

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, MARCH 14, 2016 - 8150 BARBARA AVENUE**

1. CALL TO ORDER and 2. ROLL CALL

The City Council of Inver Grove Heights met in regular session on Monday, March 14, 2016, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Hark, Mueller and Piekarski Krech; City Administrator Lynch, City Attorney Kuntz, Community Development Director Link, City Clerk Tesser, Parks and Recreation Director Carlson, Finance Director Smith, Public Works Director Thureen and Fire Chief Thill.

3. PRESENTATIONS:

A. Fire Department New Hires Introduction

Fire Chief Thill introduced the new firefighter hires of 2016, Scott Delong, Lillian Altendorfer-Morales, Abigail Schmidt, Mark Simmonds and Jerret Wright.

Ms. Thill stated that these firefighters are well qualified and for those that do not have the necessary classes have started to in order to start on the firefighter track. Ms. Thill stated each of the recruits started their firefighter training at the beginning of January and are scheduled to go to classes straight through until late this fall depending on their level of training. Recruits have been riding along on duty crew shifts already. By giving them these opportunities it helps apply to their training and prepares them for when they will fill in to duty crew shifts. The City Council welcomed the new firefighter recruits.

Ms. Thill discussed that yesterday the City took delivery of their brand new engine which replaced the one sold to Canada. The fire engine is at Fire Station 1 for those that are interested.

4. CONSENT AGENDA:

- A. Minutes of February 8, 2016 City Council Meeting Minutes**
- B. Resolution Approving Disbursements for Period Ending March 9, 2016**
- C. Consider Approval of Temporary Liquor License- Church of St. Patrick**
- D. Approve Resolution to Become a Greensteps City**
- E. Approve Custom Grading Agreement, Stormwater Facilities Maintenance Agreement and Permanent Drainage and Utility Easement for 2785 79th Street (Lot 12, Block 1, Rolling Hills)**
- F. Resolution Receiving and Accepting Proposal for Professional Services (Individual Project Order (IPO) No. 24A) from Kimley-Horn and Associates, Inc. for City Project No. 2014-11 – Argenta Trail and Trunk Highway 55**
- G. Resolution Receiving and Accepting Proposal for Professional Services (Individual Project Order (IPO) No. 29) from Kimley-Horn and Associates, Inc. for Preliminary Design**
- H. Consider Adoption of the Property Disposition Policy**
- I. Approve Resolution Authorizing Support of Dakota Counties All Hazard Mitigation Planning Process.**
- J. Resolution Approving and Accepting Easement for Project 2015-13 – NWA Trunk Utility Improvements/Argenta District (70th Street Lift Station to Blackstone Ridge Development**
- K. Resolution Approving and Accepting Easements for Project 2015-16-NWA Trunk Utility Improvements/Argenta District (Argenta Trail to Blackstone Ridge Development)**
- L. Personnel Actions**

Motion by Bartholomew, second by Hark, to approve the Consent Agenda 4.A- 4L with the exception of 4H. Councilmember Piekarski Krech pulled 4H.

Ayes: 5

Nays: 0 Motion carried.

Councilmember Piekarski Krech stated that the item was supposed to be on March 28th City Council agenda. She would like the item tabled to look further into the policy.

Motion by Piekarski Krech, second by Hark to table item 4H.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT: None.

6. PUBLIC HEARINGS: None.

7. REGULAR AGENDA:

FINANCE:

**A. CITY OF INVER GROVE HEIGHTS; Approve Carryover of Unused Budget Appropriations
Resolution 16-45**

Ms. Smith summarized the item to the Council. Ms. Smith went over the staff report in the Council packet and summarized that unused appropriation of each department from the 2015 Budget including Police, Administration, Finance, Engineering, Planning, Inspections and Fire. Ms. Smith discussed the Community Center carryover of \$210,000 for buildings and non-building improvements. Those funds would be transferred from the Capital Facilities Fund. The Economic Development Authority is requesting \$8,600 in professional services. Ms. Smith stated that staff is requesting ADA funds to carryover to buildings in the amount of \$72,000. In Water, the heavy machinery & equipment is requesting \$25,100 and then on the sewer side, repair and maintenance utilities of \$43,500 and supplies maintenance of \$4,000. We are requesting the following transfers for 2015, from the Capital Facilities Fund to the Community Center Fund up to \$210,000 to cover the above carryover request for Community Center capital outlay.

