



**INVER GROVE HEIGHTS
ECONOMIC DEVELOPMENT AUTHORITY AGENDA
MONDAY, MAY 9, 2016
CITY HALL COUNCIL CHAMBERS
5:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Consider Approval of Minutes from the February 8, 2016 Regular Economic Development Authority Meeting _____
- B. Consider Approval of Claims (2) _____

4. REGULAR AGENDA

- A. Discuss EDA Funding _____
- B. Discuss Arbor Pointe Roundabout _____
- C. Hear Presentation regarding EDA Survey _____
- D. Hear Progress Plus Update _____
- E. Discuss Commercial Property Maintenance:
 - Landscaping/Lawns
 - Signs
 - Buildings
 - Parking Lots
 - Fire Protection_____

5. NEXT MEETING – August 8, 2016

6. ADJOURN _____

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY REGULAR MEETING
MONDAY, FEBRUARY 8, 2016 – 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The Economic Development Authority (EDA) of Inver Grove Heights met on Monday, February 8, 2016, in the City Hall Council Chambers. President Piekarski Krech called the meeting to order at 5:00 p.m. Present were Economic Development Authority members Bartholomew, Hark, Mueller, and Tourville; Executive Director Link, City Attorney Kuntz, Finance Director Smith, City Government Intern Shelley Calvert, and Secretary Fox.

3. CONSENT AGENDA

A. Minutes

Motion by Tourville, second by Bartholomew, to approve the minutes from the November 9, 2015 Regular Economic Development Authority Meeting.

Ayes: 5

Nays: 0 Motion carried

B. Approval of Claims

Boardmembers Mueller, Tourville, and Piekarski Krech advised that the supplemental packet, which included information on claims, was not in their Dropbox.

Mr. Link asked Boardmembers if they wanted to act on the claims tonight or table this item until the next meeting.

Finance Director Smith advised she would have no issues with tabling the item.

Motion by Hark, second by Mueller, to table the approval of disbursements from November 9, 2015 to February 7, 2016 to the May 9, 2016 Economic Development Authority meeting.

Ayes: 5

Nays: 0 Motion carried

4. REGULAR AGENDA

A. Election of Officers

Motion by Tourville, second by Mueller, to elect Piekarski Krech as President, Bartholomew as Vice-President, Tourville as Treasurer, City Finance Director as Assistant Treasurer, and the Executive Director's Designee as Secretary.

Ayes: 5

Nays: 0 Motion carried

B. Open to Business Joint Powers Agreement

Mr. Link asked the EDA to consider approval of the Joint Powers Agreement between the City and Dakota County Community Development Agency (CDA) which renews the City's participation in the 'Open to Business' program. The only change to the contract from years past is the addition of increased marketing of the program. The cost of this additional service is \$5,000 which will be paid entirely by the CDA. Inver Grove Heights' share of the program's annual cost is \$6,250. This amount was anticipated in the 2016 budget. Staff recommends approval of the Joint Powers Agreement.

Boardmember Mueller asked if the 'Open to Business' program was getting a good response from the community.

Mr. Link replied in the affirmative, stating the number of clients has increased from 2013 when the City began participating in the program. He advised that, in response to the EDA's direction to increase marketing of this program, staff suggests the City partake in the CDA's county-wide marketing plan as much as possible. City staff will also increase their own efforts.

Boardmember Tourville suggested staff increase their social media promotion.

Mr. Link agreed, stating in addition to increasing their use of the City's website, *Insights* newsletter, and the electronic billboard on Highway 55, they could follow up on the EDA's suggestion to market via Townsquare Television.

President Piekarski Krech asked if there was a permanent link to 'Open to Business' on the City's website.

Mr. Link replied in the affirmative, stating he would make sure it was easy to find.

President Piekarski Krech stated it was important to keep the information up-to-date.

Boardmember Bartholomew asked if the Chamber of Commerce website had a link to 'Open to Business'.

Jennifer Gale, Progress Plus, replied that both the Progress Plus and Chamber websites had a direct link to MCCD under the 'Partners' tab.

Boardmember Mueller asked when the 'Open to Business' representative was scheduled to be at City Hall.

Mr. Link replied from 9:00-11:00 a.m. the third Tuesday of every month.

Motion by Bartholomew, second by Tourville, to approve the Joint Powers Agreement between the Dakota County Community Development Agency (CDA) and the City of Inver Grove Heights regarding the Open to Business Program.

Ayes: 5

Nays: 0 Motion carried

C. Commercial Property Maintenance Regulations

Mr. Link advised that at its last meeting the EDA directed staff to prepare ordinance language addressing commercial property maintenance regulations for landscaping/lawns, signs, buildings, parking lots, and fire protection. The draft language being discussed tonight pertains to landscaping and signs. Buildings, parking lots, and fire protection will be discussed at the next EDA meeting. The proposed language was prepared, with the help of the City Attorney, after reviewing existing Inver Grove Heights regulations as well as ordinances from the cities of Burnsville, Eagan, and West St. Paul. In regard to landscaping, the current City ordinance includes general language that commercial landscaping must be maintained. The draft ordinance requires that lawns not exceed eight inches in height, provides for certain exemptions (i.e. steep slopes, wetland areas, etc.), and states that lawns must be established within one year of the issuance of a Certificate of Occupancy. The proposed commercial landscape maintenance requirements

INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING – February 8, 2016

are similar to the City's current residential standards. Mr. Link requested further discussion and direction by the EDA on this matter.

Boardmember Mueller stated there were not many lawns in the Arbor Pointe commercial area.

Mr. Link advised that the ordinance would apply to all commercial properties in the business districts of the City; not just those in Arbor Pointe. He agreed that most commercial properties did not have a lot of landscaping; however, he believed there was a need for an ordinance as the City had received complaints for properties in the Arbor Pointe neighborhood.

Boardmember Mueller stated that after the first snowfall there was snow piled in the strip center parking lot on Broderick Boulevard; the area had been plowed out for fire but not for pedestrian traffic. He contacted the Public Works Director and was advised the City could not do anything as it was private property. He questioned whether the City could enforce landscaping requirements when they could not do the same for plowing.

Mr. Link replied that staff would address parking lots at the next EDA meeting.

Boardmember Tourville asked Boardmember Mueller if it was the sidewalks or the parking lot that was not plowed.

Boardmember Mueller replied that only a small portion of the lot had been plowed.

President Piekarski Krech stated the responsible party in this instance was whomever the property owners were paying to plow their lots.

Boardmember Bartholomew asked if there was any language in the code requiring owners of vacant buildings to provide the City with contact names and numbers.

Mr. Link replied that the Fire Marshal has suggested the City require that the name and phone number of property managers be posted on vacant buildings. This is anticipated to be discussed at the next EDA meeting.

Boardmember Bartholomew recommended that the contact information also be on file at City Hall.

Boardmember Tourville stated that all buildings, whether occupied or unoccupied, are required to have lock boxes and provide a key to the Fire Department.

Boardmember Bartholomew responded that since the contact information was apparently already available it should be put in a central location at City Hall where it would be quickly accessible to the code enforcement officer.

President Piekarski Krech suggested the draft language regulate not just lawns, but landscaping as well, on commercial properties (i.e. overgrown shrubs, weeds, etc.).

Boardmember Tourville believed landscaping was already addressed in the ordinance.

Mr. Link advised that staff would review the language and bring it back to the EDA.

Boardmember Hark questioned how they could create an objective standard for landscaping, stating it would be difficult to define an unruly shrub.

Mr. Link next addressed commercial property maintenance regulations for signs. He advised that the current ordinance does not require the maintenance of signage, with the exception of requiring the removal of signs considered unsafe. The cities of Burnsville and Eagan have broad language requiring that signs be maintained in good condition. The difficulty is trying to define what good condition is. Staff is proposing ordinance language that goes beyond the Burnsville and Eagan language by providing examples of unattractive signs (i.e. fading colors, broken plastic, burned out bulbs, peeling paint, etc.) It is not intended to be a complete list but rather point the direction to what the City would consider to be unattractive signs that require some maintenance.

Boardmember Hark stated it could be difficult to enforce, citing an example of an antique shop that may want a sign with faded, peeling paint.

Mr. Link agreed that it would require judgment, and stated the antique shop would be a unique situation in which the signage was intended to be somewhat faded and the City would not require that it be removed. The building permit would make staff aware of their intention for the sign to look old and faded.

Boardmember Tourville questioned whether the code enforcement officer would first work with the property owner on sign maintenance violations.

Mr. Link replied that typically the code enforcement officer notifies the property owner that there is a violation and gives them a reasonable time to correct it. If nothing is done after a few weeks the City will send a second notice and, if need be, a third notice. In some cases the property owner has a legitimate reason for needing more time and the City will work with them. There are only a small percentage of violations that result in any kind of citation.

Boardmember Bartholomew cautioned against making the language too definitive, and noted that if there is a lighting requirement for signs it should not apply to vacant businesses.

President Piekarski Krech agreed, stating the sign would not have to be lit or removed but would still have to remain in good condition.

Boardmember Tourville stated there was no requirement that signs be lit.

Boardmember Bartholomew stated that the City is contemplating regulating burnt out lights and that should not apply to signs of unoccupied businesses.

Mr. Link replied they could add language to that effect. One of the surrounding cities has language requiring that the sign for a closed business be covered or removed within a certain period of time. Staff could add similar language if the Board so desires.

President Piekarski Krech believed there was some rationale for requiring the removal of vacant business signs, stating leaving the signs in place could be misleading or confusing.

Boardmember Tourville agreed that staff should perhaps take a look at such language, but noted that in most instances the property owner was in control of the signs rather than the business.

Mr. Link advised that staff would bring additional language to the next meeting on both landscaping and signs, as well as draft language regarding parking lots, fire protection, and building exteriors. He noted that he will continue to work with Progress Plus to ensure they are current on this discussion and he also plans to address the Local Issues Committee to brief them as well.

President Piekarski Krech stated it was important to get input from the business community in regard to whether they were feasible maintenance requirements.

Boardmember Tourville stated staff may want to incorporate portions of the residential requirements into the business property maintenance regulations for building exteriors.

President Piekarski Krech noted that the next EDA meeting was not until May, and questioned whether they were moving fast enough on this ordinance amendment.

Mr. Link stated that to speed up the process the EDA could direct that this item be put on the Council agenda rather than waiting until the next EDA meeting.

The Board agreed to put the continued discussion of the commercial property maintenance ordinance on a Council agenda.

Boardmember Tourville stated this should be a three reading amendment.

Boardmember Bartholomew stated perhaps they could get it on a work session as well.

D. Progress Plus Update

Jennifer Gale, Progress Plus, summarized last quarter's activities. She advised that the River Heights Chamber of Commerce has hired an economic development specialist, John Erickson. He is working part-time while pursuing his master's degree. He will be responsible for Progress Plus activities, including retention, business inquiries, and enhancing communications. He will likely reach out to EDA members, but will not attend EDA meetings as he goes to school in the evenings.

Ms. Gale advised that she met with a St. Paul credit union earlier in January, which was a lead from Boardmember Mueller. They are looking to expand into the east metro area and are looking for an existing financial building with a drive-through. The credit union leadership will be coming to the City in February to do a formal tour of the Wakota Federal Credit Union building. Progress Plus also did an inquiry search for a gym that was looking to go into an industrial building. She looked at a couple locations in Inver Grove Heights, but was informed by staff that use was not permitted in the industrial zone. She is working with the owners to determine if there is a different type of building that can accommodate them.

Progress Plus is currently working with staff and a reporter from Lillie Suburban newspapers in regard to an article for the Southwest Review Progress Edition. It will feature a story on the Concord Redevelopment Plan. She invited Boardmembers to the Chamber and Progress Plus annual meeting at which Senator Metzen and Krech O'Brien Mueller & Associates will be receiving honors. She advised that they recently removed any inaccurate emails, imported 1,400 new real estate professionals into their featured property template in Constant Contact, and plan to send a featured property to them each month from each of the communities they represent.

A common theme they have been seeing from business owners is that workforce and talent is a top concern of theirs. Because of this Progress Plus will be working with the school districts and Dakota County Chamber of Commerce to conduct a business and education tour of the communities. They are hoping to bring in career counselors, BPA educators, and anyone working with DECA to meet with four different Dakota County businesses so that the management can speak about what their students may be lacking.

They are proposing to change the date and time of Progress Plus board meetings. They will reach out to Boardmembers and investors via Survey Monkey to determine what works best for them. They are also starting to schedule bi-monthly meetings with City staff and the County to share information regarding Grow Minnesota.

E. Progress Plus Work Plan

Jennifer Gale, Progress Plus, summarized the 2016 proposal for services and noted that the City is now listed as an investor rather than just having a service contract. Ms. Gale advised that they are proposing to work with City staff to adopt a commercial property maintenance ordinance, are creating a property of the month edition to use on social media and the website to promote new or renewed property listings, are submitting an editorial regarding the updates and acquisitions related to the Concord Redevelopment Plan, and will also explore one additional marketing event such as Fall Food Truck Day. Ms. Gale advised they would be happy to work with the Minnesota Vikings to showcase that quadrant of the community, advised that they plan to continue doing business retention visits and including staff on at least 12 of those visits, and will provide a report of those visits at the EDA meetings.

Boardmember Hark noted that the measure for some of the items was a monthly meeting with city staff. He questioned how the information discussed at those meetings was transferred to the EDA and stated the measures seemed a bit weak.

Mr. Link stated that much of the information was included in Ms. Gale's updates, but he would be more conscientious about passing on the information discussed at their monthly meetings and weekly discussions.

Boardmember Hark asked Mr. Link to send an email or other form of communication to Boardmembers detailing what was accomplished at those meetings in relation to the items on the work plan.

Ms. Gale stated she would work with Mr. Link to put together a formal checklist regarding their discussions and put it into more of a report form.

Boardmember Tourville agreed that Boardmembers should receive a summary from Mr. Link on a monthly basis.

F. EDA Work Plan

Mr. Link summarized the EDA's 2015 accomplishments and discussed the proposed 2016 work plan, which focuses on 1) researching funding options for the continued EDA operations over the next five years, 2) continued work on Concord redevelopment, including pursuing acquisitions from willing sellers and undertaking environmental remediation as grant funds become available, and 3) reviewing the City's ordinance pertaining to commercial property maintenance and continuing discussion of a roundabout in the Arbor Pointe commercial area. He stated perhaps they should add the items that have been discussed tonight, including a monthly report regarding economic development activities, as well as working with the CDA and 'Open to Business' on a more aggressive marketing program. He asked for the EDA's direction on what they would like staff to focus on this year.

Boardmember Bartholomew asked if the discussion of Inver Grove Heights commercial would include the area near the planned Vikings facility.

Mr. Link stated they were proposing to include it, and recommended specifying that in the work plan.

Boardmember Tourville agreed with Mr. Link's suggestion, stating the current verbiage looked like they would only be focusing on the Arbor Pointe commercial neighborhood rather than the commercial areas throughout the City (i.e. Bishop Heights, Cahill Avenue, etc.).

Boardmember Hark suggested listing other commercial areas in the City as subcategories of Inver Grove Heights Commercial, but still including Arbor Pointe.

Mr. Link clarified that it was not staff's intent to look only at the Arbor Pointe commercial neighborhood.

Boardmember Tourville stated it needed to be clearly stated that the commercial property maintenance ordinance would apply to all commercial properties in the City and it would be helpful to list the areas previously discussed.

President Piekarski Krech was concerned about pursuing more acquisitions in the Concord Redevelopment Neighborhood, stating she would prefer to concentrate on repurposing the properties they already owned and getting them out of the City's hands.

Boardmember Tourville stated that it would be difficult to provide financing for individual lots whereas the EDA could consider a TIF or development district for multiple lots.

President Piekarski Krech stated there were already too many development districts in the neighborhood.

Mr. Link advised that a few years ago the City Council /EDA identified specific sites for redevelopment. Staff has been focusing their efforts only on 2-3 of those sites and is currently working on two important parcels. It comes down to what we have to offer a developer. If the EDA so desires they could have more discussion on this topic.

Boardmember Mueller asked for clarification of where they were at in regard to a roundabout.

Mr. Link replied that the next step is for the Public Works Director, City Administrator, and himself to meet to discuss costs and revenue and then bring that information back to the EDA.

Boardmember Mueller was concerned about the expense, trucks being able to maneuver around a roundabout, and did not want to hire a consultant.

Mr. Link stated at this point they were not considering hiring a consultant.

G. EDA Financing Survey

Mr. Link asked for direction from the EDA on the long-term financing of the EDA.

Boardmembers Mueller, Piekarski Krech, and Tourville advised they were unable to access the information on this item in dropbox.

Boardmembers discussed possible causes for the supplemental packet issue.

Mr. Link explained that the EDA was created in 2011, at which time there was a transfer from the Host Community Fund to fund EDA activities. Operating expenses are approximately \$85,000 a year. Currently the EDA Fund has enough to cover the operating costs through 2017 but at that point they will use up the balance of that transfer from the Host Community Fund. This raises the issue of how the City

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will fund future economic development activities. Michelle Calvert, City Government Intern, prepared a survey of how metro and regional cities fund their economic development activities. She received responses from eleven cities. He discussed the various funding sources used by those cities, stating the two most common forms of funding were the general fund and EDA levy.

Finance Director Kristi Smith also provided information on the EDA levy process, which is different than the City's budget process. She outlined various levy scenarios and the financial impact they would have. Mr. Link noted that another source of funding long-term would be the proceeds from any EDA-owned properties. The first \$1,000,000 of a sale of the golf course properties would have to repay the Host Community Fund. Any proceeds beyond \$1,000,000 could be placed in the EDA Fund. He apologized for some of the Boardmembers not having access to the supplemental packet, and stated they could bring it back to the next EDA meeting for further discussion.

Boardmember Tourville suggested that Mr. Link email Boardmembers the supplemental information soon rather than waiting until the next meeting.

Mr. Link agreed to email the information, but asked if Boardmembers would prefer to postpone the discussion until the next EDA meeting.

Boardmember Mueller asked for clarification of the original funds in 2011.

Mr. Link replied that they have drawn down the Host Community Fund transfer by \$60,000-\$85,000 a year for operating expenses, as well as additional monies for property acquisitions.

Boardmember Bartholomew questioned why they would bother adopting a levy rather than raising the General Fund to cover the \$85,000.

Ms. Smith agreed that a levy would involve a considerable amount of work and it would be far easier to do it as part of the General Fund.

President Piekarski Krech asked if it was the same financial implication either way.

Ms. Smith replied it would be slightly different based on the way the calculations are made, but most people would understand it better if it was part of the general levy.

Boardmember Tourville stated that the EDA would be outside the levy limits, which is a concern for some cities. However, the property owner pays for it in any case.

Ms. Smith stated it would show up on the same line as our general levy; there would be no differentiation between the two.

Boardmember Hark asked for clarification of where the funds would go if the EDA were to sell a property for more than \$1,000,000.

