

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING  
MONDAY, NOVEMBER 30, 2015 - 8150 BARBARA AVENUE**

**1. CALL TO ORDER/ROLL CALL:** The Meeting was called to Order at 6:03 p.m. Present: Mayor: Tourville, Council: Bartholomew, Hark, Mueller, Piekarski-Krech, City Administrator Lynch

**2. CONVENTION & VISITORS BUREAU**

Lynch gave Council and overview and background about the formation, purpose and function of this group. Lynch is the appointed staff to this organization and is a member of that Board. Council discussed the measurable outcomes to the city from this organization. Council requested staff send the message to the CVB Board that it hoped that goals and objective measure would be established that could be presented to the city to determine the impact this organization has for the city and to the business community. Lynch advised that there would be a Board Orientation meeting followed by a Strategic Planning Session that will hopefully yield some measurable outcomes.

**3. PROGRESS PLUS**

Lynch reviewed the 2015 Work Plan submitted and accepted for the year. Council discussed the purpose and function of the organization and the benefit to the city. Council requested Lynch contact South St. Paul to determine what they were doing in light of the recent change they had made with their HRA and creation of an EDA. Council requested staff follow up with the Progress Plus Director to request data sharing with the data base on all businesses in the city. In addition, the City would like any and all information collected during business site visits without the Community Development Director having to do with the city, the way a service is provided or how they feel about how the city performs turned over to the city. The Council will continue with the Progress Plus service and budgeted \$25,000 for 2016, but will evaluate the continued need and use of such service for 2017.

**4. 2016 BUDGET**

The Council discussed the need for the requested positions within the 2016 budget: Building Inspector, Administration position, 2 Police Officers and the technology position. Council wanted clarification on the need for the positions. Community Development experienced backup during the summer construction months and anticipates the same for a longer period of time in 2016 given the developments that have been approved. They would like to get someone on board and familiar with our process and system before the start of the busy construction time. The Administration position would be either a Communications position to assist with all forms of communication; Insights, Website, Facebook, Twitter, Press Releases and Public Education/information formats and programs. The other possibility is a Buildings and Grounds position responsible for managing all city facilities and grounds. The position would be responsible for managing all maintenance contracts and proactively maintaining our facilities. Clarification was made that the 2 Patrol positions were not just to fulfill the Team Policing proposal, but instead to deal with backfills for retirements and departures. The technology position would primarily be responsible for maintain the technology within the Police Department. Due to the ever increasing needs and technology the Department utilizes one staff position almost full time right now, which does not allow the position to get to other parts of the operations.

**5. TRANSPORTATION FUNDING**

Lynch reviewed the number, size and budgeted amounts for transportation that the City would be facing within the next 5 years. The Pavement Management Program is already \$4million dollars behind the need to keep pace with the repairs and replacements needed. In addition, the City is expected to pay their faire share of the County roads improvements costs and pay a share for the new roads in the Northwest area that will complete more major east/west connections across the city. Lynch reviewed the Franchise Fee funding discussion held previously when discussing funding the Park Capital Replacement program. Council determined that it was not a good way to help fund road construction/reconstruction. Council then focused on the possibility of a sales tax to help generate additional funding dedicated to offset costs for regional transportation. Council requested Lynch research the process for establishing a local sales tax, what might possibly be generated and the timeframes it would take to do so.

6. **ADJOURN:** Motion by Piekarski-Krech, seconded by Mueller to adjourn the meeting. Motion was carried unanimously at 9:26 p.m.