in the winter.

Mr. Hunting replied that during the winter parking ban any vehicle could be parked in the front yard.

Mr. Link corrected Mr. Hunting's statement, advising that the winter exception would allow only automobiles to be parked in the front yard. Boats, trailers, and other recreational vehicles could not be parked in the front yard during the winter parking ban.

**Opening of Public Hearing**

There was no public comment.

Chair Maggi closed the public hearing.

**Planning Commission Recommendation**

Motion by Commissioner Wippermann, second by Commissioner Lissarrague, to recommend approval of an ordinance amendment to Title 10 of the City Code (Zoning Regulations) relating

Recommendation to City Council  
December 1, 2015  
Page 2

to the provision on seven day temporary parking of vehicles in the front yard in single-family residential zoning districts.

Motion carried (9/0). This item goes to the City Council on December 14, 2015.

# PLANNING REPORT

## CITY OF INVER GROVE HEIGHTS

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**REPORT DATE:** November 20, 2015      **CASE NO.:** 15-46ZA

**HEARING DATE:** December 1, 2015

**APPLICANT AND PROPERTY OWNER:** City of Inver Grove Heights

**REQUEST:** Zoning Code Amendment relating to Front Yard Parking Ordinance

**LOCATION:** N/A

**COMP PLAN:** N/A

**ZONING:** N/A

**REVIEWING DIVISIONS:** Planning      **PREPARED BY:** Allan Hunting  
Code Enforcement      City Planner

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### **BACKGROUND**

In August, Code Enforcement discussed an issue with Council on the recently approved front yard parking restrictions. The restrictions do not allow parking on grass in the front yard except for two exceptions; 1) allowed during the winter street parking ban from November through March, and 2) allowed on a temporary basis not to exceed seven days. The second exception has become an issue and Code Enforcement has noted it is too difficult to enforce.

The City Council directed Staff to proceed with an amendment to the zoning code relating to front yard parking regulations and hold a public hearing with Planning Commission to receive their recommendation. The specific issue relates to the parking exception in the ordinance which allows vehicles to be parked on grass in the front yard on a temporary basis not to exceed any seven day duration.

### **ANALYSIS**

The front yard parking ordinance was approved by City Council November 2014 and implemented earlier this year with enforcement that began in April, 2015. As of August, Code Enforcement has received approximately 30 complaints on front yard parking violations. Code Enforcement has followed up on all these complaints and sent notices where violations occurred. Throughout the enforcement process, the reporting parties expressed concerns that many cars continued to park in the front yard. The vehicles would be gone during the day but parked overnight and weekends on grass. Code Enforcement explained that so long as those vehicles were being consistently moved, they were not in violation due to the 7 day exception to the code. The code exception states:

“Parking of vehicles and or recreation vehicles may be allowed on grass in the front yard on a temporary basis not to exceed any seven day duration.”

When the ordinance was first passed, Code Enforcement spoke to the City Attorney about the exception and asked what would happen in case where vehicle were moved during the day and then parked back on grass in the front yard overnight. It was determined the vehicles would have to be parked continuously and not moved over seven days to be in violation.

## **ALTERNATIVES**

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

- A. Recommend amending the Ordinance section 10-15A-3 by removing B.2.c.2) which reads:

“Parking of vehicles and/or recreational vehicles may be allowed on grass in the front yard on a temporary basis not to exceed any seven day duration.”

- B. Recommend no change to the ordinance.

## **RECOMMENDATION**

An exception of any number of days would make enforcement difficult as there would be no way for staff to know how often vehicles are being moved. Staff recommends the seven day exception be removed from the ordinance.

Attachments: Ordinance on Off Street Parking Regulations which includes parking in the front yard regulations (exception section highlighted)  
Planning Commission Minutes  
City Council Minutes from 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,  
TITLE 10, (ZONING ORDINANCE) CHAPTER 15 REGARDING PARKING  
STANDARDS FOR VEHICLES AND RECREATIONAL VEHICLES IN SINGLE  
FAMILY RESIDENTIAL ZONING DISTRICTS**

---

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

**Section One. Amendment.** Title 10, Chapter 15, PERFORMANCE STANDARDS of the Inver Grove Heights City Code is hereby amended to read as follows:

**10-15A-3: OFF STREET PARKING REGULATIONS:**

B. Location: Required off street parking in the E and R districts shall be on the same lot as the principal building. Required off street parking in all districts shall meet the following setback requirements:

1. Within all E and R districts, all vehicles normally owned or kept by the occupants on the premises must have a garage stall or open parking space on the same lot as the principal use served. Open parking spaces accessory to one- and two-family structures may be located anywhere on the lot containing the principal structure except that such parking may be located in a rear yard to within five feet (5') of an interior side lot line and to within eight feet (8') of rear lot line.

2. Within all R-1A, R-1B, R-1C and R-2 districts, parking of a vehicle and/or recreational vehicle on grass or unpaved areas in the front yard is prohibited.

a. For the purposes of this section only, front yard means the area located between the curb or edge of street pavement and the front line of the principal structure along any street frontage.

b. Parking of vehicles and/or recreational vehicles in the front yard is allowed only on a driveway or parking pad that is directly contiguous to the driveway. Said areas shall be constructed of bitumen, concrete or paving blocks and shall conform to maximum impervious surface standards. All parking spaces shall maintain a minimum five (5) foot side yard setback.

c. The following exceptions apply:

1) Parking of automobiles may be allowed on grass in the front yard only during the winter parking ban period from November 1 through March 30.

2) Parking of vehicles and/or recreational vehicles may be allowed on grass in the front yard on a temporary basis not to exceed any seven day duration.

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

**DRIVEWAY:** A private road that connects a house, garage, or other building with the street.

**PARKING PAD:** A surface area or "pad" directly contiguous to a driveway made of bitumen, concrete or paving blocks.

**RECREATIONAL VEHICLE:** Any vehicle which meets the criteria for "recreation" class registration and license plate, DNR registration, or trailer registration used for conveyance of recreation vehicles as established by the Minnesota Department of Public Safety, Minnesota Department of Natural Resources, or this chapter, including, but not limited to: travel trailers, stock car trailers, livestock or horse trailers, campers, motor homes, tent trailers, vehicles converted to motor homes, snowmobiles, snowmobile trailers, boats, boat trailers, personal watercraft, all-terrain vehicles, and all-terrain vehicle trailers.

**Section Three. Effective Date.** This Ordinance shall be in full force and effect upon its publication as provided by law and from and after November 1, 2014.

Passed in regular session of the City Council on the 9<sup>th</sup> day of June, 2014.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Kennedy, Deputy City Clerk

**RECOMMENDATION TO  
CITY OF INVER GROVE HEIGHTS**

**TO:** Mayor and City Council of Inver Grove Heights  
**FROM:** Planning Commission  
**DATE:** April 14, 2014  
**SUBJECT:** CITY OF INVER GROVE HEIGHTS – CASE NO. 14-10ZA

**Reading of Notice**

Commissioner Simon read the public hearing notice to consider the request for an ordinance amending City Code Title 10 (Zoning Ordinance) Chapter 15 regarding parking standards for vehicles and recreational vehicles in the front yard in single-family zoning districts. No notices were mailed.

**Presentation of Request**

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that over a number of years Council has received complaints regarding vehicles being parked on the grass in the front yard. They discussed whether it was worthy of having an ordinance prohibiting it and asked staff to do some research. Staff contacted neighboring cities regarding their regulations pertaining to automobile and recreational vehicle parking. Council then discussed the issue further, looked at some general draft regulations and determined it was worth moving forward with an ordinance amendment. Council directed staff to prepare a city code amendment addressing parking restrictions for vehicles and recreational vehicles in the front yards of residential properties. Mr. Hunting advised that the ordinance 1) pertains only to the R-1A, R-1B, R-1C, and R-2 zoning districts, 2) pertains to both automobiles and recreational vehicles, 3) pertains only to parking in the front yard and proposes no changes to the parking in side or rear yards, 4) prohibits vehicles from being parked on grass in the front yard but allows it on a driveway or hard surface area directly contiguous and parallel to a driveway and constructed of concrete, bitumen, or paving blocks (use of crushed rock or landscape rock is prohibited), 6) does not limit the number of vehicles parked on a property, and 7) allows temporary parking over the winter months during the winter parking ban. One issue that was raised at the last Council work session was that of the parking of recreational vehicles across the front of houses. This ordinance does not specifically address that but Council would like the Planning Commission to discuss the issue. He advised that information on this topic was published in the *Insights* and was also available on the City's website. In response, the City has received several emails, which are included in the packets. The Planning Commission is being asked to take public comment, provide a recommendation to City Council, and it will then be reviewed by City Council over three different meetings. Staff is not making a recommendation.

Chair Hark asked if the intent was to allow short term parking.

Mr. Hunting replied in the affirmative; stating it would be difficult to regulate short-term parking for a family event, party, etc. because code enforcement was not active during the evenings or weekends.

Chair Hark asked if there was a definition for long-term or continual parking.

Mr. Hunting replied it was not addressed in the ordinance but perhaps should be discussed.

Chair Hark questioned not being able to use crushed or landscape rock for a parking pad.

Mr. Hunting stated they were staying consistent with the driveway ordinance which requires it to be constructed of concrete, asphalt or surface pavers.

Commissioner Maggi asked for clarification of whether landscape rock would be treated the same as concrete.

Mr. Hunting replied that crushed rock is considered impervious. Landscape rock is somewhat of a gray area because if it has plastic or fabric underneath it is considered impervious; however, if it is only dirt underneath it has not been counted towards total impervious.

Chair Hark asked if the issue was imperviousness or aesthetics.

Mr. Hunting replied primarily aesthetics.

Commissioner Klein stated that if parking pads were required to be paved the maximum impervious surface allowed would likely become an issue, especially in the South Grove area.

Chair Hark asked if Class 5 was considered impervious.

Mr. Hunting replied in the affirmative.

Commissioner Maggi asked how the front yard would be defined in a situation in which the garage sat closer to the street than the house.

Mr. Hunting replied the front yard would be the area located between the edge of the street and the principal structure, not the garage.

Commissioner Scales asked how they would address a corner lot with a garage facing the side.

Mr. Hunting replied that on a corner lot the front yard would be the area located between the edge of the street and the principal structure (house) along both street frontages.

Commissioner Maggi asked if there was a reason a limit was not put on the size of the vehicles.

Mr. Hunting replied that Council did not indicate they wanted to address vehicle size. He advised that some cities require larger size recreational vehicles to be kept in the back yard.

Commissioner Klein asked if anyone had done a formal study to determine how much of a problem this was, and stated the restrictions could be difficult for some people, especially during the winter months.

Mr. Hunting replied staff had not been asked to do a detailed analysis, which would be quite time intensive. He noted that the front yard parking restrictions would not apply during the winter parking ban.

Chair Hark asked if the issue was more directed to automobiles or recreational vehicles.

Mr. Hunting replied he was not sure which was the bigger issue; likely it was a combination of both.

Commissioner Simon asked if the City still had a code enforcement officer.

Mr. Hunting replied in the affirmative.

Commissioner Simon asked if the emails in the packet could be forwarded to the code enforcement officer for her to look into.

Mr. Hunting replied the intent of the emails was more to get feedback from the residents. If that was the direction of Council, however, the emails could be forwarded on.

#### **Opening of Public Hearing**

Stanley Braun, 3790 – 75<sup>th</sup> Street East, asked if someone could read aloud the comments that were emailed in.

Chair Hark advised there were too many to read; however, they were available to the public.

Mr. Hunting advised they were included in the public copy of the packet located in the lobby.

Rob Burns, 8518 College Trail, advised that if a person were to take their camper out of storage to get it ready for a trip they would need to have it parked for a couple days to do maintenance, packing, etc., and then they would need a couple more days after returning to wash it, unpack, etc. He questioned whether he would be subject to a citation in such an instance since there was no specific time limit defined in the ordinance.

Chair Hark noted that the proposed ordinance was intended to prevent long-term continual parking rather than short-term parking.

Mr. Burns replied the ordinance should then specify that.

Commissioner Lissarrague asked Mr. Burns if he felt 48 hours would be a reasonable amount of time to allow for parking.

Mr. Burns replied in the affirmative. He did not believe that parking was an issue, but rather the storage of vehicles. He noted parking/storage was not an issue in his neighborhood because it was governed by neighborhood covenants.

Doug Cooper, 6750 Babcock Trail, questioned what this ordinance would accomplish and stated in terms of aesthetics he did not see the difference between asphalt and turf and he felt grass was more aesthetically appealing than hard surface. He suggested perhaps limiting the total number of vehicles allowed in a front yard.

Craig Husnik, 2108 – 68<sup>th</sup> Street East, stated this ordinance would be very difficult to enforce. He advised he has called the City regarding a truck that has been parked near his home for 5-6 years and it continues to sit there. He questioned how this ordinance could be enforced when existing ordinances were not being enforced.

Chair Hark asked Mr. Husnik if he supported or opposed the proposed ordinance, disregarding the enforcement issue.

Mr. Husnik stated he felt that having junk parked in the front yard decreased neighboring property values and made resale difficult.

Commissioner Lissarrague asked Mr. Husnik if he felt 48 hours would be an adequate amount of time to allow for parking if the ordinance was enforceable.

Mr. Husnik suggested that a week be allowed because repair or maintenance of vehicles could take longer than 48 hours.

Bob Krammer, 6850 Blackhawk Trail, felt that grass was more aesthetically appealing than concrete or asphalt, especially when the vehicle was not there.

Chair Hark asked how they would address a situation in which an individual drives their car to work every day but then parks it in the same spot when they get home.

Mr. Hunting stated that was a difficult issue to address because code enforcement could not be looking at the vehicle 24 hours a day.

Mr. Braun did not feel the size of vehicles should be regulated, and he felt that tax-paying property owners should not be limited on the use of their own property. He stated the City is already having difficulty enforcing its current ordinances and should not create another.

Chair Hark agreed that a person is entitled to the enjoyment of their own property, but asked where you draw the line if vehicles parked in the front yard infringe on your neighbors enjoyment of their property. He asked Mr. Braun if it was his boat that prompted this ordinance.

Mr. Braun replied that he believed it did.

Commissioner Lissarrague asked Mr. Braun if his neighbors have complained to him directly about his boat.

Mr. Braun replied they had not.

Chair Hark closed the public hearing.

**Planning Commission Discussion**

Commissioner Scales stated it appeared as if there were two separate issues; automobiles and recreational vehicles. He felt it would be almost impossible to enforce the parking of automobiles which could be coming and going without the code enforcement officer's knowledge since they were not available evenings and weekends. He believed it would be easier; however, to enforce the parking of recreational vehicles. He asked if the current ordinances required vehicles to be drivable or licensed.

Chair Hark asked for clarification of the current ordinances regarding junk vehicles, and how they applied to Mr. Husnik's situation in which a truck has been parked for 5-6 years.

Mr. Link replied that he was unfamiliar with Mr. Husnik's particular situation. He advised that the storage of junk vehicles outside is prohibited by current City ordinances. A junk vehicle is defined as unlicensed or inoperable. Storing a junk vehicle inside a building is allowed.

Commissioner Maggi asked for clarification on whether the ordinance prohibited any parking on the grass, regardless of the time period.

Chair Hark stated it was his understanding that the intent was just to prohibit long-term parking on the grass; however, 'long-term' was not specifically defined.

Commissioner Maggi stated in her opinion parking every day on the grass was long-term storage.

Chair Hark asked does a person store their car on the street or park it on the street.

Commissioner Elsmore stated the term long-term storage should be defined and included in the ordinance so it could be clearly understood. She questioned whether the issue was how long vehicles were parked or how many vehicles were being parked.

Commissioner Maggi stated she would not want five vehicles parked in her neighbor's front yard.

Commissioner Klein stated often times parking was only a temporary problem for families with teenage drivers. Once they move out of the house the issue is resolved. He stated he had that situation at his house for a few years and if they were all forced to park in the driveway they would constantly have been moving vehicles back and forth.

Chair Hark asked if he parked any of the vehicles in the grass.

Commissioner Klein replied that he constructed a paved parking surface; however, impervious surface regulations would prevent many people from being able to do that.

Commissioner Lissarrague suggested they define what the problem is; is it cars being parked

on grass surfaces or larger recreational vehicles remaining in the same parking spot for months.

Commissioner Klein stated he supported private property rights; however, he did not want to see junk in someone's front yard either. He stated parking did not seem to be a prevalent problem in the City.

Commissioner Maggi asked what the largest property size was that this would affect.

Mr. Hunting replied it was not tied to property size but rather to zoning districts. This would apply only to the R-1A, R-1B, R-1C and R-2 districts, which could range in size.

Commissioner Maggi stated that was an important point because what a neighbor does on a city lot would affect property values more than it would on a five acre lot.

Commissioner Elsmore stated the parking issue would depend largely on self-policing as the program would be complaint-based and the code enforcement officer would not spend their days driving around looking for violations. An ordinance was needed or the neighbors of a problem property would have no recourse.

Commissioner Klein felt there were very few problem properties in the City.

Commissioner Maggi stated the City likely would not create an ordinance based on one person's boat and she assumed the City Council and staff had done their due diligence and determined it was a much broader issue.

Mr. Link stated Commissioner Maggi was correct. He advised that Council has discussed this topic over the last couple years and the issue seems to be more about people parking cars in the front yard.

Commissioner Klein stated it was unlikely there were many homes with 4-5 cars parked on the lawn.

Commissioner Scales stated it seemed like a big solution for a small problem.

Commissioner Elsmore noted that apparently many residents are concerned about this issue as the City received many emails, as well as a good attendance at tonight's public hearing.

Commissioner Scales suggested determining what the actual problem is (i.e. long-term storage of automobiles, recreational vehicle parking, etc.) and addressing it specifically rather than making the ordinance too broad.

Commissioner Lissarrague suggested looking at the recreational vehicle issue tonight and addressing automobiles at a later date.

Commissioner Maggi stated the solution for recreational vehicles may be different than the solution for automobiles.

Chair Hark questioned how continual parking would be defined.

Commissioner Scales stated for years people have gotten around parking ordinances by parking a vehicle, their tires get chalked, they move it four feet, they get another chalk line, etc. The problem is not solved.

Commissioner Elsmore stated the situation would be policed by the neighborhood. If a neighbor complains about an RV being parked in the front yard, it then drives away but comes back in three days, it is up to the neighborhood to call again and complain.

Commissioner Scales questioned what exactly long-term storage was.

