



**INVER GROVE HEIGHTS CITY COUNCIL AGENDA**  
**MONDAY, FEBRUARY 8, 2010**  
**8150 BARBARA AVENUE**  
**7:30 P.M.**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PRESENTATIONS:**
4. **CONSENT AGENDA** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.
  - A. Minutes – January 25, 2010 Regular Council Meeting \_\_\_\_\_
  - B. Resolution Approving Disbursements for Period Ending February 3, 2010 \_\_\_\_\_
  - C. Pay Voucher No. 8 for City Project No. 2008–18, Public Safety Addition/City Hall Renovation \_\_\_\_\_
  - D. Pay Voucher No. 2 for City Project No. 2009–29, Well No. 9 – Phase 2 \_\_\_\_\_
  - E. Accept Proposal from Keys Well Drilling for Well Pump No. 7 Rehabilitation \_\_\_\_\_
  - F. Accept Proposal from Keys Well Drilling for Water Treatment Facility High Service Pump No. 4 Rehabilitation \_\_\_\_\_
  - G. Resolution Approving Amendment to an Agreement between Dakota County, Eagan, and Inver Grove Heights for a Regional Roadway System Visioning Study of Inver Grove Heights’ Northwest Area, Eagan’s Northeast Area, Mendota Heights and Sunfish Lake \_\_\_\_\_
  - H. Resolutions Calling for Hearing on Proposed Assessments and Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments for 2008 Pavement Management Program – City Project No. 2008–09G, Cahill Avenue/Brooks Boulevard Mill and Overlay \_\_\_\_\_
  - I. Authorize Purchase of Weather Warning Siren \_\_\_\_\_
  - J. Approve Members Code of Conduct for the Veterans Memorial Community Center \_\_\_\_\_
  - K. Approve Resignation from Aircraft Noise Abatement Commission \_\_\_\_\_
  - L. Schedule Public Hearing – Liquor License Transfer Request \_\_\_\_\_
  - M. Schedule Public Hearing – New 3.2 Off–Sale Liquor License \_\_\_\_\_
  - N. Approve 2010 Seasonal/Temporary Compensation Plan \_\_\_\_\_

- O. Authorize Inver Grove Heights Fire Department to Accept Early Delivery of Ladder Truck \_\_\_\_\_
- P. Approve Kennel License Application for Property at 9159 Dalton Ct. \_\_\_\_\_
- Q. Accept Donation to Inver Grove Heights Fire Department from Robert Loss \_\_\_\_\_
- R. Approve City Administrator’s Performance Evaluation and Contract Amendment \_\_\_\_\_
- S. Personnel Actions \_\_\_\_\_

5. **PUBLIC COMMENT** – Public comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person.

6. **PUBLIC HEARINGS:**

7. **REGULAR AGENDA:**

**COMMUNITY DEVELOPMENT:**

A. CITY OF INVER GROVE HEIGHTS; Presentation regarding 2010 Federal Census

**PUBLIC WORKS:**

B. CITY OF INVER GROVE HEIGHTS; Receive Report for Inver Grove Heights Middle School Pedestrian Safety Study \_\_\_\_\_

**ADMINISTRATION:**

C. CITY OF INVER GROVE HEIGHTS; Authorize Purchase of High Density Storage Units for Public Safety Addition \_\_\_\_\_

D. CITY OF INVER GROVE HEIGHTS; Consider First Reading of Ordinance Amending Title 4, Chapter 7 of the City Code Relating to Charitable Gambling Requirements \_\_\_\_\_

8. **MAYOR AND COUNCIL COMMENTS**

9. **ADJOURN**

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, JANUARY 25, 2010 - 8150 BARBARA AVENUE**

**CALL TO ORDER/ROLL CALL** The City Council of Inver Grove Heights met in regular session on Monday, January 25, 2010, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:30 p.m. Present were Council members Grannis, Klein, Madden, and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Public Works Director Thureen, Parks & Recreation Director Carlson, Community Development Director Link, Finance Director Lanoue, and Deputy Clerk Rheume.

**3. PRESENTATIONS:**

A. Bill Wolston Day Proclamation

Mayor Tourville explained the event was held on Saturday, January 23<sup>rd</sup> and indicated he would send out copies of the program to the City Council members.

**4. CONSENT AGENDA:**

Councilmember Piekarski Krech removed Item 4F, Approve Irrigation Well Repairs at Inver Wood Golf Course, and Item 4I, Approve Amended Agreement for Periodic Construction Observation Services for Roofing and Related Sheet Metal Services for the Public Safety Addition, from the Consent Agenda

- A. Minutes – January 11, 2010 Regular Council Meeting
- B. **Resolution No. 10-06** Approving Disbursements for Period Ending January 20, 2010
- C. Change Order No. 2 and Pay Voucher No. 3 for City Project No. 2008-11, Southern Sanitary Sewer System, East Segment
- D. Final Pay Voucher No. 4, Engineer's Final Report, and **Resolution No. 10-07** Accepting Work for City Project No. 2009-01, T.H. 3/80<sup>th</sup> (CR 28) Street Intersection Improvements
- E. **Resolution No. 10-08** Approving Amendment No. 1 to Agreements between the City and Charles A. Schroeder and Marolyn M. Schroeder
- G. Consider Disposal of City Owned Assets from Veterans Memorial Community Center
- H. Approve 2009 Pay Equity Report
- J. **Resolution No. 10-09** Approving Amendment No. 1 to Purchase Agreement related to the Sale of Cameron Park Property to George Cameron IV
- K. Accept Donation to Inver Grove Heights Fire Department from Kay Dickison
- L. Accept Donation to Inver Grove Heights Fire Department from John Dickison
- M. Accept Donation to Inver Grove Heights Fire Department from Deborah Dickison Whidden
- N. Personnel Actions

**Motion by Madden, second by Klein, to approve the Consent Agenda**

**Ayes: 5**

**Nays: 0      Motion carried.**

F. Approve Irrigation Well Repairs at Inver Wood Golf Course

Councilmember Piekarski Krech questioned if a regular maintenance program would be established going forward.

Mr. Carlson responded that routine maintenance of the well was placed on the schedule.

**Motion by Klein, second by Madden, to approve Irrigation Well Repairs at Inver Wood Golf Course**

**Ayes: 5**

**Nays: 0      Motion carried.**

- I. Approve Amended Agreement for Periodic Construction Observation Services for Roofing and Related Sheet Metal Services for the Public Safety Addition

Councilmember Piekarski Krech questioned why the City is responsible for paying the extra cost when the wet insulation was not caused by the City.

Ms. Teppen responded that the City is not paying for the extra costs to remove and reinstall the damaged insulation. She stated the amendment to the agreement is to pay the inspector who was on-site longer than anticipated.

Councilmember Piekarski Krech reiterated that the contractor should pay for the additional time the inspector had to spend on-site because the contractor was responsible for the insulation getting wet.

Councilmember Grannis clarified that the City needs to pay the inspector first because the agreement for inspection services is with the City, not the contractor. He stated the City could then pursue reimbursement of those costs from the contractor.

**Motion by Grannis, second by Piekarski Krech, to approve Amended Agreement for Periodic Construction Observation Services for Roofing and related Sheet Metal Services for the Public Safety Addition**

**Ayes: 5**

**Nays: 0      Motion carried.**

#### **5. PUBLIC COMMENT:**

Armando Lissarrague, 11730 Albavar Path, stated his neighbor has an outdoor wood burning stove located 90 feet from his property, and the smoke emanating from the wood burner has turned in to a major nuisance. He displayed pictures to illustrate the volume of smoke and the proximity with which the smoke is located to his home. He stated his family can no longer enjoy the benefits his property once offered. He explained that he has health problems that the smoke makes worse. He referenced a report from the health department that outlined the harmful effects of smoke from outdoor wood burning stoves on humans, animals and the environment. He asked that the Council consider banning or at least regulating the distance with which outdoor wood burning stoves can be located from another property and place restrictions on when they can be operated.

Julie Mellum, President of "Take Back the Air", stated she has been concerned about wood smoke issues for many years. She explained she is the President of Take Back the Air, a state wide environmental organization. She discussed the multitude of health implications associated with smoke from outdoor wood burners and referenced recent legislation from other states that prohibits the use of outdoor wood burners.

Mayor Tourville asked staff to look at sample ordinances and gather additional information to bring to a Council work session in March.

**6. PUBLIC HEARINGS:** None.

#### **7. REGULAR AGENDA:**

#### **COMMUNITY DEVELOPMENT:**

**A. JAMES BROWN;** Consider the following Resolutions for property located at 1186 90<sup>th</sup> Street:

- i) Waiver of Plat to create two parcels from the existing one tax parcel
- ii) Variance to allow the lots to be less than the required 2.5 acre min.
- iii) Variance to allow accessory structure on lot without a principal structure

Mr. Link stated the applicant would like to subdivide his parcel into two separate parcels. He explained that neither of the two parcels would meet the minimum lot size requirement of 2.5 acres. He stated both Planning staff and the Planning Commission were unable to identify a hardship and recommended denial of the requests.

Mayor Tourville suggested that the applicant consider withdrawing his application and reapplying to rezone his property from E-1 to E-2.

Mr. Brown stated he would like the Council to consider everything that has been done to the property from the beginning and the fact that the property description has always been two lots, less than 2.5 acres.

Councilmember Madden stated the request would fit in with the neighborhood.

Councilmember Grannis asked if there would be a spot zoning issue if the property was rezoned to E-2.

Mr. Kuntz explained spot zoning typically refers to different uses, and in this case a rezoning from E-1 to E-2 would not change the use. He explained that the applicant can either withdraw the three existing applications or extend the time for the City to consider those applications.

Mr. Brown stated he will withdraw his requests for a waiver of plat and two variances.

**Motion by Klein, seconded by Madden, to accept Mr. Brown's withdrawal**

**Ayes: 5**

**Nays: 0      Motion carried.**

#### **ADMINISTRATION:**

#### **B. CITY OF INVER GROVE HEIGHTS; Consider Change Order No. 4 for City Project No. 2008-18, Public Safety Addition/City Hall Renovation Project**

Ms. Teppen stated the contract amount reflects an increase of \$40,020 for the twelve items included in the change order, for a revised contract total of \$11,676,143. She explained change orders are funded from the project contingency which started at \$613,601 and is now \$439,358 with the inclusion of this change order.

Councilmember Grannis asked for clarification on line item PR 019 because of the large dollar amount.

Ms. Teppen responded that changes to the security, audiovisual, data/telecommunications systems were Requested by the City which required the repositioning of electrical rough-ins.

Councilmember Piekarski Krech questioned if the City requested the upgraded mechanical unit referenced in line item ASI 021.

Ted Redmond, BKV, explained there were a number of piping changes made and this change also relates to final equipment selections.

Mayor Tourville stated the project is not even half done and the change order budget is decreasing.

Mr. Lynch stated the project is 25% completed and approximately 28% of the contingency money had been used.

Councilmember Klein asked staff to continue to watch the change orders closely.

Ms. Teppen assured the Council that the change orders are diligently reviewed on a weekly basis.

**Motion by Klein, second by Madden, to approve Change Order No. 4 for City Project No. 2008-18, Public Safety Addition/City Hall Renovation Project**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. CITY OF INVER GROVE HEIGHTS;** Consider Resolution Authorizing the Release of Various Development & Financing related Documents concerning Southridge Center

Mr. Kuntz explained the bonds were paid off in February 2006 and the current valuation of the property is approximately \$14.9 million. He stated the owner of the property is asking that those documents be released. He noted the release of the documents would not affect the continuation of the tax district.

**Motion by Piekarski Krech, second by Madden, to adopt Resolution No. 10-10 authorizing the release of various development and financing related documents concerning Southridge Center**

**Ayes: 5**

**Nays: 0      Motion carried.**

**8. MAYOR & COUNCIL COMMENTS:**

Mr. Lynch stated the joint meeting with the school board is set for February 23<sup>rd</sup> at 7:00 p.m.

Mayor Tourville noted a tour of the Public Safety Addition will be done first.

**Motion by Klein, second by Grannis, to reschedule the special joint meeting with the School Board on February 23, 2010 at 7:00 p.m. at City Hall**

**Ayes: 5**

**Nays: 0      Motion carried.**

Councilmember Klein asked for an update on the 105<sup>th</sup> Street signage.

Mr. Thureen stated there are two options available, the businesses can apply for the business service signs or the City could apply for a permit for a temporary sign. He noted the estimate for a temporary sign is between \$1,700 and \$2,000 and Mn/DOT has indicated the permit, if approved, would only be for a maximum of 60 days.

Councilmember Klein stated he would like a temporary sign installed.

The City Council discussed applying for a permit and then deciding whether or not to proceed if the application is approved.

**9. ADJOURN:** Motion by Grannis, second by Piekarski Krech, to adjourn. The meeting was adjourned by a unanimous vote at 8:40 p.m.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: Cathy Shea 651-450-2521  
 Prepared by: Cathy Shea Asst. Finance Director  
 Reviewed by: N/A

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

**PURPOSE/ACTION REQUESTED**

Approve the attached resolution approving disbursements for the period of January 21, 2010 to February 3, 2010.

**SUMMARY**

Shown below is a listing of the disbursements for the various funds for the period ending February 3, 2010. The detail of these disbursements is attached to this memo.

General & Special Reveune	\$217,333.84
Debt Service & Capital Projects	691,372.84
Enterprise & Internal Service	815,561.24
Escrows	52.27
	<hr/>
Grand Total for All Funds	<u><u>\$1,724,320.19</u></u>

If you have any questions about any of the disbursements on the list, please call Vickie Gray, Accounting Technician at 651-450-2515 or Cathy Shea, Asst. Finance Director at 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period January 21, 2010 to February 3, 2010 and the listing of disbursements requested for approval.

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING DISBURSEMENTS FOR THE  
PERIOD ENDING FEBRUARY 3, 2010**

**WHEREAS**, a list of disbursements for the period ending February 3, 2010 was presented to the City Council for approval;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS:** that payment of the list of disbursements of the following funds is approved:

General & Special Revenue	\$ 217,333.84
Debt Service & Capital Projects	691,372.84
Enterprise & Internal Service	815,561.24
Escrow	<u>52.27</u>
Grand Total for All Funds	<u><u>\$ 1,724,320.19</u></u>

Adopted by the City Council of Inver Grove Heights this 8th day of February, 2010.