Ms. Smith explained that since the property is owned by the EDA, those funds would be used to repay the \$1,000,000 loan to the Host Community Fund, and if there was no other action the remaining funds would stay with the EDA.

As a follow up to that comment, Mr. Link advised that the EDA could adopt a resolution or some form of documentation stating that was their intent.

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Boardmember Hark asked if they had until the end of 2017 to make a decision.

Mr. Link replied that was true for the operating expenses.

President Piekarski Krech stated it was something they should discuss as the thought when the EDA was first reaffirmed was that the City would not do an EDA levy.

Mr. Link advised that in addition to operating expenses. The EDA should also discuss the funding of capital expenditures (acquisitions, future financial assistance packages, etc.).

Boardmember Bartholomew asked the Finance Director to send information to the EDA outlining the pros and cons of an EDA levy versus the General Fund.

Ms. Smith agreed to provide the requested information.

Mr. Link asked if this item should be put on the next EDA agenda for further discussion.

President Piekarski Krech replied in the affirmative.

5. NEXT MEETING – President Piekarski Krech advised that the next regular EDA meeting is scheduled for May 9, 2016.

6. ADJOURNMENT: Motion by Mueller, second by Tourville, to adjourn. The meeting was adjourned by unanimous vote at 6:25 p.m.

City of Inver Grove Heights EDA Fund 290

Budget vs Actual through 12/31/15

Account Description	2015 Amended Budget	12/31/15 Actual	Budget Remaining
Investment Earnings	2,300.00	660.86	1,639.14
Operating Transfers In	500.00	265,749.93	(265,249.93)
Total Revenue	2,800.00	266,410.79	(263,610.79)
Personnel	15,500.00	15,825.27	(325.27)
Prof/Tech Services	33,800.00	117,108.63	(83,308.63)
Purchased Services	500.00	572.27	(72.27)
Other Purchased Sevices	34,100.00	27,659.50	6,440.50
Land Purchase	-	214,985.37	(214,985.37)
Total Expenditure	83,900.00	376,151.04	(292,251.04)
Fund 290 Surplus (Deficit)	(81,100.00)	(109,740.25)	(28,640.25)

Claim on Cash

90,188.28

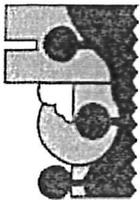
Land Available for Sale

1,138,500.00

Loan from Host Community Fund for Land Purchase

1,000,000.00

38617



City of Inver Grove Heights

Account Detail

Date Range: 10/24/2015 - 1/22/2016

Fund: 290 - EDA

290.100.1010199

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Claim on Cash			
		Agrees to Previous report ending 10/23/2015			
10/01/2015	JN06000	3rd Quarter 2015 Interest Allocation		262.47	55,258.95
10/26/2015	JN05964	Legal - Raushnot and general legal		(84.00)	55,521.42
10/30/2015	PYPKT00890 - PR 10/30/15: 10/10/2015-10/23/2015	Payroll		(603.23)	55,437.42
10/31/2015	JN05968	3rd Quarter Storm Water Billings		(33.73)	54,834.19
11/01/2015	JN06003	Record November Allocations		(83.33)	54,800.46
11/13/2015	PYPKT00895 - PR 11/13/15: 10/24/2015-11/6/2015	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(603.23)	54,717.13
11/13/2015	214357	Payroll		(1.30)	54,112.60
11/13/2015	214370	Legal - Raushnot & Austing		(24.00)	54,088.60
11/27/2015	PYPKT00901 - PR 11/27/15: 11/7/2015-11/20/2015	Payroll	00538 - LEVANDER, GILLEN & MILLER P.A.	(605.71)	53,482.89
11/30/2015	JN06114	Legal - Shipton & Raushnot		(180.00)	53,302.89
12/01/2015	JN06099	Record December Allocations		(83.37)	53,219.52
12/02/2015	214556	Payroll		(0.52)	53,219.00
12/11/2015	PYPKT00905 - PR 12/11/15: 11/21/2015-12/4/2015	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(603.23)	52,615.77
12/14/2015	PYPKT00906 - PR 12/14/15 - HCSP Year-End Payout: 12/11/ Payroll	Payroll		(478.00)	52,137.77
12/23/2015	214766	2016 Annual Conference		(280.00)	51,857.77
12/23/2015	214774	Legal - general legal	02886 - EHLERS AND ASSOCIATES, INC.	(120.00)	51,737.77
12/23/2015	214790	2016 Membership - T. Link	00538 - LEVANDER, GILLEN & MILLER P.A.	(174.00)	51,563.77
12/23/2015	214790	2016 Membership - J. Lynch	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(174.00)	51,389.77
12/24/2015	PYPKT00913 - PR 12/24/15: 12/5/2015-12/18/2015	Payroll	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(579.15)	50,810.62
12/30/2015	214821	2016 Annual Conference	06932 - EDAM	(255.00)	50,555.62
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(3,625.00)	46,930.62
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(9,988.38)	36,942.24
12/30/2015	214837	Environmental - 6840 Dixie	07411 - LANDMARK ENVIRONMENTAL, LLC	(2,600.00)	34,342.24
12/30/2015	214837	Environmental - McPhillips	07411 - LANDMARK ENVIRONMENTAL, LLC	(2,800.00)	31,542.24
12/31/2015	JN06157	Legal - general legal		(16.00)	31,526.24
12/31/2015	JN06149	2015 Budgeted Transfers		500.00	32,026.24
12/31/2015	JN06210	Transfers to EDA		58,162.04	90,188.28
01/01/2016	JN06192	Record January Allocations		(66.66)	90,121.62
01/06/2016	214892	Demo - 4195 68th St E	10937 - KAMISH EXCAVATING	(19,300.00)	70,821.62
01/08/2016	PYPKT00921 - PR 01/08/16: 12/19/2015-1/1/2016	Payroll		(607.00)	70,214.62
01/13/2016	214968	Legal - River Country Cooperative	00538 - LEVANDER, GILLEN & MILLER P.A.	(139.60)	70,075.02
01/22/2016	PYPKT00937 - PR 1/22/16: 1/2/2016-1/15/2016	Payroll		(624.37)	69,450.65

JN05964
\$84-

Client: 81000.06000E Inver Grove Heights/City of (I)
Planning

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
101.45.3200.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
Previous Balance: 1,894.40

\$48 - 290.
\$36 - E012-290.

Date	Tmkr	Ca	HB P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees								
06/26/2015	4 TJK	81		1 359	120.00	1.00	120.00	Telephone conference with Allan Hunting concerning ordinances and permits relating to sale of alcohol at golf course.
07/07/2015	4 TJK	81		1 373	120.00	0.50	60.00	Telephone conference with Tom Link.
07/07/2015	4 TJK	81		1 374	120.00	0.30	36.00	Telephone conference with Tom Link concerning various property acquisition issues.
07/08/2015	4 TJK	81		1 375	120.00	0.40	48.00	Extended telephone conference with Attorney Ann Kennedy with Union Pacific Railroad concerning property split procedures.
07/09/2015	4 TJK	81		1 376	120.00	0.40	48.00	Memo and legal research concerning maintenance obligations for commercial properties.
07/09/2015	4 TJK	81		1 377	120.00	0.40	48.00	Legal research concerning preemption of railroad with respect to local zoning laws.
07/09/2015	4 TJK	81		1 378	120.00	0.40	48.00	Further correspondence with attorney for railroad concerning parcel split.
07/13/2015	4 TJK	81		1 379	120.00	0.30	36.00	Memo to Attorney Ann Kennedy concerning split of railroad property.
07/13/2015	4 TJK	81		1 380	120.00	0.30	36.00	Memo to Planning Department concerning relationship of zoning code to anti-discrimination laws based on disability.
07/14/2015	4 TJK	81		1 390	120.00	0.30	36.00	Telephone conference with Attorney Ann Kennedy concerning railroad land split.
07/15/2015	4 TJK	81		1 389	120.00	0.30	36.00	Telephone conference with Tom Link concerning four acquisition issues.
07/16/2015	4 TJK	81		1 388	120.00	1.00	120.00	Preparation of materials for report on maintenance obligations of commercial properties in City.
07/17/2015	4 TJK	81		1 384	120.00	0.40	48.00	Meeting with Tom Link on Rauschnot acquisition and outline of steps for environmental assessment.
07/17/2015	4 TJK	81		1 385	120.00	0.30	36.00	Meeting with Tom Link on possibility of obtaining review appraisal for Castaways Marina property.
07/17/2015	4 TJK	81		1 386	120.00	0.30	36.00	Meeting with Tom Link to review status of McPhillips acquisition and reconciliation of appraisals.
07/17/2015	4 TJK	81		1 387	120.00	0.30	36.00	Telephone conference with Attorney Peter Coyle concerning comprehensive plan amendment.
07/20/2015	4 TJK	81		1 396	120.00	0.50	60.00	Preparation for meeting on Riverview Auto.
07/20/2015	4 TJK	81		1 397	120.00	1.00	120.00	Meeting with Administration, Planning and park Departments on Riverview Auto.
07/21/2015	4 TJK	81		1 395	120.00	0.30	36.00	Memo on Riverview Auto.
07/23/2015	4 TJK	81		1 393	120.00	0.40	48.00	Review of Pine Bend Landfill relating to landfill expansion.
07/23/2015	4 TJK	81		1 394	120.00	0.30	36.00	Memo concerning Rauschnot/Bermann property.
07/24/2015	4 TJK	81		1 392	120.00	0.30	36.00	Telephone conference with Heather Botten concerning upcoming agenda items.
Billable Total:	4 TJK					9.70	1,164.00	

unissued on
JE06780

E012-290

E010-290

A-702.229.2289102

Tabs3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.01026E Inver Grove Heights/City of (2)**
Rauschnot/Austing Property Acquisition

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
E012 and E013-290.45.3000.419.30

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 24 BMNDraft Template:00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template:00000001 Date Opened: 09/01/2015
Previous Balance: 432.00

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees							
10/22/2015	15 KJR	81	1	6 120.00	0.20	24.00	Develop strategy pertaining to the Rauschnot property acquisition.
Billable Total:					15 KJR	0.20	24.00
Total Billable Fees						0.20	24.00

R E C A P

Fees:	24.00	Previous Balance:	432.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	24.00	Balance Due:	432.00
		Total:	456.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	432.00	0.00	0.00	0.00	0.00

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.06000E Inver Grove Heights/City of (1) Planning**

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
101.45.3200.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template:00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template:00000001 Date Opened: 03/03/1994
Previous Balance: 2,886.84

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description	
Fees <i>101.45.3000.419.30700 1/12</i>											
08/27/2015	4 TJK	81				1 434	120.00	0.20	24.00	Telephone conference with Tom Link.	
08/27/2015	4 TJK	81				1 435	120.00	0.40	48.00	Additional telephone conference with Tom Link concerning Rauschnot and Watrud.	
09/01/2015	4 TJK	81				1 436	120.00	0.30	36.00	Telephone conference with Tom Link.	
09/02/2015	4 TJK	81				1 437	120.00	1.00	120.00	Draft of Environmental Access Agreements for Rauschnot and related properties. <i>EO12</i>	
09/10/2015	4 TJK	81				<i>EO12</i> 1 438	120.00	0.30	36.00	Telephone conference with Heather Botten concerning upcoming planning agenda items.	
09/14/2015	4 TJK	81				1 440	120.00	0.50	60.00	Telephone conference with Tom Link concerning upcoming agenda items.	
09/16/2015	4 TJK	81				1 441	120.00	0.30	36.00	In-office meeting on provisions of rental housing ordinance.	
09/17/2015	4 TJK	81				1 442	120.00	1.00	120.00	Telephone conference with Tom Link concerning acquisitions in <u>Doffing area</u> ; follow-up.	
09/24/2015	4 TJK	81				1 446	120.00	0.30	36.00	Telephone conference with Heather Botten concerning planning items.	
Billable Total:		4 TJK						4.30	516.00		
<i>101.45.3000.419.30700 1/12</i>											
09/21/2015	23 KLL	81				1 443	120.00	2.00	240.00	Meeting with Tom Link and Nicole Cook regarding Rental License Ordinance.	
09/22/2015	23 KLL	81				1 444	120.00	0.40	48.00	Revise Rental License Ordinance and forward to Tom Link.	
Billable Total:		23 KLL						2.40	288.00		
09/14/2015	30 LMR	81				1 439	80.00	0.40	32.00	Prepare e-mail correspondence to Allan Hunting re Union Pacific Railroad split of land issue; prepare e-mail correspondence to Kim Fox re escrow closings.	
09/23/2015	30 LMR	81				1 445	80.00	1.80	144.00	Revise Resolution Authorizing the Application of Credits from the Plats of Blackstone Vista, Blackstone Ponds 1st Addition and Blackstone Ridge to be Carried Forward and Applied to the Proposed Plat of Blackstone Highlands; prepare e-mail correspondence to Allan Hunting attaching same; prepare further revisions to Resolution Authorizing the Application of Credits from the Plats of Blackstone Vista, Blackstone Ponds 1st Addition and Blackstone Ridge to be Carried Forward and Applied to the Proposed Plat of Blackstone Highlands; prepare e-mail correspondence to Allan Hunting attaching further revised resolution.	
Billable Total:		30 LMR						2.20	176.00		
Total Billable Fees									<u>8.90</u>	<u>980.00</u>	

Expenses

09/14/2015 4 TJK 13 509 0.200 1.20 PHOTOCOPY

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: 81000.05000E Inver Grove Heights/City of (1)

INVER GROVE HEIG

Contact: City of Inver Grove Heights

Inspections

Primary Timekeeper: 5 DJB Category: 81 Myny Civil - Municipal

Business: 457-2111

Secondary Timekeeper: 4 TJK Draft Template: 00000001 Rate Code: 1

101.45.3000.419.30720

Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994

Previous Balance: 690.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees <i>290.45.3000.419.30720</i> <i>Ebon</i>										
10/01/2015	4 TJK	81				1 215	120.00	0.50	60.00	Memo to Code Compliance Specialist concerning terms and conditions of demolition contract; review contract. <i>Shipton Dem</i>
10/08/2015	4 TJK	81				1 220	120.00	0.30	36.00	In-office meeting concerning enforcement actions for Gore and Barron properties. <i>Kansas</i>
Billable Total:		4 TJK						0.80	96.00	
09/28/2015	24 BMN	81				1 213	120.00	0.10	12.00	Correspondence with city staff regarding status of review hearing in Barron case.
09/30/2015	24 BMN	81				1 214	120.00	0.20	24.00	Analysis of relevant massage therapist licensing ordinance provisions to be updated in MNCIS for use by the courts when defendants are issued citations for violation of the City's ordinances related to massage therapists.
10/07/2015	24 BMN	81				1 216	120.00	0.10	12.00	Correspondence with city staff regarding status of new Barron citation.
10/07/2015	24 BMN	81				1 217	120.00	0.60	72.00	Prepare additional revisions to draft tobacco sampling Ordinance and cover memo to City Council; correspondence with city staff regarding revised Ordinance.
10/08/2015	24 BMN	81				1 218	120.00	0.10	12.00	Review correspondence from city staff regarding status of Code violation cases.
10/09/2015	24 BMN	81				1 219	120.00	0.40	48.00	Telephone conference with city staff regarding repeat Code violators and addressing on-going Code violation issues.
10/13/2015	24 BMN	81				1 221	120.00	0.50	60.00	Telephone conference with Code compliance officer regarding status of various Code violation properties and plan for addressing issues moving forward; internal correspondence regarding the same.
<i>702.229.2295702</i>										
10/16/2015	24 BMN	81				1 222	120.00	0.20	24.00	Analysis of status of Chirart file; correspondence with city staff regarding balance of escrow account related to the Code violations at this site.
10/21/2015	24 BMN	81				1 225	120.00	0.10	12.00	Correspondence with city staff regarding status of Barron, Gore and Moghul files. <i>101.45.3000.419.30720</i>
10/23/2015	24 BMN	81				1 226	120.00	0.20	24.00	Correspondence with city staff issues regarding citations.
Billable Total:		24 BMN						2.50	300.00	
10/13/2015	57 DSK	81				1 224	120.00	0.40	48.00	E-mail correspondence with city staff regarding inspections and Code violation cases.
Billable Total:		57 DSK						0.40	48.00	
Total Billable Fees								3.70	444.00	



REGISTRATION

I am registering for the MN Public Finance Seminar (\$280 Public Entities/\$320 Private Entities)

NAME: Thomas J. Link
 TITLE: Community Development Director
 ORGANIZATION: City of Inver Grove Heights
 ADDRESS: 8150 Barbara Avenue
 CITY/STATE: Inver Grove Heights ZIP: 55077
 PHONE: 651-450-2546
 FAX: 651-450-2502
 E-MAIL ADDRESS: tlink@invergroveheights.org

Please indicate below, which programs you are interested in attending. You may only select one topic per session:

#Instagram	<input type="checkbox"/> TIF and Abatement 101	<input type="checkbox"/> Bonds 101	<input checked="" type="checkbox"/> Demystifying a Developer's Proforma
#Twitter	<input type="checkbox"/> TIF 201	<input checked="" type="checkbox"/> Economic Drivers of Single Family Housing	<input type="checkbox"/> Tour of Vikings Preview Center (The tour will return by 4:00 p.m.)
#Snapchat	<input checked="" type="checkbox"/> Development Case Studies	<input type="checkbox"/> The Municipal Bond Market	
#Reddit	<input type="checkbox"/> TIF Administration	<input type="checkbox"/> Creative Financing Ideas	<input checked="" type="checkbox"/> The New Face of Multi-Family Housing
#Pinterest	<input type="checkbox"/> Monetizing TIF Notes	<input type="checkbox"/> Funding Streets and Transportation Infrastructure	<input checked="" type="checkbox"/> Neighborhood Reinvestment Strategies

Please draft a check for \$280 made payable to:

Ehlers
Please return check to me for mailing.

#Ehle

Kim



LEADERS IN PUBLIC FINANCE

Registrations must be received by January 27, 2016

You may REGISTER ONLINE now, or complete the interactive form at right. After completing this form, you may print the registration page and fax to (651) 697-8555, or mail to Ehlers, ATTN: MN Public Finance Seminar, 3060 Centre Pointe Drive, Roseville, MN 55113. Make checks payable to Ehlers.