Commissioner Elsmore agreed that the Commission should define that.

Commissioner Maggi felt it was different between automobiles and recreational vehicles.

Commissioner Scales agreed with Commissioner Maggi, stating he had cars that he did not drive for weeks between uses and he questioned if that would be considered long term storage.

Commissioner Maggi stated maybe it would be easier to define short-term versus long-term.

Commissioner Scales stated on city lots people with extra cars likely get tired of continually moving them around and eventually park vehicles on the grass to avoid the constant rotation.

Commissioner Maggi noted that issues could arise from cars being parked on the grass, such as leaking oil, etc.

Commissioner Lissarrague stated this may similar to the previous OWB issue in which they were aware of only two in the City but once the issue was brought to the forefront there turned out to be quite a few more. He suggested addressing only the recreational vehicle issue and forwarding it on to City Council for action, then considering the automobile issue at a different time if it comes back to the Planning Commission.

Commissioner Maggi questioned why the Commission would not discuss parking vehicles on the grass at this time.

Commissioner Lissarrague replied he felt that recreational vehicles would be a big enough issue on its own.

Commissioner Scales stated he did not have an issue with a family having 4-5 vehicles, but did not like unused automobiles and trucks being stored long-term in the same spot.

Commissioner Maggi disagreed, stating she would not want five cars in the yard next door as it would affect her aesthetics and property value.

Commissioner Elsmore suggested separating the two issues and making a motion regarding recreational vehicles first, putting it to a vote, and then putting forth a recommendation for automobiles. In regard to a recommendation for recreational vehicles, she suggested adopting the ordinance as presented but striking the references to vehicles and automobiles from the second bullet point of the staff report.

Commissioner Maggi stated that referring to the bullet points was confusing and she suggested the changes be made to the ordinance itself.

#### **Planning Commission Recommendation**

Motion by Commissioner Elsmore to approve an ordinance amendment to the Inver Grove Heights City Code, Title 10 Chapter 15 regarding parking standards for recreational vehicles in single family residential zoning districts, **by striking references to vehicles and automobiles and replacing any reference to vehicles with recreational vehicles**, with the anticipation that the Planning Commission will provide separate recommendations regarding non-recreational vehicles.

Commissioner Simon asked if time limits should be included in the ordinance.

Commissioner Elsmore replied she would be happy to accept a friendly amendment to add a subsection (d) defining duration.

Chair Hark stated it would clarify what long-term parking is.

Commissioner Elsmore noted that based on citizen comments tonight that 48 hours to a week would be reasonable, she would recommend seven days.

Mr. Braun asked if derelict recreational vehicles would be allowed to park on the grass.

Commissioner Elsmore responded that the vehicles are assumed to be operable as there is already an ordinance in place prohibiting junk vehicles.

Mr. Braun asked if the proposed ordinance required that the parking area be contiguous to the driveway.

Chair Hark replied in the affirmative.

Commissioner Maggi asked if Section B.2.c. would be eliminated from the draft ordinance.

Commissioner Elsmore restated her motion.

Motion by Commissioner Elsmore to approve an ordinance amendment to the Inver Grove Heights City Code, Title 10 Chapter 15 regarding parking standards for recreational vehicles in single family residential zoning districts, **by striking references to vehicles and automobiles, removing paragraph B.2.c. and replacing it with language stating that parking of recreational vehicles may be allowed on the grass for a duration to exceed no more than**

**seven days.**

Commissioner Simon asked if recreational vehicles would be allowed to park in the grass in the winter.

Commissioner Elsmore replied she did not have an issue with winter parking in the grass.

Second by Commissioner Simon.

Motion carried (6/1 - Klein). This item goes to the City Council on May 12, 2014.

Commissioner Simon suggested the Commission now discuss an ordinance for automobiles.

Commissioner Elsmore stated in regard to a parking ordinance for automobiles, Section 2.B.c. allowing parking on the grass during the winter parking ban should be added back in.

Commissioner Maggi questioned why automobiles would be allowed to park in the grass during the summer months since they were allowed to park in the street.

Commissioner Elsmore replied that some people would question where their guests could park if the neighbors were using the limited street parking spots.

Commissioner Scales noted cul-de-sac parking could have issues.

Commissioner Simon asked if there would be a maximum parking duration for vehicles.

Commissioner Lissarrague suggested 48 hours.

Commissioner Scales questioned why recreational vehicles could be parked for seven days but only 48 hours for automobiles.

Commissioner Elsmore stated an argument made by someone in the audience was that sometimes a vehicle might need repairs, maintenance, etc. that would take longer than 48 hours. She did not have an issue with allowing an automobile to be parked for up to seven days as well.

Mr. Hunting clarified that even though two motions were being made, staff would structure it into a single ordinance but would break out the two categories.

Commissioner Lissarrague asked what the consequences would be of violating the ordinance.

Mr. Link advised that violation of any City ordinance is a misdemeanor which could result in a maximum fine of \$1,000. However, he advised it is a reactive program in which the City only responds to complaints. It is focused on educating the public on what the regulations are and giving them opportunities to correct it rather than penalties. He advised that only a very small number of complaints result in citations being issued.

Commissioner Maggi stated it was important to her that the vehicle ordinance be linked to the household rather than a single car. She suggested the ordinance be written in a way that would prevent people from rotating the cars being parked on the grass. She suggested stating that at any household there cannot be any cars parked on the grass for more than seven days, rather than stating any single car cannot be parked for more than seven days.

Commissioner Elsmore stated for the vehicle language she would envision leaving paragraph B.2.c. as is and adding paragraph B.2.d. stating that parking of vehicles on the grass in the front yard shall not exceed any seven day duration.

Commissioner Simon suggested that it start with the verbiage 'at this household' to specify that the vehicles cannot be rotated.

Commissioner Elsmore questioned whether that language accomplished that goal.

Commissioner Maggi suggested referring to 'any' vehicles.

Commissioner Elsmore did not feel that language would accomplish the goal either. She stated that any ordinance is only going to be as enforceable as the neighbors' complaints. If someone starts rotating vehicles around the neighbors would likely call stating that a vehicle is always parked there. The City would likely be more concerned that there was always a vehicle parked there rather than which vehicle was parked there.

Motion by Commissioner Elsmore, second by Commissioner Simon, to approve an ordinance amending City Code Title 10 (Zoning Ordinance) Chapter 15 regarding parking standards for vehicles in the front yard in single-family zoning districts, **including paragraph B.2.c. and adding paragraph B.2.d. stating that parking of vehicles on the grass in the front yard shall not exceed any seven day duration.**

Motion carried (7/0). This item goes to the City Council on May 12, 2014.

**E. KURT RECHTZIGEL:** Consider Resolution relating to a Comprehensive Plan Amendment to Change the Land Use Designation from HDR, High Density Residential to MDR, Medium Density Residential for property located on the North Side of 80<sup>th</sup> Street, West of the Golf Course

Mr. Link reviewed the location of the property. He explained the Comprehensive Plan currently designated the subject property for a high density residential use and the applicant proposed changing the land use designation to medium density residential. The property is 2.75 acres in size and the applicant was contemplating a townhome development on the property. He reviewed the concept plan submitted by the applicant. The overall density would be approximately seven (7) to eight (8) units per acre, consistent with the medium density designation. He noted the City had originally designated the property as medium density residential on the Comprehensive Plan and the property owners at that time submitted a request to change the designation to high density residential. He stated the market for high density residential never materialized and the property owner would like to revert to the original designation. Both Planning staff and the Planning Commission recommended approval of the request.

Kurt Rehtzigel, 1407 80<sup>th</sup> St. E., stated he had been working with City staff and Meridian Land Company through several processes to make the plans fit together and complement one another. He explained he had worked with the Fire Marshal to increase the size of the turnaround. He was also in the process of determining when and how the dwelling unit and accessory building would be removed from the property. He reviewed the ponding and storm water overflow areas on the property. He stated he would be swapping a portion of his land with the City to allow for an infiltration area that would help the watershed from surrounding properties. He noted he was also attempting to coordinate the alignment of roads with Meridian and the City.

Mayor Tourville questioned if all of the streets in the proposed development would be public.

Mr. Rehtzigel stated there would be city streets and a private drive.

Councilmember Piekarski Krech clarified the applicant was eliminating one (1) access point to 80<sup>th</sup> Street.

Mr. Link explained the existing access for the single family residence on 80<sup>th</sup> Street would be removed. Access to the proposed development would come from an interior street. He noted the access plan complied with the County's plans for the area.

Councilmember Piekarski Krech questioned if the land swap had already been negotiated.

Mr. Lynch replied in the negative.

Mr. Rehtzigel stated he had a survey of his property and the former Schroeder property and the details were still being worked out.

Councilmember Bartholomew questioned how long it would take to receive approval from the Met Council.

Mr. Hunting explained the Met Council's administrative review generally took approximately 15 days.

**Motion by Bartholomew, second by Piekarski Krech, to adopt Resolution No. 14-91 approving a Comprehensive Plan Amendment to Change the Land Use Designation from HDR, High Density Residential to MDR, Medium Density Residential for property located on the North Side of 80<sup>th</sup> Street, West of the Golf Course**

Ayes: 5

Nays: 0

Motion carried.

**F. CITY OF INVER GROVE HEIGHTS:** Consider the Third Reading of an Ordinance relating to Parking of Vehicles in the Front Yard

Mr. Hunting stated the objective of the ordinance require vehicles parked in the front yard to be on a hard surface. He explained the ordinance did not prohibit parking in the front yard it simply limited parking to a hard surface. He stated during the second reading of the ordinance Council removed the language related to the orientation of vehicles. The ordinance still contained language that required a parking pad

to be directly contiguous and parallel to the driveway. He recommended that the words "and parallel" be removed from that section of the ordinance to eliminate confusion. He explained if those words were removed the intent would be to allow vehicles to be parked in any orientation on a parking pad provided the pad was contiguous to the driveway.

**Motion by Mueller, second by Madden, to adopt Ordinance No. 1279 relating to Parking of Vehicles in the Front Yard with the changes as proposed**

Ayes: 5

Nays: 0      Motion carried.

**PUBLIC WORKS:**

**G. CITY OF INVER GROVE HEIGHTS:** Consider Resolution Accepting Proposal from Bolton & Menk, Inc. for Final Design Services for City Project No. 2014-13, Northwest Area Utility Extension, Argenta Trail Alignment

Mr. Thureen explained Council previously received the feasibility study for the project and directed staff to work with the consultant to bring back a proposal for final design services which would include preparation of the necessary easement descriptions for that design. The proposal presented for consideration met the objectives with several qualifiers for the estimates provided. The consultant used the preliminary plat provided by a developer interested in developing four (4) acreage parcels. The street alignment shown on the preliminary plat was also the alignment used for the trunk sewer when the consultant put the pricing together. He explained it made sense for the trunk sewer to follow the street alignment because it would allow the road rights-of-way to be utilized so some of the necessary easements would be dedicated. He noted the City expected to receive a revised preliminary plat application from the developer in the near future. He stated the consultant needed to have an approved plat to know the exact alignment of the trunk sewer before starting the details of the design work. In terms of scheduling the consultant would need to wait to start the design work until after the City approved the plats. He recommended tabling consideration of the proposal because there were still a number of issues that had not been finalized. One of the issues outstanding related to obtaining plat approval from the County and coming up with an interim or temporary access plan to the existing Argenta Trail. Additionally the future alignment of Argenta Trail needed to be addressed for a segment of the proposed development. He suggested asking the consultant to break up the proposal into three (3) project phases. The first phase would be at the southern end of the project area and would start where the existing sewer line ends. The utility would be extended through the two (2) parcels that were previously identified by the developer as a starting point for the project. He noted staff recognized there were potentially several property owners that would have to be approached for potential easement acquisitions depending on the alignment of the trunk sewer. He stated by breaking up the project into three (3) phases the City may be able to speed up the process and get a project started to serve the portion of the project area targeted to be developed first.

Mayor Tourville questioned who would communicate with the developers to make them aware of what the City planned to do.

Mr. Lynch stated he would communicate with the developers.

Mr. Thureen noted the project had not yet been ordered and the financing plan still needed to be finalized to determine if special assessments would be levied.

Councilmember Piekarski Krech questioned if segment #2 was a part of the original feasibility study.

Mr. Thureen responded in the affirmative.

Councilmember Piekarski Krech stated she was concerned about the topography of the area and the difficulty of looping the water main without development happening concurrently.

Mr. Thureen explained in the City's collector street study a proposed vertical alignment was laid out. He noted the alignment for that section would generally follow the alignment for the future 65<sup>th</sup> Street.

**Motion by Mueller, second by Madden, to table consideration of the item to June 23, 2014**

would support rezoning the property.

Mr. Dumond questioned what the definition of "reasonable" was in terms of the City's ability to deny an application for a conditional use permit. He questioned what would happen if the property was sold to another developer. He encouraged the Council to not move forward with any approvals until the developer comes forward with the necessary plans and specifications. He opined the neighborhood feared what would happen on the property if no conditions were placed on the development.

Mr. Johnson stated the applicant owned other properties in the City and intended to develop the property in accordance with what had been discussed. He reiterated the R-3 zoning district performance standards included a 35 foot height limit. If the developer presented a building in excess of that height the City could deny the request.

Councilmember Piekarski Krech stated the developer had done a decent job of moving through the process, but there was no guarantee that at some point the property would not be sold to another developer. She noted the City's hands would be tied if another developer came forward with plans for a development deemed to be a reasonable use of the property in terms of the R-3 zoning requirements. She reiterated that she would fully support the requests if there was a guarantee that the development would occur as proposed.

Mr. Johnson stated the developer was willing to make the investment required to submit an application for a conditional use permit provided the process kept moving forward.

Mr. Kuntz stated the Council has expressed a desire for a plan set to accompany the applications. He explained the developer would need to apply for a conditional use permit as a companion application to those already submitted for the comprehensive plan amendment and rezoning. He noted the applicant needed to understand that the conditional use permit needed to be tied to a set of plans. The current application deadline expires on June 21, 2014. The applicant could further extend the deadline via written notice to the City requesting extension of the time limit. He suggested that the applicant should determine a realistic timeframe to prepare the plans and present a written request to the City Council for extension of the deadline at the regular meeting scheduled for June 9, 2014.

Mr. Link stated if an application was submitted for a conditional use permit with a site plan the item would need to go back through the Planning Commission process.

Mr. Johnson estimated it would take the developer 1 to 2 months to finish the plans.

Mayor Tourville noted there was no guarantee that an application for a conditional use permit would be approved by the Council, but at least everyone involved would have a better understanding of the details of the proposed development.

**Motion by Bartholomew, second by Piekarski Krech, to table item to June 9, 2014**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. CITY OF INVER GROVE HEIGHTS: Consider the Second Reading of an Ordinance relating to Parking of Vehicles in the Front Yard**

Mr. Hunting stated per Council direction at the first reading of the ordinance staff removed language regarding the orientation of vehicles and added language to clarify that parking had to be a minimum of five (5) feet from any side property line. An effective date of November 1, 2014 was inserted to provide residents with an opportunity to comply with the new requirements.

Councilmember Piekarski Krech questioned how the regulations would apply to a corner lot.

Mr. Hunting the regulations would still apply to a corner lot because they were tied to a driveway. He explained a corner lot could theoretically have a driveway on each side and both would be considered a front yard. He stated the language included in the ordinance tied the regulations to a driveway. Even on a corner lot people would still have to park on a driveway or a hard surface next to a driveway.

**Motion by Bartholomew, second by Mueller, to approve the Second Reading of an Ordinance relating to Parking of Vehicles in the Front Yard**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. BIAGINI PROPERTIES:** Consider Resolution Memorializing Findings of Fact and Reasons for Denial Relating to the Land Use Requests of Biagini Properties (on behalf of Prairie Oaks Memorial Eco Gardens) for Property Located at 8225 Argenta Trail (City Planning Case No. 14-11PUD)

Mr. Link explained at the last regular meeting the City Council considered a request that had four (4) different parts to it, pertaining to a mortuary and a crematorium. At that meeting the City Council denied the requests and directed staff to prepare a resolution detailing the findings supporting the denial as identified by the Council. Since that time the applicant requested that the City Council reconsider the denial to allow for consideration of a revised proposal that did not include a mortuary or a crematorium but did include a chapel and columbarium. The Council had two options for consideration. The first was to approve the resolution memorializing the reasons for the denial action that was taken at the last meeting. The second option was to reconsider the denial to allow for consideration of the revised proposal. He noted that if Council took action to reconsider the denial, Planning staff recommended that Council table consideration of the revised proposal to allow staff to review the revised proposal and re-notify the neighborhood.

Councilmember Madden stated he would not support a motion to reconsider the request.

Councilmember Piekarski Krech opined that reconsideration of the request would not change her reasons for denial. She stated there was no way she would reconsider making it a permitted use in the institutional zoning district.

Mr. Kuntz stated the resolution memorialized the reasons for denial as identified by each member of the Council at the last regular meeting.

Kevin, 6275 South Robert Trail, stated he could not believe that the Council had outright denied the applicant's requests. He opined that the applicant paid for the land and should be allowed to move forward with his plans because he was offering an affordable option for burials. He added that the operation may also provide job opportunities for the community.

Councilmember Piekarski Krech clarified that the Council was not denying the applicant's right to have a cemetery. She stated the building belonged in a B-3 zoning district where it would be a permitted use.

Mayor Tourville stated the Council did not feel that the applicant's requests fit within the zoning district and many of the neighbors expressed concerns regarding the crematorium.

Dick Biagini, Biagini Properties, stated the revised proposal, including a church and a columbarium, would be permitted in the current zoning district. He noted the plan that was submitted for reconsideration was the original plan. Mr. Weber's drive for a green and controlled cemetery led him to expand the original plan. After listening to the neighbors and the Council, the decision was made to reduce the scope of the request.

Councilmember Piekarski Krech stated if the revised proposal fit within the standards for the P-1, Institutional zoning district the applicant should not need any further approvals from the Council.

Mr. Biagini stated because the property was located in the Northwest Area they were required to go through the PUD approval process. He explained their original mistake was the result of an overzealous attempt to make every aspect of the operation "green".