Ayes:

Nays:

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

ATTEST:

\_\_\_\_\_  
Melissa Rheume, Deputy City Clerk

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/25/2010	98383	OLD WORLD PIZZA	council session	101-1000-413.50-75		1/2010 * Total	110.18 110.18
01/27/2010	98384	ACE PAINT & HARDWARE	500916	101-4200-423.60-65		1/2010	32.55
			500937	101-4200-423.60-18		1/2010	34.99
			500937	101-4200-423.60-65		1/2010	100.71
			500940	101-6000-451.40-40		1/2010	48.04
			501050	101-6000-451.40-40		1/2010	212.62
						* Total	428.91
01/27/2010	98386	BAARS MECHANICAL, INC.	144	101-6000-451.40-40		1/2010	226.40
						* Total	226.40
01/27/2010	98387	BATTERIES PLUS	030500461	101-4200-423.60-65		1/2010	192.16
						* Total	192.16
01/27/2010	98388	BELLEISLE, MONICA	postage	101-4200-423.50-35		1/2010	44.00
						* Total	44.00
01/27/2010	98389	BERGUM, ERIC	meals training	101-4200-423.50-75		1/2010	60.80
						* Total	60.80
01/27/2010	98391	CANEFF, ADAM	hose fittings	101-4200-423.40-42		1/2010	13.35
						* Total	13.35
01/27/2010	98393	CITY OF SAINT PAUL	113027	101-4000-421.40-42		1/2010	85.50
						* Total	85.50
01/27/2010	98395	COPY RIGHT	45959	101-4000-421.50-30		1/2010	72.59
						* Total	72.59
01/27/2010	98396	DAKOTA COMMUNICATIONS C	FEBRUARY 2010	101-4000-421.70-30		1/2010	24,934.00
			FEBRUARY 2010	101-4200-423.70-50		1/2010	12,467.00
						* Total	37,401.00
01/27/2010	98397	DAKOTA CTY TREASURER	marjorie schultz	101-4000-421.50-70		1/2010	200.00
						* Total	200.00
01/27/2010	98398	DANKO EMERGENCY EQUIPME	26216	101-4200-423.60-40		1/2010	3,688.95
						* Total	3,688.95
01/27/2010	98400	DEY DISTRIBUTING	4264135	101-6000-451.40-40		1/2010	26.93
						* Total	26.93
01/27/2010	98402	FIRE ENGINEERING	member jeff schadegg	101-4200-423.50-70		1/2010	29.95
						* Total	29.95
01/27/2010	98409	HEALTH PARTNERS	FEB 2010	101-0000-203.07-00		1/2010	87,735.91
			FEB 2010	101-0000-203.08-00		1/2010	6,681.50
						* Total	94,417.41
01/27/2010	98410	HEALTH PARTNERS	FEB 2010/COBRA	101-0000-203.07-00		1/2010	1,647.14
			FEB 2010/COBRA	101-0000-203.08-00		1/2010	274.03

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98411	HOME DEPOT CREDIT SERVI	acct 6035322502554813	101-4200-423.60-18		* Total	1,921.17
						1/2010	386.81
						* Total	386.81
01/27/2010	98416	ISA	member; brian swoboda	101-6000-451.50-70		1/2010	165.00
						* Total	165.00
01/27/2010	98417	KERN, DEWENTER, VIERE,	103717	101-2000-415.30-10		1/2010	7,500.00
						* Total	7,500.00
01/27/2010	98418	KNOX COMPANY	334962	101-4200-423.60-65		1/2010	95.00
						* Total	95.00
01/27/2010	98419	LANGUAGE LINE SERVICES	acct 9020909043	101-4000-421.50-20		1/2010	16.63
						* Total	16.63
01/27/2010	98420	LANOUE, ANN	mngfoa meeting-mileage	101-2000-415.50-65		1/2010	18.40
			mngfoa meeting-fee	101-2000-415.50-75		1/2010	15.00
						* Total	33.40
01/27/2010	98422	LOCAL GOVERNMENT INFORM	31643	101-4000-421.70-30		1/2010	3,780.00
						* Total	3,780.00
01/27/2010	98423	MAGC	member janelle teppen	101-1100-413.50-70		1/2010	60.00
						* Total	60.00
01/27/2010	98425	MID STATE PLUMBING & HE	lmcit 11070807	101-4200-423.40-40		1/2010	760.45
						* Total	760.45
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	101-0000-203.09-00		1/2010	1,872.22
			policy 0027324	101-1100-413.20-62		1/2010	66.78
			policy 0027324	101-2000-415.20-62		1/2010	96.12
			policy 0027324	101-3000-419.20-62		1/2010	38.85
			policy 0027324	101-3200-419.20-62		1/2010	19.43
			policy 0027324	101-3300-419.20-62		1/2010	57.97
			policy 0027324	101-4000-421.20-62		1/2010	485.88
			policy 0027324	101-4200-423.20-62		1/2010	40.90
			policy 0027324	101-5000-441.20-62		1/2010	23.14
			policy 0027324	101-5100-442.20-62		1/2010	102.18
			policy 0027324	101-5200-443.20-62		1/2010	74.22
			policy 0027324	101-6000-451.20-62		1/2010	94.35
						* Total	2,972.04
01/27/2010	98432	MPELRA	member janelle teppen	101-1100-413.50-70		1/2010	300.00
						* Total	300.00
01/27/2010	98434	NATIONAL RESERVE LAW OF	RENEWAL 2010	101-4000-421.50-70		1/2010	273.00
						* Total	273.00
01/27/2010	98436	NEXTEL COMMUNICATIONS	acct 266948529	101-4000-421.50-20		1/2010	632.68
						* Total	632.68

CHECK DATE	CHECK NUMBER	CHECK VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98437	NEXTEL COMMUNICATIONS	acct 266183728	101-4000-421.50-20		1/2010 * Total	660.58 660.58
01/27/2010	98439	NEXTEL COMMUNICATIONS	acct 487383319	101-6000-451.50-20		1/2010 * Total	299.93 299.93
01/27/2010	98440	NEXTEL COMMUNICATIONS	acct 573073317	101-1100-413.50-20		1/2010 * Total	37.96 37.96
01/27/2010	98441	NFPA	member jeff schadegg	101-4200-423.50-70		1/2010 * Total	810.00 810.00
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	101-1100-413.30-55		1/2010	12.30
			december 2009	101-2000-415.30-55		1/2010	28.70
			december 2009	101-3000-419.30-55		1/2010	8.30
			december 2009	101-3200-419.30-55		1/2010	4.15
			december 2009	101-3300-419.30-55		1/2010	13.95
			december 2009	101-4000-421.30-55		1/2010	61.15
			december 2009	101-5000-441.30-55		1/2010	5.65
			december 2009	101-5100-442.30-55		1/2010	31.25
			december 2009	101-6000-451.30-55		1/2010 * Total	1.92 167.37
01/27/2010	98448	QWEST	acct 6515520672	101-6000-451.50-20		1/2010 * Total	41.55 41.55
01/27/2010	98449	QWEST	acct 6514530219	101-6000-451.50-20		1/2010 * Total	41.57 41.57
01/27/2010	98450	RIVER HEIGHTS CHAMBER O	27956	101-1000-413.50-80		1/2010 * Total	40.00 40.00
01/27/2010	98451	S & T OFFICE PRODUCTS	DATA CARTRIDGES	101-2000-415.60-40		1/2010	225.46
			MONICA	101-4200-423.60-10		1/2010	89.08
			YEAR END BOOKS	101-2000-415.60-65		1/2010	147.37
			1132A	101-5200-443.60-16		1/2010	9.11
			1262	101-1100-413.60-65		1/2010	6.31
			202	101-3300-419.50-30		1/2010 * Total	23.47 500.80
01/27/2010	98453	SHEA, CATHY	mngfoa meeting - fee	101-2000-415.50-75		1/2010 * Total	15.00 15.00
01/27/2010	98456	SPRINT	acct 166309819	101-4000-421.50-20		1/2010 * Total	399.90 399.90
01/27/2010	98457	SPRINT	acct 641378810	101-4200-423.50-20		1/2010 * Total	39.99 39.99
01/27/2010	98458	STEINBERG, LUKE	mileage - training	101-4200-423.50-65		1/2010 * Total	15.00 15.00
01/27/2010	98460	TDS METROCOM	acct 6515540132	101-4000-421.50-20		1/2010	130.27

CHECK DATE	CHECK NUMBER	CHECK VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98460	TDS METROCOM	acct 6515540132 acct 6515540132	101-4200-423.50-20 101-6000-451.50-20		1/2010 1/2010 * Total	156.03 34.84 321.14
01/27/2010	98462	TIMESAVER OFF SITE SECR	JAN 11	101-1100-413.30-70		1/2010 * Total	184.50 184.50
01/27/2010	98463	TRACTOR SUPPLY CREDIT P	acct 6035301200183679 acct 6035301200183679	101-5200-443.60-16 101-6000-451.40-40		1/2010 1/2010 * Total	2.13 114.58 116.71
01/27/2010	98464	TWIN CITIES OCCUPATIONA	101626854	101-1100-413.30-70		1/2010 * Total	410.00 410.00
01/27/2010	98465	TWIN CITY SAW	A16811	101-6000-451.60-40		1/2010 * Total	656.96 656.96
01/27/2010	98466	UNIFORMS UNLIMITED	18143 19431	101-4000-421.60-45 101-4000-421.60-45		1/2010 1/2010 * Total	80.43 150.00 230.43
01/27/2010	98468	USA MOBILITY WIRELESS I	acct 61192662	101-4000-421.50-20		1/2010 * Total	15.68 15.68
01/27/2010	98474	XCEL ENERGY	acct 5151854463	101-4000-421.40-42		1/2010 * Total	40.21 40.21
01/27/2010	98475	XCEL ENERGY	acct 5147791673 acct 5147791673	101-6000-451.40-10 101-6000-451.40-20		1/2010 1/2010 * Total	727.73 951.85 1,679.58
02/01/2010	98479	DM STAMPS & SPECIALTIES	for kim fox	101-3000-419.50-70		2/2010 * Total	33.20 33.20
02/03/2010	98480	ACE BLACKTOP, INC.	9165	101-5200-443.60-16		2/2010 * Total	647.00 647.00
02/03/2010	98481	ACE PAINT & HARDWARE	5001126 5001126 5001197 500764	101-4200-423.40-40 101-4200-423.60-65 101-4200-423.60-65 101-4000-421.60-65		2/2010 2/2010 2/2010 2/2010 * Total	31.50 7.01 13.71 35.16 87.38
02/03/2010	98482	AFSCME COUNCIL 5	1/9-1/22	101-0000-203.10-00		1/2010 * Total	810.10 810.10
02/03/2010	98490	CAPITOL CITY REG FIREFI	RENEWAL 2010	101-4200-423.50-70		2/2010 * Total	50.00 50.00
02/03/2010	98498	COPY RIGHT	46009	101-4000-421.50-30		2/2010 * Total	72.59 72.59
02/03/2010	98500	CRAWFORD DOOR SALES COM	123213	101-4200-423.40-40		2/2010	1,105.07

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02/03/2010	98504	DAKOTA CTY TECH COLLEGE	73294	101-6000-451.50-80		* Total	1,105.07
						2/2010	800.00
						* Total	800.00
02/03/2010	98506	DAKOTA CTY TREASURER	4th qtr utilities	101-5400-445.40-20		2/2010	404.66
						* Total	404.66
02/03/2010	98518	FOX, KIM	notary registration	101-3000-419.50-70		2/2010	100.00
						* Total	100.00
02/03/2010	98519	G & K SERVICES	acct 7494701	101-5200-443.60-45		1/2010	57.23
			acct 7494701	101-6000-451.60-45		1/2010	24.83
						* Total	82.06
02/03/2010	98521	G & K SERVICES	acct 7494701	101-5200-443.60-45		2/2010	97.42
			acct 7494701	101-6000-451.60-45		2/2010	245.92
						* Total	343.34
02/03/2010	98522	GASAWAY CONSULTING GROU	187	101-4200-423.50-80		2/2010	1,000.00
			188	101-4200-423.50-80		2/2010	1,000.00
			189	101-4200-423.50-80		2/2010	1,000.00
			190	101-4200-423.50-80		2/2010	1,500.00
						* Total	4,500.00
02/03/2010	98523	GERTENS	190926	101-6000-451.60-65		2/2010	26.93
						* Total	26.93
02/03/2010	98524	GOVERNMENT TRAINING SER	mcfoa conf-a.brinkman	101-1100-413.50-80		2/2010	380.00
						* Total	380.00
02/03/2010	98531	IKON OFFICE SOLUTIONS	acct 1452531017392ml	101-6000-451.40-65		2/2010	29.28
						* Total	29.28
02/03/2010	98532	INVER GROVE FORD	RENTAL JAN 2010	101-4000-421.70-30		2/2010	266.88
						* Total	266.88
02/03/2010	98543	MCFOA	member; amy brinkman	101-1100-413.50-70		2/2010	35.00
						* Total	35.00
02/03/2010	98551	MN EROSION CONTROL ASSO	7146	101-5200-443.50-80		2/2010	40.00
						* Total	40.00
02/03/2010	98552	MN GFOA	member;bill schroepfer	101-2000-415.50-70		2/2010	180.00
						* Total	180.00
02/03/2010	98553	MN GLOVE & SAFETY, INC.	237449	101-5200-443.60-45		2/2010	43.80
						* Total	43.80
02/03/2010	98554	MN NCPERS LIFE INSURANC	FEBRUARY 2010	101-0000-203.16-00		2/2010	384.00
						* Total	384.00
02/03/2010	98556	MTI DISTRIBUTING CO	70948700	101-6000-451.60-40		2/2010	975.67

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02/03/2010	98556	MTI DISTRIBUTING CO	70948701	101-6000-451.60-40		2/2010 * Total	2,642.52 3,618.19
02/03/2010	98557	NEXTEL COMMUNICATIONS	acct 249383315	101-5200-443.50-20		1/2010 * Total	243.90 243.90
02/03/2010	98559	PERFORMANCE PLUS LLC	2497	101-4200-423.30-70		2/2010 * Total	5,195.00 5,195.00
02/03/2010	98562	QWEST	acct 6514577671	101-6000-451.50-20		2/2010 * Total	41.51 41.51
02/03/2010	98563	QWEST	acct 6514577674	101-6000-451.50-20		2/2010 * Total	41.90 41.90
02/03/2010	98575	STERLING CODIFIERS	10069	101-1100-413.30-70		2/2010 * Total	2,601.00 2,601.00
02/03/2010	98578	TERRI KENISON	DECEMBER 2009	101-4200-423.30-70		2/2010 * Total	910.52 910.52
02/03/2010	98580	TOTAL CONSTRUCTION & EQ	46633	101-6000-451.40-40		2/2010 * Total	363.10 363.10
02/03/2010	98581	UNITED WAY	1/9-1/22	101-0000-203.13-00		1/2010 * Total	178.00 178.00
02/03/2010	98582	WAL-MART BUSINESS	acct 6032202530257113	101-4000-421.60-65		2/2010 * Total	28.67 28.67
02/03/2010	98484	ARTS & CUSTOM PUBLISHIN	23936	201-1600-465.50-25	** Fund Total	2/2010 * Total	186,262.25 2,754.00 2,754.00
02/03/2010	98487	BENGTSON, NICOLE	mileage /parking	201-1600-465.50-65		2/2010 * Total	58.62 58.62
02/03/2010	98534	JERSEYS BAR & GRILL	10- \$25.00/ 10 \$25 free	201-1600-465.50-25		2/2010 * Total	250.00 250.00
02/03/2010	98542	MAJORS SPORTS CAFE	10-\$25 & 10-\$25 free	201-1600-465.50-25		2/2010 * Total	250.00 250.00
02/03/2010	98547	MISSISSIPPI PUB	10-\$25 & 10-\$25 free	201-1600-465.50-25		2/2010 * Total	250.00 250.00
02/03/2010	98510	EHLERS AND ASSOCIATES,	60387	347-9000-570.30-15	** Fund Total	2/2010 * Total	3,562.62 50.00 50.00
					** Fund Total		50.00

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98510	EHLERS AND ASSOCIATES,	60387	388-9000-570.30-15		2/2010 * Total	50.00 50.00
01/27/2010	98401	EHLERS AND ASSOCIATES,	attende; ann lanoue	405-9000-570.50-80	** Fund Total	1/2010 * Total	50.00 245.00 245.00
01/27/2010	98414	INSPEC INC	2113792	428-5918-728.70-60 428-5918-728.70-60	0818 0818	1/2010 1/2010 * Total	1,494.24 2,988.48 1,494.24
02/03/2010	98572	SHAW-LUNDQUIST ASSOCIAT	city hall renovation	428-5918-728.80-20	0818	2/2010 * Total	592,876.48 592,876.48
01/27/2010	98454	SHORT ELLIOTT HENDRICKS	226635	429-5924-729.30-70	** Fund Total 0924	1/2010 * Total	594,370.72 906.16 906.16
01/29/2010	98478	ENEBAK CONSTRUCTION COM	trunk hwy 3/80th	429-5901-729.80-30	0901	1/2010 * Total	18,017.09 18,017.09
02/03/2010	98489	BURSHVILLE CONSTRUCTIO	well #9 phase 2	429-5929-729.80-30	0929	2/2010 * Total	76,643.63 76,643.63
02/03/2010	98567	REED BUSINESS INFORMATI	acct 821155	429-5924-729.50-30	0924	2/2010 * Total	600.24 600.24
01/27/2010	98401	EHLERS AND ASSOCIATES,	attende; ann lanoue	452-9000-570.50-80	** Fund Total	1/2010 * Total	96,167.12 245.00 245.00
01/27/2010	98401	EHLERS AND ASSOCIATES,	attende; ann lanoue	453-9000-570.50-80	** Fund Total	1/2010 * Total	245.00 245.00
01/27/2010	98384	ACE PAINT & HARDWARE	501091 501164 501173 501175	501-7100-512.60-16 501-7100-512.60-16 501-7100-512.60-16 501-7100-512.60-16	** Fund Total	1/2010 1/2010 1/2010 1/2010 * Total	245.00 7.99 2.66 5.33 3.74 19.72
01/27/2010	98386	BAARS MECHANICAL, INC.	2I	501-7100-512.30-70	** Fund Total	1/2010 * Total	134.15 134.15
01/27/2010	98403	FRAMING PLACE & GALLERY	15769	501-7100-512.40-40	** Fund Total	1/2010	230.20