Please complete registration at right, and send to:

MN PUBLIC FINANCE SEMINAR

c/o Ehlers
3060 Centre Pointe Drive • Roseville, Minnesota 55113-1122
Phone: (651) 697-8500 • Fax: (651) 697-8555



LOCATION:

EARLE BROWN HERITAGE CENTER
6155 Earle Brown Drive • Brooklyn Center, Minnesota 55430
(763) 569-6300 • (800) 524-0239



290.45 - 300-419-5000

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.01015E Inver Grove Heights/City of (2)**
Economic Development Authority

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
290.45.3000.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 15 KJR Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 02/16/2012
Previous Balance: 0.00

Date	Tmkr	Ca	HB P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
11/09/2015	4 TJK	81		1 21	120.00	1.00	120.00	Economic Development Authority meeting.
Billable Total:		4 TJK				1.00	120.00	
Total Billable Fees						1.00	120.00	

RECAP

Fees:	120.00	Previous Balance:	0.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00	Balance Due:	0.00
Total WIP:	120.00	Total:	120.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	0.00	0.00	0.00	0.00	0.00

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
1/1/2016	6280

Bill To
Larry Stanger 8150 Barbara Avenue Inver Grove Heights, MN 55077

please change membership to Tom Junk

Terms
Due by renewal date

Quantity	Description	Rate	Amount						
1	2016 Membership Investment	174.00	174.00						
0.03	Thank you for your voluntary donation to our media solutions campaign. This amount is 3% of your membership dues and is dedicated to social media and web-based communication efforts. Of course, you are welcome to donate more than 3%. If you have questions about this, please feel free to call the Chamber office.	174.00	5.22						
<p><i>Vendor # 02253 290.45.3000.419.60070 \$174 - Smith 12/15/15 Prepaid @ 12-31-15</i></p>									
<table border="1"> <tr> <td>Fax #</td> <td>Phone #</td> <td>Web Site</td> </tr> <tr> <td>651-451-0846</td> <td>651-451-2266</td> <td>www.riverheights.com</td> </tr> </table>		Fax #	Phone #	Web Site	651-451-0846	651-451-2266	www.riverheights.com		
Fax #	Phone #	Web Site							
651-451-0846	651-451-2266	www.riverheights.com							

Thank you for your investment in the River Heights Business Community! ~ Jennifer Gale

Total Due ~~\$179.22~~ *\$174-*

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
1/1/2016	6192

Bill To
Joe Lynch 8150 Barbara Avenue Inver Grove Heights, MN 55077

Terms
Due by renewal date

Quantity	Description	Rate	Amount						
1 0.03	2016 Membership Investment Thank you for your voluntary donation to our media solutions campaign. This amount is 3% of your membership dues and is dedicated to social media and web-based communication efforts. Of course, you are welcome to donate more than 3%. If you have questions about this, please feel free to call the Chamber office. V# 02253 # 290,45,3000.419.50070 \$174.00 Prepaid at 12-31-15  12/3/15	174.00 174.00	174.00 5.22						
<table border="1"> <tr> <td>Fax #</td> <td>Phone #</td> <td>Web Site</td> </tr> <tr> <td>651-451-0846</td> <td>651-451-2266</td> <td>www.riverheights.com</td> </tr> </table>		Fax #	Phone #	Web Site	651-451-0846	651-451-2266	www.riverheights.com	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> \$174.00 </div>	
Fax #	Phone #	Web Site							
651-451-0846	651-451-2266	www.riverheights.com							

RECEIVED
NOV 25 2015

Thank you for your investment in the River Heights Business Community! ~ Jennifer Gale

Total Due \$179.22

290.45.3000 · 49.50080 = \$255



EDAM 2016 Winter Conference Registration

Minneapolis Marriott Northwest | January 21-22, 2016

Use one form per person. Please photocopy for additional registrants.

Attendee

Name Thomas J. Link
Title Community Development Director Organization City of Inver Grove Heights
Address 8150 Barbara Avenue
City Inver Grove Heights State MN Zip 55077 Phone 651-450-2546
E-mail tlink@invergroveheights.org

Send me EDAM membership info

Registration

• Full Conference
Payment received before Jan. 8 EDAM Member \$255
Payment received on/after Jan. 8 \$280

• One-Day Only
Payment received before Jan. 8 \$185
Payment received on/after Jan. 8 \$210

Choose one: Thursday Friday

Yes, I will attend the Thursday Evening Reception
Are you a first-time Winter Conference attendee? No, I will not attend
 Yes No

TOTAL AMOUNT ENCLOSED \$ 255.00

Payment

Check (made payable to EDAM) MasterCard VISA

Credit Card # _____ Exp. date _____ 3-digit security code _____

Cardholder Name (print) _____

Phone _____

Cardholder Signature _____

Credit Card Billing Address: Same as address above

Address _____

City _____ State _____ Zip _____

Send completed registration & payment to:

EDAM 1000 Westgate Drive, Suite 252 St. Paul, MN 55114
Fax to 651-290-2266 phone: (651) 290-6296

PCI Compliance: In accordance with PCI compliance, EDAM may not accept any forms via email nor accept credit card information over the phone. All forms must be faxed or mailed in.

Cancellation Policy: With written cancellation notice, received by January 8, 2016, you will receive a full refund, less a \$25 administrative charge. Cancellations after January 8, 2016 are nonrefundable. Substitutions will be allowed by same-company attendees if EDAM is notified before their arrival. Notices of cancellation and substitution must be faxed to the EDAM office at 651-290-2266. No-shows will not receive a refund.

Audio/Video Policy: Registration and attendance at, or participation at association events constitutes an agreement by the registrant to association's use and distribution of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

initials	fin.
date	
CK/CC	
amt. paid	
bal. due	

Cora -
I need this check in this week's check run (12/31/15). Please return to me for mailing.
Thx - Kim

Landmark Environmental, LLC
 2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
12/1/2015

Invoice #
15066.03-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15066.03 - 6840 Dixi...

Project Manager
Ken Haberman

Invoice Period
11/1/15-11/28/15

Due Date
12/31/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
	City of Inver Grove Heights: 15066.03 - 6840 Dixie, Inver Grove Heights, Minnesota. Prepare draft VRAP, ECP and MPCA enrollment application			
Project Management	Haberman - Project Management and Regulatory Assistance	5	170.00	850.00
VRAP/ECP	Haberman	4.5	170.00	765.00
Cost Estimating	VanDuyun	3	150.00	450.00
Report Preparation	Mullin - VRAP/ECP	12	130.00	1,560.00
	Vendor# 07411 E012-290.45.3000.419.30700 \$3,625 			
			Invoice Total	\$3,625.00

Landmark Environmental, LLC
 2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
10/7/2015

Invoice #
15066.02-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

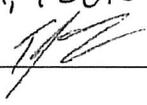
Project ID
15066.02 - 6840 Dixi...

Project Manager
Jerry Mullin

Invoice Period
8/29/15-9/26/15

Due Date
11/6/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
	City of Inver Grove Heights:15066.02 - Conducted a Phase II Investigation at 6840, 6900 and 6910 Dixie Avenue, Inver Grove Heights, Minnesota.			
Project Management	Mullin	5	130.00	650.00
Field Work	Mullin	4	130.00	520.00
Phase II Investigation	Mullin	14.7	130.00	1,911.00
Project Management	Haberman	2.5	170.00	425.00
Field Work	Russell	8	75.00	600.00
Phase II Investigation	Russell	18.4	75.00	1,380.00
Subcontractor Invoices	MESA 1993	1	1,530.00	1,530.00
Mileage	Phase II Mileage - Mullin	65	0.575	37.38
Subcontractor Invoices	Pace Invoice 15100115495	1	2,011.00	2,011.00
Mileage	Russell Mileage	40	0.575	23.00
Subcontractor Invoices	Pace Invoice 15100115107	1	396.00	396.00
Report Review	Haberman	1.5	170.00	255.00
Supplies	Disposables	1	50.00	50.00
Photoionization Detector	PID	1	100.00	100.00
Four Range Gas Detector	Four Range Gas Detector	1	100.00	100.00
	Vendor # 07411 E012- 290.45 3000.419.30700 \$9,988.38 			
			Invoice Total	\$9,988.38

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
9/28/2015

Invoice #
15066.01-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15066.01 - 6840 Dixi...

Project Manager
Jessica Fitzpatrick

Invoice Period
6/28/15-8/29/15

Due Date
10/28/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
Phase I Assessment	City of Inver Grove Heights: 15066.01 - 6840 Dixie Avenue, Inver Grove Heights, Minnesota - Phase I Environmental Assessment Lump Sum - Phase I Environmental Assessment Vendor # 07411 E012 - 290.45.3000.419.30700 \$2,600- 	1	2,600.00	2,600.00
It was a pleasure working for you!		Invoice Total \$2,600.00		

Landmark Environmental, LLC

2042 West 98th Street
 Bloomington, MN 55431
 952-887-9601

Date
11/18/2015

Invoice #
15084.01-1

Bill To
Mr. Thomas J. Link Director of Community Development City of Inver Grove Heights 8150 Barbra Avenue Inver Grove Heights, MN 55077

Project ID
15084.01 - McPhillip...

Project Manager
Jessica Fitzpatrick

Invoice Period
9/21/15-11/18/15

Due Date
12/18/2015

Terms
Net 30

Item	Description	Hours	Rate	Amount Billed
Phase I Assessment	City of Inver Grove Heights:15084.01 - McPhillips Parcels-Phase I LUMP SUM vendor # 07411 E010-290.45.3000.419.30700 \$2,800- 	1	2,800.00	2,800.00
			Invoice Total	\$2,800.00

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: 81000.01000E Inver Grove Heights/City of (Continued)

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
11/20/2015	18 SHF	81	1 1070	120.00	0.20	24.00	Status update regarding Solar PPA modifications.
Billable Total:		18 SHF			5.40	648.00	
11/11/2015	23 KLL	81	1 1061	120.00	0.40	48.00	Review proposed JPA for fiber optic network.
Billable Total:		23 KLL			0.40	48.00	
10/26/2015	24 BMN	81	1 1016	120.00	0.60	72.00	Attend City Council meeting to present revised draft tobacco and electronic delivery device sampling Ordinance for second reading.
10/27/2015	24 BMN	81	1 1025	120.00	1.20	144.00	Analysis of AT & T lease; prepare second amendment to AT & T lease agreement to provide for expedited termination of the lease, as well as the location of additional cell antennas on City's water tower.
10/29/2015	24 BMN	81	1 1026	120.00	0.10	12.00	Correspondence with city staff regarding draft AT & T lease amendment.
11/04/2015	24 BMN	81	1 1036	120.00	0.30	36.00	Prepare updated City Council memo re third reading of tobacco Ordinance; forward to city staff for inclusion in City Council packet for up-coming meeting.
11/09/2015	24 BMN	81	1 1051	120.00	0.10	12.00	Prepare revisions to draft standard monopole/land lease cell tower lease agreement.
11/09/2015	24 BMN	81	1 1052	120.00	0.30	36.00	Attend City Council meeting for third reading of Ordinance amending the City Code to prohibit the sampling of tobacco and electronic delivery devices.
11/10/2015	24 BMN	81	1 1050	120.00	0.10	12.00	Correspondence to city staff regarding obtaining executed copy of Ordinance.
11/18/2015	24 BMN	81	1 1071	120.00	2.10	252.00	Prepare revisions to draft revised antenna lease (ground lease).
11/23/2015	24 BMN	81	1 1081	120.00	3.70	444.00	Prepare revisions to draft monopole (land lease).
Billable Total:		24 BMN			8.50	1,020.00	
10/27/2015	30 LMR	81	1 1023	80.00	0.20	16.00	Prepare e-mail correspondence re tobacco ordinance for November 9th Council meeting.
11/03/2015	30 LMR	81	1 1039	80.00	0.50	40.00	Revise on-street parking ordinances; prepare e-mail correspondence to City attaching same.
11/09/2015	30 LMR	81	1 1055	80.00	0.20	16.00	Assemble EDA agenda for November 9th meeting; conference to discuss agenda items for November 9th Council meeting.
11/16/2015	30 LMR	81	1 1065	80.00	0.10	8.00	Prepare e-mail correspondence to Tom Link re onstreet parking ordinance.
11/18/2015	30 LMR	81	1 1066	80.00	0.40	32.00	Prepare e-mail correspondence to Kristi Smith re question relating to invoice; revise onstreet parking ordinance for November 23rd Council meeting; prepare e-mail correspondence to Tom Link attaching same.
11/23/2015	30 LMR	81	1 1077	80.00	0.60	48.00	Review Council meeting agenda for November 23rd Council meeting; prepare and assemble materials for November 23rd City Council meeting.
11/24/2015	30 LMR	81	1 1078	80.00	0.20	16.00	Analysis of City Code for ordinances related to liquor and gambling.
11/25/2015	30 LMR	81	1 1079	80.00	1.00	80.00	Prepare e-mail correspondence to City Clerk and Larry

EDA

They bill us for responding to a question re: A Bill?

Kamish Excavating, Inc.
1301 S Concord St.
South St. Paul MN 55075
651-457-3600

Contract Invoice

Invoice#: 15-234

Date: 12/22/2015

Billed To: CITY OF INVER GROVE HGTS
8150 BARBARA AVE
INVER GROVE HGTS MN 55077

Project: 4195 68TH ST E DEMO

Due Date: 01/21/2016

Terms: 30DY

Description	Amount
Final Billing	19,300.00

*E007-290.45.30004193700
RC
\$19,300.00*

Thank you for your prompt payment!

Amount Due	19,300.00
------------	-----------

Client: **81000.01020E Inver Grove Heights/City of (2)**
EDA Acquisition - River Country Cooperative

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
E005-290.45.3000.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 21 JPK Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 12/12/2013
Previous Balance: 0.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description	
Fees											
12/22/2015	30	LMR	81		1	80	80.00	1.50	120.00	Review and organize file; prepare index for closing book related to River Country Cooperative; prepare copies of closing documents and related transactional documents for closing book; assemble closing book related to River Country Cooperative transaction.	
Billable Total:								30 LMR	1.50	120.00	
Total Billable Fees								1.50	120.00		

Expenses										
12/22/2015	4	TJK			13	15	0.200		3.80	PHOTOCOPY
12/22/2015	4	TJK			13	16	0.200		0.20	PHOTOCOPY
12/22/2015	4	TJK			13	17	0.200		4.40	PHOTOCOPY
12/22/2015	4	TJK			13	18	0.200		1.40	PHOTOCOPY
12/22/2015	4	TJK			13	19	0.200		1.40	PHOTOCOPY
12/22/2015	4	TJK			13	20	0.200		0.60	PHOTOCOPY
12/22/2015	4	TJK			13	21	0.200		0.40	PHOTOCOPY
12/22/2015	4	TJK			13	22	0.200		0.20	PHOTOCOPY
12/22/2015	4	TJK			13	23	0.200		0.40	PHOTOCOPY
12/22/2015	4	TJK			13	24	0.200		2.20	PHOTOCOPY
12/22/2015	4	TJK			13	25	0.200		0.80	PHOTOCOPY
12/22/2015	4	TJK			13	26	0.200		0.60	PHOTOCOPY
12/22/2015	4	TJK			13	27	0.200		2.40	PHOTOCOPY
12/22/2015	4	TJK			13	28	0.200		0.80	PHOTOCOPY
Total Billable Expenses								19.60		

R E C A P

Fees:	120.00	Previous Balance:	0.00
Expenses:	19.60	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	139.60	Balance Due:	0.00
		Total:	139.60

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	0.00	0.00	0.00	0.00	0.00

City of Inver Grove Heights EDA Fund 290

Budget vs Actual through 3/31/16

Account Description	2016 Amended Budget	3/31/16 Actual	Budget Remaining
Investment Earnings	-	307.26	(307.26)
Operating Transfers In	500.00	-	500.00
Total Revenue	500.00	307.26	192.74
Personnel	16,700.00	3,748.37	12,951.63
Prof/Tech Services	42,500.00	5,153.10	37,346.90
Purchased Services	400.00	87.93	312.07
Other Purchased Sevices	33,600.00	13,197.99	20,402.01
Total Expenditure	93,200.00	22,187.39	71,012.61
Fund 290 Surplus (Deficit)	(92,700.00)	(21,880.13)	70,819.87

Claim on Cash

76,930.66

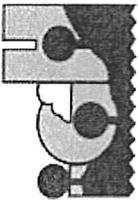
Land Available for Sale

1,138,500.00

Loan from Host Community Fund for Land Purchase

1,000,000.00

3B(ii)



City of Inver Grove Heights

Account Detail
Date Range: 1/23/2016 - 4/29/16

Post Date	Source Transaction	Description	Vendor	Amount	Running Balance
		Claim on Cash			
		Beginning Balance			69,450.65
12/31/2015	JN06294	Agrees to Previous report ending 1/22/16		156.73	69,607.38
12/31/2015	JN06360	Record 4th Qtr Interest Allocation		(36.00)	69,571.38
12/31/2015	JN06425	Reclass Legal - Rauschnot		(191.28)	69,380.10
12/31/2015	JN06473	Adjust Comp Abs at 12-31-15		28,114.59	97,494.69
01/27/2016	215079	12/31/15 Txfrs Approved 3/14/16		(1.30)	97,493.39
01/27/2016	215079	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.30)	97,492.09
01/27/2016	215130	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.30)	97,490.79
01/29/2016	JN06209	Progress Plus 1st half 2016		(12,500.00)	84,990.79
02/01/2016	JN06365	City Utilities - 4 parcels		(12.93)	84,979.16
02/05/2016	PYPKT00946 - PR 02/05/16: 1/16/2016-1/29/2016	Record February Budget Allocations		(66.66)	84,912.50
02/10/2016	215296	Payroll	01859 - PROGRESS PLUS	(621.75)	84,290.75
02/10/2016	JN06575	Link - 50th Anniversary Attendance	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(20.00)	84,270.75
02/12/2016	215318	Reclass Legal - Commercial Maintenance		(616.00)	83,654.75
02/17/2016	215336	Link EDAM Membership	06932 - EDAM	(250.00)	83,404.75
02/17/2016	215336	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.52)	83,404.23
02/17/2016	215336	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(0.07)	83,404.16
02/19/2016	PYPKT00953 - PR 2/19/16: 1/30/2016-2/12/2016	Payroll		(624.37)	82,779.79
02/24/2016	215399	EDA Levy Calculations	02886 - EHLERS AND ASSOCIATES, INC.	(107.50)	82,672.29
02/24/2016	215434	Voluntary Investigation Cleanup - Rauschnot	00646 - MN POLLUTION CONTROL AGENCY	(812.50)	81,859.79
03/01/2016	JN06370	Record March Budget Allocations		(66.66)	81,793.13
03/02/2016	215487	Concord/Cahill Roundabout Concept Design	05302 - KIMLEY-HORN & ASSOCIATES, INC.	(1,800.00)	79,993.13
03/04/2016	PYPKT00958 - PR 03/04/16: 2/13/2016-2/26/2016	Payroll		(621.75)	79,371.38
03/09/2016	215539	Appraisal - Ulrich Addition	06124 - BRKW APPRAISALS, INC.	(1,450.00)	77,921.38
03/18/2016	PYPKT00961 - PR 03/18/16: 2/27/2016-3/11/2016	Payroll		(624.14)	77,297.24
03/23/2016	215719	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(5.28)	77,291.96
03/23/2016	215732	Legal - EDA Meeting	00538 - LEVANDER, GILLEN & MILLER P.A.	(312.00)	76,979.96
03/23/2016	JN06579	Reclass Legal - River Country, McPhillips & Brown Caulking		(48.00)	76,931.96
03/30/2016	215793	Payroll	11063 - GENESIS EMPLOYEE BENEFITS, INC	(1.30)	76,930.66
04/01/2016	PYPKT00968 - PR 04/01/16: 3/12/2016-3/25/2016	Payroll		(621.75)	76,308.91
04/01/2016	JN06573	Record Allocations & Depreciation - April		(66.66)	76,242.25
04/06/2016	215844	Open to Business	06629 - DAKOTA COUNTY CDA	(6,250.00)	69,992.25
04/06/2016	215870	Voluntary Investigation Cleanup - Rauschnot	00646 - MN POLLUTION CONTROL AGENCY	(562.50)	69,429.75
04/06/2016	215882	Link - Annual Meeting	02253 - RIVER HEIGHTS CHAMBER OF COMMERCE	(45.00)	69,384.75
04/15/2016	PYPKT00975 - PR 04/15/16: 3/26/2016-4/8/2016	Payroll		(624.29)	68,760.46
04/29/2016	PYPKT00984 - PR 04/29/16: 4/9/2016-4/22/2016	Payroll		(621.75)	68,138.71