Matt Slaven, Briggs and Morgan, took issue with the assertion that the applicant could place what would effectively be a commercial enterprise within the Public/Institutional zoning district and call it a church. He stated the City's zoning code included a definition of a church. He argued that the applicant's proposal did not meet the definition of a church because it would not be a place where "persons regularly assemble for religious worship" and because the building would not be "maintained and controlled by a religious body

**Motion by Madden, second by Piekarski Krech, to receive the emails and correspondence included with the agenda item and presented at the meeting**

**Ayes: 5**

**Nays: 0      Motion carried.**

Mayor Tourville noted that staff would need to prepare a resolution detailing the reasons for denial of the request and bring it back for Council action at the next regular meeting.

Mr. Kuntz stated if the item dealing with the amendment to the code (item iv) failed the remaining items would fail because they were all tied with a PUD plan to the other specific uses. On May 16<sup>th</sup> the first 60 days would expire and the City could unilaterally extend that period for another 60 days. The Council could also direct staff to prepare a resolution setting forth the reasons for denial as articulated by the individual council members.

Mayor Tourville stated to be fair to the applicant and the residents in the neighborhood action should be taken at this meeting.

Mr. Kuntz stated the Council could proceed with the motion to deny the requests and direct staff to prepare a resolution memorializing the findings of fact and reasons for denial of the land use requests.

**Motion by Piekarski Krech, second by Mueller, to deny requests i – iv for property located at 8225 Argenta Trail for the reasons articulated by the Council and to direct staff to extend the 60 days beyond the May 16, 2014 deadline**

**Ayes: 5**

**Nays: 0      Motion carried.**

**E. CITY OF INVER GROVE HEIGHTS:** Consider the First Reading of an Ordinance relating to Parking of Vehicles in the Front Yard

Mr. Hunting stated the issue had been discussed a number of times over several years at multiple work session. After reviewing several draft ordinances, Council directed staff to hold a public hearing with the Planning Commission. He summarized the proposed ordinance. He stated the ordinance was set up to allow parking of vehicles in the front yard on a hard surface such as bituminous, concrete, or pavers. Parking would be allowed on a driveway or a parking pad adjacent or contiguous to the driveway. No changes were proposed to side or rear yard regulations. He noted the ordinance would only apply to urban areas of the City, specifically the residential districts. Exceptions were included to coincide with the winter street parking bans. The ordinance would not prohibit parking anything in front yard it would only require that the vehicle be parked on a hard surface. The ordinance did not address issues with on-street parking. Several testimonies at the Planning Commission hearing suggested the inclusion of temporary parking provisions. The Planning Commission recommended that a temporary parking provision with a seven (7) day maximum be included in the ordinance. He asked for feedback from the Council regarding the language contained in section 2(b) related to the orientation of vehicles parked in the front yard. Planning staff recommended striking the specific language related to the orientation of vehicles.

Councilmember Madden opined if the language was removed the ordinance would not be addressing the problem.

Councilmember Bartholomew questioned if the language would prohibit someone with a three (3) bay garage from parking a vehicle on the driveway in an orientation that was parallel to the street.

Councilmember Piekarski Krech stated the language would apply to vehicles on parking pads that were separate from the driveway.

Mayor Tourville opined that the language in 2(b) was too restrictive. He stated if the language regarding orientation of the vehicles was removed the City would still accomplish the main goal of the ordinance.

Mr. Hunting stated it was a question of how restrictive Council wanted to be on orientation of vehicles. He stated allowing parallel and perpendicular orientations may provide residents with more maneuverability.

Councilmember Madden questioned how staff was going to enforce the seven (7) day temporary parking maximum.

Mr. Hunting stated staff would have to rely on the public to contact the City for enforcement.

Mr. Kuntz suggested that the Council think about the effective date of the ordinance for discussion during the second or third reading of the ordinance.

Councilmember Mueller stated the City needed to give people time to install pavers or parking pads before staff started enforcing the ordinance.

Mayor Tourville suggested an effective date of November 1<sup>st</sup> to coincide with the start of winter parking regulations.

**Motion by Madden, second by Mueller, to approve the First Reading of an Ordinance relating to Parking of Vehicles in the Front Yard**

**Ayes: 5**

**Nays: 0      Motion carried.**

**8. MAYOR & COUNCIL COMMENTS:**

**9. ADJOURN:** Motion by Piekarski Krech, second by Mueller, to adjourn. The meeting was adjourned by a unanimous vote at 11:20 pm

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**MIHM CUSTOM HOMES – Case No. 15-43PA**

Meeting Date: December 14, 2015  
 Item Type: Regular Agenda  
 Contact: Allan Hunting 651.450.2554  
 Prepared by: Allan Hunting, City Planner  
 Reviewed by:

<b>Fiscal/FTE Impact:</b>	
<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 a Resolution relating to a Comprehensive Plan Amendment to change the land use designation from MDR, Medium Density Residential to LDR, Low Density Residential for property located on the west side of Hwy 3, between 65<sup>th</sup> and 67<sup>th</sup> Streets.

- Requires 4/5th's vote.
- 60-day deadline: December 18, 2015 (first 60 days)

**SUMMARY**

The applicant is requesting a land use change to allow the density to change from MDR, Medium Density Residential (6-12 units/acre) to LDR, Low Density Residential (1-3 units/acre). The applicant has submitted a concept plan for a 48 lot single family development. If the land use change is successful, a preliminary plat and plan would be submitted at a later date.

**ANALYSIS**

Staff has identified two primary issues related to this application as well as others like this in the Northwest Area. The issues include; 1) housing policy/diversity and 2) overall density/financing.

A policy of the comprehensive plan is to provide for a variety of housing types to cover all stages of life-cycle housing and price ranges. The MDR category is designed to accommodate somewhat higher densities which would include townhouses and apartment complexes. Reducing density to a single family development would not meet this policy.

The Northwest Area financing model assumed 99 units for this property. The concept would be 51 units short and therefore would come up short in providing its fair share of the overall utility costs. The Council must address this financing shortfall as part of this discussion. A land use category called LDR/NWAPUD was created last year to address this issue. It states any project approved with less units than per the financing assumptions, the financial shortfall would be borne by the developer. This is a tradeoff between reducing density in exchange for fees to cover the original financial assumptions.

The City has seen a number of comp plan amendments in the Northwest Area over the last few years, most with a request to lower the density. Council has approved these requests. The Council has also addressed the financial implication in different ways with some recent plat approvals.

Staff did not make a recommendation on this request and therefore lays out some issues for Council to consider when making their decision on this request:

- Development and the housing market are in a state of flux. Market demand at the present time is for single family with multiple family just beginning to take shape. Council has approved projects factoring in the current housing market.
- Diversity of housing type is a focus in the Comprehensive Plan.

- Clarity on a policy is requested to determine if these current trends of approving projects based on market demand should be continued or to shift focus on the existing comprehensive plan to provide more density with different housing types.
- Council is currently discussing funding options to cover the cost of the trunk utility construction.

#### **RECOMMENDATION**

**Planning Staff:** Staff would recommend that if Council chooses to approve the request, the approval should be for the LDR/NWPUD designation that provides for the developer to pay development fees based on the original financial assumptions and that the approval be condition upon the new designation not going into effect until a final plat has been approved for the property.

**Planning Commission:** Recommended approval of the comprehensive plan amendment to LDR and deferring the option to change to LDR/NWPUD since it has financial implications that only Council should address (8-1).

Attachments: Resolution approving a designation of LDR/NWPUD  
Planning Commission Recommendation  
Planning Report

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO CHANGE  
THE LAND USE DESIGNATION FOR THE PROPERTY DESCRIBED BELOW FROM  
MDR, MEDIUM DENSITY RESIDENTIAL TO LDR-NWAPUD, LOW DENSITY  
RESIDENTIAL, NORTHWEST AREA PUD**

**CASE NO. 15-43PA  
(Mihm Custom Homes)**

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

**Lots 2 & 3, Block 1, Windwood Addition, Dakota County, Minnesota**

**WHEREAS**, an amendment to change boundaries of any district may be granted by the City Council on an affirmative vote of 4/5ths of the Council as per City Code Title 10, Chapter 3, Section 10-3-5, A;

**WHEREAS**, the City of Inver Grove Heights Planning Commission reviewed the request on December 1, 2015, in accordance with City Code Title 10, Chapter 3, Section 10-3-5, D;

**WHEREAS**, the change to the Comprehensive Plan was found by the City Council to be consistent with the existing and proposed uses in the area;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS**, that the Comprehensive Plan Amendment is hereby approved subject to the following conditions:

1. The plan shall not become effective until all approvals have been granted by the Met Council and the City.

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

Adopted by the City Council of Inver Grove Heights on this \_\_\_\_ day of \_\_\_\_\_, 2015.

Ayes:

Nays:

ATTEST:

\_\_\_\_\_  
George Tourville, Mayor

\_\_\_\_\_  
Michelle Tesser, City Clerk

**RECOMMENDATION TO  
CITY OF INVER GROVE HEIGHTS**

**TO:** Mayor and City Council of Inver Grove Heights  
**FROM:** Planning Commission  
**DATE:** December 1, 2015  
**SUBJECT:** **MIHM CUSTOM HOMES – CASE NO. 15-43PA**

**Reading of Notice**

Commissioner Simon read the public hearing notice to consider the request for a comprehensive plan amendment to change the land use designation from MDR, Medium Density Residential to LDR, Low Density Residential, for the property located on the west side of Highway 3 between future 65<sup>th</sup> and 67<sup>th</sup> Streets. 7 notices were mailed.

**Presentation of Request**

Mr. Hunting explained the request as detailed in the report. He advised that the applicant is requesting a comprehensive plan land use change from a medium density designation to a low density designation for a future single-family development located in the Northwest Area (NWA). The applicant has chosen to request the land use change portion of the application before a detailed PUD application is submitted, but they have included a concept plan of the development. If the land use change is not approved, the land owner will consider other options. The subject property is approximately 18 acres in size and is just east of the recently approved Blackstone Ridge development. The MDR designation would result in 108-216 units for this parcel versus 18-54 units for the LDR designation. The conceptual plan is showing 48 single-family units and would likely connect to the existing roadways in Blackstone Ridge, as well as the future 65<sup>th</sup> and 67<sup>th</sup> Streets. The main issues to address with this request are the density and financial implications, and the housing policy and diversity. Mr. Hunting advised there are policies in the Comprehensive Plan's Housing chapter that state a need for diversity of housing and to provide a balanced housing supply for all people at all income levels and unit types. He advised that currently the market demand is for single-family homes. Because of this the City may need to be flexible in some of their density demands until the higher density demands increase. Also, the land use designation to the west and north is LDR so a change to LDR could be considered a continuation of that. On the other hand, the quadrant around the intersection of Highway 3 and 70<sup>th</sup> Street was anticipated to be the highest density area in the NWA. If the City starts changing more of this area to low density single-family there is a potential of creating built in conflicts. He advised that historically the City has done a fairly good job of maintaining a roughly 50/50 mix of single-family to multiple family housing. The recent trend of approving predominantly single-family could have an impact on the overall housing balance. Another issue is the financial implications resulting from the proposal having fewer units than what was assumed for this parcel. Financial implications; however, are the purview of the City Council. During the Groveland Heights and Blackstone approvals the City Council created a new subcategory, LDR/NWAPUD, which establishes that projects with unit counts that fall below projections are obligated to pay the projected unit count fee collections that were part of the original assumptions. The City Council is currently studying the issue of financing utilities in the NWA. A clearer direction for comprehensive plan amendments should come out of these discussions.

Mr. Hunting explained the three alternatives listed in the report. Alternative A would be to recommend denial of the request to change the land use to LDR and rather recommend approval of a land use change to LDR/NWAPUD. Alternative B is to recommend that City Council authorize submittal of the application to the Metropolitan Council for their review/action and not take final action on the land use change until they have final development plans. The third alternative would be to recommend denial of the request. Staff did not make a formal recommendation on this request. Council has recently approved some amendments in the NWA based on some of the current market factors, but there may be a point where they need to look at focusing back on the densities recommended in the comprehensive plan. Mr. Hunting advised that four amendments have been approved recently, with all but one resulting in a reduction in overall density. He advised that Council is going to have to decide if they want to continue using credits to cover the fee shortage.

Chair Maggi asked if the Housing Committee would provide a recommendation on this request.

Mr. Hunting replied that the request was presented to the Housing Committee, but they chose not to make a recommendation. He advised that in general the Housing Committee is opposed to density reduction as they believe the City should continue to have different housing types.

Chair Maggi asked for clarification on how long an LDR designation would stay in place in a situation like this where there is no actual development plan in place.

Mr. Hunting replied that the parcels would remain MDR until such time as a PUD plan was approved.

Commissioner Niemioja stated she was uncomfortable with Alternative A, and questioned how the Planning Commission could make a recommendation to change the land use designation to LDR/NWAPUD without analysis of the financial implications.

Chair Maggi stated in her mind it would simply allow Council the opportunity to determine if there was a financial requirement.

Mr. Hunting advised that the Council could still choose how they wanted to address the financials, but it would set it up so there is an obligation for the developer to pay the difference.

Commissioner Niemioja stated that recommending a land use change based on financial implications and credits seemed beyond the Planning Commission's scope.

Chair Maggi stated she was comfortable with recommending Alternative A as they were not making a decision about what the financial contribution would be or making a land use decision based on a specific amount of money the developer would pay to the City.

Mr. Hunting advised that the new category was set up to gain compensation for reduced density, but the exact number is something City Council would address.

Commissioner Klein asked if the reduced density would affect overall property taxes as well.

Mr. Hunting replied that was a difficult question to answer as it would depend on the product

type.

In regard to an earlier statement that there was less demand for multiple-family housing, Commissioner Robertson asked if individuals owning townhomes or twin homes were struggling to sell their properties.

Mr. Hunting replied that was not something the City analyzed.

Mr. Link stated the City could choose to respond solely to the current market demand, or it could choose to reserve certain properties for different products and densities, such as townhomes or apartments. He advised that for the last couple decades the City has had a great diversity of housing. In the NWA, however, the City has seen only single-family residential starting at \$400,000 or townhomes starting at \$250,000. The City must decide whether they want to continue to have housing diversity and if so, how they will accomplish that.

Commissioner Robertson asked if staff was aware of any upcoming multiple-family developments.

Mr. Link replied the only two projects he was aware of were a final plat for Blackstone Ponds (100 townhome units) and a preliminary plat for IMH (36-48 townhome units). He advised that market demand constantly shifts and although there is a current demand for single-family, in another five years the interest could be for multiple-family.

Commissioner Robertson stated it would be helpful to have an understanding of the vacancy rates of existing townhome developments in the City, as having a 50/50 split of single-family versus multiple-family may not be wise if the multiple-family homes were not being fully utilized.

Mr. Link replied they have not researched the multiple-family vacancy rates in the City.

Chair Maggi asked if the question posed by Commissioner Robertson should perhaps go to the Housing Committee. She asked if the Argenta Hills developments were guided medium density residential.

Mr. Hunting replied the Argenta Hills development was low density residential.

Commissioner Wippermann asked what the assumption was for the NWA as far as total housing units.

Mr. Link replied that they used three different estimates for the NWA for three different purposes; for financing they anticipated approximately 4,000 household, for environmental analysis they anticipated approximately 6,000 households, and for the comprehensive plan they anticipated approximately 5,000 households. This increased the population forecasts from 12,000 to 18,000.

Commissioner Wippermann asked if it was unlikely that the Metropolitan Council would have an issue with the 50 units being proposed.

Mr. Link replied that the Metropolitan Council does not typically look at individual applications

but rather at overall trends and acreages, with their biggest concern being affordable housing. Metropolitan Council addresses that by making sure there are significant acreages set aside for medium and high density residential; so far they have not raised any concerns.

### **Opening of Public Hearing**

Tom Mihm, 842 Ivy Lane, Eagan, advised he was available to answer any questions.

Chair Maggi asked the applicant if he read and understood the report.

Mr. Mihm replied in the affirmative. He stated the proposed land use would work well with the property's topography, be consistent with the Blackstone Ridge development to the west, and be more compatible with the surrounding area than a high density development.

Chair Maggi closed the public hearing.

### **Planning Commission Discussion**

Commissioner Niemioja supported the comprehensive plan's goal of maintaining diversity, felt that a medium density development could also enjoy the beauty of the property, recommended they focus on maintaining a diverse level of density to last long-term, and agreed with a statement in the report that single-family housing alone could not support diversity of housing for sustainability requirements of the comprehensive plan.

Chair Maggi asked if the roadway system would be similar to that shown in the concept plan if this were left as medium density.

Mr. Hunting replied it would likely be something similar as the patterns were already established by the approved subdivision to the west and the known collector streets to the north and south (65<sup>th</sup> and 67<sup>th</sup> Streets).

Chair Maggi asked if a medium density development would likely consist of townhomes.

Mr. Hunting replied it was difficult to say as the topography might make it difficult to construct row townhomes and would perhaps lend itself better to a multi-story product.

Commissioner Robertson asked if building townhomes in this area instead of single-family homes would necessitate more short connecting streets which could potentially reduce the density.

Mr. Hunting replied that typically multiple-family projects had a private road system in addition to the local public streets, but it was difficult to predict how that would lay out.

Commissioner Gooch stated the single-family conceptual plan flowed well, seemed appropriate for this area, and was consistent with the property to the west. He was concerned about the potential for high volumes of traffic to be going through the single-family neighborhood if this was changed to a townhouse development, and he felt that high density development would be more appropriate near the 70<sup>th</sup> Street/Babcock Trail intersection.

Commissioner Wippermann shared Commissioner Gooch's comments, stating the proposed

land use flowed well from the Blackstone Ridge development. He stated he had a concern about recommending Alternative A since LDR/NWAPUD involved financial considerations which were not the Planning Commission's purview.

Commissioner Niemioja asked Mr. Hunting to elaborate on the statement in his report regarding density conflicts.

Mr. Hunting stated the concern is that even though the overall plan is to have commercial and high density housing south of this parcel, putting in single-family homes first could result in built in opposition to developing that higher density. The natural concern is that the single family residents may have traffic concerns or may not want to see high density close to them.

Commissioner Lissarrague asked for clarification of Alternative B.

Mr. Hunting advised that land use changes need to be approved by the Metropolitan Council. Alternative B authorizes the submittal of the application to the Metropolitan Council prior to final development plans being approved by City Council.

In regard to Alternative A, Commissioner Scales asked if approving a land use change to LDR rather than LDR/NWAPUD would affect what the Council could do.

Mr. Hunting replied it would not.

Chair Maggi stated her understanding is that recommending approval of the LDR/NWAPUD designation would simply provide the framework allowing Council to act in relation to financial matters.