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98407	HANCE UTILITY SERVICES	16439	501-7100-512.30-70		* Total	230.20
						1/2010	157.00
						* Total	157.00
01/27/2010	98408	HD SUPPLY WATERWORKS LT	9137973	501-7100-512.40-43		1/2010	1,028.56
			9191027	501-7100-512.40-42		1/2010	759.88
			9979211	501-7100-512.40-43		1/2010	1,113.01
						* Total	2,901.45
01/27/2010	98413	HOME DEPOT CREDIT SERVI	acct 6035322502691268	501-7100-512.60-16		1/2010	364.41
						* Total	364.41
01/27/2010	98426	MN DNR WATERS	permit #1980-6052	501-7100-512.30-70		1/2010	14,582.00
						* Total	14,582.00
01/27/2010	98427	MN GLOVE & SAFETY, INC.	237299	501-7100-512.60-65		1/2010	128.14
						* Total	128.14
01/27/2010	98428	MN GLOVE & SAFETY, INC.	237600	501-7100-512.60-65		1/2010	149.09
						* Total	149.09
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	501-7100-512.20-62		1/2010	55.99
						* Total	55.99
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	501-7100-512.30-55		1/2010	23.43
						* Total	23.43
01/27/2010	98452	SA-AG INC	65091	501-7100-512.60-16		1/2010	434.22
			65101	501-7100-512.60-16		1/2010	789.66
			65105	501-7100-512.60-16		1/2010	271.45
			65136	501-7100-512.60-16		1/2010	436.54
			65146	501-7100-512.60-16		1/2010	361.05
			65156	501-7100-512.60-16		1/2010	1,616.72
						* Total	3,909.64
01/27/2010	98455	SOLBERG AGGREGATE CO	3828	501-7100-512.60-16		1/2010	321.84
						* Total	321.84
01/27/2010	98460	TDS METROCOM	acct 6515540132	501-7100-512.50-20		1/2010	211.24
						* Total	211.24
01/27/2010	98463	TRACTOR SUPPLY CREDIT P	acct 6035301200183679	501-7100-512.60-16		1/2010	6.42
						* Total	6.42
01/27/2010	98469	VALLEY-RICH CO, INC	15151	501-7100-512.40-46		1/2010	5,932.98
						* Total	5,932.98
01/27/2010	98471	VOSS LIGHTING	15145978	501-7100-512.40-40		1/2010	127.93
						* Total	127.93
01/27/2010	98472	WATER CONSERVATION SERV	1649	501-7100-512.30-70		1/2010	502.20
						* Total	502.20

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98485	AUTOMATIC SYSTEMS CO.	22440	501-7100-512.40-43		* 2/2010 * Total	2,055.26 2,055.26
02/03/2010	98491	CARL BOLANDER & SONS CO	294100002	501-7100-512.40-46		* 2/2010 * Total	1,766.55 1,766.55
02/03/2010	98507	DAKOTA ELECTRIC ASSN	acct 2148310	501-7100-512.40-20		* 2/2010 * Total	11.03 11.03
02/03/2010	98519	G & K SERVICES	acct 7494701	501-7100-512.60-45		* 1/2010 * Total	4.93 4.93
02/03/2010	98521	G & K SERVICES	acct 7494701	501-7100-512.60-45		* 2/2010 * Total	4.93 4.93
02/03/2010	98526	HARMON AIR, INC	2964	501-7100-512.40-40		* 2/2010 * Total	1,565.00 1,565.00
02/03/2010	98527	HAWKINS INC	108816	501-7100-512.60-19		* 2/2010 * Total	757.46 757.46
02/03/2010	98528	HD SUPPLY WATERWORKS LT	42022 9979240	501-7100-512.40-43 501-7100-512.40-43		* 2/2010 * Total	1,624.50 8,603.65 10,228.15
02/03/2010	98579	TKDA	201000006	501-7100-512.30-70		* 2/2010 * Total	1,230.18 1,230.18
02/03/2010	98583	WATER CONSERVATION SERV	1682	501-7100-512.30-70		* 2/2010 * Total	430.00 430.00
01/27/2010	98413	HOME DEPOT CREDIT SERVI	acct 6035322502691268	502-7200-514.60-16		* 1/2010 * Total	165.77 165.77
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	502-7200-514.20-62		* 1/2010 * Total	36.31 36.31
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	502-7200-514.30-55		* 1/2010 * Total	15.62 15.62
02/03/2010	98519	G & K SERVICES	acct 7494701	502-7200-514.60-45		* 1/2010 * Total	2.12 2.12
02/03/2010	98521	G & K SERVICES	acct 7494701	502-7200-514.60-45		* 2/2010 * Total	2.12 2.12
02/03/2010	98541	MACQUEEN EQUIPMENT INC	5- attendees	502-7200-514.50-80		* 2/2010 * Total	300.00 300.00
						** Fund Total	521.94

28 Checks

6 Checks

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CHECK DATE	CHECK NUMBER	CHECK VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98386	BAARS MECHANICAL, INC.	142K	503-8600-527.40-40		1/2010 * Total	134.88 134.88
01/27/2010	98390	BIRDIE-BERT PRINTING	34211	503-8000-521.50-30		1/2010 * Total	538.80 538.80
01/27/2010	98404	G & K SERVICES	acct 0157401	503-8600-527.60-45		1/2010 * Total	56.42 56.42
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	503-8000-521.20-62		1/2010	10.74
			policy 0027324	503-8500-526.20-62		1/2010	.75-
			Policy 0027324	503-8600-527.20-62		1/2010 * Total	43.12 53.11
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	503-8500-526.30-55		1/2010	4.15
			december 2009	503-8600-527.30-55		1/2010 * Total	11.30 15.45
01/27/2010	98445	OTNESS, LEON	office supplies	503-8500-526.60-10		1/2010 * Total	244.44 244.44
01/27/2010	98459	TDS METROCOM	acct 6514573667	503-8500-526.50-20		1/2010 * Total	248.28 248.28
01/27/2010	98473	WITTEK	232828	503-8100-522.60-20		1/2010 * Total	220.70 220.70
02/03/2010	98497	CHECKPOINT SYSTEMS INC	220842	503-8500-526.50-55		2/2010 * Total	224.44 224.44
02/03/2010	98498	COPY RIGHT	45841	503-8000-521.50-30		2/2010 * Total	2,526.05 2,526.05
02/03/2010	98508	DEX MEDIA EAST	acct 110360619	503-8500-526.50-25		2/2010 * Total	85.00 85.00
02/03/2010	98516	FELIX, KEN	EXPENSE REPORT	503-8600-527.50-75		2/2010 * Total	23.00 23.00
02/03/2010	98520	G & K SERVICES	acct 0157401	503-8600-527.60-45		2/2010 * Total	62.39 62.39
02/03/2010	98535	JOHN'S AUTO SHOP	693187	503-8600-527.40-42		2/2010	255.22
			693241	503-8600-527.40-42		2/2010 * Total	270.91 526.13
02/03/2010	98539	LENTNER, GLEN	parking green expo	503-8600-527.50-75		2/2010	32.00
			office supplies	503-8600-527.60-10		2/2010 * Total	145.17 177.17
02/03/2010	98545	METZ, JOEL	parking-green expo	503-8600-527.50-75		2/2010 * Total	64.00 64.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98546	MGCSA	member; tim lage	503-8600-527.50-70		2/2010 * Total	415.00 415.00
02/03/2010	98548	MN DEPT OF AGRICULTURE	2010 renewal/k. felix	503-8600-527.50-70		2/2010 * Total	30.00 30.00
02/03/2010	98550	MN DNR WATERS	permit #1992-6022	503-8600-527.50-70		2/2010 * Total	636.00 636.00
01/27/2010	98392	CHAMPIONSHIP PRODUCTS	29268	504-6100-452.60-45	R50150	1/2010 * Total	109.25 109.25
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	504-6100-452.20-62	R90100	1/2010 * Total	61.18 61.18
01/27/2010	98433	MRPA	volleyball	504-6100-452.50-70	R50280	1/2010 * Total	34.00 34.00
01/27/2010	98438	NEXTEL COMMUNICATIONS	acct 302193319	504-6100-452.50-20	R90100	1/2010 * Total	85.09 85.09
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	504-6100-452.30-55	R90100	1/2010 * Total	7.90 7.90
01/27/2010	98461	THOMPSON, NICK	bowling fees	504-6100-452.50-90	R20100	1/2010 * Total	131.54 131.54
02/03/2010	98496	CHAMPIONSHIP PRODUCTS	28007	504-6100-452.60-45	R40185	2/2010 * Total	251.35 251.35
02/03/2010	98531	IKON OFFICE SOLUTIONS	acct 1452531017392ml	504-6100-452.40-65	R90100	2/2010 * Total	263.56 263.56
02/03/2010	98533	INVER GROVE HEIGHTS SEN	senior	504-0000-227.10-00		2/2010 * Total	568.00 568.00
02/03/2010	98549	MN DISTANCE RUNNING ASS	attende; jen graham	504-6100-452.50-80	R90100	2/2010 * Total	50.00 50.00
02/03/2010	98577	TARGET BANK	acct 9370	504-6100-452.60-09	R20100	2/2010 * Total	9.81 9.81
02/03/2010	98585	WHITE, TABETHA	class canceled	504-0000-347.00-00	R40180	2/2010 * Total	20.00 20.00
01/27/2010	98385	ARTS & CUSTOM PUBLISHIN	23937	505-6200-453.50-25	C91000	1/2010 * Total	275.00 275.00
01/27/2010	98392	CHAMPIONSHIP PRODUCTS	29259	505-6200-453.60-45	C70000	1/2010	78.00
			19 Checks		** Fund Total		6,281.26
			12 Checks		** Fund Total		1,591.68

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98394	COMCAST	acct 8772105910127188	505-6200-453.50-70	C10000	1/2010 * Total	178.88 178.88
01/27/2010	98424	MAGC	member; bethany adams	505-6200-453.50-70	C91000	1/2010 * Total	60.00 60.00
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	505-6200-453.20-62	C70000	1/2010 * Total	123.72 123.72
01/27/2010	98440	NEXTEL COMMUNICATIONS	acct 573073317	505-6200-453.50-20	C25000	1/2010 * Total	378.07 378.07
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	505-6200-453.30-55	C50000	1/2010 * Total	32.38 32.38
01/27/2010	98447	PUSH PEDAL PULL	20652	505-6200-453.40-42	C70000	1/2010 * Total	102.48 102.48
01/27/2010	98460	TDS METROCOM	acct 6515540132	505-6200-453.50-20	C10000	1/2010 * Total	106.72 106.72
01/27/2010	98476	ZIMMER, NANCY	class cancel	505-0000-352.35-00	C71000	1/2010 * Total	19.00 19.00
02/03/2010	98481	ACE PAINT & HARDWARE	501210 501259 501299	505-6200-453.60-16 505-6200-453.60-16 505-6200-453.60-16	C25000 C21000 C25000	2/2010 2/2010 2/2010 * Total	51.21 31.51 49.15 131.87
02/03/2010	98486	BEE ELITE GYMNASTICS	BDAY PARTY	505-0000-352.29-00	C16000	2/2010 * Total	100.00 100.00
02/03/2010	98496	CHAMPIONSHIP PRODUCTS	28006	505-6200-453.60-45	C81000	2/2010 * Total	190.65 190.65
02/03/2010	98499	CRARY, AMY	mileage - mtpa mtg music aerobic class	505-6200-453.50-65 505-6200-453.60-40	C70000 C70000	2/2010 2/2010 * Total	24.50 72.00 96.50
02/03/2010	98503	DAIRY QUEEN	393951	505-6200-453.76-05	C16000	2/2010 * Total	68.97 68.97
02/03/2010	98511	ELECTRONIC COMMUNICATIO	112	505-6200-453.50-55	C21000	2/2010 * Total	210.64 210.64
02/03/2010	98515	FAST SIGNS	28629865	505-6200-453.60-65	C25000	2/2010 * Total	106.88 106.88
02/03/2010	98517	FIRST IMPRESSION GROUP,	40818	505-6200-453.50-30	C10100	2/2010 * Total	1,266.47 1,266.47

City of Inver Grove Heights  
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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98525	GRAINGER	acct 8066460150 9157133175	505-6200-453.60-16	C25000	2/2010	12.04
			9160942935	505-6200-453.60-16	C25000	2/2010	67.74
			9163019442	505-6200-453.60-16	C21000	2/2010	67.67
			9164790397	505-6200-453.60-16	C21000	2/2010	14.66
				505-6200-453.60-65	C25000	2/2010	426.46
				*	Total		588.57
02/03/2010	98529	HILLYARD INC	6173575	505-6200-453.80-80	C25000	2/2010	14,374.69
			6174966	505-6200-453.60-11	C25000	2/2010	72.69
			7297485	505-6200-453.60-11	C25000	2/2010	49.39
			7297907	505-6200-453.60-11	C25000	2/2010	61.23
				*	Total		14,558.00
02/03/2010	98531	IKON OFFICE SOLUTIONS	acct 1452531017392ml	505-6200-453.40-65	C10000	2/2010	439.26
				*	Total		439.26
02/03/2010	98536	JOHNSON CONTROLS	1001130669	505-6200-453.40-40	C25000	2/2010	451.38
			1300261330	505-6200-453.40-40	C25000	2/2010	2,898.17
				*	Total		3,349.55
02/03/2010	98544	MENARDS - WEST ST. PAUL	7525	505-6200-453.60-16	C25000	2/2010	48.08
				*	Total		48.08
02/03/2010	98555	MONEY MAILER OF THE TWI	4019	505-6200-453.50-25	C91000	2/2010	400.00
				*	Total		400.00
02/03/2010	98558	O'BRIEN, CHRISTINE	class canceled	505-0000-352.35-00	C51000	2/2010	49.00
				*	Total		49.00
02/03/2010	98561	PUSH PEDAL PULL	21318	505-6200-453.60-40	C70000	2/2010	1,530.15
				*	Total		1,530.15
02/03/2010	98564	R & R SPECIALTIES OF WI	44395	505-6200-453.40-42	C21000	1/2010	32.50
				*	Total		32.50
02/03/2010	98566	RECREATION SUPPLY COMPA	192895	505-6200-453.60-16	C25000	2/2010	356.17
			mileage	*	Total		356.17
02/03/2010	98568	ROACH, RICK		505-6200-453.50-65	C25000	2/2010	34.50
				*	Total		34.50
02/03/2010	98569	ROBERT BROOKE & ASSOCIA	346605	505-6200-453.60-16	C25000	2/2010	60.50
			sauna buckets	*	Total		60.50
02/03/2010	98573	SHEGGBY, MICHAEL		505-6200-453.60-65	C25000	2/2010	109.29
				*	Total		109.29
02/03/2010	98588	ZEE MEDICAL SERVICE	54188556	505-6200-453.60-65	C50000	2/2010	835.49
				*	Total		835.49
01/27/2010	98421	LEAGUE OF MN CITIES INS	lmcit 11070807	602-2100-415.70-20	** Fund Total	1/2010	25,917.29
				32 Checks			1,371.20

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	602-2100-415.20-62		1/2010	2.13
						* Total	1,371.20
01/27/2010	98444	OPTUMHEALTH FINANCIAL S	december 2009	602-2100-415.30-55		1/2010	.70
						* Total	.70
01/27/2010	98412	HOME DEPOT CREDIT SERVI	acct 60353322502061959	603-5300-444.60-40	** Fund Total	1/2010	1,374.03
						* Total	20.00
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	603-5300-444.20-62		1/2010	35.86
						* Total	35.86
01/27/2010	98446	PIERCE MFG INC	fire truck	603-0000-143.00-00		1/2010	726,983.96
						* Total	726,983.96
01/27/2010	98463	TRACTOR SUPPLY CREDIT P	acct 6035301200183679	603-5300-444.40-41		1/2010	140.37
			acct 6035301200183679	603-5300-444.60-12		1/2010	5.75
						* Total	146.12
02/03/2010	98483	ARROW PONTIAC	518856	603-5300-444.40-41		1/2010	98.61
						* Total	98.61
02/03/2010	98488	BOYER TRUCKS - PARTS DI	369603	603-5300-444.40-41		2/2010	329.10
						* Total	329.10
02/03/2010	98494	CARQUEST OF ROSEMOUNT	1596100309	603-5300-444.40-41		2/2010	21.30-
			1596117427	603-5300-444.40-41		1/2010	44.87
			1596117621	603-0000-145.50-00		1/2010	61.35
			1596117651	603-5300-444.60-12		1/2010	4.21
			1596117788	603-3000-444.60-12		1/2010	14.79
			1596117988	603-0000-145.50-00		1/2010	32.03
			1596117991	603-0000-145.50-00		1/2010	9.55
			1596118035	603-0000-145.50-00		1/2010	229.57
			1596118035	603-3000-444.40-41		1/2010	7.68
			1596118051	603-5300-444.40-41		1/2010	113.49
			1596118178	603-0000-145.50-00		1/2010	49.32
			1596118237	603-5300-444.40-41		1/2010	44.87-
			1596118239	603-0000-145.50-00		1/2010	10.98
			1596118239	603-5300-444.60-12		1/2010	14.56
			1596118390	603-5300-444.60-12		1/2010	42.02
			1596118393	603-0000-145.50-00		2/2010	53.12
			1596118393	603-5300-444.40-41		2/2010	42.02-
			1596118396	603-0000-145.50-00		2/2010	25.00
			1596118410	603-5300-444.40-41		2/2010	11.32
			1596118426	603-5300-444.60-12		1/2010	3.62
			1596118431	603-5300-444.40-41		2/2010	21.97
			1596118508	603-5300-444.60-12		2/2010	23.93
			1596118512	603-5300-444.40-41		2/2010	7.80
			1596118601	603-5300-444.40-41		2/2010	104.05