Tabs3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: 81000.06000E Inver Grove Heights/City of (1)

INVER GROVE HEIG

Contact: City of Inver Grove Heights

Planning

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal

Business: 457-2111

Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1

101.45.3200.419.30420

Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994

Previous Balance: 828.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
<i>E012-</i>										
Fees <i>290.45.3000.419.30420</i>										
12/08/2015	4 TJK	81			1	487	120.00	0.30	<u>36.00</u>	Telephone conference with Tom Link concerning upcoming executive session meeting concerning Rauschnot acquisition.
12/14/2015	4 TJK	81			1	488	120.00	0.40	48.00	Telephone conference with Allan Hunting concerning comprehensive plan changes for parcels that do not meet density requirements.
12/15/2015	4 TJK	81			1	495	120.00	0.30	36.00	Telephone conference with Allan Hunting concerning regulations and zoning for group homes.
12/21/2015	4 TJK	81			1	496	120.00	0.30	<u>36.00</u>	Memo to Frank Martin and Tom Link concerning encroachment Agreement for Cole Court.
<i>101-45-3000-419-30420</i>										
Billable Total:		4 TJK						1.30	156.00	
12/11/2015	23 KLL	81			1	486	120.00	0.50	60.00	Prepare Summary Memo to City Council for work session.
12/14/2015	23 KLL	81			1	489	120.00	1.00	120.00	Prepare memo for Rental Housing Ordinance and forward to City Staff.
12/17/2015	23 KLL	81			1	490	120.00	1.50	180.00	Attend meeting with City Staff and investigator regarding background checks.
12/18/2015	23 KLL	81			1	493	120.00	0.30	36.00	Communication with City Staff to follow-up on meeting with investigator.
12/20/2015	23 KLL	81			1	494	120.00	0.30	36.00	Review memo from Tom Link for work session.
12/21/2015	23 KLL	81			1	497	120.00	0.30	36.00	Communication with City Staff regarding the memo to the Council regarding rental licensing.
12/23/2015	23 KLL	81			1	498	120.00	0.50	60.00	Conference call with City Staff regarding the Rental License Ordinance and issues that may arise at the work session.
Billable Total:		23 KLL						4.40	<u>528.00</u>	<i>- 101-45-3000-419-30420</i>
Total Billable Fees								5.70	684.00	

RECAP

Fees:	684.00	Previous Balance:	828.00		
Expenses:	0.00	Payments/Credits:	0.00		
Advances:	0.00				
Total WIP:	684.00	Balance Due:	828.00	Total:	1,512.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	828.00	0.00	0.00	0.00	0.00

Progress Plus

5782 Blackshire Path
Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
1/6/2016	210

Bill To
City of Inver Grove Heights Joe Lynch 8150 Barbara Avenue Inver Grove Heights, MN 55077

P.O. No.	Terms	Project
	Upon Invoice	

Quantity	Description	Rate	Amount
	2016 Investment in Progress Plus January 2016 through June 2016 V #01859 # 290.45,3000.419.50070  11/20/16	12,500.00	12,500.00
		Total	\$12,500.00

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
12/8/2015	6643

Bill To
Tom Link 8150 Barbara Avenue Inver Grove Heights, MN 55077

290.45. 3000.419. 50080


Terms
Due upon receipt of invoice

Quantity	Description	Rate	Amount
1	City of Inver Grove Heights 50th Birthday Party (Tom Link)	20.00	20.00

Fax #	Phone #	Web Site
651-451-0846	651-451-2266	www.riverheights.com

Total Due	\$20.00
------------------	---------

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: 81000.06000E Inver Grove Heights/City of (1)
Planning

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
101.45.3200.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
Previous Balance: 684.00

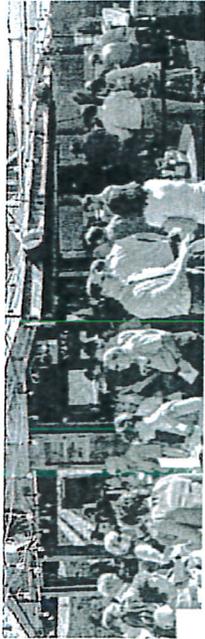
*\$10116 -
Legal reclass
to EDA*

Date	Tmkr	HB Ca P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees							
12/30/2015	4 TJK	81	1 499	120.00	0.30	36.00	Telephone conference with Attorney Matthew Tuckman about possible development in Inver Grove Heights.
01/05/2016	4 TJK	81	1 507	120.00	0.50	60.00	Review version of ordinance allowing students to occupy single family dwellings; memo to Planner concerning publication of ordinance.
01/06/2016	4 TJK	81	1 508	120.00	1.00	120.00	Prepare materials for upcoming meeting on commercial property maintenance ordinance.
01/07/2016	4 TJK	81	1 509	120.00	1.00	120.00	Research and preparation for meeting on commercial property maintenance.
01/07/2016	4 TJK	81	1 510	120.00	2.00	240.00	Meeting with Tom Link and Nicole Cook regarding commercial property maintenance ordinance.
01/07/2016	4 TJK	81	1 511	120.00	0.50	60.00	Review of rental housing ordinance; in-office meeting.
01/07/2016	4 TJK	81	1 512	120.00	1.00	120.00	Legal research concerning non-conforming use status relating to parking in single family districts.
01/07/2016	4 TJK	81	1 513	120.00	0.30	36.00	Telephone call from Allan Hunting concerning status of non-conforming uses related to parking.
01/08/2016	4 TJK	81	1 514	120.00	0.30	36.00	Conference with Allan Hunting concerning parking regulations.
01/11/2016	4 TJK	81	1 518	120.00	1.00	120.00	Legal research concerning non-conforming uses and parking regulations.
01/11/2016	4 TJK	81	1 519	120.00	0.60	72.00	Legal research on court cases involving sign regulation in commercial districts.
01/12/2016	4 TJK	81	1 520	120.00	0.20	24.00	Telephone call from Tom Link concerning River Heights Marina payment of SAC charges.
01/14/2016	4 TJK	81	1 522	120.00	0.20	24.00	Telephone call from Allan Hunting concerning parking regulations.
01/18/2016	4 TJK	81	1 525	120.00	1.00	120.00	Telephone conference with Allan Hunting re tree preservation in Southern Lakes in relationship to Koch Refinery easement, parking regulations on driveway, combination of substandard lots of record, fire code requirements for roadway to home and open meeting law.
01/19/2016	4 TJK	81	1 526	120.00	0.40	48.00	Telephone conference with Allan Hunting.
01/19/2016	4 TJK	81	1 527	120.00	0.40	48.00	Telephone conference with Tom Link concerning Koch Refinery easement, SAC computation for Joe Harms' property and commercial property ordinance.
01/19/2016	4 TJK	81	1 528	120.00	0.40	48.00	Review of Koch pipeline easement in relationship to preservation ordinance.
01/19/2016	4 TJK	81	1 529	120.00	1.00	120.00	Legal research on right of pipeline company to remove tress in light of City ordinance.
01/20/2016	4 TJK	81	1 530	120.00	1.00	120.00	Conference call with Planning Department concerning Koch Refinery pipeline and tree removal issues.
01/21/2016	4 TJK	81	1 531	120.00	0.50	60.00	Telephone conference with Allan Hunting concerning combination of lots of record for minimum size

290.45.3000.419.30420
101.45.3000.419.30420

Client: 81000.06000E Inver Grove Heights/City of (Continued)

Date	Tmkr	Ca	HB P C Tcod	Ref	Rate	Hours to Bill	Amount	Description
01/21/2016	4 TJK	81		1 532	120.00	0.40	48.00	requirements. Telephone conference with Attorney Jim Strommen relating to Koch Refinery pipeline and City ordinance application of tree preservation ordinance.
01/25/2016	4 TJK	81		1 534	120.00	0.30	36.00	Meeting with Allan Hunting concerning upcoming agenda items.
01/25/2016	4 TJK	81		1 535	120.00	0.40	48.00	Telephone conference with Tom Link concerning Council meeting.
Billable Total:		4 TJK				14.70	1,764.00	
12/29/2015	17 TTD	81		1 500	120.00	0.70	84.00	Research regarding subcontracting rental license background checks to 3rd party.
12/30/2015	17 TTD	81		1 501	120.00	3.30	396.00	Research regarding subcontracting rental license background checks to 3rd party.
01/03/2016	17 TTD	81		1 502	120.00	1.50	180.00	Research regarding subcontracting rental license background checks to 3rd party.
01/04/2016	17 TTD	81		1 503	120.00	2.30	276.00	Complete research and prepare summary for staff attorney.
Billable Total:		17 TTD				7.80	936.00	
01/08/2016	23 KLL	81		1 506	120.00	0.50	60.00	Review issues with Rental License Ordinance issues with definition of "family" and investigations.
01/12/2016	23 KLL	81		1 515	120.00	0.20	24.00	Communication with Nicole Cook regarding distributing the draft ordinance to landlord/tenant groups.
Billable Total:		23 KLL				0.70	84.00	
01/19/2016	24 BMN	81		1 523	120.00	1.30	156.00	Analysis of legal issues related to the ability of an easement holder to remove trees from an easement area in light of the City's woodland preservation Ordinance; analysis of relevant City Code and zoning Ordinance amendments.
Billable Total:		24 BMN				1.30	156.00	
01/04/2016	30 LMR	81		1 504	80.00	0.80	64.00	Review files to locate background information for meeting related to maintenance of commercial properties.
01/05/2016	30 LMR	81		1 505	80.00	0.10	8.00	Prepare e-mail correspondence to Heather Botten re status of so-called Gens ordinance amendment.
01/11/2016	30 LMR	81		1 516	80.00	0.20	16.00	Prepare memo to Planning Department staff re matter of Reed v. Town of Gilbert related to signs.
01/19/2016	30 LMR	81		1 524	80.00	0.40	32.00	Perform plat research to locate recorded documents number for Koch Pipeline Easement in Southern Lakes plats; prepare e-mail correspondence to DCA Title requesting copy of recorded Koch Pipeline Easement.
Billable Total:		30 LMR				1.50	120.00	
01/19/2016	45 ASP	81		1 521	80.00	2.50	200.00	Review statutes and perform research on refinery pipeline and utility easements.
Billable Total:		45 ASP				2.50	200.00	
01/15/2016	60 CRH	81		1 517	80.00	0.20	16.00	Conduct research to obtain ordinances relating to tree



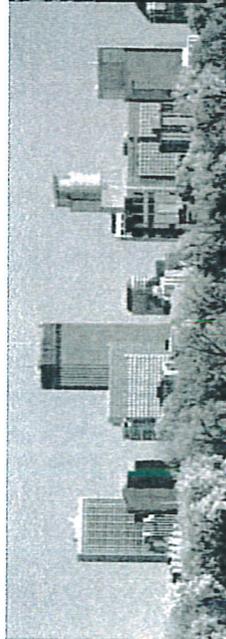
Connect with the Best

Economic development encompasses a diverse cross section of industries and our membership includes those industry leaders and decision makers.

- City and county EDAs and development agencies
- Public and non-profit development agencies
- Architects, engineers, general contractors, and developers
- Commercial and industrial real estate specialists
- City and county officials
- Planners and community and economic development professionals
- Financial consultants
- Regional, state and federal development groups
- Utilities, energy, and railroads
- Students

Golden Opportunity

EDAM Medalist Members are organizations that have expressed their strong support for EDAM's mission by making larger financial contributions. In recognition of the extraordinary support, Medalists are given substantial promotion year-round. Bronze members are recognized at our two annual conferences are



Our Mission: To champion Economic Development in Minnesota through professional development, networking, and advocacy.

*Cori -
Please draft a
check for \$250
made payable to;*

EDAM

*Please return to
me for mailing.
-Kim*

EDAM has a strong presence at the Minnesota Legislature, spearheaded by volunteers and executed with the assistance of a professional lobbyist. An annual issue briefing paper and regular legislative updates are available to members.

EDAM also sponsors events around the state, where professionals get to see Minnesota economic development up close. These gatherings generally involve an on-site tour of an economic development project, as well as presentations by the professional team that made it happen.

EDAM Member Application

Name Thomas J. Link
 Title Community Development Director
 Organization City of Inver Grove Heights
 Address 8150 Barbara Avenue
 City Inver Grove Hts State MN
 Zip 55077
 Phone 651-450-2546
 Fax 651-450-2502
 E-mail tlink@invergroveheights.org
 Referred by _____

Membership Type

- Individual Membership **\$250**
 Two-member firm \$395
 Three-member firm \$575
 Student Membership \$25

Medalist Membership (optional)

- Gold (Limit: 15 individuals) \$2,375
 Silver (Limit: 10 individuals) \$1,350
 Bronze (Limit: 5 individuals) \$825

Register online at edam.org or mail with payment to:

EDAM
 1000 Westgate Dr., Ste. 252
 St. Paul, MN 55114
 Phone 651.290.6296
 Fax 651.290.2266

Dues payable to EDAM are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. A portion of dues, however, is not deductible as an ordinary and necessary business expense to the extent that EDAM engages in lobbying. The non-deductible portion of dues for fiscal year 2013 is 1%. No percentage of any contribution to legislative expenses is deductible. We suggest you consult your tax advisor concerning this information.

(For office use only)

initials	fin.
date	
CK/CC	
amt. paid	
bal. due	

290 450 3000 419 500 70

Ehlers & Associates, Inc.
3060 Centre Pointe Drive
Roseville, Minnesota 55113
Phone: 651-697-8500



Invoice #: 69805

Invoice date: 2/10/2016

Terms: Due Upon Receipt

Joe Lynch, City Administrator
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, Minnesota, USA
55077-3410

Description	Quantity	Rate	Amount
Project: Financial Management Plan			
Services:			
Diaz, Elizabeth 01/27/2016 11566-Preparation Create table for tax impact of EDA levy.	0.50	215.00	107.50
Total Services:	0.50		107.50

Subtotal: \$ 107.50
NO TAX: \$ 0.00
Total: \$ 107.50

2910.45, 3000.419, 30150
\$ 107.50
KSmith
2/12/16

Minnesota Pollution Control Agency
Fiscal Services
520 Lafayette Road
St. Paul, MN 55155-4194

Invoice #: 7700009350
Invoice Date: 1/8/2016
Due Date: 2/7/2016
Amount Due: \$812.50 USD
Amount Paid: _____

Address change?
If yes, check here: _____
Write new address on back.

Please remit to:
MPCA
PO Box 64893
St. Paul, MN 55164-0893

Bill to: Inver Grove Heights city of
ATTN: Thomas Link
8150 Barbara Ave
Inver Grove Heights, MN 55077
USA

R3201 000000076685651 0 7700009350ZZZZZZZZZZZZ 0 0000081250

Minnesota Pollution Control Agency
Invoice

Voluntary Investigation Cleanup (VIC)

Monthly fees for the following Site:

VP33630

Dixie Avenue Acquisition
6480, 6900 & 6910 Dixie Ave, Inver Grove Heights, MN
55076

Invoice Number: 7700009350
Invoice Date: 1/8/2016
Due Date: 2/7/2016

Amount Due: \$812.50

Billing Period: 12/1/2015 to 12/31/2015

Item	Description	Amount Due
1	Betcher, John - VIC- NAD /Retro NAD - 6 hours	\$750.00
2	Nichols, Andrew - Application for Completeness review/discuss - 0.5 hours	\$62.50
Total for Invoice:		\$812.50

E012-2910.45.3000, 419.30700
\$812.50

Return payment with invoice stub in envelope provided, OR go to www.pca.state.mn.us/pay-online to pay by e-Check, VISA or MasterCard. Questions about this invoice? Contact us at fees.pca@state.mn.us

Kimley » Horn

Invoice for Professional Services

CITY OF INVER GROVE HEIGHTS
 ATTN: MR. TOM KALDUNSKI
 8150 BARBARA AVENUE
 INVER GROVE HEIGHTS, MN 55077

Invoice No: 7218815
 Invoice Date: Oct 31, 2015
 Invoice Amount: \$1,800.00
 Project No: 160509028.3
 Project Name: CONCORD/CAHILL
 ROUNDABOUT
 Project Manager: KLINGBEIL, BILL
 Client Reference: IPO #25

Please send payments to:
 KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 75557
 BALTIMORE, MD 21275-5557

Federal Tax Id: 56-0885615

For Services Rendered through Oct 31, 2015

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ROUNDAABOUT CONCEPT DESIGN	1,700.00	1,732.50	0.00	1,732.50
ALLOCATION	100.00	103.95	0.00	103.95
Subtotal	1,800.00	1,836.45	0.00	1,836.45
Amount in Excess of Contract Value		(36.45)	0.00	(36.45)
Total Amount Billable		1,800.00	0.00	1,800.00
Total COST PLUS MAX				1,800.00

Total Invoice: \$1,800.00

OK
TH

290.45. 3000.419. 30700

*Pay as 2016 transaction
 do budget will cover*

*Scanned to
 AP
 2/26/16
 [Signature]*

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: **81000.01015E Inver Grove Heights/City of (2)**
Economic Development Authority

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
290.45.3000.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 15 KJR Draft Template:00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template:00000001 Date Opened: 02/16/2012
Previous Balance: 0.00

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees										
02/01/2016	4	TJK	81		1	22	120.00	0.50	60.00	Review EDA background materials for upcoming meeting.
02/08/2016	4	TJK	81		1	23	120.00	0.60	72.00	Review of agenda materials in preparation for meeting.
02/08/2016	4	TJK	81		1	24	120.00	1.50	180.00	EDA regular meeting.
Billable Total:		4	TJK					2.60	312.00	
Total Billable Fees								2.60	312.00	

RECAP

Fees:	312.00	Previous Balance:	0.00
Expenses:	0.00	Payments/Credits:	0.00
Advances:	0.00		
Total WIP:	312.00	Balance Due:	0.00
		Total:	312.00

A/R	0-30	31-60	61-90	91-180	181-365	366+
	0.00	0.00	0.00	0.00	0.00	0.00

Tab3 Detail Work-In-Process Report
LeVander, Gillen & Miller, P.A.