**Planning Commission Recommendation**

Motion by Commissioner Gooch, second by Commissioner Scales, to recommend approval of a comprehensive plan amendment to change the land use designation from MDR, Medium Density Residential to LDR, Low Density Residential, for the property located on the west side of Highway 3 between future 65<sup>th</sup> and 67<sup>th</sup> Streets, with the two conditions listed in the report.

Motion carried (8/1 - Niemioja). This item goes to the City Council on December 14, 2015.

**PLANNING REPORT  
CITY OF INVER GROVE HEIGHTS**

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**REPORT DATE:** November 25, 2015 **CASE NO.:** 15-43PA

**APPLICANT:** Mihm Custom Homes

**PROPERTY OWNER:** Tom Mihm

**REQUEST:** Comprehensive Plan Amendment to change land use from MDR, Medium Density Residential (6-12 units per acre) to LDR, Low Density Residential (1-3 units per acre)

**LOCATION:** West of Hwy 3 between future 65<sup>th</sup> and 67<sup>th</sup> Streets

**HEARING DATE:** December 1, 2015

**COMPREHENSIVE PLAN:** Medium Density Residential

**ZONING:** A, Agricultural

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

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**BACKGROUND**

The applicant has submitted an application for a comprehensive plan land use change for a future proposed single family development located in the Northwest Area on land located on the west side of Hwy 3 between future 65<sup>th</sup> and 67<sup>th</sup> Streets. The applicant is proposing an overall project density less than the minimum density allowed under the current designation. The current designation of MDR would allow for 6-12 units per acre. The applicant is proposing a project with an anticipated density of approximately 2.6 units per acre. The applicant is requesting a change to LDR which has a density range of 1-3 units per acre. The project site consists of two platted lots containing approximately 18.0 net developable acres.

The applicant has chosen to request the land use change portion of the application first before a detailed PUD application is submitted. A concept plan of the development is included with this report. Some elements of the concept plan may need some changes to meet the Northwest Area's requirements and that would be addressed with the PUD plan review. It is expected the layout will change in order to accommodate the collector roadway network. The concept is more for a visual representation of what could occur taking into account some of the topographic limitations on the site. The task at hand with the comprehensive plan review is to determine if Low Density Residential is an appropriate land use.

**SURROUNDING USES**

The subject property is surrounded by:

North	Large lot residential; zoned A, Agricultural; guided Low Density Residential.
East	Large Lot Residential; zoned A, Agricultural; guided Medium Density Residential.
West	Future Blackstone Ridge; zoned R-1C/PUD; guided Low Density Residential.
South	Residential, Vacant; zoned A, Agriculture; guided High Density Residential and Mixed Use.

**EVALUATION OF REQUEST**

**Comprehensive Plan Amendment**

When the City began its work on the 2020 Comprehensive Plan back in 1996, detailed land use and utility studies had not yet been done for the Northwest Area. The land use designation for this property and the surrounding properties to the north and west were guided for Low Density Residential.

When the Alternative Urban Areawide Review (AUAR) was conducted for the Northwest Area in 2005, many land use designations were changed in order to address overall unit counts and density projections. The guiding for the property in the AUAR was for Medium Density Residential.

The Land Use Chapter of the comprehensive plan has a description of the Northwest Area which includes the following:

“This comprehensive plan update modifies some of the land uses previously guided for the Northwest Area. These modifications are based on what we have learned over the last eight years of planning work completed in the Northwest Area as well as reflections of recent development proposals and comprehensive plan amendments. Two key guidelines were adhered to in modifying the land uses in the Northwest Area. 1) the development projections assumed within the Northwest AUAR remain higher than those projected for the 2030 Comprehensive Plan update, thus rendering the AUAR still effective and not impacting the design capacity of future infrastructure. 2) the assumptions used to determine how infrastructure improvements are financed remain on the low side, thus making sure that we project to exceed the amount of development needed to ensure the delivery of infrastructure to the Northwest Area is financially feasible.”

Based on the current land use designation (MDR 6-12 units/acre) and net developable acreage of 18.0, the number of units allowed would range from 108 to 216. Based on the proposed

single family detached product type, an R-1C zoning would be the required zoning approved with a PUD. The R-1C zoning in the Northwest Area has a minimum density requirement of 2 units/acre. Therefore, the project would be required to contain at least 36 units. The applicant is proposing 48 units.

The Housing chapter of the 2030 Comprehensive Plan should also be utilized when analyzing a request for a comprehensive plan change relating to residential land uses. Two factors should be analyzed and they relate to housing policy and diversity.

The following applicable excerpts are stated from the Housing chapter as they relate to this request:

“Housing is an integrals part of Inver Grove Heights’ vision. Developing and maintaining a diversity of housing opportunities is a key guiding principle of the Comprehensive Plan. Ensuring opportunities for diversity in housing also helps achieve community “sustainability”. To be sustainable, Inver Grove Heights’ approach to housing is to provide opportunities for housing at all stages of the life-cycle and a full range of price levels and design patterns.”

There are a few housing policies that directly relate to this type of amendment application:

- “Establish a housing pattern that respects the natural environment while striving to meet local housing needs and the community’s share of metropolitan area housing growth.”
- “Maintain a balanced housing supply with housing available for people at all income levels and unit types that meet the varying life-cycle needs for Inver Grove Heights residents.”
- “Continue to utilize City ordinances that allow planned developments that provide a mixture of housing types.”

The Comprehensive Plan definition of Medium Density Residential (MDR) is:

“Medium density residential accommodates somewhat higher residential densities ranging from 6-12 units per net acre. Uses in this classification include higher density townhome developments and apartments, all with full public utility services.”

The Comprehensive Plan definition of Low Density Residential (LDR) is:

“The low-density residential category encompasses traditional “urban” density development t in Inver Grove Heights. LDR includes lots or parcels ranging from 1 to 3 units per net acre. Substantial portions of the low-density residential area are anticipated to develop at a density of one to three units per net acre. Housing types in

the low-density residential category include single-family detached homes, twin home units and lower density townhome style developments. In all cases, low-density residential development will be served by public water and sanitary sewer systems.”

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

#### RATIONAL FOR THE LAND USE CHANGE

- Through numerous discussions with developers and identified by other land use and real estate professionals, it has been stated that there is a high demand for detached single family development in the suburban communities right now. The demand for higher density apartments or mid density townhome projects is very low outside of the central city areas. Due to the changes in market demand, the City may need to be flexible in density demands and housing mixes until the demand for higher densities increases, which is expected to occur in the next few years.
- The land use designation to the west and north is Low Density (1-3 units/acre). A change to LDR could be considered a continuation of a lower density neighborhood and densities would be similar.

#### RATIONALE AGAINST THE LAND USE CHANGE

- The properties to the east and south are guided for MDR and HDR and Mixed Use. The quadrant around the intersection of Hwy 3 and 70<sup>th</sup> Street was anticipated to be the highest density area in the Northwest Area. The approval of the IMH application with apartments and townhomes at the NE quadrant of this intersection is consistent with this goal. The land directly to the south of this property is also expected to develop with some of the highest densities of all. A lower density residential may not be the most appropriate and may create overall density conflicts.
- The 18-acre area requested to be changed from MDR (MDR) to Low Density Residential (LDR) is bound by areas to the south designated for Mixed Use and High Density Residential. Changing this 18-acre area to LDR also has the potential to significantly impact future development of neighboring properties as well. If single-family lots are developed first, it could result in future opposition to higher density residential on adjacent sites. The applicant’s current proposal does not serve the City’s best interest long-term, especially given the challenges that are frequently faced by City leaders when higher density and a wider range of housing is requested in an area following a low density development. Furthermore, if planned higher density residential areas are changed to lower density residential, there will be less households in the area to support the current commercial in the Northwest Area.

- One of the City's strengths in its housing stock is the diversity and general 50/50 mix of single family to multiple family. The recent trend of predominantly single family housing being approved could have an impact on the overall product mix and type which could negatively impact the City's goals of maintaining a balanced housing supply with housing available for all people at all income levels and unit types that meet the varying life-cycle needs for the residents.
- The Housing Chapter of the Comprehensive Plan states the need for diversity of housing to help the City achieve community "sustainability". The minimum density of the MDR category requires some type of multiple family housing to achieve densities. Single family detached housing alone will not meet the density requirements.

## FINANCIAL IMPLICATIONS

During the initial steps for studying development in the Northwest Area, the City conducted land use and financial studies to determine the densities and costs per unit in order to fund the installation of city utilities. Since no assessments were levied, fees are collected when a parcel of land is developed. Minimum densities have been established for each parcel to achieve these goals. Based on those assumptions, the subject parcel calculation assumed 99 units would be developed to cover city utility costs. The concept plan submitted shows a total of 48 units. The project would be 51 units short and therefore would come up short in providing its fair share of the overall utility costs. This same scenario occurred with the Argenta Hills and Groveland Heights projects and the developer did agree to pay the difference in the units they were short. For the Blackstone development, the Council agreed to a reduction in fees based on credits achieved by the development. A preliminary number based on plat and building permit fee collections for 48 lots would be approximately \$654,700. A preliminary number based on plat and building permit fee collections for the assumed 99 lots would be approximately \$1,053,000.

Since we are addressing a land use change before the site plan approval review, the City needs greater controls in place in order to make sure that any fee shortages will be paid since the City would be approving a comp plan change that reduces the amount of units allowed.

The City Council has already addressed this issue by creating a new subcategory for the Northwest Area during the Groveland Heights and Blackstone approvals. The new subcategory required any change to the comprehensive land use plan that reduces density obligates the developer to pay the difference. This new category has been created for the LDR, LMDR and MDR categories.

The category called LDR-NWAPUD establishes parameters whereby projects with unit counts that fall below projections are obligated to pay the projected unit count fee collections that were part of the original assumptions and where the land use change is based on an overall reduced density category. These categories state the same uses and goals but add that any development is subject to PUD approvals and agreements with the city must be in place which

obligates the developer to pay any difference in utility fees collected between financial assumptions and those approved.

## **ALTERNATIVES**

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

A. Recommend Denial of the request to change the land use to LDR, Low Density Residential **and** Recommend approval of a land use change to LDR/NWAPUD.

B. Recommend City Council take action to authorize submittal of the application to the Metropolitan Council for their review/action and not take final action until final development plans, all agreements and rezoning has been approved by the City Council.

With either option A or B, the following two conditions should be added to any recommendation:

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

C. Recommend Denial of the request to change the land use to LDR, Low Density Residential. With a recommendation of denial, findings or the basis for the denial should be given.

## **RECOMMENDATION**

There appear to be three main issues to be addressed when reviewing this application; 1) Density and financial implications, 2) housing policy, and 3) housing diversity. The Planning Commission is to address only density, housing policy and housing diversity. The City Council must address the financial implications.

The City Council is currently studying the issue of financing utilities in the NW area. A clearer direction for comp plan amendments should come out these discussions resulting in a policy that can be used for this application and future applications.

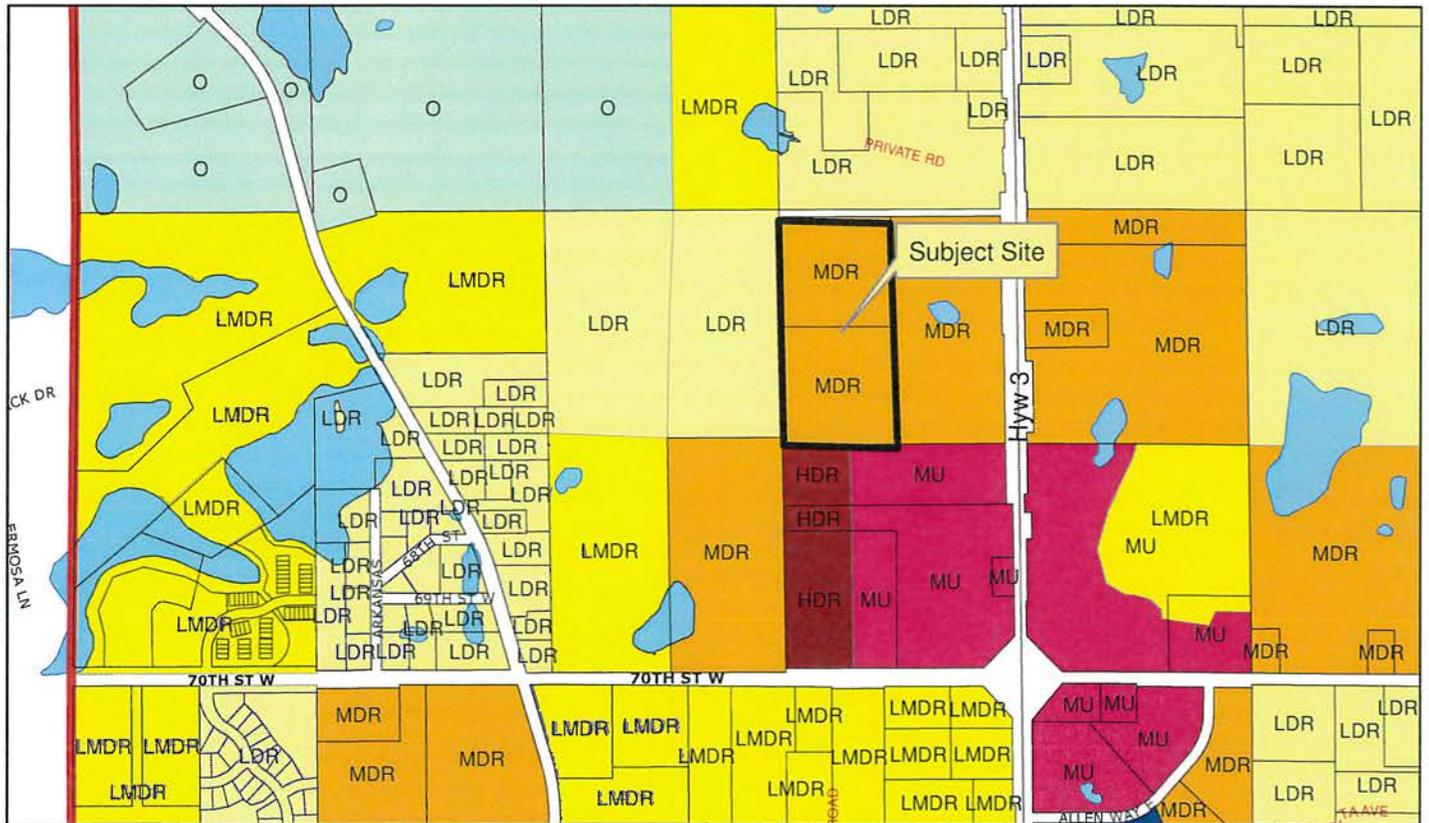
Attachments: Existing/Proposed Comp Plan Map  
Concept Plan  
Applicant Narrative