Ms. Smith stated that the surplus of \$800,000 in the general expenditures for 2015. That surplus is attributed to the surplus mainly from engineering amounts from resident engineering revenues exceeding budgetary amounts and expenditures under budget. The 2015 Budget anticipated in contribution from fund balance of \$128,800. Ms. Smith stated that attached to the request is the resolution to authorize the transfer and then copies of request from the individual departments on the carryovers.

Mayor Tourville stated that there are two resolutions in front of the council the carryover of 2015 budget and 2015 Transfers and Fund Closings. Mayor Tourville stated that this is normal practice for cities to do and is a mechanism that is used to keep track of budget items and funding.

Councilmember Mueller asked about ongoing projects that are not completed. Ms. Smith stated if the project is from 2014 and/or 2015 than it is not carried over. She stated we don't request a carry over for those items. We do the budget for those as part of the project approval process so there's no carryover associated with those. She stated those items go over cross multiple years and that is fully understood.

Motion by Bartholomew second Piekarski Krech to approve Resolution 16-45. Approve Carryover of Unused Budget Appropriations.

Ayes: 5

Nays: 0 Motion carried.

B. CITY OF INVER GROVE HEIGHTS; Approve 2015 Transfers and Fund Closings Resolution 16-46.

Ms. Smith summarized the transfers and fund closing for the 2015 year end. The report includes the preliminary end numbers of the Community Center Fund requesting a transfer from the Host Community Fund for operations in the amount of \$321,255.79. The budgeted transfer was \$404,200.00 and Ms. Smith stated we are under that amount. Ms. Smith stated similar to the past VMCC audit set a goal for recovering 90% of operating expenditure revenues. The preliminary numbers show 88%, Ms. Smith stated this is very good. From the Capital Facilities Fund to the Community Center Fund \$453,132.91 is to cover capital outlay purchased in 2015. \$671,000 was the budgeted transfer amount and the Council approved a carryover of \$210,000 so we will be under that budgeted transfer. The next amount is the \$500,000 from the Host Community Fund to the Pavement Management Project Fund. Ms. Smith stated that the \$1,300 from the 2014 Local Improvement Construction Fund Project. Ms. Smith stated the \$189,001.73 from the Pavement Management Project Fund to Municipal State Air (MSA) Fund, the reason for this is to realign the fund. Ms. Smith stated \$7,217.10 from the Close Bond Fund to the Economic Development Authority (EDA) fund for costs incurred by the EDA for the acquisition of 8195 Babcock Trail. \$20,897.49 from the Host Community Fund to the EDA Fund for costs incurred by the EDA for the purchase of 6845 Dixie Ave. and 6836 Dickman Trail this is an addition to the regular transfer for the property acquisition.

Ms. Smith stated that we are requesting that two funds be closed at the end of 2015 through residual equity transfers, \$229,738.21 from GO Improvement Bond 2007B Fund to the GO Refunding Bond 2014B Fund and \$73,294.43 from the 2006 Local Improvement Construction Fund Project #0697 to the Permanent Improvement Revolving Fund. Ms. Smith stated the resolution attached outlines each transfer.

Motion by Bartholomew second Mueller to approve Resolution 16-46 the 2015 transfers and fund closings for 2015.

Ayes: 5

Nays: 0 Motion carried.

PARKS AND RECREATION:

C. CITY OF INVER GROVE HEIGHTS; Consider Awarding a Contract to Duinick Golf for the 2016 Inver Wood Golf Course Improvement Project

Albert Eiden, Parks and Recreation Commission Chair, 7810 Boyd Ave. summarized the Parks and Recreation process on approving the budget and project. He discussed the importance of making improvements to the city's amenities like Inver Wood Golf Course. He discussed with the Council if the project is approved, the different revenue sources that will be created by these improvements.

Eric Carlson Parks and Recreation Director gave an overview of the brief history on the golf course and discussed past improvements. Mr. Carlson asked the Council to approve the golf course improvements to help reduce the number of bunkers to speed up play, allow maintenance staff to improve course and increase the size of the tee box on Championship Hole #17. Also, in front of the council is the decision on upgrading the irrigation system. This improvement is critical to the greens on the golf course to keep them green. Mr. Carlson stated that driving range improvement is important because with golf technology is driving range too short, improve the range.