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98494	CARQUEST OF ROSEMOUNT	1596118605 1596118609 1596118619 1596118632 1596118690	603-0000-145.50-00 603-0000-145.50-00 603-0000-145.50-00 603-5300-444.40-41 603-5300-444.40-41		2/2010 2/2010 2/2010 2/2010 2/2010 * Total	79.68 18.14 43.11 21.97 62.29 958.29
02/03/2010	98495	CATCO PARTS SERVICE	1723810 1723812	603-5300-444.40-41 603-5300-444.40-41		2/2010 2/2010 * Total	50.96 30.25 81.21
02/03/2010	98502	CRYSTEEL TRUCK EQUIPMEN	F27559 F27720 R27557	603-5300-444.60-40 603-5300-444.40-41 603-5300-444.60-40		2/2010 2/2010 2/2010 * Total	351.06 1,511.02 578.19 2,440.27
02/03/2010	98505	DAKOTA CITY TREASURER	epa id mnd007183841	603-5300-444.40-25		2/2010 * Total	96.30 96.30
02/03/2010	98509	DEY DISTRIBUTING	DM114161801	603-5300-444.40-40		2/2010 * Total	13.84 13.84
02/03/2010	98513	EMERGENCY AUTOMOTIVE TE	0126109	603-5300-444.40-41		2/2010 * Total	189.97 189.97
02/03/2010	98514	FACTORY MOTOR PARTS COM	13267367	603-5300-444.40-41		1/2010 * Total	69.74 69.74
02/03/2010	98519	G & K SERVICES	acct 7494701 acct 7494701	603-5300-444.40-65 603-5300-444.60-45		1/2010 1/2010 * Total	60.07 23.61 83.68
02/03/2010	98521	G & K SERVICES	acct 7494701 acct 7494701	603-5300-444.40-65 603-5300-444.60-45		2/2010 2/2010 * Total	60.07 23.61 83.68
02/03/2010	98530	HOSE / CONVEYORS INC	7628	603-5300-444.40-41		2/2010 * Total	90.88 90.88
02/03/2010	98537	KIMBALL MIDWEST	1362809 1362809	603-0000-145.50-00 603-5300-444.60-12		2/2010 2/2010 * Total	326.24 803.15 1,129.39
02/03/2010	98538	LARSON COMPANIES	cust 14649	603-0000-145.50-00		2/2010 * Total	176.89 176.89
02/03/2010	98540	LITTLE FALLS MACHINE IN	43543	603-5300-444.40-41		2/2010 * Total	781.05 781.05
02/03/2010	98556	MTI DISTRIBUTING CO	710525 710720	603-5300-444.40-41 603-5300-444.40-41		1/2010 1/2010 * Total	154.48 82.89 237.37

CHECK DATE	CHECK NUMBER	CHECK VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/03/2010	98557	NEXTEL COMMUNICATIONS	acct 249383315	603-5300-444.50-20		1/2010 * Total	64.17 64.17
02/03/2010	98560	POMP'S TIRE SERVICE, IN	312981	603-0000-145.50-00		1/2010 * Total	1,199.14 1,199.14
02/03/2010	98564	R & R SPECIALTIES OF WI	44395	603-5300-444.40-41		1/2010 * Total	68.13 68.13
02/03/2010	98565	RDO EQUIPMENT COMPANY	acct 2556007	603-5300-444.40-41		2/2010 * Total	612.23 612.23
02/03/2010	98570	SAM'S CLUB	acct 7715090061845624	603-5300-444.60-11		2/2010 * Total	83.21 83.21
02/03/2010	98574	ST. JOSEPH EQUIPMENT, I	SF066697	603-5300-444.40-41		2/2010 * Total	462.17 462.17
02/03/2010	98576	SYN-TECH SYSTEMS	50704	603-5300-444.40-42		1/2010 * Total	918.75 918.75
02/03/2010	98584	WESTERN PETROLEUM COMPA	0161868	603-0000-145.50-00		2/2010 * Total	1,365.55 1,365.55
02/03/2010	98586	XEROX DIRECT	90174889	603-5300-444.40-44		2/2010 * Total	243.68 243.68
02/03/2010	98587	YOCUM OIL COMPANY, INC.	967398	603-0000-145.60-00		1/2010 * Total	26.15 26.15
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	604-2200-416.20-62		1/2010 * Total	.96 .96
01/27/2010	98451	S & T OFFICE PRODUCTS	1132	604-2200-416.60-10		1/2010	130.32
			121509	604-2200-416.60-10		1/2010	29.66
			122809	604-2200-416.60-10		1/2010	27.06
			1261	604-2200-416.60-10		1/2010	167.55
			1261A	604-2200-416.60-10		1/2010	15.04
			1263	604-2200-416.60-10		1/2010	69.79
						* Total	439.42
						** Fund Total	739,089.39
01/27/2010	98405	GEPHART ELECTRIC CO INC	Lighting retrofit	605-3100-419.60-40		1/2010 * Total	6,200.47 6,200.47
01/27/2010	98415	INTEGRA TELECOM	acct 2129	605-3100-419.50-20		1/2010 * Total	187.50 187.50
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	605-3100-419.20-62		1/2010 * Total	8.33 8.33
						** Fund Total	440.38

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
01/27/2010	98435	NEOPOST	standard maintenance rate change protection meter rental	605-3100-419.40-44 605-3100-419.40-44 605-3100-419.40-50		1/2010 1/2010 1/2010 * Total	792.92 168.96 1,605.83 2,567.71
01/27/2010	98442	NS/I MECHANICAL CONTRAC	C0001097	605-3100-419.40-40		1/2010 * Total	1,893.00 1,893.00
01/27/2010	98460	TDS METROCOM	acct 6515540132	605-3100-419.50-20		1/2010 * Total	341.14 341.14
01/27/2010	98467	US POSTMASTER	UTILITY MAILING	605-3100-419.50-35		1/2010 * Total	1,287.54 1,287.54
02/03/2010	98571	SAM'S CLUB	acct 7715090063580633	605-3100-419.60-11	8 Checks	2/2010 * Total	97.66 97.66
01/27/2010	98399	DBMSAR, LLC	NOV/DEC	606-1400-413.30-70	** Fund Total	1/2010 * Total	12,583.35 3,600.00 3,600.00
01/27/2010	98406	GOVERNMENT TRAINING SER	easton/varma/mylan/teppen	606-1400-413.50-80		1/2010 * Total	1,500.00 1,500.00
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	606-1400-413.20-62		1/2010 * Total	9.63 9.63
01/27/2010	98470	VERIZON WIRELESS	acct 280581502	606-1400-413.50-20		1/2010 * Total	32.44 32.44
02/03/2010	98501	CREATIVE VISION TECHNOL	108465	606-1400-413.30-70		2/2010 * Total	720.00 720.00
02/03/2010	98512	ELERT & ASSOCIATES	0158875	606-1400-413.30-70		2/2010 * Total	1,597.50 1,597.50
01/28/2010	98477	HENNEPIN COUNTY DISTRIC	brian christopher francis	702-0000-229.10-00	6 Checks	** Fund Total	7,459.57
01/27/2010	98431	MN LIFE INSURANCE CO	policy 0027324	703-5500-446.20-62	1 Checks	** Fund Total	50.00
					1 Checks	1/2010 * Total	2.27 2.27
					1 Checks	** Fund Total	2.27
					247 Checks	*** Bank Total	1,724,320.19
					247 Checks	*** Grand Total	1,724,320.19

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 8 for City Project No. 2008-18 – Public Safety Addition/City Hall Renovation

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: Jenelle Teppen, Asst City Admin  
Prepared by: *CS*  
Reviewed by:

- Fiscal/FTE Impact:
- None
  - Amount included in current budget
  - Budget amendment requested
  - FTE included in current complement
  - New FTE requested – N/A
  - Other: Project Fund

PURPOSE/ACTION REQUESTED Consider Pay Voucher No. 8 for City Project No. 2008-18 – Public Safety Addition/City Hall Renovation.

SUMMARY The contract was awarded in an amount of \$11,501,900 to Shaw Lundquist Associates on April 27, 2009 for the project identified above. It has been subsequently amended with three change orders (Change Order No. 4 is not yet reflected in the pay voucher) for a total contract amount now of \$11,636,123.00

The contractor has completed the work through January 31, 2010 in accordance with the contract plans and specifications. A 5% retainage will be maintained until the project is completed.

Staff recommends approval of Pay Voucher No. 8 in the amount of \$592,876.48 to Shaw Lundquist Associates for work on City Project No. 2008-18 – Public Safety Addition/City Hall Renovation.

Attachment: Pay Voucher No. 8

CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAYMENT VOUCHER

ESTIMATE NO: 8 (eight)  
DATE: February 8, 2010  
PERIOD ENDING: January 31, 2010  
CONTRACT: Public Safety Addition City Hall Renovation  
PROJECT NO: 2008-18 – Public Safety Addition/City Hall Renovation

TO: Shaw Lundquist Associates  
2757 West Service Road  
Saint Paul, MN 55121

Original Contract Amount . . . . . \$11,501,900  
Total Addition . . . . . \$134,223.00  
Total Deduction . . . . . \$0.00  
Total Contract Amount . . . . . \$11,636,123  
Total Value of Work to Date . . . . . \$3,921,723.00  
Less Retained (5%) . . . . . \$196,086.15  
Less Previous Payment . . . . . \$3,132,760.37  
Total Approved for Payment this Voucher . . . . . \$592,876.48  
Total Payments including this Voucher . . . . . \$3,725,636.85

Approvals:

Pursuant to field observation, and approval by the Architect and Owner's Representative, I hereby recommend for payment the above stated amount for work performed through December 31, 2009.

Signed by:  February 2, 2010  
Jenelle Teppen, Assistant City Administrator

Signed by: \_\_\_\_\_  
Shaw Lundquist Associates Date

Signed by: \_\_\_\_\_  
George Tourville, Mayor February 8, 2010

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

11 PAGES

TO OWNER: City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077

PROJECT: Public Safety Addition  
and City Hall Remodel  
8150 Barbara Ave.  
Inver Grove Hts, MN

APPLICATION NO: 8 Revised  
APPLICATION DATE: January 25, 2010  
PERIOD TO: January 31, 2010

VIA ARCHITECT: BKV Group, Inc.

FROM CONTRACTOR:

Shaw-Lundquist Associates, Inc. (09477)

222 North Second Street

Remit to: **SDS 12-0699 Box 86**

Minneapolis, MN 55401

PROJECT NOS: #1643.01

Minneapolis, MN 55486

General Construction

CONTRACT DATE: May 19, 2009

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

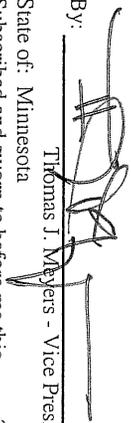
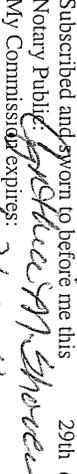
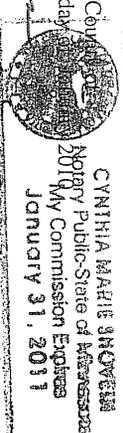
1. ORIGINAL CONTRACT SUM \$ 11,501,900.00
2. Net change by Change Orders \$ 134,223.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 11,636,123.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,921,723.00
5. RETAINAGE:
  - a. 5 % of Completed Work \$ 196,086.15  
(Column D + E on G703)
  - b. 5 % of Stored Material \$ 0.00  
(Column F on G703)

Total Retainage (Lines 5a + 5b or  
Total in Column I of G703) \$ 196,086.15
6. TOTAL EARNED LESS RETAINAGE \$ 3,725,636.85  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 3,132,760.37
8. CURRENT PAYMENT DUE \$ 592,876.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 7,910,486.15  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$134,223.00	
Total approved this Month		
<b>TOTALS</b>	<b>\$134,223.00</b>	<b>\$0.00</b>
NET CHANGES by Change Order		\$134,223.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: SHAW-LUNDQUIST ASSOCIATES, INC.

By:  Date: January 29, 2010  
Thomas J. Meyers - Vice President  
State of: Minnesota  
Subscribed and sworn to before me this 29th day of January, 2010  
Notary Public:  My Commission expires: 03/31/2011  


## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 592,876.48

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By:  Date: 2/1/2010

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 08  
 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)					% (G ÷ C)		
<b>PHASE I</b>										
01010	Mobilization/Project Setup	14,676.00	14,676.00				14,676.00	100.00%		
01020	Supervision & Project Management	259,344.00	151,284.00	21,612.00			172,896.00	66.67%	86,448.00	
01030	Layout & misc. survey	6,180.00	6,180.00				6,180.00	100.00%		
01040	Performance Bonds	79,857.00	79,857.00				79,857.00	100.00%		
01050	General liability insurance	30,480.00	30,480.00				30,480.00	100.00%		
01060	Enclosed building heat,electric,misc. utilities	56,880.00	33,180.00	8,180.00			41,360.00	72.71%	15,520.00	
01070	Equipment rentals,small tools	6,138.00	3,580.50	511.50			4,092.00	66.67%	2,046.00	
01080	Safety and enclosures	4,614.00	3,000.00	500.00			3,500.00	75.86%	1,114.00	
01090	Temporary Fence	15,750.00	15,750.00				15,750.00	100.00%		
01100	Project Sign	688.00	688.00				688.00	100.00%		
01110	Toilets/Trailers/Telephone	14,700.00	8,575.00	1,225.00			9,800.00	66.67%	4,900.00	
01120	Dumpsters/general cleaning	35,664.00	20,804.00	2,972.00			23,776.00	66.67%	11,888.00	
01130	Punchlist/final Cleaning/project closeout/O	10,545.00	20,804.00				23,776.00	0.00%	10,545.00	
31 2300	excavation work	230,287.00	203,465.00				203,465.00	88.35%	26,822.00	
32 1206	plant mixed asphalt pavement, porous aspha	68,910.00	15,000.00				15,000.00	21.77%	53,910.00	
32 1314	concrete walks,median and driveways	26,400.00						0.00%	26,400.00	
32 1613	concrete curb & gutter	27,162.00						0.00%	27,162.00	
32 3241	landscape,irrigation,retaining walls	100,980.00						0.00%	100,980.00	
33 1000	site utilities	123,000.00	108,500.00				108,500.00	88.21%	14,500.00	
02 4119	selective demolition for remodeling	47,900.00	42,500.00				42,500.00	88.73%	5,400.00	
03 2000	concrete reinforcing steel	29,635.00	29,635.00				29,635.00	100.00%		
03 2001	reinforcing steel labor	24,000.00	24,000.00				24,000.00	100.00%		
03 3000	cast-in-place concrete	368,285.00	359,979.00				359,979.00	97.74%	8,306.00	
03 3510	polished concrete	17,856.00	8,820.00				8,820.00	49.40%	9,036.00	
<b>Page Totals</b>		1,599,931.00	1,159,953.50	35,000.50		0.00	1,194,954.00		404,977.00	0

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 08  
 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD TO DATE	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	COMPLETED AND STORED TO DATE (D+E+F)			% (G ÷ C)			
04 2000	unit masonry,precast arch. Concrete	510,606.00	313,400.00	62,500.00			375,900.00	73.62%	134,706.00	
05 5000	Steel, Misc. Metal Materials	260,991.00	260,991.00				260,991.00	100.00%		
05 5001	Steel, Misc. Metal Labor	119,400.00	102,000.00				102,000.00	85.43%	17,400.00	
06 1033	miscellaneous carpentry	27,570.00	23,500.00	3,000.00			26,500.00	96.12%	1,070.00	
06 4100	architectural woodwork	117,456.00	12,800.00				12,800.00	10.90%	104,656.00	
06 4101	Architectural woodwork Labor	31,491.00						0.00%	31,491.00	
07 1326	hot-fluid applied asphalt waterproofing	18,000.00	18,000.00				18,000.00	100.00%		
07 2726	moisture barrier	23,700.00		2,000.00			2,000.00	0.00%	23,700.00	
07 4213	metal panels	78,233.00	130,500.00				130,500.00	2.56%	76,233.00	
07 5400	Roofing,sheetmetal flashing & trim	137,780.00						94.72%	7,280.00	
07 9200	joint sealers	15,306.00						0.00%	15,306.00	
07 9513	expansion joint cover assemblies	5,667.00						0.00%	5,667.00	
08 1113	HM doors, wood doors,finish hardware	151,596.00	40,000.00	27,000.00			67,000.00	44.20%	84,596.00	
08 3113	access panels	2,483.00						0.00%	2,483.00	
08 3313	coiling counter doors,grilles,four fold doors	34,297.00						0.00%	34,297.00	
08 4423	glazed aluminum curtainwalls,glazing	569,040.00						0.00%	569,040.00	
08 7115	automatic door operators	3,130.00						0.00%	3,130.00	
08 9100	louver and vents	18,935.00						0.00%	18,935.00	
09 2900	Drywall,mt framing,fireproofing,plaster	337,800.00	185,000.00	28,000.00			213,000.00	63.06%	124,800.00	
09 3100	tile	30,710.00						0.00%	30,710.00	
09 5123	acoustical tile ceilings & wall panels	97,602.00						0.00%	97,602.00	
09 6723	resinous flooring	4,977.00						0.00%	4,977.00	
09 6813	carpet tile & resilient flooring, entrance mat	87,156.00						0.00%	87,156.00	
09 7750	Fiberglass reinforced panels	390.00						0.00%	390.00	
<b>Page Totals</b>		2,684,316.00	1,086,191.00	122,500.00		0.00	1,208,691.00		1,475,625.00	0

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 4 OF 11 PAGES

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Contractor's signed certification is attached.