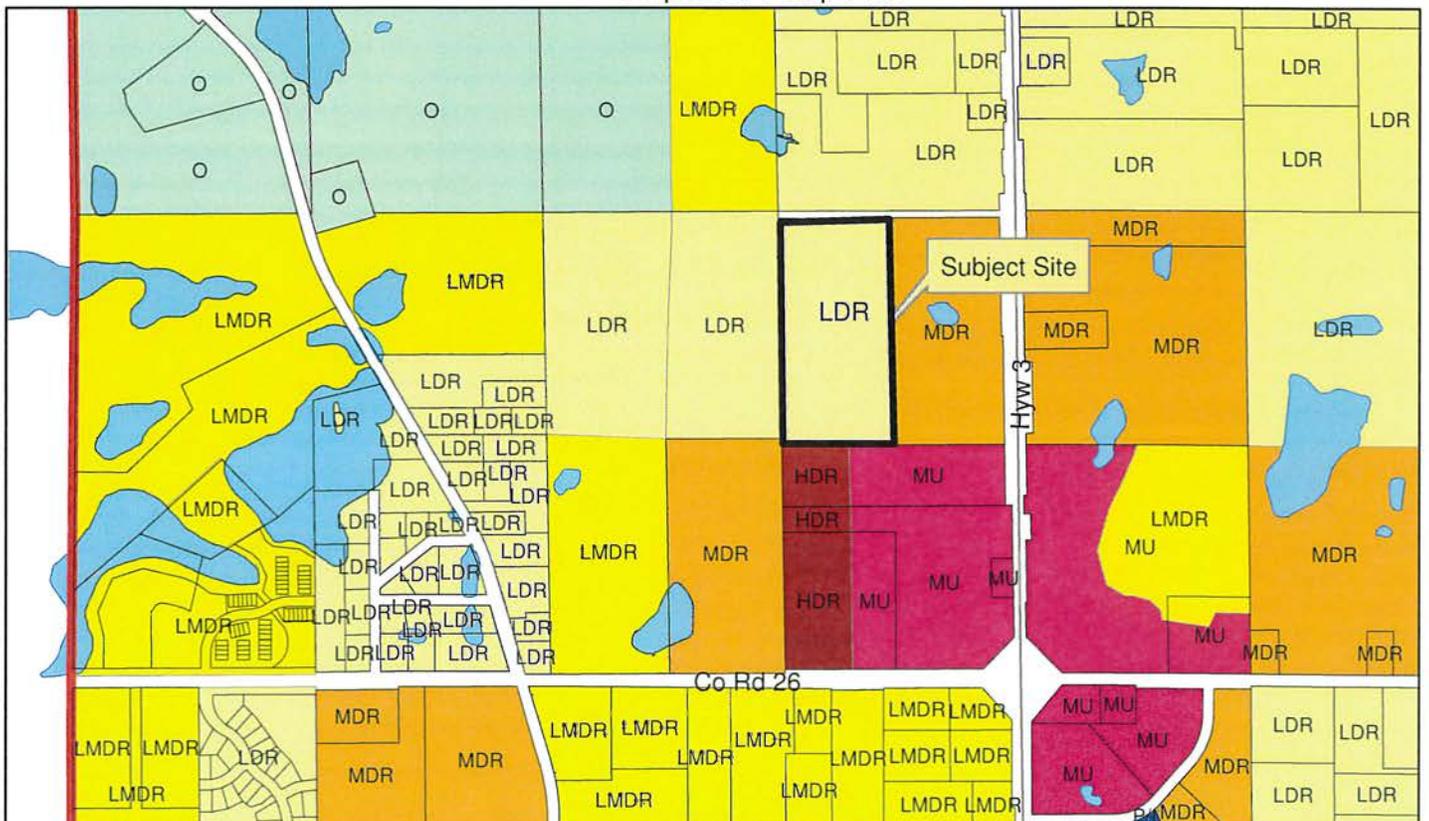
# Mihm Custom Homes CPA

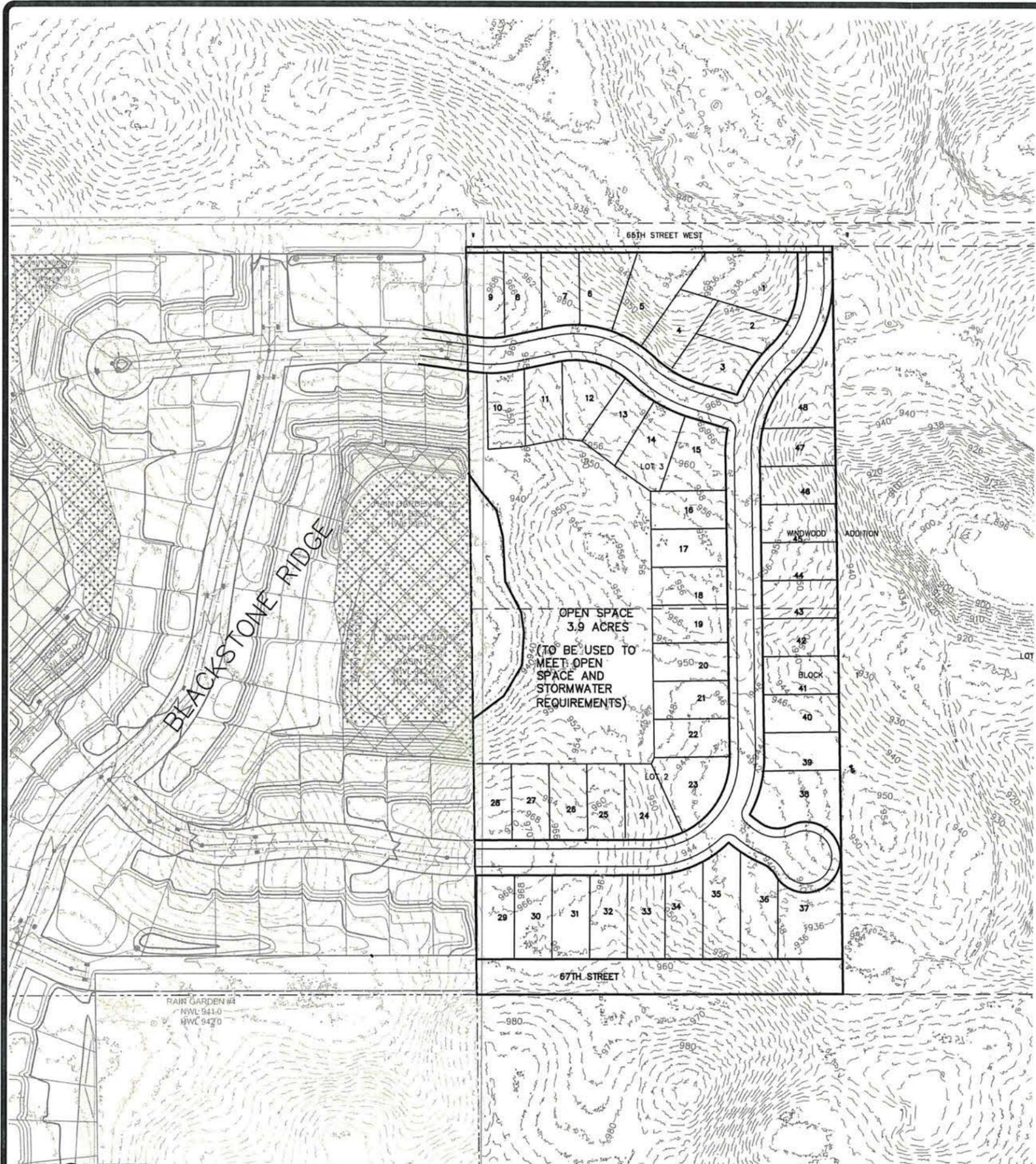


Existing Comp Plan



Proposed Comp Plan





**SITE DATA**

GROSS AREA: ±18.5 ACRES  
 PROPOSED LOTS: 48  
 GROSS DENSITY: 2.6 UNITS/ACRE

**PROPOSED LOT STANDARDS:**

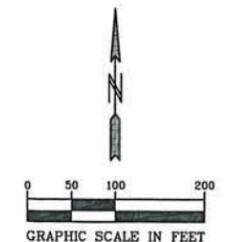
WIDTH: 65'  
 DEPTH: 125'  
 FRONT SETBACK: 25'  
 SIDE SETBACK CORNER LOT: 15'  
 SIDE SETBACK INTERIOR: 10', 5'  
 REAR SETBACK: 30'

REQUIRED OPEN SPACE AREA: 3.7 ACRES (20%)  
 PROPOSED OPEN SPACE AREA: ±3.9 ACRES

EXISTING GUIDE PLAN: MDR (6-12 UNITS/ACRE)  
 PROPOSED GUIDE PLAN: LDR (1-3 UNITS/ACRE)

PROPERTY FALLS WITHIN THE NORTHWEST AREA PLAN

SITE PLAN BASED ON AVAILABLE DATA  
 NO ENGINEERING  
 NO FIELD WORK  
 WETLANDS HAVE NOT BEEN DELINEATED  
 LIDAR TOPOGRAPHY USED



**PIONEER**engineering

CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS  
 2422 Enterprise Drive  
 Mendota Heights, MN 55120  
 (651) 681-1914  
 Fax: 681-9485  
 www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Name: JENNIFER L. THOMPSON  
 Reg. No.: 44763 Date:

Revisions

Date: 10-5-15  
 Designed: JLT  
 Drawn: JLT

CONCEPT PLAN

MIHM CUSTOM HOMES  
 842 IVY LANE  
 EAGAN, MN 55123

MIHM PROPERTY  
 INVER GROVE HEIGHTS, MINNESOTA

1 OF 1

Date: October 5, 2015  
To: City of Inver Grove Heights  
From: Tom Mihm for Mihm Custom Homes, applicant; Pioneer Engineering, consultant  
Re: Mihm Property comprehensive guide plan amendment application

The 18.5 acre Mihm Property (“the property”) is currently guided Medium Density Residential (MDR) and platted into two 9+ acre lots. This designation requires a density of 6-12 units per acre. The applicant is seeking to amend the guide plan to Low Density Residential (LDR) allowing for a density of 1-3 units per acre.

The density requirement is a net requirement but the only elements that are taken out of the net computations are major arterial right-of-ways and wetlands. This property is located in the Northwest Area and under this plan, it is required to keep a minimum of 20% open space with various requirements within the open space designation. This minimum 20% open space requirement is not subtracted from the density calculations making the density requirement more difficult. In addition, there exists an unloaded collector ROW to the north and the City is requiring an unloaded collector ROW be dedicated on the south edge of the property. This ROW is also not removed from density calculations. In order to meet the 6-12 units/acre required of the MDR area, the product would more than likely have to be a medium-high density townhome, condo, or apartment product. The property is comprised of 18.5 acres of rolling, wooded terrain. In order to meet the density that is currently designated, the entire property would require extensive clearing and grading to prepare the site for buildings with large footprints. A single family product would be more conducive to working with some of the natural terrain that exists on the property.

The property to the west was recently amended to an LDR district. The way that Blackstone Ridge to the west is planned, the two access roads leading directly into the Mihm property are lined with 65’ single family residential lots. This makes transitioning those roads into something other than single family residential awkward as there would be a medium or high density product directly abutting the single family homes. The Mihm Property would make a natural single family extension of the single family homes to the west.

The property can be served by sewer and water extension from the west. Development of the property concurrently with Blackstone Ridge to the west will allow construction of a trunk storm sewer segment necessary to conform to the Northwest Area Plan.

The applicant is not confident that the property could be marketed to builders as a medium density site at this time nor is he confident of the feasibility of a medium-high density product on this property.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Resolutions Establishing Utility Rates for 2016**

Meeting Date: December 14, 2015  
Item Type: Regular  
Contact: Scott D. Thureen, 651.450.2571  
Prepared by: Scott D. Thureen, Public Works Director  
Reviewed by: *SDT*

**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 three separate resolutions establishing water, sanitary sewer and storm water rates for 2016.

**SUMMARY**

The proposed rate increase for water follows the recommendation presented in the 2012 rate study update that was prepared by Ehlers and Associates. The study recommended that the water rate be increased by 2.0 percent.

The proposed rate increase for sanitary sewer for property outside the Northwest Area follows the recommendation presented in the 2012 rate study update that was prepared by Ehlers and Associates. The study recommended that the sanitary sewer rate be increased by 3.5 percent. The proposed rate increase for sanitary sewer for property inside the Northwest Area includes an additional \$2.00 per 1000 gallon surcharge.

I recommend that the storm water utility rates remain unchanged for 2016.

I recommend passage of the three resolutions establishing utility rates for 2016, with water rates increasing by 2.0 percent, sanitary sewer rates increased by 3.5 percent (with an additional \$2.00 per 1000 rate surcharge for properties in the Northwest Area), and storm water rates remaining unchanged.

SDT/kf  
Attachment: Resolutions

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ESTABLISHING WATER UTILITY RATES EFFECTIVE JANUARY 1, 2016**

**WHEREAS**, Title 8, Chapter 2, Section 8-2-10A of the City Code states that the City Council shall determine water rates by resolution.

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

Water utility usage rates, commencing January 1, 2016 for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less .....	\$21.77 per quarter
6,001 – 20,000 gallons .....	\$2.53 per 1,000
20,001 – 40,000 gallons .....	\$2.91 per 1,000
40,001 and more gallons .....	\$3.14 per 1,000

The minimum charge per quarter shall be \$21.77

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$7.26 per unit/month
2,001 – 7,000 gallons	\$2.53 per 1,000
7,001 – 13,000 gallons	\$2.91 per 1,000
13,001 and more gallons	\$3.14 per 1,000

The minimum charge per unit per month shall be \$7.26

Commercial/Institutional/Industrial

The first 2,000 gallons or less .....	\$7.26 per month
2,001 – 7,000 gallons .....	\$2.53 per 1,000
7,001 – 13,000 gallons .....	\$2.91 per 1,000
13,001 and more gallons .....	\$3.14 per 1,000

The minimum charge per month shall be \$7.26

Special Senior Rates

0 – 6,000 gallons per quarter .....	\$10.67 per quarter
6,001 and more gallons .....	Same as applicable rate above

Adopted this 14th day of December 2015 by the City Council of Inver Grove Heights, MN

AYES:

NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ESTABLISHING SEWER UTILITY RATES EFFECTIVE JANUARY 1, 2016**

**WHEREAS**, Title 8, Chapter 4, Section 8-4-6 of the City Code states that the City Council shall determine sewer rates by resolution.

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

Sewer utility usage rates outside the Northwest Area, commencing January 1, 2016, for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less	\$30.67 per quarter
All over 6,000 gallons	\$3.87 per 1,000 gallons

The minimum charge per quarter shall be \$30.67

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$10.21 per unit/per month
All over 2,000 gallons	\$3.87 per 1,000 gallons

The minimum charge per unit per month shall be \$10.21

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$10.21 per month
All over 2,000 gallons	\$3.87 per 1,000 gallons

The minimum charge per month shall be \$10.21

Sewer utility usage rates inside the Northwest Area, commencing January 1, 2016, for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less	\$42.67 per quarter
All over 6,000 gallons	\$5.87 per 1,000 gallons

The minimum charge per quarter shall be \$42.67

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$14.21 per unit/per month
All over 2,000 gallons	\$5.87 per 1,000 gallons

The minimum charge per unit per month shall be \$14.21

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$14.21 per month
All over 2,000 gallons	\$5.87 per 1,000 gallons

The minimum charge per month shall be \$14.21

Adopted this 14th day of December 2015 by the City Council of Inver Grove Heights, MN

AYES:

NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

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

**RESOLUTION ESTABLISHING STORM WATER UTILITY RATES EFFECTIVE JANUARY 1, 2016**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Ordinance No. 1155, approved June 11, 2007, created a storm water utility; and

**WHEREAS**, Ordinance No. 1155 provided for the establishment and imposition of fees to pay the normal, reasonable, and current costs of constructing, operating, maintaining and improving the storm water management system; and

**WHEREAS**, a fee schedule has been developed that considers the relative use of the storm water management system by different types of land uses.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS THAT:** Monthly storm water utility rates, commencing January 1, 2016 are established as follows:

Storm Water Utility Group		Per Lot (L) or Acre (A)	Rural	Urban	NWA Developed
			(Base Fee)	(Base + Surcharge)	(Base + Surcharge)
			Monthly	Monthly	Monthly
Single-Family Residential	R-1A	L	\$ 0.92	\$ 2.68	\$ 8.03
	R-1B	L	0.59	1.72	5.16
	R-1C	L	0.50	1.27	3.82
	Estate (5 ac cap)	A	0.66	1.91	5.72
Multiple Family Residential	R-2 (Duplex/Twinhomes)	A	1.45	4.20	12.61
	R-3 (6+ units/ac)	A	1.72	4.97	14.91
	R-4 (Manufactured Home)	A	1.98	5.73	17.20
Other	Agricultural/Open Space (10 ac cap)	A	0.40 <sup>(1)</sup>	1.15	0.40
	Business District	A	2.90	8.40	25.23
	General Business	A	3.83	11.08	33.25
	Shopping Center	A	3.30	9.55	28.67
	Industrial	A	2.77	8.02	24.08
Public/Institutional	Schools/Churches/Other	A	1.72	4.97	14.91
	Golf Courses/Cemeteries/Parks	A	0.40 <sup>(1)</sup>	1.15	3.44
	City Facilities	A	2.90	8.40	25.23

<sup>(1)</sup>The minimum annual fee per parcel is \$6.00.

These fees shall be included in the existing utility billing for parcels on City sewer or water, or they will be a new billing for parcels not on City sewer or water.

Adopted this 14th day of December 2015 by the City Council of Inver Grove Heights, Minnesota

AYES:  
NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider a Resolution Receiving Feasibility Report, Scheduling a Public Hearing, Authorizing Preparation of Plans and Specifications, Authorizing Land Acquisition Services and a Resolution Accepting IPO No. 26A from Kimley-Horn & Associates for Design Services for the 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction and for the 2016 Improvement Program, City Project No. 2016-10 – 60th Street Area Utility Improvements**

Meeting Date: December 14, 2015  
 Item Type: Regular  
 Contact: Steve W. Dodge, 651.450.2541  
 Prepared by: Steve W. Dodge, Assistant City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

SWD  
SDT

<b>Fiscal/FTE Impact:</b>	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Pavement Management Fund, Special Assessments, Utility Funds

**PURPOSE/ACTION REQUESTED**

Consider a resolution receiving feasibility report, scheduling a public hearing, authorizing preparation of plans and specifications, authorizing land acquisition services, and a resolution accepting IPO No. 26A from Kimley-Horn & Associates for design services for the 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction and for the 2016 Improvement Program, City Project No. 2016-10 – 60th Street Area Utility Improvements

**SUMMARY**

Council authorized 60th Street Area feasibility study as part of 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction on September 28, 2015. On November 23, 2015, Council separated the project neighborhoods designating 60th Street Area neighborhood, with existing curb, as City Project Nos. 2016-09D and 2016-10 and authorized Kimley-Horn & Associates to prepare the feasibility report. Attached is the body of the feasibility report, a full copy of the report with appendices is available on the City website.

The total estimated project cost is \$2,308,000, with \$510,611 in estimated assessments (22% of the project costs), for City Project No. 2016-09D – 60th Street Area Reconstruction. The total estimated project cost for City Project No. 2016-10 – 60th Street Area Utility Improvements is \$244,000 for a total combined project cost of \$2,552,000 including project contingencies. A multi-faceted funding package has been prepared in the feasibility report which includes the pavement management fund, utility funds and special assessments.

A preliminary assessment roll has been prepared per City policy with the independent appraiser’s special benefit analysis with a recommended “assessment cap” of \$9,000 per parcel for street reconstruction.

Acquisition of right-of-way, permanent easements, and temporary easements is necessary for construction of the improvements. Any necessary agreements will be prepared by the City Attorney and staff will begin preparation for land acquisition services.

Neighborhood meetings were held on November 12th and December 3, 2015 at City Hall. Staff received input which was incorporated into the feasibility study.

I recommend passage of the resolution receiving the feasibility report, scheduling a public hearing, authorizing preparation of plans and specifications, authorizing land acquisition services and the resolution accepting IPO No. 26A from Kimley-Horn & Associates for design services for the 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction and for the 2016 Improvement Program, City Project No. 2016-10 – 60th Street Area Utility Improvements.

**SWD**

Attachments: Resolutions (2)  
 Project Area Map  
 Feasibility Report  
 IPO No. 26A

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

**CONSIDER RESOLUTION RECEIVING FEASIBILITY REPORT, SCHEDULING A PUBLIC HEARING,  
AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS, AUTHORIZING LAND ACQUISITION  
SERVICES FOR THE 2016 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2016-09D – 60TH  
STREET AREA RECONSTRUCTION AND FOR THE 2016 IMPROVEMENT PROGRAM, CITY PROJECT NO.  
2016-10 – 60TH STREET AREA UTILITY IMPROVEMENTS**

**WHEREAS**, on September 28, 2015, City Council approved an engineering services proposal for preparation of a feasibility study by Kimley-Horn & Associates, Inc as part of the 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction.; and

**WHEREAS**, On November 23, 2015, Council separated the project neighborhoods, designating the 60th Street Area neighborhood with existing curb as City Project Nos. 2016-09D – 60th Street Area Reconstruction and 2016-10 60th Street Area Utility Improvements; and

**WHEREAS**, a feasibility report has been prepared by Kimley-Horn & Associates for the Public Works Director with reference to City Project No. 2016-09D – 60th Street Area Reconstruction and City Project No. 2016-10 – 60th Street Area Utility Improvements.

<b>Project No.</b>	<b>Improvements</b>
2016-09D and 2016-10	Roadway improvements (bituminous removal, subgrade excavation/correction, grading, granular subgrade, geotextile fabric, draitile, aggregate base, bituminous pavement), milling, retaining wall, concrete curb and gutter removal and replacement, new curb and gutter, trail or sidewalk replacement, storm sewer, drainage improvements, water quality improvements, sanitary sewer system repairs and additions, water main system repairs and adjustments, water main valve and hydrant replacements, appurtenances and restoration on the following streets: Asher Avenue from 60th Street East to its terminus, Asher Court from 60th Street East to its terminus, 60th Street from Asher Avenue to Babcock Trail, 63rd Court from Babcock Trail to its terminus, and 59th Court from Babcock Trail to its terminus.