Client: 81000.06000E Inver Grove Heights/City of (1)
Planning

INVER GROVE HEIG

Contact: City of Inver Grove Heights
Business: 457-2111
101.45.3200.419.30420

Primary Timekeeper: 4 TJK Category: 81 Muny Civil - Municipal
Secondary Timekeeper: 5 DJB Draft Template: 00000001 Rate Code: 1
Originating Timekeeper: 4 TJK Final Template: 00000001 Date Opened: 03/03/1994
Previous Balance: 3,569.65

\$48 -
legal reclass
TO EDA

Date	Tmkr	Ca	P	C	Tcod	Ref	Rate	Hours to Bill	Amount	Description
Fees										
01/26/2016	4 TJK	81				1 536	120.00	0.30	36.00	Memo to planner and fire marshal concerning fire access road requirements.
01/26/2016	4 TJK	81				1 537	120.00	1.00	120.00	Preparation of materials for rental housing ordinance meeting.
01/26/2016	4 TJK	81				1 538	120.00	0.50	60.00	Review of draft ordinance and memos in preparation for meeting on rental housing license.
01/26/2016	4 TJK	81				1 539	120.00	2.00	240.00	Meeting to revise rental housing license ordinance.
01/27/2016	4 TJK	81				1 540	120.00	0.50	60.00	Preparation of materials with regard to fire code requirements.
01/28/2016	4 TJK	81				1 544	120.00	0.50	60.00	Preparation of materials for meeting with Allan Hunting and Jeff Schadegg.
01/28/2016	4 TJK	81				1 545	120.00	1.80	216.00	Meeting with Allan Hunting and Jeff Schadegg concerning issue of fire apparatus road serving existing lot of record in 90th Street area.
01/29/2016	4 TJK	81				1 546	120.00	1.00	120.00	Review and revise rental housing ordinance; telephone conference with Allan Hunting
02/03/2016	4 TJK	81				1 548	120.00	1.00	120.00	Memo to Allan Hunting on 90th Street; review of previous lot division files concerning 90th Street area.
02/08/2016	4 TJK	81				1 549	120.00	0.30	36.00	Telephone conference with Tom Link concerning agenda items.
02/09/2016	4 TJK	81				1 550	120.00	0.30	36.00	Telephone conference with Allan Hunting on front yard parking ordinance.
02/09/2016	4 TJK	81				1 551	120.00	0.40	48.00	Telephone conference with Tom Link concerning data practices request for River Country, McPhillips and Brown Caulking transactions.
Billable Total: 4 TJK								9.60	1,152.00	
01/26/2016	23 KLL	81				1 533	120.00	2.80	336.00	Prepare for and attend meeting with Inver Grove Heights Staff regarding rental licensing.
01/28/2016	23 KLL	81				1 541	120.00	1.00	120.00	Revise Rental License Ordinance; respond to questions from Nicky Cook.
Billable Total: 23 KLL								3.80	456.00	
01/26/2016	30 LMR	81				1 542	80.00	0.40	32.00	Prepare e-mail correspondence attaching minutes from January 4, 2016 work session re rental housing license ordinance discussion; prepare e-mail correspondence forwarding copy of Koch Refinery Pipeline Easement.
01/27/2016	30 LMR	81				1 543	80.00	0.80	64.00	Review files to locate e-mail correspondences and title research related to James Brown variance; perform property records research on Dakota County Real Estate Inquiry and Tract Index re property at 1175 90th Street; conference to review and discuss same.
02/03/2016	30 LMR	81				1 547	80.00	0.30	24.00	Prepare e-mail correspondence to Allan Hunting re issues

Minnesota Pollution Control Agency
Fiscal Services
520 Lafayette Road
St. Paul, MN 55155-4194

Invoice #: 7700009522
Invoice Date: 3/10/2016
Due Date: 4/9/2016
Amount Due: \$562.50 USD
Amount Paid: _____

Address change?
If yes, check here: _____
Write new address on back.

Please remit to:
MPCA
PO Box 64893
St. Paul, MN 55164-0893

Bill to: Inver Grove Heights city of
ATTN: Thomas Link
8150 Barbara Ave
Inver Grove Heights, MN 55077
USA

R3201 000000076832311 0 7700009522ZZZZZZZZZZZZ 9 0000056250

Minnesota Pollution Control Agency
Invoice

Voluntary Investigation Cleanup (VIC)

Monthly fees for the following Site:

VP33630

Dixie Avenue Acquisition
6480, 6900 & 6910 Dixie Ave, Inver Grove Heights, MN
55076

Invoice Number: 7700009522
Invoice Date: 3/10/2016
Due Date: 4/9/2016

Amount Due: \$562.50

Billing Period: 2/1/2016 to 2/29/2016

Item	Description	Amount Due
1	Betcher, John - VIC- NAD /Retro NAD - 4 hours	\$500.00
2	Nichols, Andrew - VIC-Peer Review of Letter - 0.5 hours	\$62.50
Total for Invoice:		\$562.50

E012-2910.45.3000.419.30700
\$562.50

Return payment with invoice stub in envelope provided, OR go to www.pca.state.mn.us/pay-online to pay by e-Check, VISA or MasterCard. Questions about this invoice? Contact us at fees.pca@state.mn.us

River Heights Chamber of Commerce
 5782 Blackshire Path
 Inver Grove Heights, MN 55076

Invoice

Date	Invoice #
2/16/2016	6740

Bill To
Tom Link City of Inver Grove Heights 8150 Barbara Ave. Inver Grove Heights, MN 55077

*290.45.3000.
 419.500.80*

Terms	
Due upon receipt of invoice	

Quantity	Description	Rate	Amount						
1	River Heights Chamber of Commerce and Progress Plus Annual Meeting (Tom Link)	45.00	45.00						
<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Fax #</td> <td style="width: 33%;">Phone #</td> <td style="width: 33%;">Web Site</td> </tr> <tr> <td>651-451-0846</td> <td>651-451-2266</td> <td>www.riverheights.com</td> </tr> </table>		Fax #	Phone #	Web Site	651-451-0846	651-451-2266	www.riverheights.com		
Fax #	Phone #	Web Site							
651-451-0846	651-451-2266	www.riverheights.com							
Total Due			\$45.00						

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority

FROM: Thomas J. Link, Director of Community Development 

DATE: April 21, 2016 for EDA Meeting of May 9, 2016

SUBJECT: Economic Development Authority Financing

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to discuss and provide direction regarding its long-term financing, including both operating and capital expenses.

BACKGROUND

The EDA 2016 Work Plan includes an analysis and consideration of long-term financing for the EDA. At its last meeting, the EDA heard a staff presentation on the issue. However, the EDA discussion was brief and the matter was tabled to the May 9 meeting because some EDA members did not receive the packet material.

Since its inception in 2011, the EDA's operating expenses and most of its capital expenses have both been funded by transfers from the Host Community Fund. Operating expenses are approximately \$85,000 a year and include staff time, Progress Plus membership, Open to Business program, and other administrative costs. Capital expenses, to date, have focused on acquisitions. The capital costs could also include any future financial assistance packages that the EDA would create.

Currently, the EDA Fund has a balance of approximately \$90,000. Upcoming transfers, to reimburse the EDA Fund for acquisition costs, will increase the balance to approximately \$160,000. Thus, the EDA Fund will be able to cover the EDA operating expenses through 2017.

ANALYSIS

Other cities use EDA levies, transfers from their General Fund, or a combination of both to finance their economic development activities. Michelle Calvert, City Government Intern, conducted a survey of Dakota County cities and a second survey of other metropolitan cities, a summary of which is attached. Of Dakota County cities that responded, three finance their EDA through the General Fund, two use an EDA levy, and one uses Tax Increment Finance Administration revenue. The four other metropolitan cities use combinations of EDA levies, general fund, and an HRA levy.

The EDA levy is discussed in an attached memo from Finance Director Kristi Smith. That memo discusses the process for adopting an EDA levy, the revenues that could be generated from it, the impact on typical residential and commercial properties, and the pros and cons of each alternative. If the EDA were to levy the maximum allowed by statute, it would generate about \$580,000 annually. This would generate revenue for both operating and capital

expenses. If a levy were adopted to simply cover the EDA's operating budget, it would cost a typical residential property about \$5 to \$6 per year.

Another source of revenue for economic development activities could be the proceeds from the future sale of properties. For example, the excess golf course properties had an appraised valuation of more than \$1,000,000 in 2011. The first \$1,000,000 of a sale of the properties would have to repay the Host Community Fund. Any proceeds beyond \$1,000,000 could be placed in the EDA Fund, possibly for future capital costs.

CONCLUSION

The Inver Grove Heights Economic Development Authority (EDA) is to discuss and provide direction regarding its long-term financing, including both its operating and capital costs.

Enc: EDA Funding Summary, prepared by Michelle Calvert
Memo from Kristi Smith, Finance Director, dated April 7, 2016

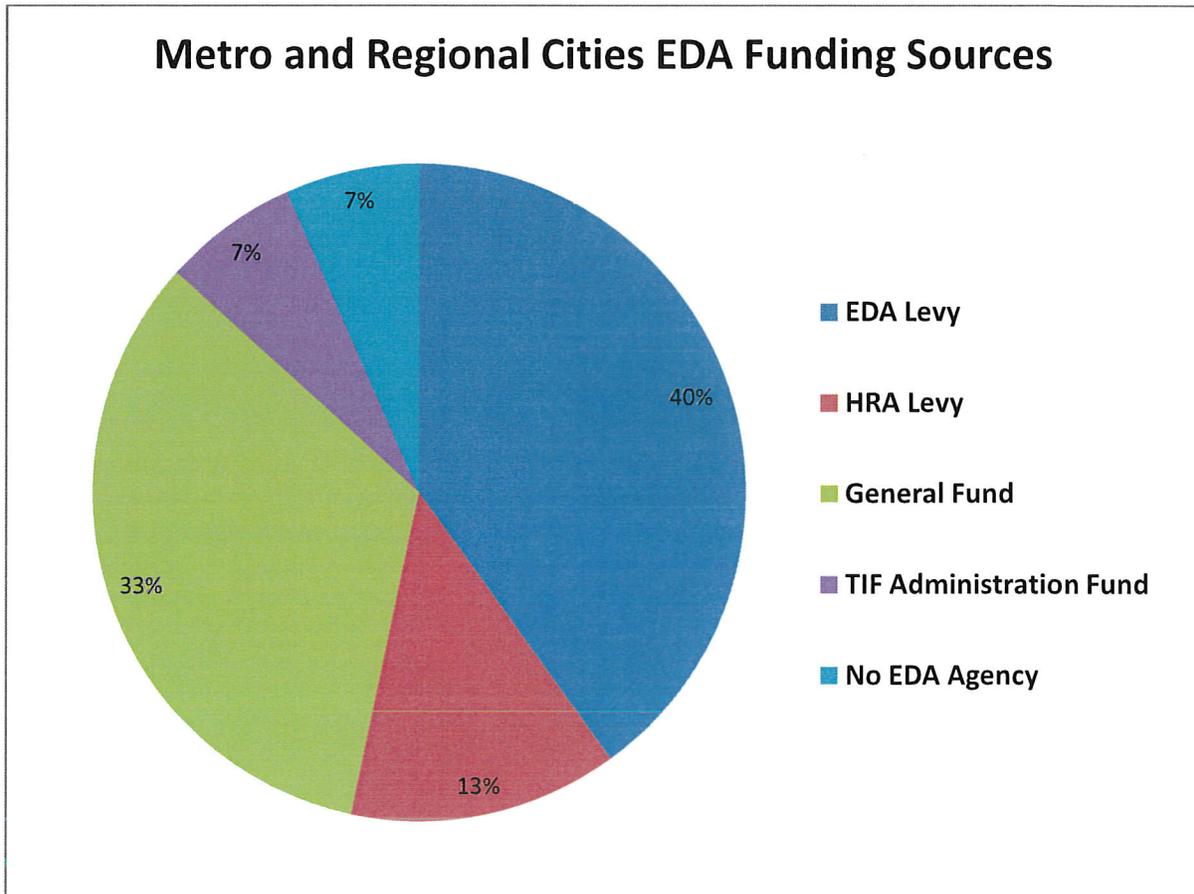
cc: Jennifer Gale

Economic Development Authority Funding Survey Summary – Part 1

The Economic Development Authority is considering the activities it performs and how they are funded. In September and October of 2015, the names of nine cities in Dakota County were identified as candidates for capturing EDA Funding Source information. It was decided that an initial contact would be made via e-mail, with the hope of a follow-up interview to be conducted via telephone. This methodology was selected as the most efficient because all of the contacts were known to Community Development Director Tom Link, and he felt it would be the best way to allow time for a scheduled interview. Of the nine cities targeted, seven responded – one sent an e-mail response but did not wish to follow up with a telephone interview, six granted interviews, one of which was in-person. Some of the interviewees were very willing to give a lot of information, others less so.

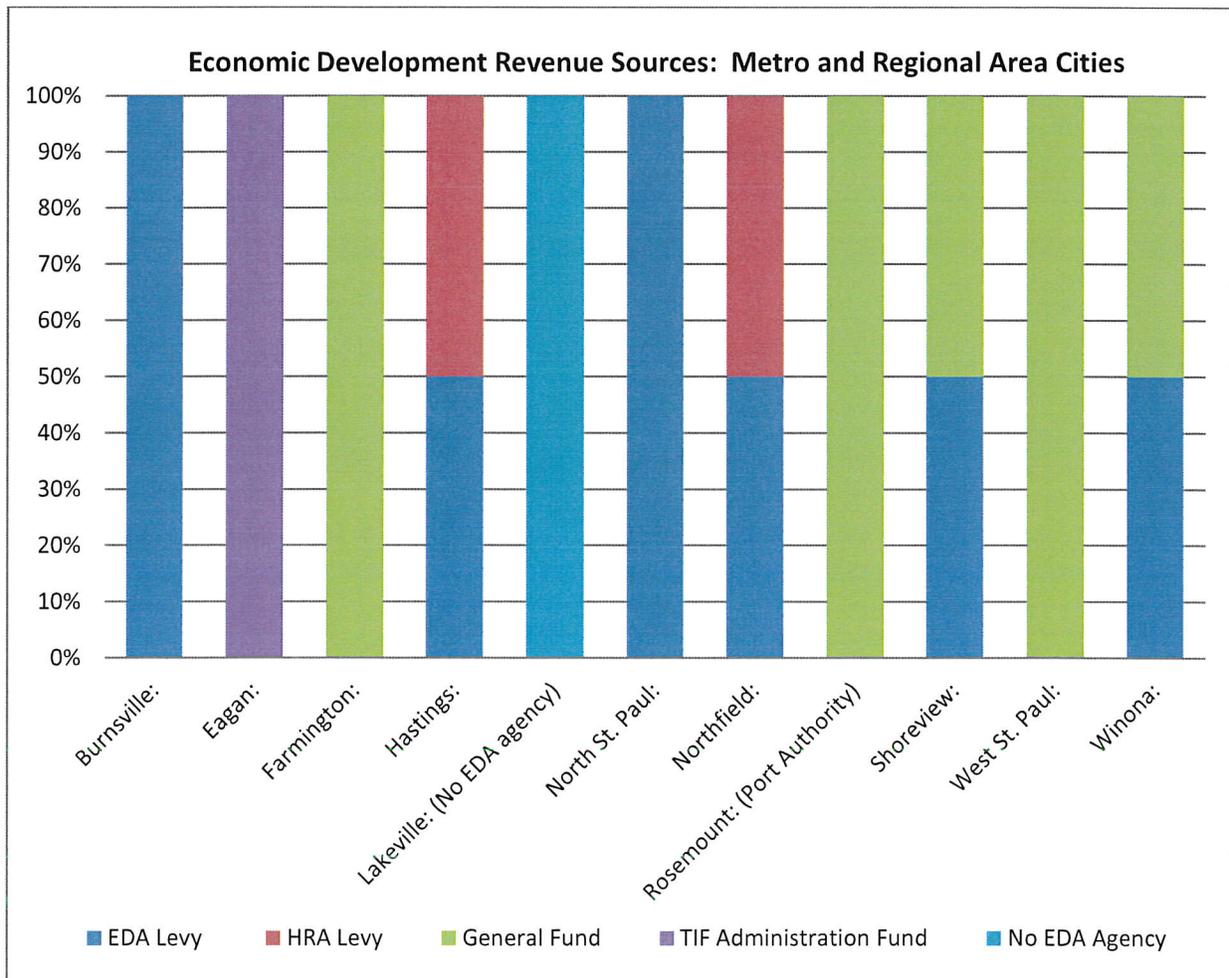
While it was very interesting to hear what other cities within Dakota County were doing, it was also important to see what other Twin Cities Metro and Regional area cities do to fund their economic development activities. Because these other cities' staff members are not as familiar to Community Development Director Tom Link, it was decided that it would make sense to use Survey Monkey to conduct the survey. Thirteen cities of *similar size and population* were selected from the Metro and Regional area and the survey was sent out mid-January 2016. Only four of the thirteen responded and completed the survey. A compilation of both surveys is illustrated below, and individual cities are identified on the next page. A closer look into the details on the next page shows that some cities also use more than just one source of funding.

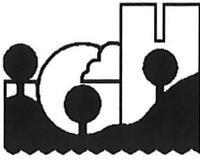
As a result of these surveys, one detail became very clear – there does not appear to be any single right or wrong way to fund economic development.



Economic Development Authority Funding Survey Summary – Part 1

<u>City Name</u>	<u>Funding Source</u>	<u>2015 EDA Budget</u>
<u>Burnsville</u>	EDA Levy	\$ 560,000
<u>Eagan</u>	TIF Administration Fund	<u>As Needed</u>
<u>Farmington</u>	General Fund	\$40,000
<u>Hastings</u>	EDA Levy HRA Levy	\$1,000,000
<u>Lakeville</u>	No EDA Agency	\$380,000
<u>North St. Paul</u>	EDA Levy	\$125,000
<u>Northfield</u>	EDA Levy and HRA Levy to the maximum allowed by state statute	\$553,312
<u>Rosemount (Port Authority)</u>	General Fund	\$72,000
<u>Shoreview</u>	EDA Levy General Fund	\$195,000
<u>West St. Paul</u>	General Fund	Depends, but could be as much as \$1,500,000
<u>Winona</u>	EDA Levy General Fund	\$980,000





MEMO
City of Inver Grove Heights

TO: Economic Development Authority

CC: Tom Link, Executive Director

FROM: Kristi Smith, Finance Director

DATE: April 7, 2016

SUBJECT: EDA LEVY

Pursuant to Minnesota Statute 469.107 at the request of the Authority, the City may levy a tax for the benefit of the Authority.

The process for levying a tax is different than the City's budget process.