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APPLICATION NO: 08  
 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				% (G ÷ C)			
09 9000	painting and coatings	40,826.00								
10 1000	visual display boards	6,872.00								
10 1413	interior signage	3,468.00								
10 1451	exterior signage	5,871.00								
10 2113	toilet compartments	10,160.00								
10 2219	dismountable partitions	4,499.00								
10 2800	toilet accessories	6,852.00								
10 4413	fire protection specialties	2,274.00								
10 5113	metal lockers	18,413.00								
10 5114	police evidence lockers	78,620.00								
10 5613	metal storage shelving	12,205.00								
10 6500	wire mesh partitions	5,880.00								
10 7500	flagpoles	1,557.00								
10 9000	fire department lock boxes	355.00								
11 1930	detention furnishings	70,484.00								
11 3100	appliances	5,915.00	36,100.00				36,100.00			
11 5213	projection screens	7,146.00								
12 2413	roller shades	28,583.00								
13 4200	bullet resistant transaction window	10,631.00								
14 2400	holed hydraulic elevators	121,273.00								
21 0000	fire suppression	53,823.00	25,840.00	84,000.00			109,840.00			
22 0000	Mechanical		38,007.00				38,007.00			
22 0001	Permits/Mobilize	13,600.00								
22 0002	Infloor Heat L	25,000.00	13,600.00				13,600.00			
22 0003	Infloor Heat M	39,000.00	10,500.00				10,500.00			
22 0004	Hot Water L	77,663.00	30,000.00				30,000.00			
22 0005	Hot Water M	48,274.00	23,000.00	5,000.00			28,000.00			
22 0006	Geo Core Piping L	87,350.00	15,241.00	5,000.00			20,241.00			
22 0007	Geo Core Piping M	42,800.00	26,000.00	5,000.00			31,000.00			
	<b>Page Totals</b>	<b>829,394.00</b>	<b>238,288.00</b>	<b>104,000.00</b>		<b>0.00</b>	<b>342,288.00</b>		<b>487,106.00</b>	<b>0</b>

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 5 OF 11 PAGES

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APPLICATION NO: 08  
 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
22 0007	Heat Pump Piping L	15,000.00	2,000.00		3,380.00		10,380.00	0.00%	13,000.00
22 0008	Heat Pump Piping M	9,541.00	2,600.00		61,500.00		66,500.00	27.25%	6,941.00
22 0009	CUH Radiation L	16,000.00			10,000.00		78,000.00	0.00%	16,000.00
22 0010	CUH Radiation M	25,000.00	15,000.00		98,500.00		18,500.00	60.00%	10,000.00
22 0011	Hydronic Pumps L	20,000.00			11,000.00		11,000.00	0.00%	20,000.00
22 0012	Hydronic Pumps M	45,000.00			45,000.00		45,000.00	100.00%	
22 0013	Hydronic Tank L	10,000.00						0.00%	10,000.00
22 0014	Hydronic Tank M	20,000.00						85.00%	3,000.00
22 0015	Condensation L	14,500.00	3,000.00		6,000.00		6,000.00	41.38%	8,500.00
22 0016	Condensation M	8,500.00	2,000.00		2,500.00		2,500.00	29.41%	6,000.00
22 0017	Humidifiers L	10,000.00						0.00%	10,000.00
22 0018	Humidifiers M	13,000.00						0.00%	13,000.00
22 0019	Fixtures/ Water Heaters/ Pumps L	49,550.00	7,000.00		10,380.00		10,380.00	20.95%	39,170.00
22 0020	Fixtures/ Water Heaters/ Pumps M	130,500.00	5,000.00		66,500.00		66,500.00	50.96%	64,000.00
22 0021	Water Vent, RWL, Drains L	86,370.00	68,000.00		78,000.00		78,000.00	90.31%	8,370.00
22 0022	Water Vent, RWL, Drains M	98,500.00	87,000.00		98,500.00		98,500.00	100.00%	
22 0023	Water Pipe L	50,000.00	7,000.00		11,000.00		11,000.00	22.00%	39,000.00
22 0024	Water Pipe M	39,680.00	7,000.00		6,000.00		6,000.00	45.36%	21,680.00
22 0025	Pipe Insulation L	50,700.00			18,000.00		18,000.00	11.83%	44,700.00
22 0026	Pipe Insulation M	35,400.00			3,500.00		3,500.00	9.89%	31,900.00
22 0027	HVAC GCs	15,000.00	15,000.00		15,000.00		15,000.00	100.00%	
22 0028	Mobilizatin	5,000.00	5,000.00		5,000.00		5,000.00	100.00%	
22 0029	Equipment Rental	6,000.00	1,000.00		1,000.00		1,000.00	16.67%	5,000.00
22 0030	Permit	16,000.00	16,000.00		16,000.00		16,000.00	100.00%	
22 0031	Demo	15,000.00						0.00%	15,000.00
22 0032	Testing Adjusting and Balancing	25,000.00						0.00%	25,000.00
22 0033	Duct Insulation	50,000.00						0.00%	50,000.00
22 0034	Controls	150,000.00	20,500.00		20,500.00		20,500.00	13.67%	129,500.00
22 0035	Metal Ducts L	205,000.00	25,000.00		15,000.00		40,000.00	19.51%	165,000.00
<b>Page Totals</b>		<b>1,234,241.00</b>	<b>288,100.00</b>	<b>191,380.00</b>	<b>479,480.00</b>	<b>0.00</b>	<b>754,761.00</b>	<b>0</b>	<b>0</b>

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 6 OF 11 PAGES

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 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
22 0036	Metal Ducts M	70,000.00	15,000.00				15,000.00	21.43%	55,000.00	
22 0037	Air Duct Acc. L	25,000.00	3,000.00				3,000.00	12.00%	22,000.00	
22 0038	Air Duct Acc. M	13,000.00	3,000.00				3,000.00	23.08%	10,000.00	
22 0039	HVAC Power Vent. L	10,500.00	4,000.00				4,000.00	38.10%	6,500.00	
22 0040	HVAC Power Vent. M	8,500.00	3,000.00				3,000.00	35.29%	5,500.00	
22 0041	Diffusers, Registers, Grilles L	36,749.00						0.00%	36,749.00	
22 0042	Diffusers, Registers, Grilles M	37,621.00						0.00%	37,621.00	
22 0043	Modular Indoor Central AHU L	35,860.00	6,000.00				6,000.00	30.67%	24,860.00	
22 0044	Modular Indoor Central AHU M	300,000.00	158,000.00				158,000.00	65.21%	104,380.00	
22 0045	Geothermal L	105,000.00					6,500.00	6.19%	98,500.00	
22 0046	Geothermal M	95,000.00	25,147.00				25,147.00	26.47%	69,853.00	
26 0000	Electrical									
26 0001	Raceway L	106,300.00	35,560.00				65,740.00	61.84%	40,560.00	
26 0002	Raceway M	56,400.00	26,880.00				49,580.00	87.91%	6,820.00	
26 0003	Wire and Cable L	23,600.00	4,000.00				4,000.00	16.95%	19,600.00	
26 0004	Wire and Cable M	84,300.00	2,300.00				28,600.00	33.93%	55,700.00	
26 0005	Distribution L	20,100.00	15,000.00				18,800.00	93.53%	1,300.00	
26 0006	Distribution M	61,500.00	61,500.00				61,500.00	100.00%		
26 0007	Fixtures L	46,700.00						0.00%	46,700.00	
26 0008	Fixtures M	75,800.00					10,400.00	13.72%	65,400.00	
26 0009	Devices L	10,500.00						0.00%	10,500.00	
26 0010	Devices M	9,300.00						0.00%	9,300.00	
26 0011	Underground L	4,400.00	4,400.00				4,400.00	100.00%		
26 0012	Underground M	9,500.00	4,200.00				7,700.00	81.05%	1,800.00	
26 0013	Permit, Demo Mobilize L	9,700.00	9,700.00				9,700.00	100.00%		
26 0014	Permit, Demo Mobilize M	8,700.00	8,700.00				8,700.00	100.00%		
26 0015	Generator L	5,300.00						0.00%	5,300.00	
26 0016	Generator M	237,000.00						0.00%	237,000.00	
<b>Page Totals</b>		1,506,330.00	389,387.00				535,387.00	47.88%	970,943.00	
<b>Phase I Totals</b>		7,854,212.00	3,161,919.50				3,760,800.00	47.88%	4,093,412.00	

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 7 OF 11 PAGES

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APPLICATION NO: 08  
 APPLICATION DATE: January 25, 2010  
 PERIOD TO: January 31, 2010  
 OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
<b>PHASE 2</b>									
01010	Mobilization/Project Setup	9,784.00						9,784.00	
01020	Supervision & Project Management	172,896.00						172,896.00	
01030	Layout & misc. survey	4,120.00						4,120.00	
01040	Performance Bonds	53,238.00						53,238.00	
01050	General liability insurance	20,320.00						20,320.00	
01060	Enclosed building heat, electric, misc. utilities	37,920.00						37,920.00	
01070	equipment rentals, small tools	4,092.00						4,092.00	
01080	Safety and enclosures	3,076.00						3,076.00	
01090	Temporary Fence	5,250.00						5,250.00	
01100	Project Sign	458.00						458.00	
01110	Toilets/Trailers/Telephone	9,800.00						9,800.00	
01120	Dumpsters/general cleaning	23,776.00						23,776.00	
01130	Punchlist/final Cleaning/project closeout/O excavation work	7,030.00						7,030.00	
31 2300	plant mixed asphalt pavement, porous aspha	153,524.00						153,524.00	
32 1206	concrete walks, median and driveways	45,940.00						45,940.00	
32 1314	concrete curb & gutter	17,600.00						17,600.00	
32 1613	Landscaping, irrigation, retaining walls	14,422.00						14,422.00	
32 3241	selective demolition for remodeling	67,320.00						67,320.00	
02 4119	concrete reinforcing steel	31,934.00						31,934.00	
03 2000	reinforcing steel labor	19,757.00						19,757.00	
03 2001	cast-in-place concrete	245,524.00						245,524.00	
03 3000	polished concrete	11,904.00						11,904.00	
03 3510									
<b>Page Totals</b>		1,057,685.00	0.00	0.00	0.00	0.00		1,057,685.00	0

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			FROM PREVIOUS APPLICATION (D + E)				COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
04 2000	unit masonry,precast arch. Concrete	340,404.00							340,404.00	
05 5000	Steel, Misc. Metal Material	173,994.00							173,994.00	
05 5001	Steel, Misc. Metal Labor	79,600.00							79,600.00	
06 1053	miscellaneous carpentry	18,380.00							18,380.00	
06 4100	architectural woodwork	78,304.00							78,304.00	
06 4101	Architectural woodwork Labor	20,994.00							20,994.00	
07 1326	hot-fluid applied asphalt waterproofing	12,000.00							12,000.00	
07 2726	moisture barrier	15,800.00							15,800.00	
07 4213	metal panels	74,815.00							74,815.00	
07 5400	Roofing,sheetmetal Flashing & trim	54,665.00							54,665.00	
07 9200	joint sealers	10,204.00							10,204.00	
07 9513	expansion joint cover assemblies	3,778.00							3,778.00	
08 1113	HM doors, wood doors,finish hardware	101,064.00							101,064.00	
08 3113	access panels	1,655.00							1,655.00	
08 3313	coiling counter doors,grilles,four fold doors	51,446.00							51,446.00	
08 4423	glazed aluminum currainwalls,glazing	37,200.00							37,200.00	
08 7115	automatic door operators	3,131.00							3,131.00	
08 9100	louver and vents	12,623.00							12,623.00	
09 2900	Drywall,mrl framing,fireproofing,plaster	225,200.00							225,200.00	
09 3100	tile	16,120.00							16,120.00	
09 5123	acoustical tile ceilings & wall panels	152,398.00							152,398.00	
09 6723	resinous flooring	3,318.00							3,318.00	
09 6813	carpet tile & resilient flooring, entrance mat	58,104.00							58,104.00	
09 7750	fiberglass reinforced panels	260.00							260.00	
<b>Page Totals</b>		1,545,457.00	1,500.00		0.00	0.00	1,500.00		1,543,957.00	0

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AIA DOCUMENT G703

PAGE 9 OF 11 PAGES

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APPLICATION NO: 08

Contractor's signed certification is attached.

APPLICATION DATE: January 25, 2010

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PERIOD TO: January 31, 2010

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OWNER'S PROJECT NO.: #1643.01

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
09 9000	painting and coatings	35,500.00						35,500.00	
10 1000	visual display boards	4,581.00						4,581.00	
10 1413	interior signage	2,312.00						2,312.00	
10 1451	exterior signage	3,914.00						3,914.00	
10 2113	toilet compartments	6,773.00						6,773.00	
10 2219	dismountable partitions	2,999.00						2,999.00	
10 2800	toilet accessories	4,568.00						4,568.00	
10 4413	fire protection specialties	1,516.00						1,516.00	
10 5113	metal lockers	12,276.00						12,276.00	
10 5114	police evidence lockers	0.00							
10 5613	metal storage shelving	8,136.00						8,136.00	
10 6500	wire mesh partitions	3,920.00						3,920.00	
10 7500	flagpoles	1,038.00						1,038.00	
10 9000	fire department lock boxes	237.00						237.00	
11 1930	detention furnishings	0.00							
11 3100	appliances	3,943.00						3,943.00	
11 5213	projection screens	650.00						650.00	
12 2413	roller shades	2,602.00						2,602.00	
13 4200	bullet resistant transaction window	7,088.00						7,088.00	
14 2400	holed hydraulic elevators	10,000.00						10,000.00	
21 0000	fire suppression	42,163.00						42,163.00	
22 0000	Mechanical								
22 0001	Infloor Heat L	5,000.00						5,000.00	
22 0002	Infloor Heat M	4,000.00						4,000.00	
22 0003	Hot Water L	5,500.00						5,500.00	
22 0004	Hot Water M	2,500.00						2,500.00	
22 0005	Geo Piping L	5,500.00						5,500.00	
22 0006	Geo Piping M	4,000.00						4,000.00	
<b>Page Totals</b>		180,716.00	0.00	0.00	0.00	0.00		180,716.00	0

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 10 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 08