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

Said report is hereby received by the City Council of the City of Inver Grove Heights on December 14, 2015.

1. The City Council will consider the above-mentioned improvements in accordance with the report and assess, or tax, the abutting properties for all or a portion of the cost of the improvements, pursuant to Chapter 429 of the Minnesota Statutes at an estimated cost of \$2,552,000.
2. A public hearing will be held on such improvements at 7:00 p.m. on Monday, January 25th, 2016 in the City Council Chambers at 8150 Barbara Avenue and the City Clerk shall give mailed and published notice of such hearing and improvements as required by law.
3. Preparation for land acquisition services is hereby authorized.

Adopted by the City Council of Inver Grove Heights this 14th day of December, 2015

AYES:  
NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. \_\_\_\_\_

**CONSIDER RESOLUTION ACCEPTING IPO NO. 26A FROM KIMLEY-HORN & ASSOCIATES FOR DESIGN SERVICES FOR 2016 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2016-09D – 60TH STREET AREA RECONSTRUCTION AND FOR THE 2016 IMPROVEMENT PROGRAM, CITY PROJECT NO. 2016-10 – 60TH STREET AREA UTILITY IMPROVEMENTS**

**WHEREAS**, on September 28, 2015, City Council approved an engineering services proposal for preparation of a feasibility study by Kimley-Horn & Associates, Inc as part of the 2016 Pavement Management Program, City Project No. 2016-09D – 60th Street Area Reconstruction.; and

**WHEREAS**, On November 23, 2015, Council separated the project neighborhoods, designating 60th Street Area neighborhood with existing curb as City Project Nos. 2016-09D – 60th Street Area Reconstruction and 2016-10 60th Street Area Utility Improvements; and

**WHEREAS**, a feasibility report has been prepared by Kimley-Horn & Associates for the Public Works Director with reference to City Project No. 2016-09D – 60th Street Area Reconstruction and City Project No. 2016-10 – 60th Street Area Utility Improvements; and

**WHEREAS**, the City requested and received a proposal (IPO No. 26A) from Kimley-Horn & Associates, Inc. for design services; and

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

Said report is hereby received by the City Council of the City of Inver Grove Heights on December 14, 2015.

1. Preparation of preliminary and final design and plans and specifications by Kimley-Horn & Associates, Inc. as described in IPO No. 26A are hereby authorized.
2. Project funding is provided through the Pavement Management Fund, Utility Funds and Special Assessments.

Adopted by the City Council of Inver Grove Heights this 14th day of December, 2015

AYES:

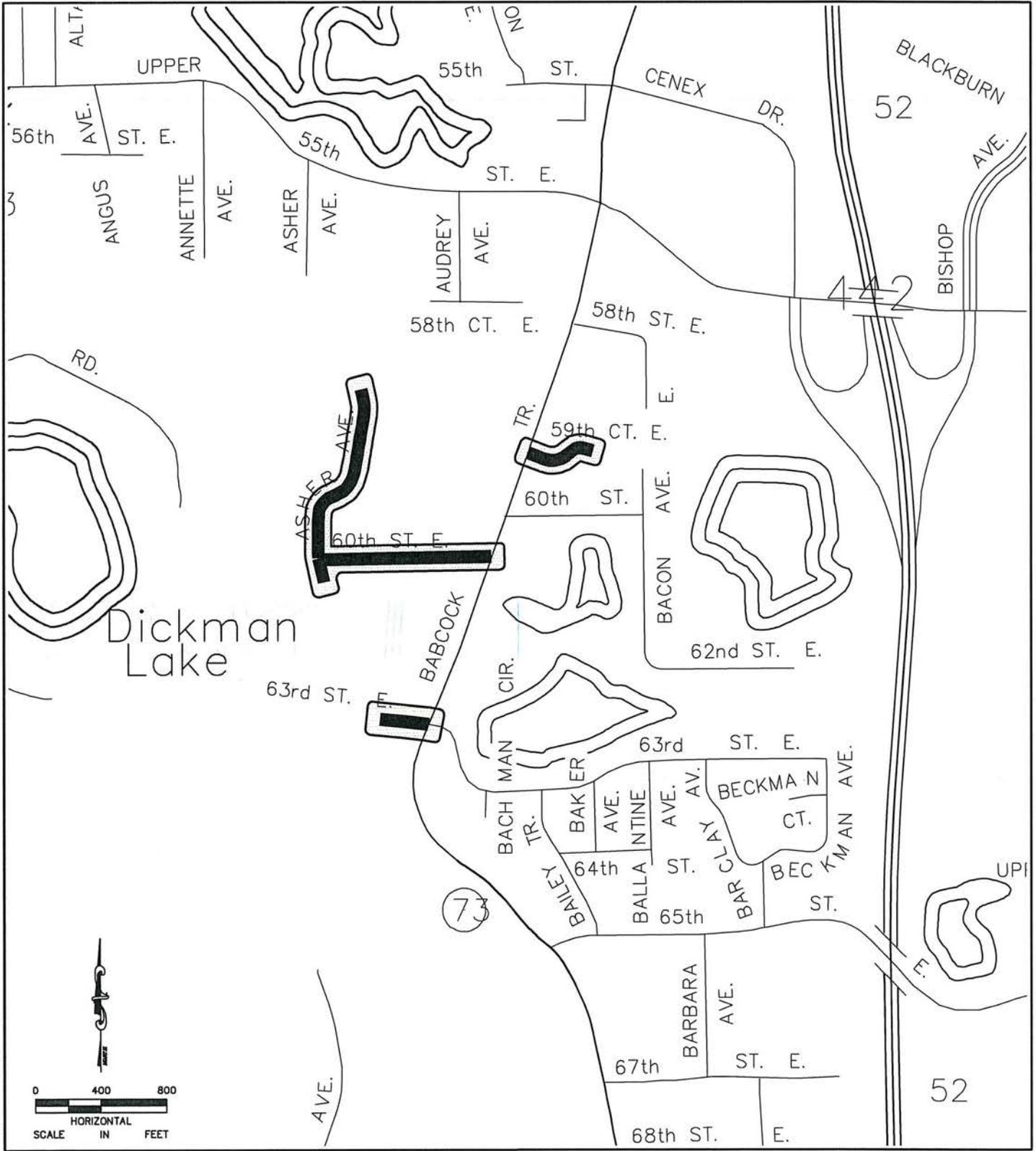
NAYS:

\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Michelle Tesser, City Clerk

K:\TWC\_Civil\City\IGH\160509027-60TH STREET RECON\CAD\Plan Sheets\Exhibits\Feeblity Exhibits\60TH EXHIBITS\Exhibit 1 - Location Map.dwg November 18, 2015 - 2:48pm



### LOCATION MAP

60TH STREET AREA RECONSTRUCTION  
 AND UTILITY IMPROVEMENTS  
 CITY PROJECT 2016-09D  
 CITY PROJECT 2016-10  
 EXHIBIT 1



City of  
 Inver Grove Heights  
 8150 BARBARA AVENUE  
 INVER GROVE HEIGHTS, MN 55077-3412

**Kimley»Horn**

2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114  
 PHONE: 651-645-4197  
 WWW.KIMLEY-HORN.COM



# **60<sup>TH</sup> STREET AREA RECONSTRUCTION AND UTILITY IMPROVEMENTS**

Feasibility Study

City Project 2016-09D & 2016-10

City of Inver Grove Heights, Minnesota

December 2015

**Kimley»»Horn**



December 14, 2015

Honorable Mayor and Members of the City Council  
City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077

Attn: Scott Thureen, P.E.  
Director of Public Works

Re: Feasibility Study and Report  
60<sup>th</sup> Street Area Reconstruction  
City Project 2016-09D  
60<sup>th</sup> Street Area Utility Improvements  
City Project 2016-10

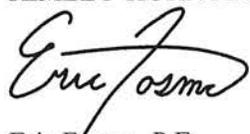
Honorable Mayor and Members of the City Council:

The enclosed feasibility report has been prepared for the 60<sup>th</sup> Street Area Reconstruction, City Project 2016-09D and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10, as authorized at the September 28, 2015 and November 23, 2015 City Council meetings. This report investigates roadway, utility adjustments, curb and gutter and drainage improvements for the 60<sup>th</sup> Street neighborhood area. The proposed scope of work, estimated costs, financing, and schedule for the improvements are detailed in this report.

Information utilized in the preparation of this report included utility as-builts, information gathered through field reviews, GIS information, topographic survey, property owner coordination meetings, and discussions with City staff. All available information was reviewed and considered to determine the feasibility of the proposed improvements.

We believe that the proposed improvements identified in this report are feasible, that they will benefit the properties in the project area, and that they will benefit the City of Inver Grove Heights.

Sincerely,  
KIMLEY-HORN AND ASSOCIATES, INC.



Eric Fosmo, P.E.  
Project Manager

Enclosure

Cc: Tom Kaldunski, City Engineer  
Steve Dodge, Assistant City Engineer  
File 160509027

# 60<sup>TH</sup> STREET AREA RECONSTRUCTION AND UTILITY IMPROVEMENTS

## Feasibility Study

CITY OF INVER GROVE HEIGHTS, MINNESOTA  
CITY PROJECT 2016-09D  
CITY PROJECT 2016-10



City of Inver Grove  
Heights, Mn.

Prepared By:

# Kimley » Horn

Kimley-Horn and Associates, Inc.  
2550 University Avenue West  
Suite 238N  
St. Paul, MN 55114  
(651) 643-0400

I hereby certify that this plan, specification  
or report was prepared by me or under my  
direct supervision and that I am duly  
Licensed Professional Engineer under the  
laws of the State of Minnesota.

Signature: \_\_\_\_\_

A handwritten signature in black ink that reads "Eric Fosmo".

Eric Fosmo, P.E.

Date: December 14, 2015 Lic. No. 48761

File: 160509027

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## EXECUTIVE SUMMARY

This feasibility study and report has been prepared for the 60<sup>th</sup> Street Area Reconstruction, City Project 2016-09D and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10. The proposed project include the reconstruction of the following street segments:

- Asher Avenue
- Asher Court
- 60<sup>th</sup> Street East – West of Babcock Avenue
- 59<sup>th</sup> Court East
- 63<sup>rd</sup> Street East

The estimated costs for the proposed improvements are detailed below. These costs include a 10% construction cost contingency and a 28% allowance for indirect costs.

<b>CP 2016-09D Improvements</b>	<b>Amount</b>
Street Improvements	\$ 1,800,000
Storm Sewer Improvements	\$ 322,000
Asher Avenue Extension	\$ 134,000
Temporary and Permanent Easement Acquisition	\$ 52,000
<b>Total Project Cost (CP 2016-09D)</b>	<b>\$ 2,308,000</b>

<b>CP 2016-10 Improvements</b>	<b>Amount</b>
Sanitary Sewer Improvements	\$ 85,000
Watermain Improvements	\$ 120,000
Asher Avenue Utility Extension Improvements	\$ 39,000
<b>Total Project Cost (CP 2016-10)</b>	<b>\$ 244,000</b>

The improvements are proposed to be financed through a combination of City Pavement Management Program (PMP) funds, City utility funds, and assessments to benefitting property owners. The following is a preliminary financing plan:

<b>Financing Source – CP 2016-09D</b>	<b>Amount</b>
PMP Funds	\$ 1,797,145
Special Assessments	\$ 510,611
<b>Total</b>	<b>\$ 2,308,000</b>

<b>Financing Source – CP 2016-10</b>	<b>Amount</b>
City Utility Funds	\$ 244,000
<b>Total</b>	<b>\$ 244,000</b>

A more detailed financing plan is provided within the body of this report.

If the City Council chooses to accept this report and schedule a public hearing, we recommend that the following project schedule be followed:

City Council Receive Final Feasibility Report	December 14, 2015
Call Public Hearing	
Authorize Preliminary Plans and Specs	
Planning Commission	January 5, 2016
Public Improvement Hearing	January 25, 2016
Council Order Project	
Authorize Preparation of Final Plans and Specs	
Council Approves Plans and Specs	February 22, 2016
Authorize Advertisement for Bids	
Bid Opening	March 25, 2016
City Council Accepts Bids and Final Assessment Roll	April 11, 2016
Call Assessment Hearing	
Assessment Hearing	May 9, 2016
Council Awards Contract	May 24, 2016
Begin Construction	June 6, 2016

Based upon the analysis completed as a part of this report, the proposed 60<sup>th</sup> Street Area Reconstruction, City Project 2016-09D, and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10 are feasible, necessary, and cost effective, and would benefit the properties in the project area and the City of Inver Grove Heights.

We recommend the following:

- A. The City Council accepts this feasibility report on December 14, 2015 and orders a public hearing for January 25, 2016.
- B. After receiving the appropriate staff reports, staff information, and public hearing input, the Council makes a decision on the approval or rejection of the proposed improvements.

## 1. INTRODUCTION

On September 28, 2015, the City Council authorized the preparation of a feasibility study for the 60<sup>th</sup> Street Area Reconstruction. After receiving feedback from the appraiser, geotechnical engineer, residents, and staff, City Council separated the original project and established City Project 2016-09D and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10 at its November 23, 2015 regular meeting. As a part of the Pavement Management Program (PMP), the City of Inver Grove Heights is proposing the following improvements as a part of City Project 2016-09D:

- Full reconstruction of these street segments
  - Asher Avenue
  - Asher Court
  - 60<sup>th</sup> Street East – West of Babcock Avenue
  - 59<sup>th</sup> Court East
  - 63<sup>rd</sup> Street East
- Storm sewer reconstruction
- Stormwater management improvements to provide water quality treatment

As a part of City Project 2016-10, the City of Inver Grove Heights is proposing the following improvements:

- Replacement of existing watermain gate valves, hydrants, and appurtenances
- Replacement of sanitary sewer manholes and castings as needed
- Minor extensions of sanitary sewer as needed to relocate service connections from manholes to the sewer main
- Extension of sanitary sewer at Asher Avenue extension

The project location is shown in Appendix A, Exhibit 1.

## 2. PROPOSED PUBLIC IMPROVEMENTS

The City evaluates the condition of existing street pavements based on a pavement conditions index (PCI) every three years City wide. A street with a PCI less than 35 is considered for reconstruction. The most recent PCIs taken on the project streets range from 0 to 15 in the project area. The project street segments were constructed 29 – 46 years ago and have received minor maintenance (crack seal and seal coat).

Based on the current age and condition of the City street, and the findings of the geotechnical investigation, a full reconstruction of the 60<sup>th</sup> Street (west of Babcock), Asher Avenue, Asher Court, 59<sup>th</sup> Court East and 63<sup>rd</sup> Street East is recommended. The following is a summary of the proposed reconstruction improvements:

### A. 60<sup>TH</sup> STREET AREA RECONSTRUCTION (CP 2016-09D)

The following is a summary on the street reconstruction improvements proposed as part of City Project 2016-09D, 60<sup>th</sup> Street Area Reconstruction.

### PAVEMENT SECTION

Based on the geotechnical investigation of the existing roadway and subbase conditions, the proposed improvements include the reconstruction of the street to the current City standard pavement section for local streets including 4-inches of bituminous pavement, 6-inches of aggregate base, and 24-inches of select granular material.

The existing pavement section consists of 2" – 9.25" of bituminous pavement over a poorly defined base section ranging from 3.5" to 10.5". The existing subgrade soils consist of clayey and silty sand materials. These materials are highly susceptible to frost heave and are not considered suitable roadway base materials. The 24-inches of select granular material is recommended to replace the unsuitable, existing subgrade materials. A geotextile fabric and drain tile are also proposed to separate the existing subgrade from the new select granular and provide subgrade drainage of the proposed pavement section.

### Partial Reconstruction Alternative

Based on feedback received from residents at the neighborhood meetings, the City explored a partial reconstruction alternative for the 60<sup>th</sup> Street area. Partial reconstruction would involve limiting the removals to the existing pavement, curb and aggregate base. Existing subgrade soils would be left in place and 9-inches of aggregate base, B618 curb and gutter, and 4-inches of bituminous pavement would be constructed. Select areas of full reconstruction would be necessary with this alternative in areas where storm and sanitary improvements are needed.

The geotechnical investigation found the subgrade soils in the area to be composed of partially granular materials with 25% - 40% fines (silts and clays). The high concentration of fines in the underlying soils presents poor draining and frost heave susceptible subbase material. The geotechnical engineer did not recommend a partial reconstruction for the street segments due to the high likelihood of frost heave in the subgrade that would accelerate deterioration of the new pavement section.

City staff conducted a curb condition field review and estimated that approximately 45% of the existing curb and gutter would need to be replaced as a part of a partial reconstruction alternative. Reconstruction of curb and gutter adjacent to residential driveways also requires to replacement of driveway aprons. Based on the extent of curb replacement needed, it becomes more cost effective to replace all the curb and gutter which allows for machine placement.

Recommendations from the geotechnical investigation and field reviews completed by City staff were used to develop a cost estimate for the partial reconstruction alternative. In addition, a life cycle cost analysis was completed to understand the annualized cost of each reconstruction alternative. The life cycle costs included expected standard maintenance for each option. The table below summarizes this analysis.

<i>Reconstruction Approach</i>	<i>2016 Approximate Project Cost</i>	<i>Life Expectancy (yr)</i>	<i>Life Cycle Cost (\$/yr)*</i>
Full Reconstruction	\$2.3 Million	50	\$58,000
Partial Reconstruction	\$1.4 Million	20	\$75,000

\*Includes necessary maintenance and improvements over the life expectancy

Despite the lower initial construction cost for 2016, the partial reconstruction approach does have a higher life cycle cost due to the reduced pavement life expected without replacing the subgrade. Based on the life cycle cost analysis and recommendations from the geotechnical investigation, a partial reconstruction is not recommended.

The geotechnical investigation and report, completed by American Engineering Testing, Inc. (AET), is included in Appendix H.

## TYPICAL SECTION

60<sup>th</sup> Street East (west of Babcock), Asher Avenue, Asher Court, 59<sup>th</sup> Court East, and 63<sup>rd</sup> Street East consist of a two-lane bituminous pavement roadway with concrete curb and gutter. The existing right-of-way widths, street widths, and curb type are provided in the table below.