Mr. Moynihan, Clubhouse Superintendent discussed the importance of why the driving range is an important piece to the pie for these improvements. Mr. Moynihan stated last year they received \$135,000 in revenue he believes with a grass tee they would have received at least \$160,000. He stated when you have a dirt tee to hit off of golfers will not want to hit. If we give Joel Metz 60 yards for the grass tee he will

germinate the grass and get it to be green. Mr. Moynihan discussed the lost of 5,000-10,000 golf balls annually to the pond, expanding the netting to 50 feet around the driving range would prevent the loss of balls while improving the range and experience. He discussed that importance of expanding the driving range because of golf technology improvements.

Councilmember Bartholomew stated current revenue is \$135,000 from last year. He asked what was the average revenue over the last five years. Mr. Moynihan stated in 2012 the average was \$120,000-125,000. Councilmember Bartholomew stated that the improvement would be \$495,000 he asked if the revenue proposed will be an additional \$35,000. Mr. Moynihan stated in the affirmative. Councilmember Bartholomew asked if he has any estimates on how many of the driving range golfers will then play a round a golf. Mr. Moynihan stated that golfers go to the driving range from all over. The improvements will allow staff to up sell items from the restaurant, golf shop and golf rounds.

Councilmember Bartholomew stated based on the numbers, you are looking at a 12 year return on investment. He stated he is hoping to see some spin off. Mr. Moynihan said absolutely. Councilmember Bartholomew asked on the life term on the golfing range. Mr. Moynihan stated 30 years because he doesn't see golf technology improving so much that golfers would hit it over the fence. The fence life is weather dependent but is insured. Councilmember Piekarski Krech asked why artificial turf is not used, Mr. Moynihan explained that it can cause tennis elbow and that turf is not a long-term use.

Mayor Tourville stated golfers want to play on natural grass. The practice facility is number one element in youth golf. A lot of parents will take the younger kids to the practice driving range. You're providing opportunity to future customers.

Councilmember Hark asked about a marketing plan. Mr. Moynihan stated that press will be important. He will approach it with a three prong attack and discuss all the improvements. Councilmember Hark discussed the importance of seriously considering a marketing plan. He stated it will help to make sure the revenues are being met.

Councilmember Mueller asked how bad would it be to hold off on the driving range for 3-5 years. Mr. Moynihan stated that it would be impossible to get the cost of the proposed driving range to be as minimal of a cost as it is in the way it's currently packaged. Councilmember Piekarski Krech asked what if the driving range piece was just done and not the other projects. Mr. Moynihan stated the projects ducktail one another, if you're going to rip up the grass for the driving range than you would want to put in the irrigation system. He discussed the importance of having the projects done all at once to prevent disruption of the greens and decreases the total project costs.

Councilmember Mueller asked about the issues regarding the irrigation. Joel Metz, Golf Course Superintendent, stated that the irrigation budget is \$14,000 in repair annually. In the past, we will do 40-50 repairs and breaks weekly. He stated that there is not a day that goes by that something is not getting adjusted or looked at. The central equipment is 25 years old. There are 50 satellites, currently 16 need repairs, the cost is \$400 apiece to repair. The technology improvement would mean I would have 12 satellites instead of 50. The new ones will be grounded better and can take a bigger jolt of lighting.

Mayor Tourville stated with the improvement you would take \$30-\$50,000 out of the budget yearly for maintenance costs. Councilmember Piekarski Krech asked about water conservation. Joel Metz stated he will be able to direct the heads of the sprinkler with less run time and less water being used. Councilmember Piekarski Krech asked if the turf be watered less. Mr. Metz stated we would water less in the natural area. Mr. Metz stated it will be improved and direct at the grass in a circle or half circle and not in a large scale. Councilmember Piekarski Krech discussed the necessary water improvements outside of her property. Mr. Metz discussed the technology of heads now since the 1990's.

Councilmember Bartholomew asked if the total irrigation system cost includes irrigation of the driving range. Mr. Metz concurred. Councilmember Bartholomew asked about a flex head. The flex heads have the ability to adjust from a quarter to 360 degrees.

Councilmember Hark asked about the single conductor water cost of \$4,000. Mr. Metz stated that you put the best equipment in the ground when you're improving the grounds. It's more work to put in the equipment but its better because the cable is going to be one wire. The one wire is just better and holds up. Councilmember Hark asked if by year ten you would spend over \$4,000. Mr. Metz stated in the negative, but after that decade yes. This improvement would be a good investment.