January 25, 2010

APPLICATION DATE: January 31, 2010

PERIOD TO: January 31, 2010

OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
22 0007	CUH Radiation L	8,000.00						0.00%	8,000.00	
22 0008	CUH Radiation M	4,000.00						0.00%	4,000.00	
22 0009	Plumbing Permit	1,500.00						0.00%	1,500.00	
22 0010	Fixtures/ Water Heaters/ Pumps L	5,000.00						0.00%	5,000.00	
22 0011	Fixtures/ Water Heaters/ Pumps M	11,557.00						0.00%	11,557.00	
22 0012	Water Vent, RWL, Drains L	13,800.00						0.00%	13,800.00	
22 0013	Water Vent, RWL, Drains M	6,139.00						0.00%	6,139.00	
22 0014	Water Pipe L	7,000.00						0.00%	7,000.00	
22 0015	Water Pipe M	4,000.00						0.00%	4,000.00	
22 0016	Pipe Insulation L	26,200.00						0.00%	26,200.00	
22 0017	Pipe Insulation M	13,500.00						0.00%	13,500.00	
22 0018	Metal Ducts L	36,500.00						0.00%	36,500.00	
22 0019	Metal Ducts M	9,500.00						0.00%	9,500.00	
22 0020	Geothermal L	60,614.00						0.00%	60,614.00	
22 0021	Geothermal M	53,420.00						0.00%	53,420.00	
26 0000	Electrical									
26 0001	Raceway L	103,200.00			9,000.00		9,000.00	8.72%	94,200.00	
26 0002	Raceway M	52,600.00			4,600.00		4,600.00	8.75%	48,000.00	
26 0003	Wire and Cable L	26,200.00						0.00%	26,200.00	
26 0004	Wire and Cable M	70,100.00						0.00%	70,100.00	
26 0005	Distribution L	12,200.00						0.00%	12,200.00	
26 0006	Distribution M	27,200.00						0.00%	27,200.00	
26 0007	Fixtures L	38,000.00						0.00%	38,000.00	
26 0008	Fixtures M	190,300.00			9,600.00		9,600.00	5.04%	180,700.00	
26 0009	Devices L	9,250.00						0.00%	9,250.00	
26 0010	Devices M	8,750.00						0.00%	8,750.00	
26 0011	Underground L	6,900.00						0.00%	6,900.00	
26 0012	Underground M	19,900.00						0.00%	19,900.00	
26 0013	Permit, Demo Mobilize L	29,350.00						0.00%	29,350.00	
26 0014	Permit, Demo Mobilize M	9,150.00			2,000.00		2,000.00	21.86%	7,150.00	
<b>Page Totals</b>		863,830.00	0.00		25,200.00	0.00	25,200.00	0.73%	838,630.00	
<b>Phase 2 Totals</b>		3,647,688.00	1,500.00		25,200.00	0.00	26,700.00		3,620,988.00	0

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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 11 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 08

APPLICATION DATE: January 25, 2010

PERIOD TO: January 31, 2010

OWNER'S PROJECT NO: #1643.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				COMPLETED AND STORED TO DATE (D+E+H)	% (G ÷ C)		
50 0001	Change Order #1	88,184.00	88,184.00				88,184.00	100.00%		
50 0002	Change Order #2	22,369.00	22,369.00				22,369.00	100.00%		
50 0003	Change Order #3	23,670.00	23,670.00				23,670.00	100.00%		
Change Order Totals		134,223.00	134,223.00		0.00		134,223.00		0.00	
Contract Totals		11,636,123.00	3,297,642.50		624,080.50		3,921,723.00	33.70%	7,714,400.00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider Pay Voucher No. 2 for City Project No. 2009-29 – Well No. 9, Phase 2**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

*SAT CS*

<b>Fiscal/FTE Impact:</b>	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Water Operating Fund and Park Acquisition and Development Fund (Alternate No. 1)

**PURPOSE/ACTION REQUESTED**

Consider Pay Voucher No. 2 for City Project No. 2009-29 – Well No. 9, Phase 2.

**SUMMARY**

The contract was awarded in the base bid amount of \$440,772.90 and Alternate No. 1 in the amount of \$38,180.00 (for a total contract amount of \$478,952.90) to Burschville Construction, Inc. on October 12, 2009.

The contractor has completed the work through January 31, 2010 in accordance with the contract plans and specifications. A five (5) percent retainage will be maintained until the project is completed.

I recommend approval of Pay Voucher No. 2 in the amount of \$76,643.63 for work on City Project No. 2009-29 – Well No. 9, Phase 2.

TJK/kf

Attachment: Pay Voucher No. 2



Owner: City of Inver Grove Heights, 8150 Barbara Ave., Inver Grove Heights, MN 55077	Date: January 19, 2010
For Period: 11/24/2009 to 1/8/2010	Request No: 2
Contractor: Burschville Construction, Inc., 11440 Eighth Street NE, PO Box 65, Hanover, MN 55341	

**CONTRACTOR'S REQUEST FOR PAYMENT**

WELL NO. 9 - PHASE 2  
 BONESTROO FILE NO. 000476-07005-0  
 CITY PROJECT NO. 2009-29

SUMMARY

1	Original Contract Amount		\$	<u>478,952.90</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>478,952.90</u>
5	Value Completed to Date		\$	<u>210,273.52</u>
6	Material on Hand		\$	<u>30,000.00</u>
7	Amount Earned		\$	<u>240,273.52</u>
8	Less Retainage 5%		\$	<u>12,013.68</u>
9	Subtotal		\$	<u>228,259.84</u>
10	Less Amount Paid Previously		\$	<u>151,616.21</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u><u>76,643.63</u></u>

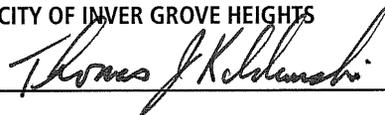
Recommended for Approval by:  
**BONESTROO**

  
 \_\_\_\_\_

Approved by Contractor:  
**BURSCHVILLE CONSTRUCTION, INC.**

  
 \_\_\_\_\_

Approved by Owner:  
**CITY OF INVER GROVE HEIGHTS**

  
 \_\_\_\_\_

Specified Contract Completion Date:  
July 15, 2010

Date: January 20, 2010

## CITY OF INVER GROVE HEIGHTS

## REQUEST FOR COUNCIL ACTION

**Accept Proposal from Keys Well Drilling Company for Well Pump No. 7 Rehabilitation**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: Jim Sweeney, 651.450.2565  
 Prepared by: Scott D. Thureen, Public Works Director  
 Reviewed by: *SDT*

**Fiscal/FTE Impact:**

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

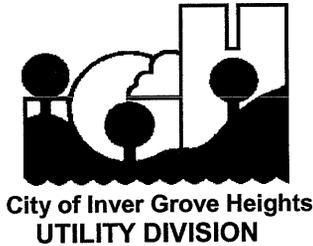
**PURPOSE/ACTION REQUESTED**

Accept proposal from Keys Well Drilling Company for Well Pump No. 7 rehabilitation.

**SUMMARY**

The Utilities Division has received proposals for reconditioning the pump at Well No. 7. Mr. Sweeney's attached memo provides the background information. I recommend approval of this proposal from Keys Well Drilling Company with funding from the Water Utility Fund Budget (501-7100-512.40-42).

SDT/kf  
 Attachment



## MEMORANDUM

TO : Scott Thureen  
FROM : Jim Sweeney  
SUBJECT : **Well Pump # 7 Rehabilitation**  
DATE : January 28, 2010

---

Attached are two proposals for the reconditioning of Well Pump # 7 located at 7509 Barbara Avenue East. Well # 7 was constructed in 1990 and is completed in the Jordan Sandstone formation. The well pump is a vertical turbine set at 300 feet below grade, and was last reconditioned in February of 2005.

Since 1998 the Utility Division has employed a maintenance schedule based on years of service and total gallons pumped to recondition our vertical turbine type well pumps. The benchmarks for this schedule are 5 to 7 years of service and/or 1.25 billion gallons pumped since the last reconditioning. We base this schedule on the recommendations of pump manufacturers, local vendors, and our experience with the corrosive nature of the water we pump. Referring to the schedule on page 2, you can see that Well 7 has reached the time benchmark and is very near the production mark.

I have summarized the two proposals on page 2, as you are aware the exact cost of this work can vary depending on the actual condition of the pump once it is inspected. In our experience the items summarized will be necessary, and are the basis of our price comparison. Utilities Division recommends awarding the reconditioning work to Keys Well Drilling Company.

<b>ITEM</b>	<b>KEYS</b>	<b>BERGERSON</b>
Remove/Reinstall Pump	\$4300.00	\$3700.00
15-10'x10" steel column pipe	\$5250.00	\$9000.00
2 - 5'x10" steel column pipe	\$ 520.00	\$ 840.00
30 – lineshaft bearings	\$ 750.00	\$ 750.00
Rebuild pump bowl assembly	\$1305.00	\$2300.00
Rebuild pump discharge head	\$ 520.00	\$ 350.00
Shop labor	\$1500.00	\$2250.00
<b>Total Estimated Cost</b>	<b>\$14,145.00</b>	<b>\$19,190.00</b>

The two factors that could escalate this cost are column pipe – we are planning on retaining 15 of the current 30 ten foot lengths – and the remote possibility that the current pump is worn beyond repair.

The funds for this project are budgeted in Water Fund account # 501-7100-512-40-42.

Thanks, Jim

<b>Well Number</b>	<b>Type</b>	<b>Date Reconditioned</b>	<b>Gallons Pumped</b>
3	V/T	3/2006	1,182 MG thru 1/1/10
4	V/T	5/2007	566 MG thru 1/1/10
5	V/T	4/2009	135 MG thru 1/1/10
6	V/T	4/2001	354 MG thru 1/1/10
7	V/T	2/2005	1,155 MG thru 1/1/10
8	SUB	3/2005	1,198 MG thru 1/1/10

**Notes**

- 1.Well 6 Mt. Simon/Hinckley formation limited to 70 MG annual production by Mn. DNR.
- 2.Well 8 submersible type - 7 to 9 years of service, 1.5 billion gallons production.

# Keys Well Drilling Company

Quotation

413 North Lexington Parkway, St. Paul, MN 55104-4696

651-646-7871 Fax 651-641-0216

To: City of Inver Grove Heights  
8168 Barbara Ave.  
Inver Grove Heights, MN 55077-3412

Date of Quotation: January 28, 2010  
Attention: Mr. Jim Sweeney  
Project: Pump Maintenance  
Location: Well Pump # 7

We are pleased to quote you as follows:

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Labor and material for the removal, inspection, repair and reinstallation of Well Pump # 7

ITEM	UNIT	EST. QTY	PRICE	TOTAL
Labor and equipment to remove pump	ls	1	1950 \$	1,950.00
Shop time - disassemble, and inspect, inspection report	ls	1	250 \$	250.00
Labor and equipment to reinstall pump	ls	1	2100 \$	2,100.00
			\$	<b>4,300.00</b>

Misc. repair Parts as needed

SS Impeller shaft	ea	1	365	
Bz bowl bearings	ea	4	85	
Bz Impeller wearings	ea	3	200	
10" x 10' T&C sch 40 column pipe	ea	1	350	
10" x 5' T&C sch 40 column pipe	ea	1	260	
Shop time - sandblast, repair, assemble and paint	hr	20	75	
Line shaft bearings	ea	30	25	
Packing box bearing and packing	ea	1	125	
SS Head shaft	ea	1	395	

**Total Labor and Material \$ 4,300.00**

Quantities are estimates only. Final cost will be determined by actual units approved and used.

Motor and any well work will be quoted upon removal and inspection

Thankyou for the opportunity to quote the work.

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Terms: N-30

Quotation valid for 60 days

Quoted By \_\_\_\_\_

Jeffrey W. Keys

Accepted \_\_\_\_\_

Date \_\_\_\_\_



**Bergerson - Caswell  
Inc.**

5115 Industrial Street  
Maple Plain, MN 55359

January 18, 2010

**CITY OF INVERGROVE HEIGHTS**

Attn: Mr. Jim Sweeney  
8168 Barbara Avenue  
Inver Grove Heights, MN 55077

Fax # (651) 455-9405

**RE: WELL PUMP #7 PREVENTATIVE MAINTENANCE INSPECTION QUOTE**

Dear Mr. Sweeney;  
Bergerson-Caswell Inc. Appreciates the opportunity to assist you and your well pump needs. As per your request we are offering you a project cost estimate to perform the well pump maintenance inspection on pump #5. Below is a breakdown of the associated costs for the labor and equipment to perform, along with the main replacement parts for the pump reconditioning that may need replacing. It is my understanding that this well pump installation is a 150 Hp Vertical Line shaft Turbine pump that has 8"x 1.5" column set 300' below grade. Based on these conditions the following project cost estimate will apply.

**PROJECT COST ESTIMATE:**

- |   |      |             |
|---|------|-------------|
| 1) Remove well Pump   |      | \$ 1,500.00 |
| 2) Inspect all pumping equipment, recommend repairs and actual costs.   |      | \$ 200.00   |
| 3) <b>Materials that may need replacement:</b>                          |      |             |
| Recondition 150 Hp Vertical Holloshaft motor                            | Est. | \$ 2,500.00 |
| 10"x 10' T & C drop pipe @ 600.00/ea Estimate 1/2 15 each               | Est. | \$ 9,000.00 |
| 10"x 5' T & C drop pipe @ \$420.00/ea Estimate 2 each                   | Est. | \$ 840.00   |
| 1-11/16" Line Shaft & coupling; S.S. \$ 475.00/ea                       | Est. | \$ 0.00     |
| 1-11/16" Line shaft Sleeves \$70.00 not installed                       | Est. | \$ 0.00     |
| Replace 30 Line shaft Bearings @ 25.00/ea                               | Est. | \$ 750.00   |
| Shop Labor to repair equipment, Estimate 30 Hrs @ \$75.00/hr            | Est. | \$ 2,250.00 |
| Rebuild Discharge Head  | Est. | \$ 350.00   |
| Rebuild Pump Bowl Assembly (Depends on condition and pump )             |      |             |
| Machine impeller and install wear ring \$350.00/stage                   | Est  | \$ 1,050.00 |
| F & I a set of bowl bearings  |      | \$ 600.00   |
| New pump bowl shaft   |      | \$ 650.00   |
| 1" poly for level monitoring, 300' @ \$1.00/FT                          |      | \$ 300.00   |
| 4) Reinstall pumping Equipment  |      | \$ 1,700.00 |
| 5) Startup & test reconditioned Pump into the system, draw water sample | \$   | 300.00      |

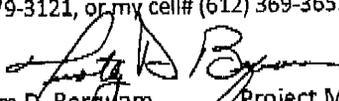
**PROJECT COST TO REMOVE AND REINSTALL**

**\$ 3,400.00**

The above project cost estimate is for the labor to Remove, Inspect, and Reinstall one pump unit that is installed at well #7. The total cost we will be able to determine once well pump #7 has been removed and inspected, but I would estimate the total project cost to be in line with the itemized materials break down listed above and the total project cost can be estimated in the proxy of \$ 21,790.00. This amount will not be able to be determined exactly until the entire pump unit is inspected for repairs.

If you have any additional questions, require other information or would like for us to perform the above project, please do not hesitate to contact us at (763) 479-3121, or my cell# (612) 369-3652.

Sincerely;  
**BERGERSON CASWELL INC.**

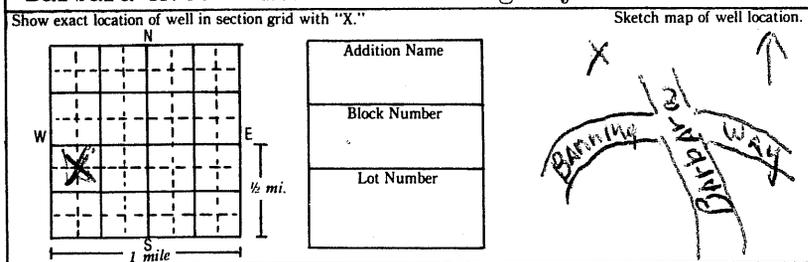
  
Tim D. Bergerson Project Manager

Township Name **Dakota** Township Number **27** Range Number **22** Section No. **9** Fraction **1/4 NW 1/4 SW 1/4**

4. WELL DEPTH (completed) **514** ft. Date of Completion **October 17, 1990**

Numerical Street Address and City of Well Location or Distance from Road Intersection.  
**Barbara Ave. - North of Banning Way**

5. DRILLING METHOD  
 Cable Tool  Reverse  Driven  Dug  
 Hollow Rod  Air  Bored  \_\_\_\_\_  
 Rotary  Jetted  Power Auger



6. DRILLING FLUID **none**

7. USE  
 Domestic  Monitoring  Heat Pump  
 Irrigation  Public  Industry  
 Test Well  Municipal  Commercial  
 Air Conditioning  \_\_\_\_\_

2. PROPERTY OWNER'S NAME **City of Inver Grove Hts**  
**8150 Barbara Ave.**  
**Inver Grove Hts. MN 55077**

Mailing Address if different than property address indicated above.

8. CASING  
 Black  Threaded  Galv.  Welded  Plastic  
 HEIGHT: Above/Below Surface **3** ft. Drive Shoe? Yes \_\_\_ No \_\_\_  
**30** in. to **120** ft. Weight \_\_\_\_\_ lbs./ft. **30** in. to **120** ft.  
**24** in. to **202** ft. Weight \_\_\_\_\_ lbs./ft. **24** in. to **514** ft.  
**18** in. to **420** ft. Weight \_\_\_\_\_ lbs./ft. \_\_\_\_\_ in. to \_\_\_\_\_ ft.