<b>Existing Street Width</b>			
<i>Street Name</i>	<i>Existing Width (ft)</i>	<i>Right-of-Way Width (ft)</i>	<i>Existing Curb Type</i>
60 <sup>th</sup> Street East	33	60	Barrier
Asher Avenue	33	60	Barrier
Asher Court	34	60	Surmountable
59 <sup>th</sup> Court East	34	60	Surmountable
63 <sup>rd</sup> Street East	34	60	Surmountable

The proposed improvements include reconstruction the existing streets to their existing width. The typical street section will be consistent with past City street reconstruction projects which includes B618 concrete curb and gutter.

A 28-foot standard street width was also considered for the project street segments. The residents were approached for input on the street widths and related savings in construction costs and life cycle costs of the streets. The reduction to 28-feet would reduce the initial project cost by approximately \$175,000 and save an additional \$325,000 over the life of the pavement. Narrower street widths would also reduce the stormwater runoff volume and improve water quality for localized ponding and wetland areas. Based on feedback received from the residents who attended the neighborhood meetings and provided comments, no modifications are proposed to the existing street widths. Staff is proposing to replace the entire street with barrier curb which will allow for a sustainable street section, more effective maintenance, and smoothing out of driveway entrances.

Exhibit 2 in Appendix A shows the typical sections for the project. Exhibit 3 in Appendix A shows the proposed street improvements.

### Asher Avenue Cul-De-Sac Extension

The 60<sup>th</sup> Street and Asher Avenue roadways are configured as an approximately 1,150 foot dead-end street. Current City standards do not allow this to exceed 500-feet. The existing cul-de-sac at the end of Asher Avenue also does not meet current sizing standards to accommodate City emergency vehicles, maintenance operations, and bus/truck turning movements. An extension of Asher Avenue into the existing school property to the north is proposed to allow the construction of a cul-de-sac meeting City standards. These improvements would extend Asher Avenue at its current width prior to the cul-de-sac. A layout of the Asher Avenue extension is shown on Exhibit 6.

The extension of Asher Avenue would also allow the vacant parcel north of 5851 Asher Avenue to have direct roadway access if developed. Sanitary sewer would be extended north with the roadway to replace the existing service to the vacant parcel.

Permanent right-of-way and temporary easement would be required from two properties to allow for the extension of Asher Avenue and construction of the cul-de-sac. Further detail of the proposed right-of-way and easement needs is shown on Exhibit 5.

Staff has met with the two impacted property owners and has received cooperative feedback that acknowledges a need for the proposed cul-de-sac. Land acquisition proceedings will need to be

authorized in order to obtain necessary right-of-way and easements for the extension of Asher Avenue for public safety purposes.

The proposed extension of Asher Avenue and construction of the cul-de-sac is included as a separate line item in the project costs and financing plan in this report, and is recommended to be constructed consistent with current City standards to meet public safety and maintenance needs.

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## SUBGRADE EXCAVATION/PREPARATION

The City standard pavement section for local roads includes a standard sub-cut of 2 feet, backfilled with 2 feet of select granular material below the aggregate base and bituminous pavement. Where organic soils are exposed, they will be sub-cut to the underlying suitable soils with the sub-cut being backfilled with granular material. Soils found to be unstable will be corrected with sub-cutting and replacement or with scarification, drying, and re-compaction. A roadway geotextile fabric will be placed at the bottom of the sand sub-base for separation from frost susceptible soils and drain tile is proposed beneath the curb and gutter to improve subbase drainage.

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## RESIDENTIAL DRIVEWAY RECONSTRUCTION

The reconstruction of the City streets will disturb residential driveways throughout the project area. As with other street reconstruction projects, it is the City's policy to replace a resident's driveway in-kind to the construction tie-in point which maintains a reasonable transition. All driveways will be constructed with a 6-inch crushed limestone base under a minimum of 6 inches of concrete or 2.5 inches of asphalt depending on the existing driveway material. Gravel driveways will be replaced in kind and no bituminous or concrete pavement will be provided. The City's driveway replacement program will be made available to qualifying residents and administered by staff.

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## STORM SEWER

The existing storm sewer on the project is proposed to be fully reconstructed. Analysis of the condition of the existing storm sewer system was completed as a part of this report and is summarized below.

- The existing storm sewer on the street segments were televised and the results are provided in Appendix F. The existing storm sewer ranges in size from 12" to 21" in diameter and is RCP material. The televising report notes settled debris in the storm sewer signaling potential settlement in the pipes themselves, evidence of previous patching working within the pipes, inverse curvature in one pipe segment, and low structural and O&M pipe ratings.
- City staff also completed a field inspection of the existing storm sewer and recommends it be replaced in full.
- The televising report noted multiple cracks in the storm sewer on 59<sup>th</sup> Court East.

As part of the storm sewer reconstruction, new storm sewer is being recommended to be constructed within City right-of-way. The proposed storm sewer improvements include a connection to the existing low point on the eastern portion of the 6020 Asher Court property to maintain current drainage patterns.

It is anticipated that minor storm sewer improvements will be identified at the intersection of 60<sup>th</sup> Street East with Babcock Trail (CR73) in the preliminary design phase.

The proposed storm sewer improvements are shown on Exhibit 3, in Appendix A. A drainage analysis was also completed as a part of this study and further detail is provided in the Drainage Analysis portion of the report. The results of the storm sewer televising can be found in Appendix F.

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## PRIVATE UTILITIES

The proposed improvements will be coordinated with the private utility companies within the project area during the final design phase. Private utility companies will be notified of the project and directed to perform any relocation work during the City's reconstruction project to limit disturbance in the area for residents.

City staff has received comments from area residents indicating interest in adding street lighting to the project area. Staff has notified residents that a petition is required from the area residents and that any improvements and operation and maintenance costs would be paid for by the residents.

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## OTHER IMPROVEMENTS

Multiple properties along the streets included with the project have retaining walls, irrigation systems, dog fences and/or other landscaping features within City right-of-way. Where necessary, it is assumed that these features will be replaced in kind as a part of the proposed improvements.

### B. UTILITY IMPROVEMENTS (CP 2016-10)

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## WATERMAIN IMPROVEMENTS

The existing watermain within the project area is 6" diameter ductile iron pipe (DIP). The existing watermain along 63<sup>rd</sup> Street East is 16" DIP. The condition of the existing watermain is satisfactory and no mainline watermain improvements are proposed. The project will include replacement of hydrants and gate valves consistent with City standard maintenance for street projects.

The City is currently planning to construct new 16" diameter DIP trunk watermain to the west of 63<sup>rd</sup> Street East. This is a separate City project and the scope of improvements are not included with CP 2016-10. Both projects are scheduled to be constructed during the 2016 construction season. Construction activities between the two projects will be coordinated prior to construction to minimize the impacts to property owners and avoid construction vehicle damage to new pavements.

Exhibit 4, in Appendix A shows a map of the existing and proposed watermain improvements.

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## SANITARY SEWER IMPROVEMENTS

The existing sanitary sewer is 8" diameter vitrified clay pipe (VCP) and varies in depth. City staff conducted a field review of all the sanitary sewer manholes within the project area. Multiple manholes require ring adjustments to meet City standards. The manholes found to have an acceptable amount of rings and adjustment will remain and the castings will be replaced as part of the project.

Sanitary sewer services were reviewed at the cul-de-sacs within the project area and multiple services were found to be discharging directly into sanitary sewer manholes. City standard for sanitary sewer services is to outlet them into the mainline sewer via a wye connection. Table 2 below summarizes the location of the services that outlet into sanitary sewer manholes.

<i>Street Name</i>	<i>Property Address</i>
59 <sup>th</sup> Court East	1954
Asher Court	6040
Asher Avenue	Undeveloped Property NW of cul-de-sac
Asher Avenue	Parkland NE of cul-de-sac

These services will be removed and replaced to the property line and connected to the mainline sanitary sewer via a wye connection. Sanitary sewer mainline extensions and new manholes will be required to connect the services via wye connection.

City staff televised the sanitary sewer network within the project area. The results of the televising are provided in Appendix G. In general, the sanitary sewer was found to be in satisfactory condition and no trunk sanitary sewer replacement is proposed with the project.

Exhibit 4 shows a map of the existing and proposed sanitary sewer improvements.

### 3. DRAINAGE ANALYSIS

A drainage analysis was completed for the project area that included an assessment of the existing storm sewer network, storage capacity and pond conditions in the area, and downstream impacts to nearby ponds. A brief summary of the findings and potential solutions are summarized below. More detailed information on the drainage analysis is provided in Appendix I.

- The existing storm sewer network connecting the stormwater pond west of 1715 60<sup>th</sup> Street West and the wetland west of Asher Avenue was not constructed entirely within City right-of-way. The project proposes to realign this storm sewer and provide connectivity for these water bodies within City right-of-way.
- The proposed storm sewer will balance the flood elevations of the above referenced ponds so that the high water levels do not impact additional adjacent structures.
- Roadside rain gardens will be evaluated in the final design phase.
- A sediment basin is proposed in the park area, west of Asher Avenue to improvement water quality prior to discharging into the wetland.
- To provide protection to a shed in the backyard of property 1715 60<sup>th</sup> Street East, storm sewer will be designed to maintain the existing 100-year high water level.
- Improvements to the intersection of Babcock Trail and 60<sup>th</sup> Street East will be evaluated in preliminary design.

### 4. PERMITS AND APPROVALS

The proposed improvements will require attaining the following permits:

- Minnesota Pollution Control Agency (MPCA) – A sanitary sewer extension permit will be required for the sanitary sewer extensions required to connect new sanitary sewer services into the mainline sanitary sewer.
- MPCA – A general stormwater permit for construction activities under the Nation Pollutant Discharge Elimination System program will be required by the contractor.

- Dakota County – A right-of-way permit will be required for construction activities at the intersection of County Road 73 (Babcock Trail) and 60<sup>th</sup> Street East.

## 5. PUBLIC INVOLVEMENT

On October 30<sup>th</sup>, a letter was sent out to all residents within the project area informing them of the scheduled public open house and invited them to participate in a project survey. The survey included questions on sump pumps, sanitary sewer services, property drainage issues, rain gardens, and a spot for additional comments. Survey responses received to date have been associated with the proposed improvements.

A public open house meeting was held on November 12<sup>th</sup>, 2015 to receive public input. City and Kimley-Horn staff were present at the meeting to answer questions, record resident comments and provide information on the project. A total of 52 property owners signed-in and attended the meeting. Some of the 52 property owners who attended live along street segments that are now City Project 2016-09G 62<sup>nd</sup> Street Area Reconstruction. The comments from the meeting pertaining to 60<sup>th</sup> Street (west of Babcock Trail, Asher Avenue, Asher Court, 59<sup>th</sup> Court East, and 63<sup>rd</sup> Street East) are summarized below.

- Attending residents agreed the existing pavement is in need of repair.
- Multiple residents felt that a full reconstruction is beyond the scope of improvements needed. Some residents expressed that they believed a mill and overlay or a partial reconstruction would be better.
- Residents recommending splitting the two neighborhoods (60<sup>th</sup> and 62<sup>nd</sup> Street areas) since the issues for each neighborhood were very different. Council approved this split at the November 23<sup>rd</sup> Council meeting. (CP 2016-09D and CP 2016-09G)
- Reducing the street widths to 28' was discussed. There was minimal support for reducing the street width and the majority of the residents expressed opposition to the roadway narrowing.
- One resident noted that 60<sup>th</sup> Street has been flooded at the low point at Babcock Trail following heavy rain events.

Based on the feedback received at the open house in November, a second open house meeting was held of December 2<sup>nd</sup>, 2015 to receive further public input, specifically for the 2016-09D 60<sup>th</sup> Street Reconstruction project area. The major comments received are summarized below.

- The Asher Avenue proposed cul-de-sac and extension was discussed with general understanding of the need.
- Upon receiving feedback from the geotechnical report and curb assessment completed by the City, residents were in support of the proposed full reconstruction.
- Residents expressed concerns to the construction methods and quality used to reconstruct the road 35 years ago during City utility installation.
- Residents expressed concern that the assessment cap value recommended by the appraiser (\$9,000 per single family home) would be a significant financial burden to property owners in the neighborhood.
- Following additional information on sustainability and reduced construction and maintenance costs, discussion on the potential narrowing of the streets to 28-feet, residents were still opposed to this alternative.
- Resident comments on storm sewer clogging were verified by the televising report.

Comment sheets submitted at both open house meetings as well as a more detailed comments summary is provided in Appendix D.

## 6. EASEMENT REQUIREMENTS

The majority of the street and utility improvements are anticipated to be constructed within existing City right-of-way. However, some of the storm sewer and roadway improvements will require drainage and utility, temporary easement, and permanent right-of-way acquisition. These easements are described below.

As noted in the improvements portion of the report, storm sewer is proposed to extend to the side-yard of 6020 Asher Court. A drainage and utility easement may be needed to construct this storm sewer pipe. Temporary easement to remove the existing storm sewer on 6020 Asher Court is also required.

The Asher Avenue extension improvements at the north end of Asher Avenue will require permanent right-of-way acquisition and temporary construction easement for grading. The majority of the permanent right-of-way is needed from the Salem Hills school property northeast of the existing cul-de-sac. Additionally, the improvements require right-of-way acquisition from the property owner at 5851 Asher Avenue northwest of the existing cul-de-sac. Temporary grading easements will be needed from both properties to construct the improvements. The City may consider vacating the right-of-way at 5851 Asher Avenue if the road and cul-de-sac are extended north.

63<sup>rd</sup> Court currently has roadway being maintained outside of existing right-of-way. A full cul-de-sac right-of-way is needed with necessary easements.

The easements are shown on Exhibit 5 in Appendix A.

## 7. ESTIMATED COSTS

The estimated costs for 60<sup>th</sup> Street Area Reconstruction, City Project 2016-09D and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10 are detailed below. The estimated project costs include a 10% construction cost contingency and a 28% allowance for indirect costs. The indirect costs include the following items: 12% engineering, 1% fiscal, 1% legal, 11% administrative and 3% capitalized interest. Detailed cost estimates are provided in Appendix B.

<b>Improvements</b>	<b>CP 2016-09D6 60<sup>th</sup> Street Area Reconstruction</b>	<b>CP 2016-10 60<sup>th</sup> Street Area Utility Improvements</b>
Street Improvements	\$1,800,000	
Storm Sewer Improvements	\$322,000	
Asher Avenue Extension Improvements	\$134,000	
Sanitary Sewer Improvements		\$85,000
Watermain Improvements		\$120,000
Asher Avenue Utility Extension Improvements		\$39,000
Temporary and Permanent Easements	\$3,500	
<b>Total Project Improvements</b>	<b>\$2,308,000</b>	<b>\$244,000</b>

## 8. METHOD OF FINANCING

The proposed project will receive funding from the City's Pavement Management Program fund, City Utility Funds, and assessments to benefitting properties as follows.

City Utility Funds

The watermain and sanitary sewer line replacements will be funded out of appropriate City utility funds.

Pavement Management Fund

The proposed financing plan assumes a City contribution from the pavement management fund, consistent with City policy, as shown below.

Assessments

The property owners' share of the street reconstruction costs and a portion of the costs for the storm sewer construction will be funded by assessments in accordance with Minnesota Statutes Chapter 429. A preliminary assessment roll is provided in Appendix C.

Benefit Appraisal

The City retained Metzen Appraisals to conduct an independent special benefit analysis of the properties in the project area. The Appraiser's special benefit analysis report is provided in Appendix E which recommends a special benefit of \$9,000 "assessment cap" per single family home for this neighborhood.

A summary of the proposed assessments is provided below.

	Proposed Assessments	Pavement Management Fund	Utility Funds	Total
<b>CP 2016-09D 60<sup>th</sup> Street Area Reconstruction</b>	\$510,611	\$1,797,389		\$2,308,000
<b>CP 2016-10 60<sup>th</sup> Street Area Utility Improvements</b>			\$244,000	\$244,000
<b>Total Projects Improvements</b>	<b>\$510,611</b>	<b>\$1,797,389</b>	<b>\$244,000</b>	<b>\$2,552,000</b>

**9. PROJECT SCHEDULE**

If the City Council chooses to accept this report and schedule a public hearing, we recommend that the following project schedule be followed:

City Council Receive Final Feasibility Report	December 14, 2015
Call Public Hearing	
Authorize Preliminary Plans and Specs	
Planning Commission	January 5, 2016
Public Improvement Hearing	January 25, 2016
Council Order Project	
Authorize Preparation of Final Plans and Specs	
Council Approves Plans and Specs	February 22, 2016
Authorize Advertisement for Bids	
Bid Opening	March 25, 2016
City Council Accepts Bids and Final Assessment Roll	April 11, 2016
Call Assessment Hearing	
Assessment Hearing	May 9, 2016
Council Awards Contract	May 24, 2016
Begin Construction	June 6, 2016

## 10. SUMMARY AND RECOMMENDATIONS

Based upon the analysis completed as a part of this report, the proposed 60<sup>th</sup> Street Area Reconstruction, City Project 2016-09D and 60<sup>th</sup> Street Area Utility Improvements, City Project 2016-10, are feasible, necessary, and cost effective, and would benefit the properties in the project area and the City of Inver Grove Heights.