- The Council must first pass a resolution stating the proposed amount of the levy increase.
- The City must then publish the resolution along with a public hearing notice for two weeks in the official newspaper.
- The City must hold the public hearing two to four weeks after the first publication.
- After the public hearing Council may take no action or may adopt a resolution authorizing the increase.
- If the Council adopts the resolution authorizing the increase the resolution must be published in the official paper.
- The resolution is not effective if a petition requesting a referendum is filed with the City Clerk within 30 days of publication of the resolution. The petition must include signature by voters equaling five percent of the votes cast in the City's last general election.

The levy may not be more than 0.01813% of the estimated market value. Based on preliminary 2016 information, the levy could not have been more than \$580,205.

Based on a maximum levy of \$580,205, the impacts would have been as follows:

\$40.57	Mean residential parcel with a taxable market value of \$225,719
\$33.62	Median residential parcel with a taxable market value of \$187,082
\$196.15	Business valued at \$583,200
\$1,093.88	Business valued at \$3,080,800

Based on a levy of \$85,200 (2016 EDA Expenditures), the impacts would have been as follows:

\$5.96	Mean residential parcel with a taxable market value of \$225,719
\$4.94	Median residential parcel with a taxable market value of \$187,082
\$28.80	Business valued at \$583,200
\$160.63	Business valued at \$3,080,800

To date, the EDA has been using primarily the Host Community Fund as the funding source for operations and capital purchases with no ongoing long-term revenue source(s). Potential revenue sources include EDA levy, General Fund levy or other sources. Pros and cons for each of the revenue options are provided below.

EDA Levy

Pros

- Outside of levy limits (if levy limits are in place)
- Revenue Diversification
- Sustainability
- Transparency

Cons

- Change to budget process due to different deadlines for certification
- Levy maximum of 0.01813% of estimated market value
- Requires public hearing and publications
- Subject to reverse referendum

General Fund Levy

Pros

- No change to budget process
- No limit on levy amount
- Sustainability

Cons

- Potentially subject to levy limits (if levy limits are in place)

Other Sources (Host Community Fund, sale of property, etc.)

Pros

- Revenue Diversification
- Outside of levy limits (if levy limits are in place)
- No change to budget process

Cons

- Sustainability

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority

FROM: Thomas J. Link, Director of Community Development 

DATE: April 26, 2016 for EDA Meeting of May 9, 2016

SUBJECT: Arbor Pointe Commercial - Roundabout

1. PURPOSE/ACTION REQUESTED: The Economic Development Authority (EDA) is to discuss further a roundabout at Concord Boulevard/Cahill Avenue and provide direction to City staff.

2. BACKGROUND: The EDA has been concerned about the indirect access to the businesses on Buchanan Trail for northbound traffic on Concord Boulevard. The County and City/EDA have considered various alternatives to address the issue:

- The County and City added a flashing yellow arrow at the Concord Boulevard/Cahill Avenue traffic signal to provide for U-turns. This allows northbound traffic on Concord to turn southbound and thereby access Buchanan Trail.
- The EDA researched additional signage on Highway 52. It was found, however, that State rules do not allow for any signage beyond what already exists.
- The EDA, with assistance from consultant engineer Kimley Horn, explored a three-quarter access at the intersection of Concord Boulevard and Buchanan Trail. This would have provided direct access onto Buchanan Trail via a left turn lane on northbound Concord. The County rejected this concept because it did not meet engineering standards and would have likely increased the possibility of rear end crashes on Concord.
- The City consultant engineer, Kimley-Horn, prepared a preliminary plan for a roundabout at Concord Boulevard/Cahill Avenue. The design illustrates that there is enough room at the intersection for a roundabout. The estimated costs, at \$2.4 million, are also preliminary and subject to more analysis, including the addition of easement acquisition costs.

3. ANALYSIS: The EDA last discussed this issue at its meeting of November 9, 2015, per the attached minutes. The EDA directed staff to perform additional research on a Concord Boulevard/Cahill Avenue roundabout, including:

- Feasibility study
- Accident rates
- Signal electrical service costs
- County involvement

Feasibility Study – Kimley-Horn has provided a proposal, as attached, to complete a preliminary design for the roundabout. The feasibility study would cost \$14,840 and would take approximately 3-4 months.

Accident Rates – The County has stated that accident rates at the Concord Boulevard intersection are not high. The data does not show a safety issue and, therefore, the County does not recommend changes at this time. Overall, the “intersection operates well as a signaled intersection”. More detail can be found in the attached email from Kristi Sebastian of Dakota County.

Signal Electrical Service Costs – The City is responsible for the electrical service costs relating to the existing traffic signal. The EDA questioned whether a roundabout would eliminate these costs and thus make the roundabout more affordable. The electrical service costs for a roundabout, however, are higher than a traffic signal because of the need for more street lights.

County Discussions – Staff has had further discussions with Dakota County, as requested by the EDA. The County stated that:

- the roundabout is not justified, based on traffic safety considerations
- the need for a roundabout is not expected to change in the future since traffic volumes and turning movements are not expected to increase
- the County would not participate in any costs of a roundabout
- the County would not object to the City construction of a roundabout. However, a joint powers agreement would be required. The agreement would address, among other things, whether the City or County would be responsible for maintenance.

Staff believes that a roundabout at Concord Boulevard/Cahill Avenue has some disadvantages. The cost is high and would have to be borne solely by the City or the EDA. Moreover, there is no readily identifiable funding source for the roundabout. The benefits may be considered limited, especially considering the costs. It still would not provide direct access onto Buchanan Trail. Operationally, the existing Concord Boulevard/Cahill Avenue intersection works well and there is already an ability to make a U-turn at that intersection. Finally, the primary benefit would be shared only by those six commercial properties that front on Buchanan Trail.

4. CONCLUSION: The Economic Development Authority (EDA) is to discuss further a roundabout at Concord Boulevard/Cahill Avenue.

Enc: Kimley-Horn Proposal for a Feasibility Study
Excerpt of November 9, 2015 Minutes
Email from Kristi Sebastian, dated April 27

INDIVIDUAL PROJECT ORDER NUMBER 25A

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: Concord Boulevard / Cahill Avenue Roundabout Preliminary Design

General Category of Services: Preliminary design phase services for a roundabout at the Concord Boulevard and Cahill Avenue intersection.

Specific Scope of Basic Services: Preparation of a technical memorandum documenting the preliminary design for a roundabout at the Concord Boulevard and Cahill Avenue intersection. 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: Roundabout Technical Memorandum

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. 25A

CONCORD BOULEVARD/CAHILL AVENUE ROUNDABOUT PRELIMINARY DESIGN

This IPO includes preliminary design services for a potential roundabout at the Concord Boulevard and Cahill Avenue intersection. The Scope of Work detailed below assumes the project limits will be consistent with the conceptual layout shown in Exhibit D of this IPO.

1. ROUNDABOUT TECHNICAL MEMORANDUM

A. Meetings

We will attend up to two (2) project meetings with City staff and conduct up to two (2) meetings with Dakota County staff to discuss the analysis and findings of the preliminary design. We have assumed that we will have a kick-off meeting with City staff following notice to proceed and a draft report review meeting to discuss any comments.

B. RODEL Analysis

RODEL is a roundabout design software used to determine capacity, lane configuration, and performance of roundabouts. We will use this tool to verify our design and determine the level of service of the roundabout. The deliverable for this task is the RODEL analysis output from the model. This scope assumes Dakota County will provide AM and PM peak hour turning movement counts for the analysis.

C. Identify Proposed Improvements and Right-of-Way Needs

We will develop a preliminary design layout which will identify the proposed street, storm drainage, and utility improvements required to convert the Concord/Cahill intersection to a roundabout. We will identify potential right-of-way, permanent easements, and temporary construction easements that may be needed.

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 estimate based on input received during those comment periods.

E. Report Preparation

We will prepare a roundabout design technical memorandum detailing the results of the work tasks described above. We will provide the City with three (3) copies of a draft memo and up to five (5) copies of the final version of the memo. We will also provide the City with an electronic copy of the memo at draft and final completion stages.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 25A

CONCORD BOULEVARD/CAHILL AVENUE ROUNDABOUT

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 Prepare Roundabout Technical Memorandum	\$14,000
Subtotal	\$14,000
<u>Reimbursable Expenses</u>	\$ 840
Total	\$14,840

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$14,840 including all labor and reimbursable expenses.

EXHIBIT C
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 25A

CONCORD BOULEVARD/CAHILL AVENUE ROUNDABOUT

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

Notice to Proceed	April 2016
Prepare Draft Feasibility Report	May 2016
Finalize Feasibility Report	June 2016
Council Work Session Discussion	July 2016

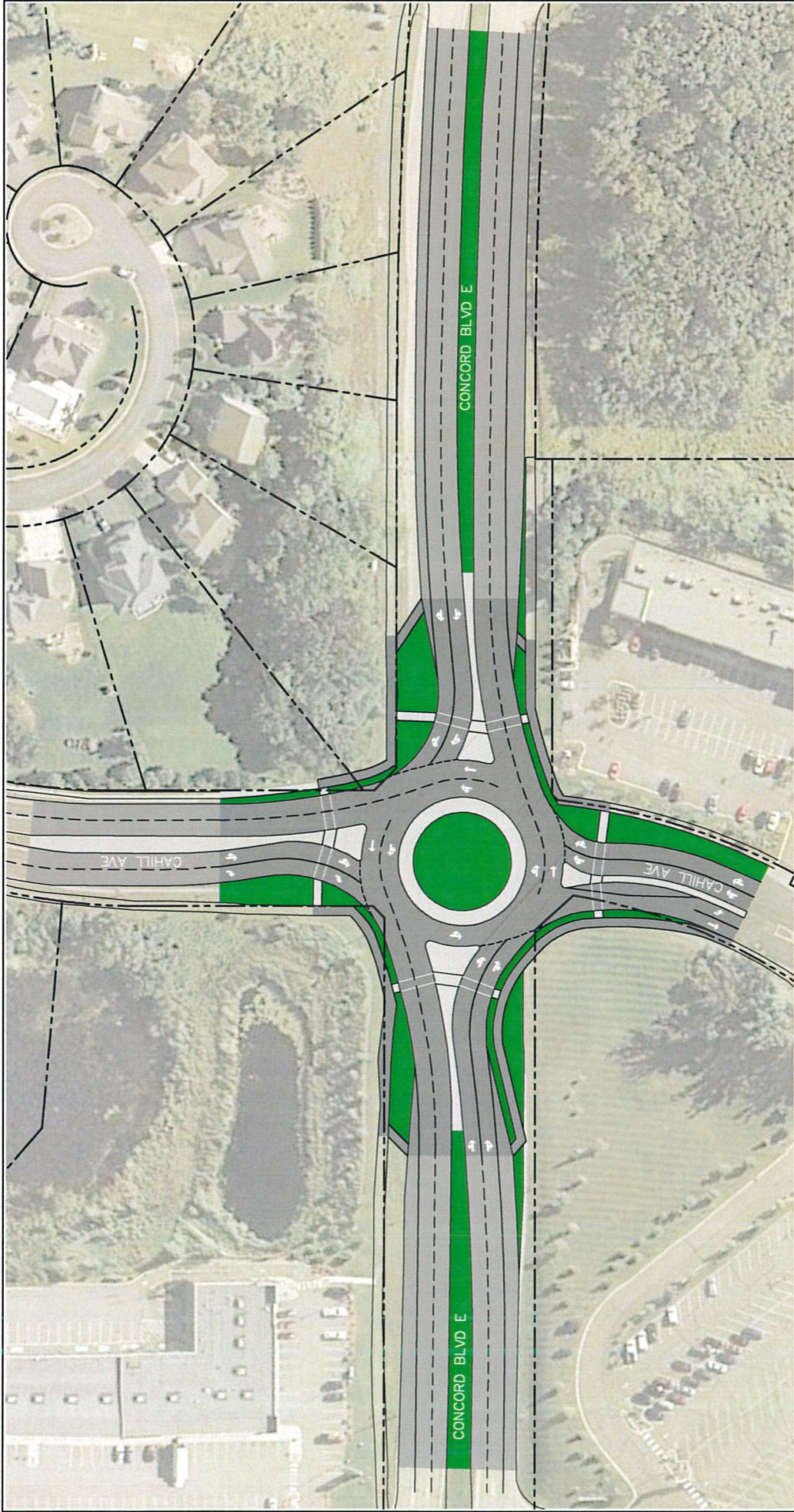
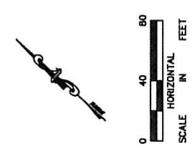


EXHIBIT D
PRELIM ROUNDABOUT
CAHILL AVE AND CONCORD BLVD
STREET RECONSTRUCTION

- LEGEND**
- SOD/LANDSCAPING
 - CONCRETE
 - FULL DEPTH CONSTRUCTION
 - MILL AND OVERLAY




City of Inver Grove Heights
 8150 BARBARA AVENUE
 INVER GROVE HEIGHTS, MN 56127-3412


Kimley-Horn
 2550 UNIVERSITY AVENUE, WEST SUITE 2100N, ST. PAUL, MN 55114
 PH: 651.451.2400
 WWW.KIMLEY-HORN.COM

Boardmember Tourville advised that the City wanted to know what was planned for that area before they were asked to take official action.

President Piekarski Krech stated it was her understanding that it was already going to Metropolitan Council for approval.

Mr. Link replied that Eagan had already approved and forwarded the comprehensive plan amendment to Metropolitan Council for approval. He advised that the City sent a response outlining their concerns and asking to be a part of the process going forward.

Boardmember Bartholomew asked if the EDA could receive a copy of the letter from the City.

Mr. Link replied in the affirmative.

Ms. Gale advised that the first phase of the Vikings development would be their practice facility, which could begin construction as early as next spring. She discussed recent inquiries and relocations, including a printing company and a company which creates a window washing fluid product. She advised that she is following up with a grocery store that she recently learned was having discussions with an Inver Grove Heights developer. Ms. Gale advised that she attended the re-grand/grand openings of Inver Family Chiropractic and Wellness, El Azteca, Verizon Wireless, and Kwik Trip in South St. Paul. Ms. Gale congratulated the EDA on continuing to partner with 'Open to Business', stating it was an important tool that they often use. This year Progress Plus is participating in Small Business Saturday and Neighborhood Champion Program, American Express's nationwide program that helps support small businesses. Anyone is welcome to stop by her office to pick up free promotional items. Ms. Gale thanked President Piekarski Krech and Tom Link for participating in the Fall Broker Tour. Sixteen brokers were in attendance; they visited Fleming Field, Argenta Hills, a building on Clark Road, and Bridgepointe in South St. Paul. The tour ended with a reception hosted by Hometown Meats, Wipaire, and Arbor Pointe Liquor. This year Progress Plus hosted the game Plinko at the MNCAR Expo. They received an additional 100 contacts to add to their database at this event and received many comments from other communities wishing they had a tool such as Progress Plus. All marketing was labeled with both Inver Grove Heights and South St. Paul.

C. Arbor Pointe Commercial – Concord/Cahill Roundabout

Mr. Link advised that, in response to the EDA's concern about the indirect access to the businesses on Buchanan Trail for Concord Boulevard northbound traffic, several actions had been recently taken. Working with the County, a flashing yellow arrow has been added at the Concord/Cahill intersection to provide for U-turns. The City also researched the blue informational signage on Highway 52 but found that State rules do not allow for additional signage beyond what already exists. The City, with the help of consultant engineer Kimley-Horn, explored providing a direct access onto Buchanan Trail via a left turn lane on northbound Concord. The County, however, rejected the concept, stating it would not meet spacing requirements, the design of the left turn lane did not meet engineering standards, and they had safety concerns regarding rear end collisions.

At its last meeting, the EDA directed staff to analyze another option, a roundabout at Concord Boulevard/Cahill Avenue. In response to this request, Kimley-Horn prepared a preliminary plan for the roundabout as well as a preliminary cost estimate. The design illustrates that there is enough room at the intersection for a roundabout; however, more detailed engineering would have to be done. The cost estimate of \$2.4M is also preliminary and does not include easement acquisition costs. If the EDA would like to pursue it, the next step would be to do a feasibility study. The disadvantage of the roundabout is its

high cost, which would likely have to be borne by the City or the EDA. Also, there is no readily identifiable funding source for it. The benefits would be limited as it would still not provide a direct access onto Buchanan Trail, the existing intersection already provides an ability to make a U-turn at Cahill, and the benefit would be shared only by the six commercial properties that front on Buchanan Trail.

Boardmember Tourville asked staff to determine what the utility charge was for the semaphore at the Cahill/Concord intersection, stating that eliminating that cost could help offset the cost of a roundabout. He requested that staff research the number of accidents in the last couple of years at that intersection, and also at the stretch between the interchange and Cahill, stating that roundabouts reportedly reduced accident rates. He believed a roundabout would benefit more than just the six businesses on Buchanan Trail.

Boardmember Hark agreed with Boardmember Tourville's comments, and asked Mr. Link if he had any sense of what the additional study would cost.

Mr. Link replied that he could get that information from the Public Works Director.

Boardmember Bartholomew asked if the County was assuming a future traffic load increase or were they basing their decision on current traffic levels.

Mr. Link stated he could get that information, but the County has stated previously they do not anticipate a lot of growth potential in this neighborhood.

In regard to safety, Boardmember Hark asked if the many vehicles with children using this intersection to get to and from Pine Bend Elementary School had been factored in.

Boardmember Tourville asked for additional information on the estimated indirect costs, stating they seemed high.

President Piekarski Krech stated she would not be willing to go forward with a costly roundabout in order to help six businesses. She believed the City should continue exploring the issue, stated perhaps they could add a U-turn signal rather than a yellow flashing light, and noted that traffic volumes could increase if Concord redeveloped. She suggested that the Arbor Pointe businesses add informational signage to direct people to their businesses.

Boardmember Tourville stated he was not surprised that the County was opposed to a roundabout at this point.

Mr. Link stated he would get the additional information requested and they would continue the discussion at the next EDA meeting.

D. Discuss Arbor Pointe Commercial – Property Maintenance

Mr. Link advised that the EDA has been discussing improvement of the Arbor Pointe commercial neighborhood, and has expressed concern regarding maintenance of vacant stores. With the city attorney's assistance, staff reviewed the City Code in relation to the maintenance of junk and junk vehicles, landscaping, exterior storage, signs, buildings, and parking. In regard to these maintenance items, Mr. Link advised the following: 1) Staff feels there is sufficient regulation in place regarding the prohibition of junk and junk vehicles from being stored outside on commercial properties, 2) In regard to landscaping, there is only general language requiring that commercial properties be maintained. The City has more extensive regulations pertaining to residential zoning districts; however, and the EDA could

Tom Link

From: Scott Thureen
Sent: Wednesday, April 27, 2016 5:15 PM
To: Tom Link
Subject: FW: Intersection of Cahill/CSAH 56 and Concord/ CSAH 56 in IGH

From: Sebastian, Kristi [<mailto:Kristi.Sebastian@CO.DAKOTA.MN.US>]
Sent: Wednesday, April 27, 2016 3:22 PM
To: Scott Thureen
Subject: RE: Intersection of Cahill/CSAH 56 and Concord/ CSAH 56 in IGH

Scott,

No, the 10 year crash data shows an average of 2 crashes per year which is not high. The more recent data shows 14 crashes over three years or 4.7 crashes per year average. There are nearly 40 other signalized intersections in the county with a greater number of crashes over the last 3 years compared to Concord and Cahill. The crash rate, which considers the number of crashes along with the level of traffic is higher than the state-wide average; that is more reflective of the intersection having a lower entering volume compared to other similar signalized intersections. Since there is only two crashes listed in 2015 to date, the increase crash trend of 2013 and 2014 doesn't look to be continuing.