3. FORMATION LOG	COLOR	HARDNESS OF FORMATION	FROM	TO
Sand	Brown	Soft	0	44
Clay & Sand	Brown	Soft	44	56
Sand & Gravel	Brown	Med.	56	148
Clay	Brown	Med.	148	161
Sandstone (St. Peter)	Yellow	Soft	161	201
Sandstone (St. Peter)	Yellow	Med.	201	244
Shakopee	Grey	Hard	244	414
Jordan	Grey	Med.	414	485
Jordan (Shaley)	Blue	Med.	485	514

9. SCREEN  
 Or open hole from **420** ft. to **514** ft.  
 Make \_\_\_\_\_  
 Type \_\_\_\_\_ Diam. \_\_\_\_\_  
 Slot/Gauze \_\_\_\_\_ Length \_\_\_\_\_ FITTINGS: \_\_\_\_\_  
 Set between \_\_\_\_\_ ft. and \_\_\_\_\_ ft.

10. STATIC WATER LEVEL  
**209** ft.  below  above land surface Date Measured **10/17/90**

11. PUMPING LEVEL (below land surface)  
**237** ft. after **3** hrs. pumping **1,000** g.p.m.  
**247** ft. after **20** hrs. pumping **1,200** g.p.m.

12. HEAD WELL COMPLETION  
 Pitless adapter manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
 Basement offset  At least 12" above ground  
 Plastic casing protection \_\_\_\_\_

13. WELL GROUTED?  Yes  No  
 Neat Cement  Bentonite  \_\_\_\_\_  
 Grout material **Neat** from **0** to **120** ft. cu. yds. **7**  
**Neat** from **0** to **420** ft. cu. yds. **25**

14. NEAREST SOURCES OF POSSIBLE CONTAMINATION  
 \_\_\_\_\_ feet \_\_\_\_\_ direction **None** type  
 Well disinfected upon completion?  Yes  No

15. PUMP  
 Date installed \_\_\_\_\_  Not installed  
 Manufacturer's name \_\_\_\_\_  
 Model number \_\_\_\_\_ HP \_\_\_\_\_ Volts \_\_\_\_\_  
 Length of drop pipe \_\_\_\_\_ ft. Capacity \_\_\_\_\_ g.p.m.  
 Material of drop pipe \_\_\_\_\_  
 Type:  Submersible  L.S. Turbine  Reciprocating  
 Jet  Centrifugal  \_\_\_\_\_

16. ABANDONED WELLS  
 Unused well on property?  Yes  No  
 Sealed  Permanent  Temporary  Not sealed

17. REMARKS, ELEVATION, SOURCE OF DATA, etc.  
 -Well was blasted and 384 yards of loose sandrock was removed.

18. WATER WELL CONTRACTOR CERTIFICATION  
 This well was drilled under my jurisdiction and this report is true to the best of my knowledge and belief.  
**Keys Well Drilling Company** 62012  
 License Business Name License No.  
 Address **413 N. Lexington Pkwy**  
 Signed **George H. Keys** Date **10/29/90**  
 Authorized Representative  
**George H. Keys** President Date \_\_\_\_\_  
 Name of Driller

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Accept Proposal from Keys Well Drilling Company for Water Treatment Facility High Service Pump No. 4 Rehabilitation**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: Jim Sweeney, 651.450.2565  
 Prepared by: Scott D. Thureen, Public Works Director  
 Reviewed by: *SDT*

- Fiscal/FTE Impact:**
- None
  - Amount included in current budget
  - Budget amendment requested
  - FTE included in current complement
  - New FTE requested – N/A
  - Other: Water Utility Fund Budget

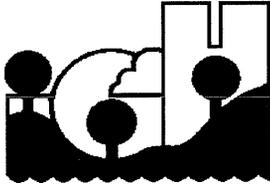
**PURPOSE/ACTION REQUESTED**

Accept proposal from Keys Well Drilling Company for Water Treatment Facility High Service Well Pump No. 4 rehabilitation.

**SUMMARY**

The Utilities Division has received proposals for reconditioning high service Pump No. 4 at the water treatment facility. Mr. Sweeney's attached memo provides the background information. I recommend approval of this proposal from Keys Well Drilling Company with funding from the Water Utility Fund Budget (501-7100-512.40-42).

SDT/kf  
Attachment



City of Inver Grove Heights  
UTILITY DIVISION

## MEMORANDUM

TO : Scott Thureen  
FROM : Jim Sweeney  
SUBJECT : **Water Treatment Facility HS Pump #4**  
DATE : January 29, 2010

---

There are four high service pumps at the Water Treatment Facility that convey water from our Clearwell tank to the South Grove Reservoir. These pumps have been in service since 1998 when the facility opened. All of the pumps have run at least 22,000 hours, and pumped over 2.2 billion gallons of water in that time.

Attached are two proposals to remove, service, and reinstall High Service Pump # 4. This is a vertical turbine pump very similar to one of our well pumps. As with the well pumps it is difficult to know exactly what repair costs will be until the pump is disassembled for inspection. I have summarized the two proposals to show the costs that we most likely will incur.

Based on the summary, Utilities Division recommends awarding the work to Keys Well Drilling Company.

ITEM	KEYS	BERGERSON
Remove/Reinstall Pump	\$2850.00	\$2275.00
Rebuild Pump Bowl Assembly	\$ 625.00	\$1395.00
Shop Labor	\$1500.00	\$1500.00
<b>Total Estimated Cost</b>	<b>\$4975.00</b>	<b>\$5125.00</b>

The funds for this project are budgeted in Water Fund account # 501-7100-512-40-42.

Thanks, Jim

# Keys Well Drilling Company

Quotation

1156 Homer Street, St. Paul, MN 55116-3232

651-646-7871 Fax 651-641-0216

Inver Grove Heights  
8168 Barbara Ave  
Inver Grove Heights, MN 55077

Date of Quotation: January 14, 2010  
Attention: Mr. Jim Sweeney  
Project: High Service Pump # 4  
Location: WWTP Babcock & 75th

We are pleased to quote you as follows:

Estimate to remove pump, disassemble, inspect, repair and reinstall High Service Pump # 1

No.	Description	Unit	Est. Qty	Price	Extension
1	Labor to remove and reinstall	Ls	1	2400	2400.00
2	Shop time- disassemble and inspect	Hr	6	75	450.00
				\$	2,850.00
<b>Misc Items (as needed)</b>					
	Replace bowl bearings	Ea	2	25	
	Fabricate bowl shaft	Ea	1	365	
	Impeller wear ring	Ea	2	90	
	Packing box bearing	Ea	1	30	
	Additional shop time-clean, repair and reassemble	Hr	20	75	

Quantities are estimates only. Final cost will be determined by actual work approved and completed.

Thankyou for giving us the opportunity to quote the project.

Terms: N-30

Quotation valid for 60 days

Quoted By \_\_\_\_\_

Jeffrey W. Keys

Accepted \_\_\_\_\_

Date \_\_\_\_\_



**Bergerson - Caswell  
Inc.**

5115 Industrial Street  
Maple Plain, MN 55359

January 18, 2010

**CITY OF INVERGROVE HEIGHTS**

Attn: Mr. Jim Sweeney  
8168 Barbara Avenue  
Inver Grove Heights, MN 55077

Fax # (651) 455-9405

**RE: PREVENTATIVE MAINTENANCE INSPECTION QUOTE FOR HIGH SERVICE PUMP**

Dear Mr. Sweeney;

Bergerson-Caswell Inc. Appreciates the opportunity to assist you and your well pump needs. As per your request we are offering you a project cost estimate to perform the pump maintenance inspection on HS pump in the treatment plant. Below is a breakdown of the associated costs for the labor and equipment to perform, along with the main replacement parts for the pump reconditioning that may need replacing. It is my understanding that this pump installation is a 40 Hp Vertical Line shaft Turbine pump that has 10"x 1.5" column set 20-25' below grade and has an overhead crane available for servicing. Based on these conditions the following project cost estimate will apply.

**PROJECT COST ESTIMATE:**

1) Remove High Service Pump			\$ 875.00
2) Inspect all pumping equipment, recommend repairs and actual costs.			\$ 150.00
3) Materials that may need replacement:			
Recondition 40 Hp Vertical Hollowshaft motor	Est.	\$ 1,500.00	
10"x 5' T & C drop pipe @ \$420.00/ea Estimate 2 each	Est.	\$ 840.00	
1-1/2" Line Shaft & coupling; S.S. \$ 375.00/ea	Est.	\$ 0.00	
1-1/2" Line shaft Sleeves \$60.00 not installed	Est.	\$ 0.00	
Replace 4 Line shaft Bearings @ 25.00/ea	Est.	\$ 100.00	
Shop Labor to repair equipment, Estimate 20 Hrs @ \$75.00/hr	Est.	\$ 1,500.00	
Rebuild Discharge Head	Est.	\$ 350.00	
Rebuild Pump Bowl Assembly (Depends on condition and pump )			
Machine impeller and install wear ring \$350.00/stage	Est	\$ 700.00	
F & I a set of bowl bearings		\$ 450.00	
New pump bowl shaft		\$ 550.00	
4) Reinstall pumping Equipment			\$ 1,000.00
5) Startup & test reconditioned Pump into the system		\$ 250.00	

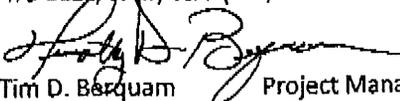
**PROJECT COST TO REMOVE AND REINSTALL**

**\$ 2,025.00**

The above project cost estimate is for the labor to Remove, Inspect, and Reinstall one pump unit that is installed at the treatment plant. The total cost we will be able to determine once the pump has been removed and inspected, but I would estimate the total project cost to be in line with the itemized materials break down listed above and the total project cost can be estimated in the proxy of \$ 8,265.00. This amount will not be able to be determined exactly until the entire pump unit is inspected for repairs.

If you have any additional questions, require other information or would like for us to perform the above project, please do not hesitate to contact us at (763) 479-3121, or my cell# (612) 369-3652.

Sincerely,  
BERGERSON CASWELL INC.

  
Tim D. Berquam Project Manager

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Regional Roadway System Visioning Study Amendment**

Meeting Date: February 8, 2010  
 Item Type: Regular Agenda  
 Contact: Thomas J. Link, 651.450.2546  
 Prepared by: Thomas J. Link, Community Development Director  
 Reviewed by: N/A

	<b>Fiscal/FTE Impact:</b>
	None
	Amount included in current budget
	Budget amendment requested
	FTE included in current complement
	New FTE requested – N/A
	Other

**PURPOSE/ACTION REQUESTED**

The City Council is to consider a “Resolution Approving an Amendment to an Agreement Between Dakota County, Eagan, and Inver Grove Heights for a Regional Roadway System Visioning Study of Inver Grove Heights’ Northwest Area, Eagan’s Northeast Area, Mendota Heights, and Sunfish Lake,” as attached.

**SUMMARY**

The City Council approved the original agreement regarding the Regional Roadway System Visioning Study last spring. The purpose of the study is to address future transportation needs based on existing and future development. Inver Grove Heights’ major issue is determining the regional need for an interchange at Interstate 494 near Argenta Trail. Other issues of concern to the City are the design of the interchange at Highway 55 and Argenta Trail and the design and alignment of Argenta Trail. Participants in the study include the Federal Highway Administration, Minnesota Department of Transportation, Metropolitan Council, Dakota County, and the cities of Inver Grove Heights, Eagan, Mendota Heights, and Sunfish Lake. The City Council has received a couple study updates in recent months.

The amendment would 1) address work that the consultant, SRF, has performed which has been outside the original scope and 2) an interchange warrant analysis. The work that was outside the scope was beneficial for the City. The work included research on justification for the Highway 55/Argenta Trail interchange, an additional meeting between City staff and County staff regarding the Highway 55 interchange, and an additional meeting with the Federal Highway Administration regarding the I-494 interchange. The interchange warrant analysis is required if the City is to continue to pursue an interchange at I-494 and Argenta Trail. The process would provide a preliminary, though formal response, from the Federal Highway Administration regarding the interchange.

The amendment’s cost would be \$20,000. The Minnesota Department of Transportation and the County would each pay one-third of the cost. Eagan and Inver Grove Heights would split the remaining one-third of the amendment. Inver Grove Heights’ share of the cost would be \$3,333. Staff recommends that the study be funded from the Closed Bond Fund, as was the original contract.

The amendment is critical to addressing Inver Grove Height's future transportation needs for the Northwest Area, especially the interchanges on Interstate 494 and Highway 55. Staff recommends approval of the amendment at a cost of \$3,333.

Enclosure: Resolution

**CITY OF INVER GROVE HEIGHTS**

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT BETWEEN  
DAKOTA COUNTY, EAGAN, AND INVER GROVE HEIGHTS FOR A REGIONAL  
ROADWAY SYSTEM VISIONING STUDY OF INVER GROVE HEIGHTS'  
NORTHWEST AREA, EAGAN'S NORTHEAST AREA, MENDOTA HEIGHTS, AND  
SUNFISH LAKE**

WHEREAS, the City's Comprehensive Plan provides for development in the Northwest Area; and

WHEREAS, the Comprehensive Plan anticipates the need for major transportation infrastructure improvements to provide for this development, including interchanges at Interstate 494 and Argenta Trail and Highway 55 and Argenta Trail; and

WHEREAS, Dakota County, Eagan, and Inver Grove Heights completed a Travel Demand Study for northern Dakota County in the fall of 2007; and

WHEREAS, the Minnesota Department of Transportation, Dakota County, Eagan, and Inver Grove Heights entered into a contract with SRF in the spring of 2009 to study future transportation infrastructure needs, including an interchange at Interstate 494 and Argenta Trail, an interchange at Highway 55 and Argenta Trail, and the design and alignment of Argenta Trail; and

WHEREAS, SRF is in the process of completing the Regional Roadway System Visioning Study; and

WHEREAS, it has been necessary to perform work that was outside the original scope of work; and

WHEREAS, it is also necessary to complete an interchange warrant analysis if the City is to continue to pursue the possibility of an interchange at I-494 and Argenta Trail; and

WHEREAS, the Minnesota Department of Transportation, Dakota County, and the cities of Inver Grove Heights and Eagan have agreed to share the cost of the amendment;

Resolution No. \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS hereby approves an amendment to the Agreement Between Dakota County, Eagan, and Inver Grove Heights for a Regional Roadway System Visioning Study of Inver Grove Heights' Northwest Area, Eagan's Northeast Area, Mendota Heights, and Sunfish Lake and that the City's share the study's cost, \$3,333, will be funded out of the Closed Bond Fund.

Passed by the City Council of the City of Inver Grove Heights on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

AYES:

NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Rheaume, Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Resolutions Calling for Hearing on Proposed Assessments and Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments for 2008 Pavement Management Program – City Project No. 2008-09G – Cahill Avenue/Brooks Boulevard Mill and Overlay**

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: Thomas J. Kaldunski, 651.450.2572  
Prepared by: Thomas J. Kaldunski, City Engineer  
Reviewed by: Scott D. Thureen, Public Works Director

*SAT*

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Consider a resolution calling for hearing on proposed assessments and a resolution declaring the costs to be assessed and ordering preparation of the proposed assessments for 2008 Pavement Management Program – City Project No. 2008-09G – Cahill Avenue/Brooks Boulevard Mill and Overlay.

**SUMMARY**

This project has been completed and an assessment hearing is proposed for March 8, 2010. The project included a mill and overlay on a portion of Cahill Avenue and on Brooks Boulevard.

I recommend adopting the attached resolution calling for a hearing on the proposed assessment, declaring the costs to be assessed and ordering preparation of the proposed assessments for City Project No. 2008-09G – Cahill Avenue/Brooks Boulevard Mill and Overlay. The total amount shown to be assessed in the resolution is based upon assessing 100% for the non-City portion of the project costs. The City Council discussed a possible reduction in the assessments for parcels with private streets when the project was ordered. A number of alternative assessment rolls will be prepared for the assessment hearing based on the earlier discussions.

SDT/kf  
Attachments: Resolutions  
Project Map

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

**RESOLUTION CALLING FOR HEARING ON PROPOSED ASSESSMENTS**

**2008 PAVEMENT MANAGEMENT PROGRAM  
CITY PROJECT NO. 2008-09G – CAHILL AVENUE/BROOKS BOULEVARD MILL AND OVERLAY**

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

**WHEREAS**, by a resolution of the City Council on Monday, September 14, 2009, the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

**2008 Pavement Management Program**

**City Project No. 2008-09G – Cahill Avenue/Brooks Boulevard Mill and Overlay**

**WHEREAS**, the project includes a mill and overlay; and

**WHEREAS**, the City Clerk has notified the City Council that such assessments have been completed and filed in the City Clerk's Office for public inspection.