Mayor Tourville supported the project on irrigating the parking lot. Councilmember Hark stated he doesn't want to spend more money on the irrigation of the parking lot. Mayor Tourville stated its foolish not to improve the parking lot with the amount of acres. Councilmember Piekarski Krech stated we have survived 25 years without and stated the city can plant flowers instead of grass. She discussed her lack of support for irrigation of grass. Councilmember Piekarski Krech discussed the judiciary responsibility on the city with grass conservation.

Parks and Recreation Director Carlson continued with the presentation. The Project Investment overview is \$2,287,700. Staff is proposing financing the projects internally. The central equipment fund is \$12,500,000 with interest fees. The Golf Course would contribute monies over 25 years. Mr. Carlson went over the timeline. Mr. Carlson summarized the golf asset to the City and the projected investment of \$2,287,700 and Inver Wood contribution of \$200,000 in cash and golfers contribution is \$2 million dollar over 25 years. He stated construction would be August – December 2016.

Councilmember Bartholomew stated he is appreciative and commented on how well the staff has done to conserve the budget and thanked them for coming forward with other financing options and having the golf course finance the improvements.

The Council discussed the \$80,000 in revenue projection each year. Mr. Carlson discussed the numbers are on 50,000 rounds of golf annually. 70 cents has to be made additionally every single year. 2% revenue includes rounds, balls, convenience, beverages and golf shop etc. He stated usually its 3-4% for inflation. He stated if the revenue projections are not met the city has 235 acres of the golf course and they can decide at that time what to do with the golf course.

The Council discussed the projects at length. Councilmember Mueller asked that the Council not decide on the projects today. Parks and Recreation Director Carlson stated they have met expectations and staff believes year in year out we will be able to meet the expectations. He further stated we are not using the Host Community Fund monies.

Dennis Schuler, 8081 Common Dr was a head and an assistance golf coach and was a men's club board member. He expressed his view point as a golf course user and past experience. He stated the high school kids hit the balls over the net. There have been seasons which we couldn't get on the greens because the greens weren't good. The article turf is conducive to golfers. He felt that more people will use the golf course with the improvements. He stated that Inver wood is difficult and takes too long to play. He stated people want to play faster and not play more than 4 hours. Mr. Schuler stated that changing the bunkers will help put more people on the golf course by raising the prices and putting the rounds where it was in the 1990's. The bunkers in the beginning of the season are the worst they play in the area. Mr. Schuler stated as a Commissioner, we have toured the irrigation system. It is antiquated and close to being completely done. He stated he supports the trend of water conservation. He stressed that the golf course is an asset to the community.

Parks and Recreation Chair, Albert Eiden discussed the importance of an investment. The Commission continues to look into other funding options and funding sources to help decrease costs over all with parks and recreation.

Councilmember Bartholomew stated that the amenity is of value and is an enterprise. He stated it's a business and needs to be run like a business. Further he said staff and the Finance Department have done a good job covering expenses. All three things need to be done to help the revenue stream. If it doesn't get fixed then we will reevaluate at that time. He stated that he was in support of this item.

Councilmember Hark stated it's prudent and important to go forward with the good wiring and is a small ticket item. Mr. Carlson stated that the good wire is a part of the project numbers in front of you.

Mr. Carlson outlined the cost in front of the council for approval: \$954,000 for driving range and bunker improvements, installation of the Toro irrigation system of \$1,130,000 (does not include irrigation of entrance of clubhouse). Staff proposes to deduct \$50,000 and not relocate a bunker and staff will remove trees to save on cost. New flex heads increase the amount to \$16,700. The total project amount is \$2,047,700.

Motion by Bartholomew second Hark to improve the golf course in the amount of \$2,047,000.

Ayes: 5

Nays: 0 Motion carried.

D. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of Ordinance Amendment Related to Restaurant Definition / Inver Wood Golf Course.

Attorney Kuntz stated the Inver Wood Golf Course has an intoxicating liquor license to sell 6 out of the 7 days. Sundays they do not sell intoxicating liquor. To obtain a liquor license on Sundays the golf course must be considered a restaurant. The golf course meets the definition of a restaurant except with local ordinance in respect to the wording conventional stove oven or grill. The golf course has a convectional stove oven or grill. The ordinance amendment would change the wording to convectional. The anticipation would be that the golf course would make an application to the city for the Sunday sales license. This is the second reading with no changes to the first reading.

Mr. Lynch stated that communication did go out to existing intoxicating liquor license holders in regards to the ordinance change. No direct feedback was received.