We recommend the following:

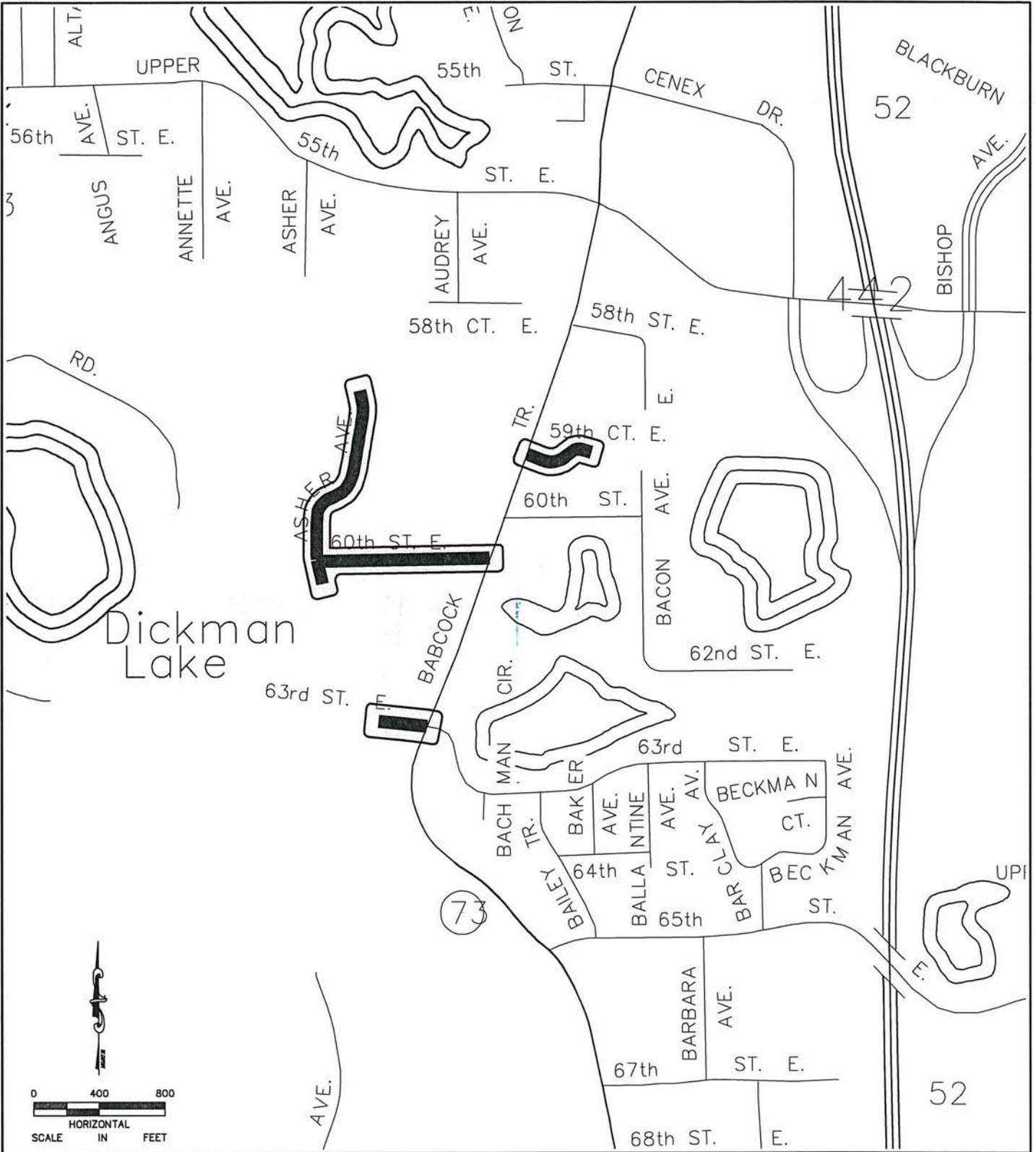
- A. The City Council accepts this feasibility report on December 14, 2015 and orders a public hearing for January 25, 2016.
- B. After receiving the appropriate staff reports, staff information, and public hearing input, the Council makes a decision on the approval or rejection of the proposed improvements.

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## APPENDICES

### APPENDIX A – EXHIBITS

K:\TWC\_Civil\City\IGH\160509027-60TH STREET RECON\CAD\Plan Sheets\Exhibits\Feeblity Exhibits\60TH EXHIBITS\Exhibit 1 - Location Map.dwg November 30, 2015 - 3:30pm



### LOCATION MAP

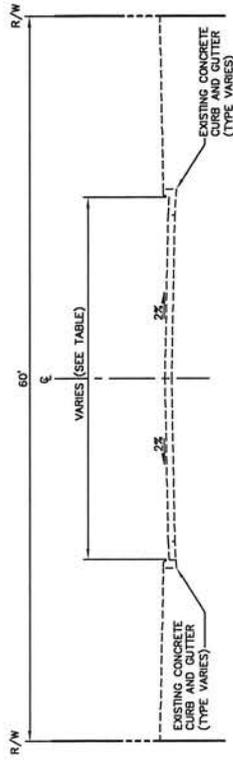
60TH STREET AREA RECONSTRUCTION  
 AND UTILITY IMPROVEMENTS  
 CITY PROJECT 2016-09D  
 CITY PROJECT 2016-10  
 EXHIBIT 1



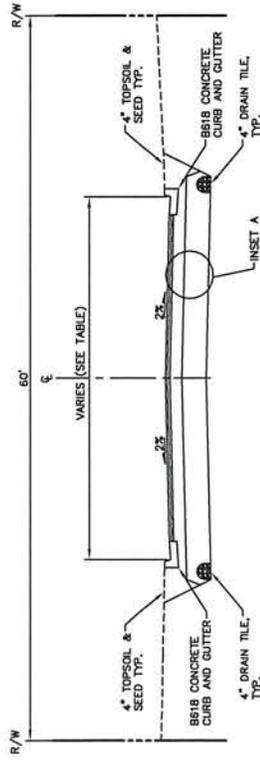
City of  
 Inver Grove Heights  
 8150 BARBARA AVENUE  
 INVER GROVE HEIGHTS, MN 55077-3412

**Kimley»Horn**

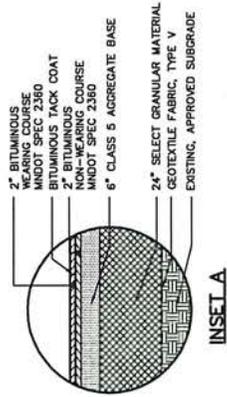
2550 UNIVERSITY AVENUE WEST, SUITE 238N, ST. PAUL, MN 55114  
 PHONE: 651-645-4197  
 WWW.KIMLEY-HORN.COM



**EXISTING TYPICAL STREET SECTION**

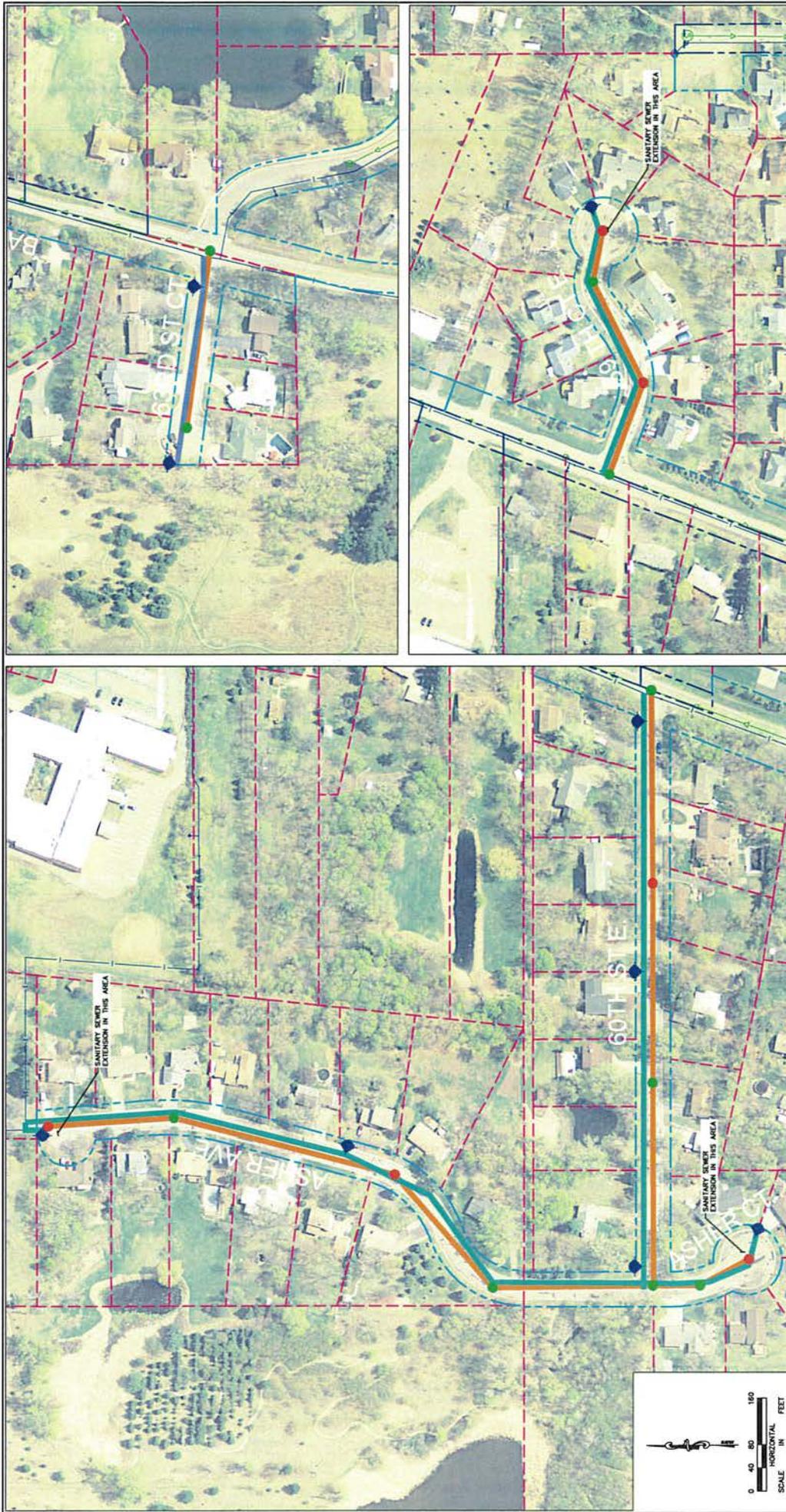


**PROPOSED TYPICAL STREET SECTION**



STREET WIDTH TABLE	
STREET NAME	STREET WIDTH FACE TO FACE
ASHER AVENUE	33' (APPROX)
ASHER COURT	34' (APPROX)
59TH CT E	34' (APPROX)
60TH ST E - W OF BABCOCK	33' (APPROX)
63RD ST E	34' (APPROX)



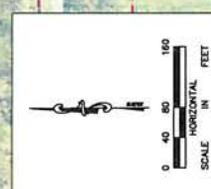


**SANITARY SEWER AND WATERMAIN IMPROVEMENTS**  
**60TH STREET AREA**  
**UTILITY IMPROVEMENTS**  
**CITY PROJECT 2016-10**  
**EXHIBIT 4**

- LEGEND**
- EXISTING 6" DIP WATERMAIN TO REMAIN
  - EXISTING 16" DIP WATERMAIN TO REMAIN
  - EXISTING ESWCP SANITARY SEWER
  - EXISTING RCP SANITARY SEWER
  - REMOVE AND REPLACE SANITARY SEWER
  - REMOVE AND REPLACE SANITARY SEWER
  - REMOVE AND REPLACE EXISTING SANITARY
  - MANHOLE CASTING
  - SEWER MANHOLE TOP
  - ◆ REMOVE AND REPLACE HYDRANT

City of  
**Inver Grove Heights**  
 8159 BARBARA AVENUE  
 INVER GROVE HEIGHTS, MN 55077-3412

**Kimley»Horn**  
 2550 UNIVERSITY AVENUE WEST, SUITE 200N, ST. PAUL, MN 55114  
 WWW.KIMLEY-HORN.COM



K:\MC\_CAD\2016\2016-10\160509027-60th Street Recopy\Drawings\Sanitary and Watermain\Exhibit 4 - Sanitary and Watermain Improvements 03\_2015 - 05.dwg

INDIVIDUAL PROJECT ORDER NUMBER 26A

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: 60<sup>th</sup> Street Neighborhood Street Reconstruction and Utility Improvements  
City Projects 2016-09D, 2016-10

General Category of Services: Preliminary Design, Final Design and Bidding Phase Services

Specific Scope of Basic Services: Preliminary design, final design and bidding phase services for the 60<sup>th</sup> Street  
Neighborhood Street Reconstruction project. See attached Exhibit A for a more  
detailed summary of the scope of services.

Additional Services if Required: None identified at this time

Schedule: See attached Exhibit C

Deliverables: Preliminary Design  
Final Construction Plans  
Project Manual/Specifications

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. 26A

60TH STREET NEIGHBORHOOD STREET RECONSTRUCTION AND UTILITY  
IMPROVEMENTS  
CITY PROJECTS 2016-09D, 2016-10

This IPO includes design and bidding phase services for City Project 2016-09D, 60<sup>th</sup> Street Neighborhood Street Reconstruction and 2016-10 60<sup>th</sup> Street Neighborhood Utility Improvements which includes the following streets:

- 60<sup>th</sup> Street – Between Asher Avenue and Babcock Trail
- Asher Avenue – North of 60<sup>th</sup> Street (including extension north of existing terminus)
- Asher Court – South of 60<sup>th</sup> Street
- 59<sup>th</sup> Court – East of Babcock Trail
- 63<sup>rd</sup> Street – West of Babcock Trail

The scope of services detailed below assumes that the project will include the reconstruction of approximately 3,200 linear feet of roadway.

**1. PROJECT MANAGEMENT/PUBLIC INVOLVEMENT/MEETINGS**

**A. Project Management**

Kimley-Horn will provide overall project management and utilize internal project management tools to monitor budgets, staff roles, and responsibilities for the project. We will communicate project updates directly with the City's project manager.

**B. Stakeholder Involvement/Meetings**

The final design phase of the project will include meetings with area property owners to coordinate the proposed improvements. We have assumed that attendance at up to five (5) individual meetings with project stakeholders or residents will be necessary. We will assist City staff with correspondence and coordination with residents and stakeholders within the project area. We have assumed this will include the preparation of up to two (2) letters which will be mailed to residents to inform them of the project. We have assumed the City will provide postage and mail the letters.

**C. Informational Meetings and Public Hearings**

We will prepare for and attend two (2) public open house meetings. Kimley-Horn will also attend two (2) City Council meetings for the public improvement and assessment hearings.

**D. Easement Coordination**

Kimley-Horn will be responsible for easement coordination. We have assumed this task will require coordination with up to seven (7) property owners, City staff, and the City Attorney as well as preparation of up to eight (8) exhibits and legal descriptions. This task also includes two (2) meetings and/or conference calls with each property owner. We have assumed that the City will perform appraisals and negotiate compensation with the property owners.

**E. Design Team Meetings**

We have assumed we will prepare for and conduct up to five (5) meetings with City staff through the plan development process. We have assumed that the following meetings will be necessary:

- Final design kick-off meeting
- 60% plan review meeting
- 95% plan review meeting
- Project specifications/special provisions meeting
- Final redlines review meeting

**2. PRELIMINARY AND FINAL DESIGN SERVICES**

**A. Preparation of Construction Plans**

We will prepare final construction plans including plan and profile information for the roadway, utility, and storm water improvements. The plans will be prepared consistent with previous roadway plans completed for the City to include the plan sheets listed below:

- Cover Sheet
- Statement of Estimated Quantities
- Typical Sections and Details
- Alignment Plan
- Staging/Traffic Control
- Removals and Erosion Control
- Street and Storm Sewer Plan/Profile
- Sanitary and Watermain Plan/Profile
- Utility Repair Plans
- Signing Plan
- Cross Sections (50' Intervals and all Driveways)

We have assumed that up to fifty (50) plan sheets will be necessary to complete the plan set. As part of the plan development, we will provide the City with 60% plans that include plan, profile, and cross section information for the roadway and storm water improvements for review. Comments received at 60% will be included in a 95% submittal of all plans and specifications to City staff for final review. We will provide the City with one full-size set and PDF of the plans for each submittal. We will provide the City with one full-size set and all electronic files at the final plan completion stage containing cross sections at all driveways within the project limits.

**B. Detailed Bid Items and Quantities**

Upon completion of final design, we will provide the City with detailed quantities and bid items for all the improvements proposed as part of the project.

**C. Final Construction Specifications and Project Manual**

We will provide the City with a project manual containing the specifications for the project.

**D. Permitting Assistance**

We will prepare and submit permit applications for the project. We anticipate that this will include a Minnesota Department of Health (MDH) permit for watermain improvements, MPCA Sanitary Sewer Extension permit, and a MPCA National Pollutant Discharge Elimination System (NPDES) permit. We will also prepare a SWPPP as required for the project. We will pay the required permit fees for the sanitary and watermain permits. We have assumed that the contractor will pay the permit fee for the NPDES permit.

**E. Private Utility Coordination**

We will utilize the survey of underground utilities to understand the potential private utility conflicts for the project. We will conduct two (2) meetings with private utility companies prior to the pre-construction meeting to discuss the project. We have assumed that the meetings will be held at the 60% and 100% (during bidding phase) plan completion levels.

**F. Wetland Permitting**

If wetland impacts are included as part of the project, we will prepare a joint permit application to the City, MnDNR, and USACE as required. We will conduct a pre-application meeting with the TEP panel and coordinate with the agencies through the permit review process. We have assumed that the City will assist in the identification of potential locations available for wetland replacement on or off-site, if BWSR Roadway Replacement Credits cannot be used for wetland impact mitigation. The permit application task will only be necessary if wetland impacts are proposed as part of the project. Mitigation plans are not included in this scope of services.

**3. BIDDING ASSISTANCE**

We will produce a PDF version of the plans and specifications to be uploaded to QuestCDN. We have assumed that we will reproduce up to four (4) sets of plans and specifications for City staff use and maintain up to two (2) sets of plans and specifications in house for review by contractors during bidding. We will attend up to two (2) meetings during the bidding process, a pre-bid meeting and the bid opening. We will field contractor questions related to the project plans and specifications and prepare any necessary addenda. We will also prepare a bid tabulation and a bid summary letter following the bid opening.

EXHIBIT B  
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 26A

60TH STREET NEIGHBORHOOD STREET RECONSTRUCTION AND UTILITY  
IMPROVEMENTS  
CITY PROJECTS 2016-09D, 2016-10

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/Public Involvement/Meetings	\$ 52,000
2 Preliminary and Final Design Services	\$ 111,000
3 Bidding Assistance	\$ 10,000
Subtotal	\$ 173,000
<u>Reimbursable Expenses</u>	<u>\$ 10,000</u>
Total	\$ 183,000

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$183,000 including all labor and reimbursable expenses.

EXHIBIT C  
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 26A

60TH STREET NEIGHBORHOOD STREET RECONSTRUCTION AND UTILITY  
IMPROVEMENTS  
CITY PROJECTS 2016-09D, 2016-10

The following is a summary of the proposed schedule for the project:

Council Receives Feasibility Report Call Public Hearing	December 14, 2015
Public Hearing Authorize Final Plans and Specs	January 25, 2016
Council Approve Plans and Specs Authorize Advertisement for Bid	February 22, 2016
Bid Opening	March 29, 2016
Council Receives Final Assessment Roll Calls Assessment Hearing	April 11, 2016
Assessment Hearing Award Construction Contract	May 9, 2016
Construction	Summer 2016