The reason for looking at the number of crashes and crash rate is to have a first level tool to identify the need to assess intersections in greater depth. Overall, review of each crash is not showing trends which we would look to act on as a safety issue at this time. We will continue to monitor the intersection with respect to safety and operations.

Kristi

From: Scott Thureen [<mailto:sthureen@invergroveheights.org>]
Sent: Wednesday, April 27, 2016 12:52 PM
To: Sebastian, Kristi
Subject: RE: Intersection of Cahill/CSAH 56 and Concord/ CSAH 56 in IGH

Kristi,

Thanks for the information. Would the number of crashes be considered high compared to similar intersections?

Scott

From: Sebastian, Kristi [<mailto:Kristi.Sebastian@CO.DAKOTA.MN.US>]
Sent: Wednesday, April 27, 2016 11:54 AM
To: Scott Thureen
Subject: RE: Intersection of Cahill/CSAH 56 and and Concord/ CSAH 56 in IGH

Scott,

Here is an overview of the collision data and operation for both intersections.

1. CSAH 56 & CaHill intersection -

Intersection Background: The signalized intersection was installed in 2003. In 2013 County added main-line flashing yellow arrows for Concord allow vehicles to turn left after yielding to oncoming traffic during times of the day when gaps are available. This change addressed the concern citizens raised at this intersection regarding longer waits to turn left due to the red arrows at all times of the day.

Crash History: The 2012-2014 crash data shows 14 collisions occurred; 3 in 2012, 6 in 2013 and 5 in 2014. While the data is not complete for 2015 as of yet, the record report 2 crashes in 2015. Three years of crash data is the typical period for reviewing recent trends and safety. In addition, based on the city's request, we reviewed the last 10 years of crash data (2005-2014) which showed 21 crashes occurred in this time frame. The crash data and assessment shows:

1. The crash data showed the type of crashes occurring varied from rear-end collisions, right angle crashes and left turning crashes.
2. Left turn crashes were the predominant type of collision.

Intersection review: The intersection is monitored along with many other intersections on the county system. Due to the increase in crashes in 2013 and 2015 and the higher number of left turn crashes, Dakota County staff and Mn/DOT staff who operate the signal on behalf of the county, took a closer look at each of the left turn crashes to determine if any changes should be made. Even with the left turns being the main crash type, they account for just over 2 left turn crashes a year. Additionally, nearly half of the left turn crashes occurred in the month following the project to install the flashing yellow arrow. Following this initial period for the change, the number of left turn crashes were reduced. Based on the review of each incident, no changes in timing or other action is recommended at this time.

Overall the intersection operates well as a signalized intersection.

2. TH 52 / Broderick & Highway 56, Concord Intersection - The 2012-2014 crash data showed 5 crashes occurred at this location. The crashes included 2 involving cars at a right angle, 1 rear end collision, 1 run of the road and 1 codes as other. Based on the number and type of crashes, there does not appear to be a trend in collisions here that needs to be addressed.

This intersection is under the jurisdiction of Mn/DOT. County staff pulled the crash data to address the inquiry to meet the schedule. Any assessment of the operation or concerns related to safety would need to be coordinated with Mn/DOT.

Please let me know if you have any questions or would like to discuss further.

Kristi

Scott Thureen | Public Works Director

Tel: 651-450-2571 | Fax: 651-259-8052

City of Inver Grove Heights | 8150 Barbara Ave | Inver Grove Heights | Minnesota | 55077

sthureen@invergroveheights.org | www.invergroveheights.org

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development
DATE: April 28, 2016 for EDA Meeting of May 9, 2016
SUBJECT: Survey of Other Economic Development Authorities



1. PURPOSE/ACTION REQUESTED: The Economic Development Authority (EDA) is to hear a presentation regarding a survey of other economic development authorities. This presentation is for informational purposes only.

2. BACKGROUND: Enclosed, for the EDA's information, is a survey of other economic development authorities. As noted in another agenda item, staff conducted a survey of other economic development authorities' funding sources. Staff took advantage of this opportunity and asked additional questions about other economic development authorities':

- Kind of agency
- Composition
- Number of members
- Number of staff members
- Executive director
- Meeting frequency
- Activities

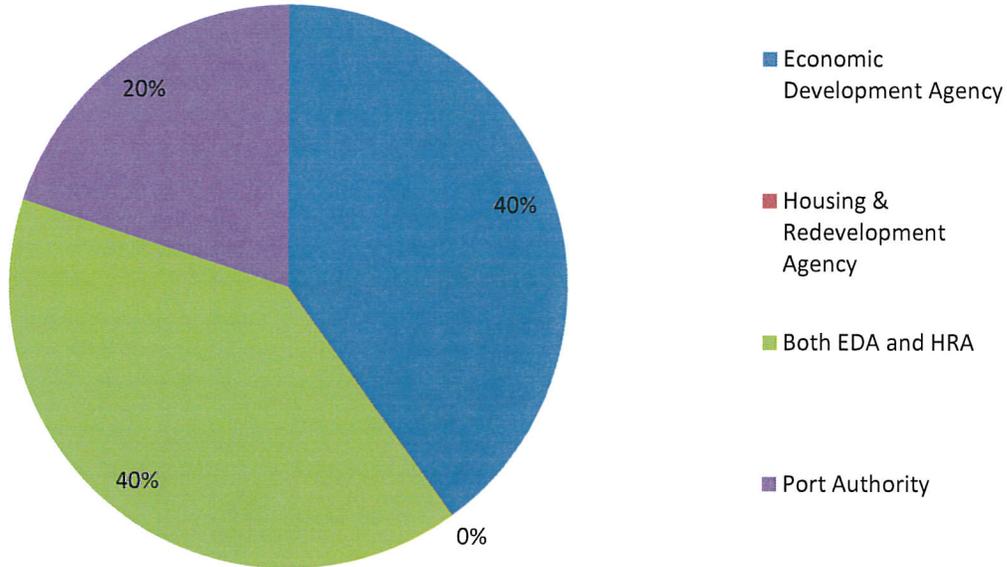
3. CONCLUSION: The Economic Development Authority (EDA) is to hear a presentation pertaining to a survey of other economic development authorities. This presentation is for informational purposes only.

Enc: Survey

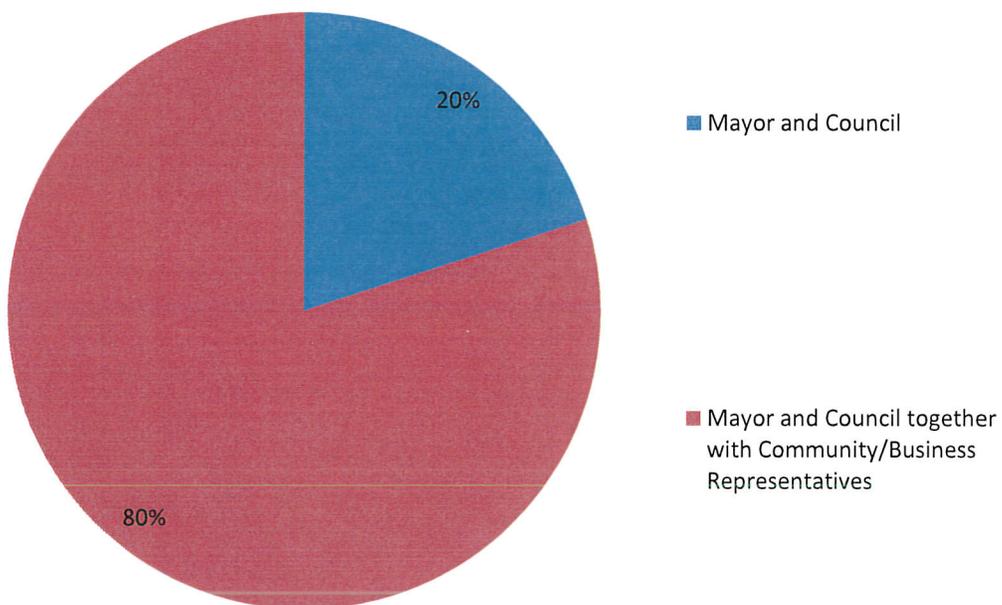
Economic Development Authority Funding Survey Summary – Part 2

Besides Funding Questions, other more general queries were made to Metro Cities. They are indicated in the charts below with the correlating responses:

1) What kind of agency do you have?

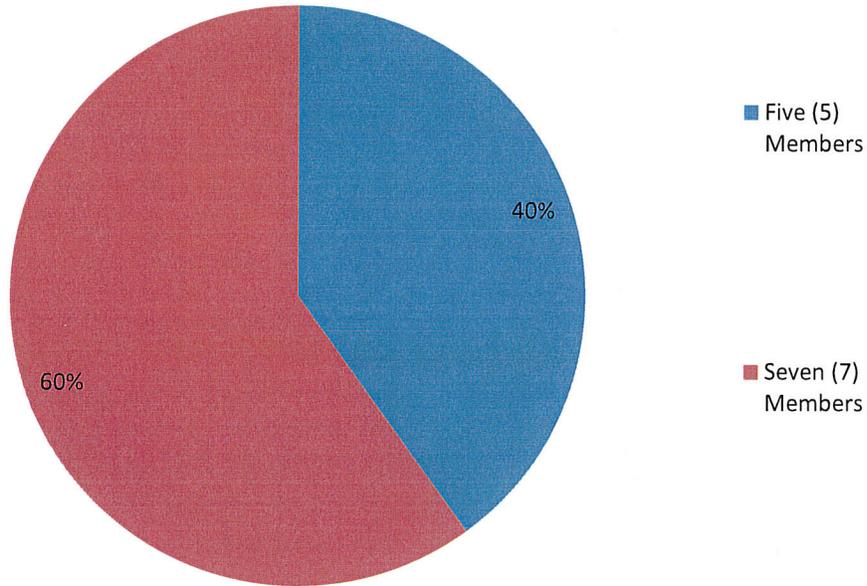


2) What is the make-up of your agency?

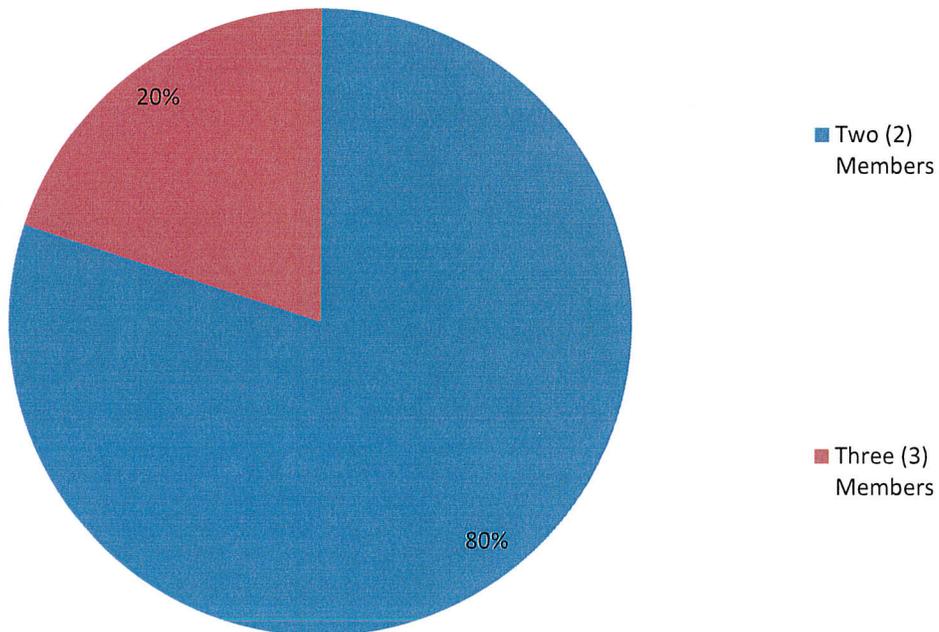


Economic Development Authority Funding Survey Summary – Part 2

3) How many members serve on your agency board?



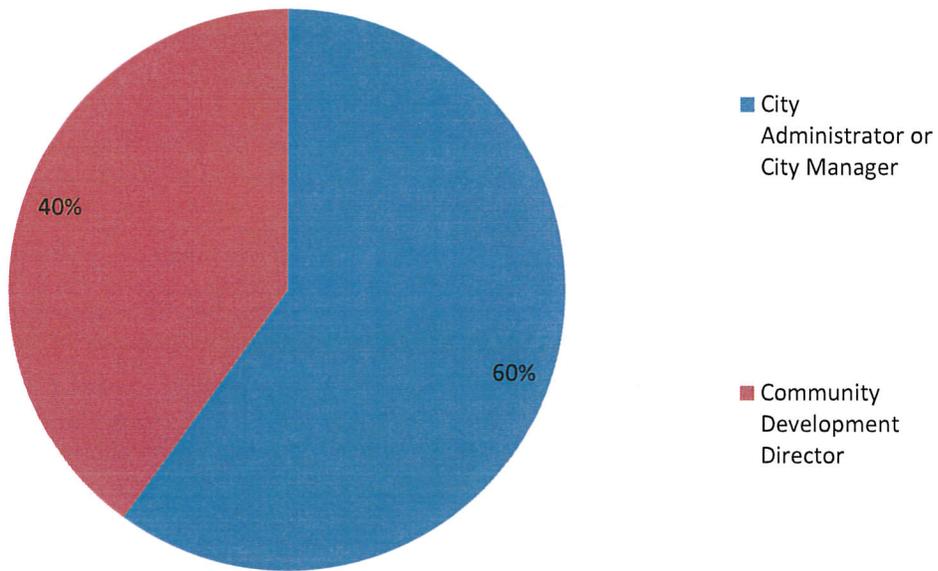
4) How many staff members* are dedicated to your EDA efforts?



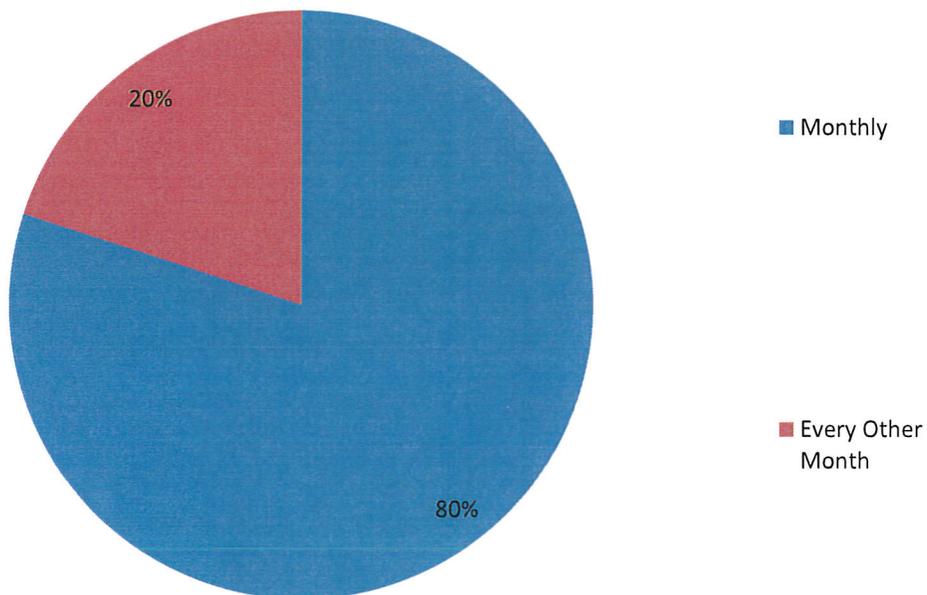
**These are not staff whose sole responsibility is Economic Development. They have other duties as well.*

Economic Development Authority Funding Survey Summary – Part 2

5) Who represents the agency as the Executive Director?



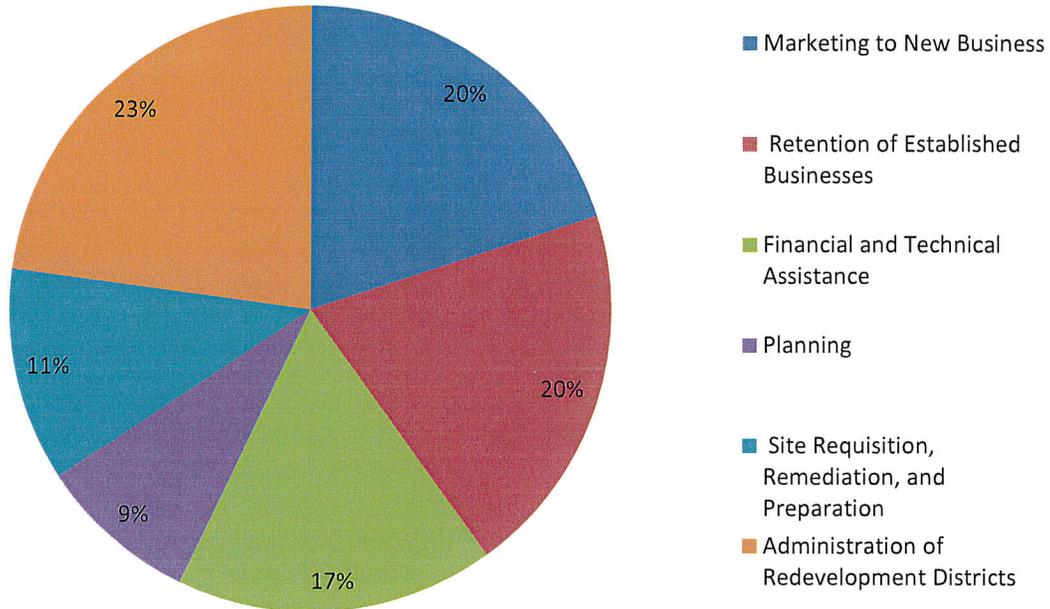
6) How frequently does your agency board meet?