Mayor Tourville stated that this amendment would affect other liquor license holders.

Mr. Kuntz stated that the city will publish the ordinance change and the golf course will apply for the Sunday liquor sales license in due course for consideration.

Motion by Hark second Piekarski Krech to suspend the rules and allow the second reading as the third reading.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew second Piekarski Krech to adopt the Ordinance 1309.

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:**E. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of Ordinance Amending Inver Grove Heights City Code, Title 1, Chapter 6, Article A, Section 5(J) Related To Criminal History Background Check**

Mr. Lynch summarized the item. This item was before the Council at the February 22, 2016 City Council meeting. There were several questions posed to staff. Janet Shefchik, HR Manager prepared a memo answering the questions. Mr. Lynch stated other vendor costs were compared to along with the vendor in front of the council. Staff feels this is the most cost effective vendor. He discussed the question regarding looking up information on the internet. He stated that the information look-up cannot be found on the internet such as the BCA . The third issue proposed was why do we need to make this change. Mr. Lynch stated for clarification the reason is that work load varies and provide our police department to get back in a timely fashion. He stated applicants are from outside of Minnesota and this will quicken the time it takes to get back responses from the Police Department. The ordinance proposes that Administration can determine who will be conducting the searches and investigations.

City Attorney, Kuntz stated that the ordinance allows the City Administrator with the flexibility to make a decision to improve timing and efficiencies as needed which is the purpose of changing the ordinance.

Mayor Tourville stated that the memo by Ms. Shefchik was very thorough.

Mr. Lynch stated staff asked to suspend the rules of the ordinance to accept the second reading as a third reading.

Motion by Bartholomew second Mueller to suspend the rules to approve the second reading as the third reading.

Ayes: 5

Nays: 0 Motion carried.

Motion by Mueller second Bartholomew to adopt Ordinance 1310.

Ayes: 5

Nays: 0 Motion carried

COMMUNITY DEVELOPMENT:**F. ETERNITY HOMES, LLC; Consider a Resolution 16-47 relating to a Final Plat, Development Contract and related agreements for the plat of Crosby Heights. Property located between 64th and 65th Streets at Craig Avenue.**

Allan Hunting, City Planner summarized the item. He stated Council reviewed the preliminary plat on January 19, 2016 with 8 conditions of approval. Mr. Hunting showed a map of the platting. There will be 23 lots of approval. There will be final tweaks to the storm water and easement agreements. The Planning Commission and staff recommended approval of the final plat.

Nick Polton, Pioneer Engineering spoke as the representative of the applicant. He stated everything is in agreement but we are working out the final details.

Motion by Bartholomew second Hark to approve Resolution 16-47 relating to the final plat, development contract and related agreements for the plat of Crosby Heights.

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS

Mayor Tourville discussed the invites of the appreciation dinner for commissioners that were mailed out.

Mr. Lynch stated the Business Town Hall meeting is scheduled for April 19, 2016 at 11:30a.m. The speaker will be Jessica Billmeyer former Sergeant with the Inver Grove Heights Police Department now Police Chief with the City of St. Paul Park will talk about her passion in public safety.

Notice of a public meeting for Engineering 101 is April 6, 2016 at 6:00pm at VMCC Community Center.

Mayor Tourville stated the executive session of City Administrator is a closed session. Council discussed the acquisition sale. Mr. Kuntz stated it will also consider sale or resale of the sharing information acquisition of property for public use of Blackstone Ridge and realignment of the Argenta Trail. pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) it is a closed meeting.

Mr. Kuntz stated City Administrator Joe Lynch's performance evaluation is conducted and closed pursuant to Minn. Stat. §13.43. Minn. State §13D. 05 subd. 3A City Council is authorized to closed a session to evaluate performance of those that under council authority. The City Administrator is subjected to council authority.

There will be a performance evaluation summary written for records for the March 28, 2016 City Council meeting.

Motion by Tourville second Bartholomew to approve

Ayes: 5

Nays: 0 Motion carried.

9. EXECUTIVE SESSION

Acquisition of Property of Blackstone Ridge and realignment of the Argenta Trail was conducted and closed pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3)"

City Administrator Joe Lynch's performance evaluation is conducted and closed pursuant to Minn. Stat. §13.43 and Minn. State §13D. 05 Subd. 3A

10. ADJOURN: Motion by Bartholomew, second by Mueller to adjourn. The meeting was adjourned by a unanimous vote at 10:42p.m.