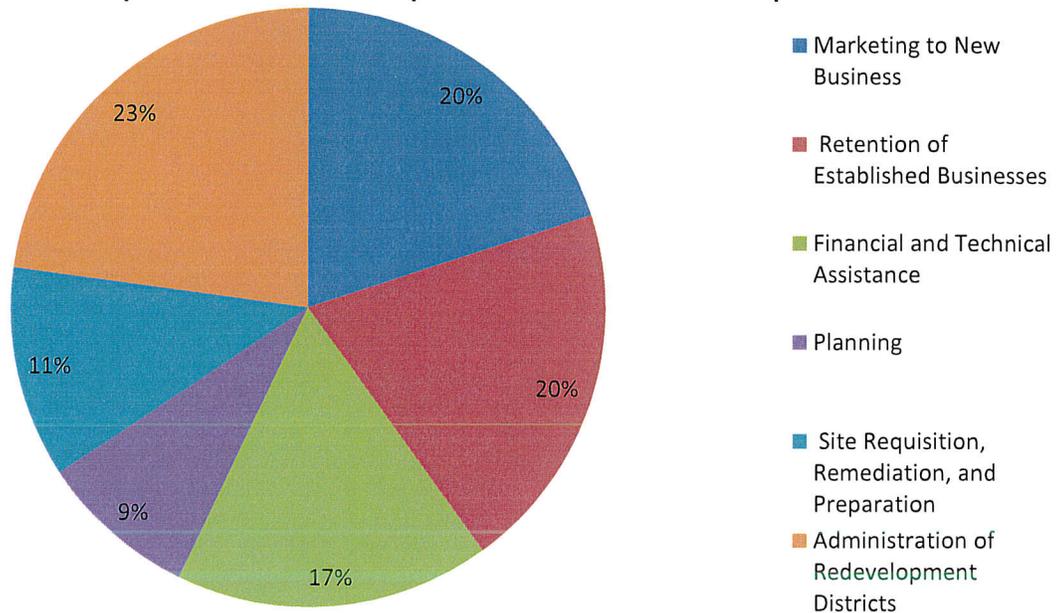
Economic Development Authority Funding Survey Summary – Part 2

Other questions asked of all cities in both surveys, related to how the Agencies, the Executive Director, and other staff members spent their time on Economic Development. The following charts indicate the kinds of activities in which each participate.

7) How does your Agency as a whole, spend time on Economic Development?

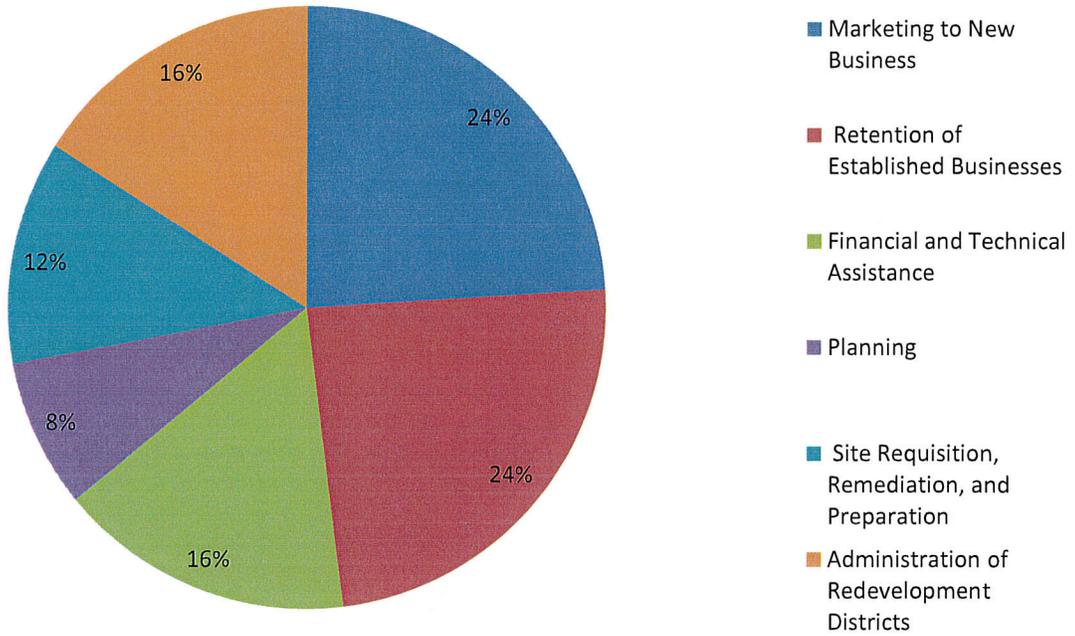


8) How does your Executive Director spend time on Economic Development?

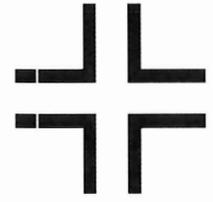


Economic Development Authority Funding Survey Summary – Part 2

9) How do your other staff members spend time on Economic Development?



PROGRESS PLUS



ECONOMIC DEVELOPMENT PARTNERSHIP

Report: April 2016

Economic Development Activities

EDA Meetings:

- Performed scheduled staff meeting with Inver Grove Heights and discussed: potential bus route, 123 Pasta, and the City's permitting process. I was unable to attend South St. Paul's due to scheduling conflicts.

Research Meetings:

- I met with Jim Hartshorn, West St. Paul's Economic Developer to collaborate on tactics he's implemented to drive redevelopment within West St. Paul. Also, I followed up with him about utilizing Progress Plus as a resource to increase their marketing efforts.
- I met with Mark Jacobs, Dakota County Workforce Director to gain more insight on the County's workforce center and the resources it provides to local businesses.
- Michelle Tesser (IGH City Clerk) reached out to us and offered her services as an additional resource for marketing. We plan to partner with her in the near future on: promoting Grow Minnesota visits and helping distribute our upcoming marketing survey.
- Attended Dart's Annual Breakfast and met with Bob Lurtsema. He participates in many Wounded Warrior Project events and I was able to connect with him on this matter. He was a great speaker and it would be wonderful to have him as a guest at future events.
- Coordinating a meeting with businesses in the southern portions of Inver Grove on 52. We have heard a few responses back regarding the need of a bus line in that direction. We have heard back from the Met Council that it is a possibility based upon use, riders, times, etc. Thus far, we have had confirmation from Halvor Lines and Swift stating they will participate in our study. We are still waiting on a response from Istate Trucks, Kane Transport and Flint Hills have opted out.

Marketing:

- Sent out April's Featured Property Flyer. Analytics show a 1% decrease in open rate, but a 1% increase in user engagement.
- Completed research on promotional products. Vetted multiple vendors and submitted our order. Deerwood Bank has decided to partner with us on one of the items. These products will be handed out on a case by case basis to current and prospective investors/ members during business visits.
- Started research on survey questions. Once the research is complete, we plan to implement our "Survey" marketing segment to further understand the types of amenities that residents of

both communities would like to see. The individuals who complete the survey will be entered into a drawing that will have four winners and each will receive a \$25 gift card. We will take the data to the local economic development staff/ advisory board and establish a plan of action. This will segue us into our specific business targeting segment. After our goals are aligned with that of the cities we can concentrate efforts attracting large name brands to the area.

- Reached out to Bass Pro Shop, while they had said Minnesota has been on their radar for quite some time they are currently not exploring opportunities.
- I attended the Small Business Award show to further develop relationships with key businesses within the community.

Grow Minnesota:

- During the month of April I performed one Grow Minnesota visit and responded to four inquiries. There was a large decrease in visits this month due to scheduling conflicts. Though the numbers showed a decline this month, we are still well on track to reach our goal by October, and potentially beat our goal by 24% at year end.

Inquiries:

- Jane Stiles reached out to us from Safe-way Bus in for insight on leasing and marketing a piece of property they own. We mentioned to her we generally do not partake in these events. We then put her in touch with some of the property management businesses within the area.
- An agency that has recently purchased/ representing the strip mall on Upper 55th and Blaine Ave. was looking for insight on marketing ideas and potential businesses targeting ideas. I reached out to them, but have been reluctant to receive a response.
- An individual inquired about a potential site for a senior living home and a hotel. The individual shows great interest in a property in SSP. I had emailed the individual a brochure showcasing 20 properties around Inver Grove and South St. Paul. The party notified me saying the properties were out of their price range. I am still working with this individual on this matter.

**MEMO
CITY OF INVER GROVE HEIGHTS**

TO: Inver Grove Heights Economic Development Authority
FROM: Thomas J. Link, Director of Community Development 
DATE: April 22, 2016 for EDA Meeting of May 9, 2016
SUBJECT: Ordinance Amendments – Commercial Property Maintenance

PURPOSE/ACTION REQUESTED

The Inver Grove Heights Economic Development Authority (EDA) is to discuss property maintenance requirements and provide staff with further direction.

BACKGROUND

One of the items on the EDA's 2016 Work Plan is consideration of commercial property maintenance regulations. These regulations would apply to commercial properties throughout the City. The EDA has discussed the regulations at previous meetings and expressed a particular concern about the maintenance of vacant stores.

The EDA directed staff to prepare ordinance language to address the maintenance of:

- Landscaping/lawns
- Signs
- Buildings
- Parking lots
- Fire protection

The attached ordinance drafts were prepared by staff and the City Attorney, after reviewing 1) existing Inver Grove Heights regulations and 2) ordinances for three other Dakota County cities that have large amounts of commercial development - Burnsville, Eagan, and West St. Paul.

ANALYSIS

Landscaping

The existing Inver Grove Heights ordinance has only general language requiring commercial properties to maintain their landscaping. The regulations do not provide any specific standards for landscape maintenance on commercial properties. Burnsville, Eagan, and West St. Paul all require that grass be no taller than eight inches on all properties, including residential, commercial, and industrial.

The attached ordinance would require commercial properties to:

- Maintain lawns so that they do not exceed a height of eight inches
- Provide certain exceptions from the eight inch standard
- Establish a lawn within one year of the issuance of a Certificate of Occupancy for the building

The proposed ordinance language is very similar to Inver Grove Heights' requirements for residential areas, except in two instances. First, the eight inch standard in the residential zoning district does not pertain to Agricultural and Estate zoning districts and undisturbed, natural areas. The reference to the Agricultural and Estate zoning districts has been deleted since it is not applicable to commercial zoning districts. The language regarding "undisturbed, natural areas" has also been removed since undeveloped lots in the midst of a commercial neighborhood would, if not properly maintained, detract from the attractiveness and marketability of the surrounding commercial neighborhood.

The second exception is that the residential standard of establishing a lawn within one year of a building permit has been changed, in the commercial districts, to one year from the date of a Certificate of Occupancy. The reason for this difference is that commercial buildings take considerably longer, sometimes up to a year or better, for large structures to be built.

The EDA questioned whether there should be additional standards for the maintenance of shrubs and trees on private property. Staff believes that such regulations would be very difficult to write, very subjective, and difficult to enforce. It would also involve the City in civil disputes between property owners. It should be noted that the City has regulations that require grass, plantings, and weeds to be maintained within the right-of-way and within five feet of the right-of-way.

Signs

The existing Inver Grove Heights code does not require the maintenance of signs, unless the sign is found to be unsafe. The cities of Burnsville and Eagan require signs to be maintained in good condition. Staff was unable to determine if West St. Paul has sign maintenance regulations. None of these cities have any detailed standards, but rather just general language.

The proposed ordinance language, as attached, has general language that requires signs to be maintained so as to not be "unsightly or present harmful health or safety conditions", similar to surrounding cities. The proposed language also goes into further detail than other city ordinances by providing examples of unattractive signs, such as peeling paint, fading colors, broken plastic, and burned out lights.

At the EDA's request, a third paragraph, Paragraph D, was added to require that business signs be removed, have a blank face, or be totally covered if the business closes. The proposed language is somewhat similar to the City of Burnsville.

As drafted, the proposed ordinance would apply to all zoning districts. It would apply, for example, to apartments and institutional buildings.

Buildings

The existing Inver Grove Heights code does not require the maintenance of buildings. The cities of Burnsville, Eagan, and West St. Paul all have extensive lists of building elements that have to be maintained.

The proposed language, based on part of the Eagan code, is intended to maintain attractive commercial neighborhoods that will attract customers and to protect and maintain that neighborhood's property values. As such, the ordinance addresses commercial building exterior conditions but does not address commercial building interior conditions, habitability, or structural integrity.

Parking Lots

The City of Inver Grove Heights does not have requirements for the maintenance of commercial parking lots. The cities of Burnsville, Eagan, and West St. Paul require that parking lots be maintained in good condition. All three cities state, however, that these provisions are difficult to enforce. It is subjective to determine when parking lots need to be repaved or warrant repair. The enforcement is also complicated by the large cost to pave a parking lot and the limited season to perform such work.

The proposed ordinance language requires that parking lots be maintained free from hazardous conditions, free of weeds, grass, and trees, and free of litter and garbage. The ordinance also requires that potholes be repaired within 60 days. If potholes occur over the winter months, they must be repaired by April 15.

The EDA discussed the snowplowing of vacant buildings' parking lots. Other cities do not require the parking lots of vacant buildings to be plowed. Staff finds no public safety reason for requiring it. The exception is the maintenance of emergency access to vacant buildings, which can be addressed in the fire protection language.

Fire Protection

The City currently does not regulate the maintenance of vacant commercial buildings. The proposed ordinance language, which is based on the Fire Code, requires vacant buildings in the commercial zoning districts to be maintained in such a manner as to prevent a public safety hazard. The proposed ordinance addresses:

- Emergency access
- Unauthorized entry
- Contact information
- Maintenance and operations of fire alarm and fire protection systems
- Maintenance of utilities for fire alarm and fire protection systems
- Maintenance of fire separation walls, ceilings, and doors
- Maintenance of stairs and ladders
- Combustible materials
- Placard notices

Chamber of Commerce Input

Per EDA direction, staff made a presentation to the Chamber of Commerce's Local Issues Committee in February. The Committee recognized the benefits of having commercial property maintenance regulations. However they suggested that the ordinance be kept as simple as possible and provide "common sense" regulations. They also suggested that the larger business community be notified of the proposed regulations, possibly through an "Insights" newsletter article.

CONCLUSION

The Inver Grove Heights Economic Development Authority (EDA) is to discuss the proposed property maintenance ordinance language and provide staff with further direction.

Enc: Proposed Ordinances:

- Landscaping
- Signs
- Building Exterior
- Parking Lots
- Fire Protection

cc: Jennifer Gale, Progress Plus
Judy Thill, Fire Chief
Jeff Schadegg, Fire Marshal
Nicole Cook, Code Compliance Specialist

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

LANDSCAPING

5-9-4, Subd D.

3. Within the B-1, B-2, B-3, B-4, and B-PUD business districts, no responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height great than eight inches (8"). Upon determining that a violation of this subsection exists, the enforcement officer shall follow the process identified in Section 5-9-4, Subd D., 1

4. Within the B-1, B-2, B-3, B-4, and B-PUD districts, responsible parties must establish turf grass lawns or other approved landscaping within one year of the date a certificate of occupancy or temporary certificate of occupancy is issued, whichever occurs first, for the property. Within the B-1, B-2, B-3, B-4, and B-PUD districts, responsible parties must maintain turf grass lawns so that such turf grass lawns are no higher than eight inches (8"). The following areas are exempt from the requirements of this subsection D4:

a. Wetlands, drainage ponds, water quality (NURP) ponds, lakes, streambeds, and a fifty foot (50') buffer area around such areas.

b. Parks, park facilities, and recreation areas as defined by subsection 5-1B of this code.

c. Railroad rights of way

d. Areas with slopes steeper than a four to one (4:1) slope ratio

e. The natural areas and open space areas as defined in the northwest area overlay zoning district regulations.

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

SIGN MAINTENANCE

10-15-8 MAINTENANCE

In all districts, all structures, required landscaping, signs, and fences shall be maintained so as not to be unsightly or present harmful health or safety conditions

10- 15E-9

C. Any sign which no longer is adequately maintained in a safe, secure, and attractive manner shall be removed by the property owner. Peeling paint on the sign structure or the sign face itself, fading colors on the sign face, broken plastic on the sign, and burned out lights shall be evidence of signs which are not maintained in an attractive manner

D. Whenever a use is discontinued for a period of more than twelve (12) consecutive months, signs associated with that use shall conform to the following requirements:

1. Wall signs (individual letters): Shall be removed
2. Wall signs (cabinet): A blank face shall be inserted in the cabinet
3. Freestanding signs: The sign area shall be totally covered

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

BUILDING EXTERIOR

10-15-8, B

Within the B-1, B-2, B-3, B-4 and B-PUD business districts, any building or structure is a public nuisance if its exterior does not comply with the following requirements

1. No part of any exterior surface shall have deterioration, holes, breaks, gaps, or loose or rotting siding. All exterior surfaces including, but not limited to, doors, door and window frames, cornices, fascia and trim, shall be maintained in a good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
2. Every exterior surface shall be maintained to avoid noticeable deterioration of the finish. No wall or other exterior surface shall have peeling, cracked, chipped, or otherwise deteriorated surface finish on not more than 20 percent of
 - a. Any one wall; and
 - b. Any door on any one side
 - c. Combined window moldings, eaves, soffits, gutters, and similar projections on any one side
3. Every window, exterior light fixture, skylight, door and frame shall be kept in sound condition, good repair, weather tight, and shall be maintained free from cracks and holes.
4. All siding and masonry joints, including joints between the building envelope and the perimeter of windows, doors, and skylights, shall be maintained weather resistant and water tight.
5. Roof structures, including but not limited to: drains, gutters and downspouts, fascia and trim, shall be maintained in good repair. All roof drainage systems shall be attached securely.

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

PARKING LOTS

10-15-8, C

Within the B-1, B-2, B-3, B-4 and B-PUD districts, parking lots shall be maintained:

1. Free from hazardous conditions
2. Free of weeds, grass, trees, and vegetation, except as allowed in an approved landscaping plan
3. Free of refuse, rubbish, litter, garbage, and other discarded and abandoned objects

All potholes shall be filled and compacted within 60 days after notice from the City, except that if the notice from the City occurs in December, January, February, or March, the filling and compaction of potholes must occur by April 15.

Parking lots shall include curb openings, concrete aprons, driveways, drive aisles, parking spaces, curbing, and parking islands.

COMMERCIAL PROPERTY MAINTENANCE

DRAFT ORDINANCE LANGUAGE

FIRE PROTECTION

10-15-8, D Vacant Buildings

Within the B-1, B-2, B-3, B-4, and B-PUD districts, vacant buildings shall comply with the following requirements:

1. Access/fire lanes/entry doors and emergency access openings shall be unobstructed, including snow in the winter.
2. Building/premises shall be secured from unauthorized entry.
3. Contact information for the owner and party responsible for maintenance shall be posted at the main entrance.
4. Fire alarm systems and fire protection systems shall remain operational and required maintenance shall be performed, unless approved by the local fire code official.
5. Heat, water, electricity and gas required for the proper operation and maintenance of fire alarm and fire protection systems shall remain in service.
6. Fire separations, walls, ceilings, doors and other building features that limit the spread of fire and smoke in the building shall be maintained.
7. Stairs, ladders, railings, roofs, floors, scuttle covers, trapdoors shall be maintained so as not to present a hazard to firefighters.
8. The intentional design or alteration of a building to disable, injure, maim, or kill intruders or a person who forcibly enters the building is prohibited.
9. Buildings/premises shall be emptied and kept clear of combustible materials, waste material, rubbish, trash, and debris.