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

1. A hearing shall be held on the 8<sup>th</sup> day of March 2010, in the City Council Chambers, 8150 Barbara Avenue at 7:30 p.m., to pass upon the proposed assessments; and, at such time and place, all persons owning property affected by such improvements shall be given an opportunity to be heard with reference to such assessments.
2. The City Clerk is hereby directed to cause a notice of hearing on the proposed assessments to be published once in the official newspaper and to be mailed to the owner of each parcel described in the assessment roll.

Adopted by the City Council of Inver Grove Heights, Minnesota this 8<sup>th</sup> day of February 2010.

AYES:

NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Rheaume, Deputy Clerk

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF  
PROPOSED ASSESSMENTS

2008 PAVEMENT MANAGEMENT PROGRAM  
CITY PROJECT NO. 2008-09G – CAHILL AVENUE/BROOKS BOULEVARD MILL AND OVERLAY

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

**WHEREAS**, by a resolution of the City Council on Monday, February 8, 2010, the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

**2008-09G      2008 Pavement Management Program**  
**City Project No. 2008-09G – Cahill Avenue/Brooks Boulevard Mill and Overlay**

**WHEREAS**, the project includes a mill and overlay; and

**WHEREAS**, the total final project cost is \$265,033.39;

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

1. The amount to be specially assessed for City Project No. 2008-09G is hereby declared to be \$140,434.89.
2. The City Clerk, with the assistance of the Public Works Director, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall be filed in the City Clerk's office for public inspection.

Adopted by the City Council of Inver Grove Heights, Minnesota this 8<sup>th</sup> day of February 2010.

AYES:

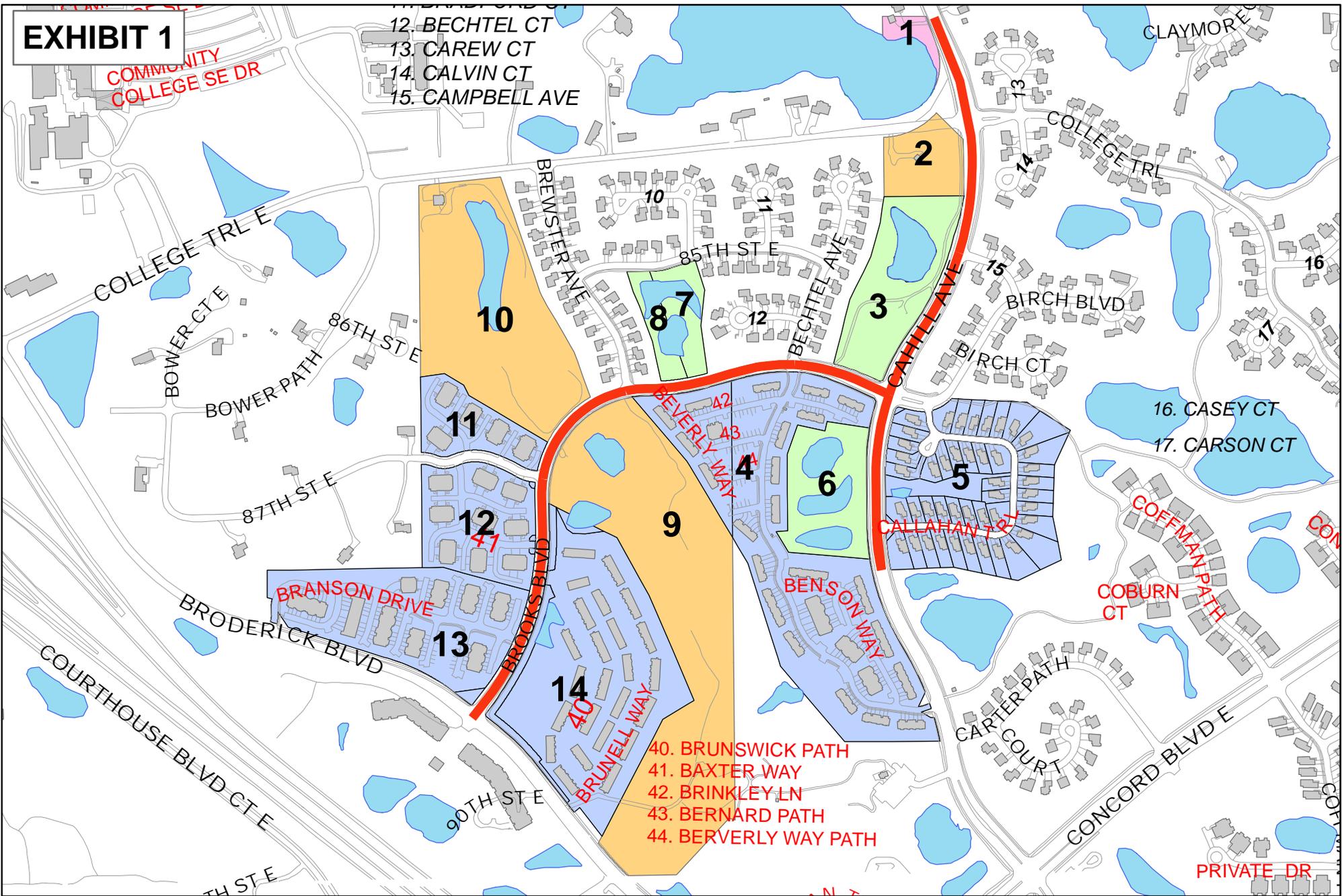
NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Rheaume, Deputy Clerk

# EXHIBIT 1



## PARCELS TO BE ASSESSED:

- MULTI-FAMILY WITH PRIVATE STREETS
- SINGLE-FAMILY
- BUSINESS, MULTI-FAMILY, INSTITUTIONAL
- CITY PARCELS
- STREETS TO BE MILLED & OVERLAID

1.03 MILES OF CENTERLINE IN MILL & OVERLAY AREA

PROJECT 2008-09G  
CAHILL/BROOKS  
MILL & OVERLAY

0 0.05 0.1 0.2 0.3 Miles



SOURCE: CITY OF IGH  
DATA LOCATION IGH4\PROJECTS\_PUBLIC\2008\_PROJECTS\  
2008-09G\_CAHILL\_BROOKS\PDFS\2007-09GAssessment.pdf

CITY OF INVER GROVE HEIGHTS  
GIS DEPARTMENT  
JUNE 2008



**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**AUTHORIZE PURCHASE OF WEATHER WARNING SIREN TO REPLACE THE ONE LOCATED ON THE CITY CAMPUS**

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: JTeppen, Asst City Admin  
Prepared by:  
Reviewed by:

**Fiscal/FTE Impact:**

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other

**PURPOSE/ACTION REQUESTED** Consider authorizing purchase and re-placement of a weather warning siren on the City campus.

**SUMMARY** The 2010 budget was prepared to include a new weather warning siren to replace the one that is on the City campus. This siren is the last of the ones to be replaced; it is over 30 years old and we have had several problems with its reliable operation.

The City received one quote from a local reseller of the product of \$13,000 for the equipment. This is the only provider of these types of weather warning signals in the Midwest. Checking with surrounding communities and the County’s Emergency Preparedness Coordinator – this is the only company providing these types of signals. This signal is compatible with the Dakota Communication Center’s requirements. The installation of the siren, testing and certifying the equipment totals an additional \$10,000. This siren is to be funded from the Risk Management Fund.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Consider Members Code of Conduct for the Veterans Memorial Community Center

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Meeting Date: February 8, 2010  
 Item Type: Consent Agenda  
 Contact: Eric Carlson – 651.450.2587  
 Prepared by: Eric Carlson  
 Reviewed by: Eric Carlson – Parks & Recreation

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

**PURPOSE/ACTION REQUESTED**

Approve the attached Code of Conduct for the Veterans Memorial Community Center.

**SUMMARY**

On December 14, 2009 the Council was asked to approve a Code of Conduct for the Community Center that had been developed by staff and the City Attorney’s Office. The document lays out general policies within the building as well as in specific areas of the facility.

The Council asked for the following issues to be addressed:

- The City Administrator and City Council have been incorporated into the appeals process.
- The issue related to bottles in the facility was address by stating “For safety reasons, we do not allow glass containers anywhere within the Community Center, unless authorized by Community Center Staff.”
- The Council asked that current members be giving the opportunity to comment on the proposed code. The draft code was on the City’s website and available at the front desk. No comments were received from members regarding the proposed code.

The Code of Conduct will be published on the City’s website and at Guest Services; it will also be given to all new members. The Parks and Recreation Commission reviewed this issue on December 9<sup>th</sup> and is recommending approval

CITY OF INVER GROVE HEIGHTS

# Veterans Memorial Community Center

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Code of Conduct

2/8/2010

## **Veterans Memorial Community Center Code of Conduct**

The following policies have been adopted by the City of Inver Grove Heights in order to ensure a safe positive and healthy environment. Additional policies may be added as circumstances warrant.

### **Purpose:**

The health, safety and well-being of every patron utilizing the Veterans Memorial Community Center is our primary objective. Respect for the staff, patrons, other members and the building is paramount. Staff will not discriminate against visitors to the Veterans Memorial Community Center.

### **Code of Conduct:**

The Center shall enforce adopted rules regarding negative guest/member conduct while on site, including, but not limited to the following: tobacco use, profanity, rowdy or disruptive behavior, conduct that is of an inappropriate, threatening or offensive nature, fighting, mischief, harassment or intimidation by words, gestures, body language, or any menacing behavior, any demonstration of sexual activity or sexual contact with another person, theft or behavior that results in the destruction of property and \*alcohol/drug/ or other substance use or possession. Veterans Memorial Community Center staff shall be the sole judge of what constitutes inappropriate conduct and behavior covered by this policy. The Community Center is a family based facility and all participants will be expected to conduct themselves accordingly. Participants who exhibit inappropriate behavior may be either temporarily or permanently expelled from the facility. Center staff will involve the Inver Grove Heights Police, when necessary, to enforce this policy.

*\*Alcohol may only be served by a specified licensed liquor provider during a permitted rental event at the center with security from the police department present during the event.*

### **Enforcement:**

Members and guests are encouraged to be responsible for their personal comfort and safety, and to ask any person whose behavior threatens their comfort to refrain. If a member or guest feels uncomfortable in confronting the person directly, they should report the behavior to a staff person or the Manager on Duty. The Management will investigate all reported incidents of a violation of this Code of Conduct. Actions taken by Community Center staff in response to violations of this Code of Conduct or other rules and policies of the Center will depend on the incident, and surrounding circumstances. A violation of this Code of Conduct or other rules and policies of the Center may result in an enforcement action ranging from a verbal warning up to and including the revocations of membership privileges. In most cases, enforcement action will consist of the following:

1. **First Violation:** a verbal warning will be given.
2. **Second Violation:**
  - a. For minors under the age of 18, a time out period may be mandated. At this time the minor may be required, in the presence of staff, to notify his/her parents/guardians of his/her actions.

- b. Adults who violate the Code of Conduct or any other Center policy may be asked to leave the Community Center immediately.
3. **Third Violation:** the member's membership privileges will be suspended and the member will be asked to leave the Community Center and not return until a specified date. The length of the suspension is at the discretion of a Manager based upon on the severity of the violation and surrounding circumstances.
  - a. For minors under the age of 18, the minor may be required to wait in an assigned area while staff contacts a parent/guardian to inform them of the violation with the expectation that the parent will arrive shortly to pick up their child.
  - b. Adult over the age of 18 will be notified by a Manager of the violation, and the length of suspension and asked to leave the Community Center immediately for the suspension period.
4. **Fourth Violation:** the member's membership will be revoked. All membership and daily privileges will be revoked and the offender will not be allowed back into the Community Center.

#### **Appeal of Suspension or Termination of Membership Privileges:**

A member whose membership privileges are suspended or revoked may appeal such a suspension or revocation to the Parks and Recreation Director. A member who wishes to appeal to the suspension or revocation of their membership privileges shall file a written request to appeal the suspension or revocation on the form provided by the Community Center with the Parks and Recreation Director within five (5) days of the date the notice of the suspension or revocation is delivered in person or mailed to the member. The Parks and Recreation Director shall hear all appeals of membership suspensions and revocations, and may uphold, modify, or overturn the suspension or revocation of the membership. If the member is not satisfied with the outcome they can appeal to the City Administrator following the same five (5) day process. If the member is not satisfied with the outcome they can appeal to the City Council following the same five (5) day process.

#### **Veterans Memorial Community Center Policies**

##### **COMMON AREAS/OVERALL BUILDING AREAS**

- Respect community center staff, patrons and equipment.
- All children under 10 years of age are required to have a responsible person (16 years or older) providing supervision in the center at all times, with the exception of a child participating in an organized activity or located in the childcare room while the responsible person is working out.
- Please walk, do not run in hallways and locker rooms.
- Clothing and shoes are required when outside the pool area.
- Organized meetings in common areas are only permitted if organized through the Community Center.
- For safety reasons, we do not allow glass containers anywhere within the Community Center, unless authorized by Community Center staff.

- No overnight personal storage will be permitted in the building unless prior approval is obtained from staff with the exception of those members who have rented a permanent locker.
- A photo I.D. is required for checking out Community Center property (locks, towels).
- The Community Center reserves the right to deny admission to anyone who appears to be under the influence of alcohol or a controlled substance.
- The City of Inver Grove Heights, and its personnel, are not responsible for items lost, stolen, left on site or left in vehicle.
- No pets other than service animals or animals that are part of an approved event are allowed in Community Center.
- No skateboards, rollerblades or roller shoes are allowed.
- Flyers/posters cannot be posted without prior Community Center approval. Check with Guest Services for approval.

#### **SMOKING**

- We do not allow tobacco use within the Community Center

#### **OUTSIDE FOOD/BEVERAGE POLICY**

- Outside food and beverage are allowed in the Community Center, provided patrons clean up after themselves.

#### **LOST AND FOUND**

- All items turned in to staff will be placed at the Guest Services desk. Valuable items will be turned over to the police after 7 days and all other items will be donated or discarded after 30 days.

#### **INCLEMENT WEATHER**

##### Thunderstorm Warning:

- Pools will close and guests will be directed to the designated shelter area until the warning has expired.
- All other patrons will be notified that there is a thunderstorm warning.

##### Tornado Warning:

- All patrons in the building will be directed to the designated shelter area until the warning has expired.

If School District 199 schools close due to inclement weather, city recreation programming within school buildings will be cancelled. If School District 199 schools close before 3 p.m. and weather clears, call the weather information line (651-450-2595) for program cancellations at the Community Center.

## **EMERGENCIES**

There is an Emergency Action Plan in place for staff and guests in case of emergency. Please ask staff for assistance in an emergency situation.

## **MAINTENANCE DAYS**

- The Community Center will block off dates as necessary for repairs or maintenance of areas/equipment.

## **FITNESS AREA**

- Outside personal trainers not employed by the Community Center may not accept personal payment from a client for training. Staff reserves the right to remove non-employee trainers and members being trained by non-employee trainers from the facility.
- Treat equipment with respect and return equipment to its proper place when finished using it. Equipment is not to leave the fitness center without permission.
- Chalk is not allowed on the fitness center floor.
- Food, gum, juice and soda are not allowed in the fitness center.
- No glass bottles allowed.
- Proper work out attire is recommended and appropriate shoes (sneakers or tennis shoes) must be worn at all times.
- No foul language or horseplay is allowed in the fitness center.
- Anyone ages 14 and younger must be accompanied by an adult.
- A spotter is required when bench pressing.
- All personal belongings must be stored in a cubby or in the locker rooms.
- Cameras and cell phones are not allowed in the fitness area

## **FITNESS/DANCE STUDIO**

- No gum or beverages, with the exception of water, is permitted in the studio at any time.

## **LOCKER ROOMS**

- The City of Inver Grove Heights is not responsible for items that are lost, stolen or left in the facility.
- Please keep clothing and valuables locked in lockers.
- Please do not run in the locker room area.
- Locker room checks are performed at random and outside locks will be removed from lockers if present for an extended period of time.
- Unaccompanied children under 16 and those with opposite sex children must use the family locker room.
- A family locker room is made available for your convenience.
- No cell phones are allowed in the locker room area

### **GENERAL POOL POLICIES**

- Children under 10 years of age must be accompanied by a responsible person (16 years or older).
- Children under 16 are not allowed in the hot tub or sauna.
- All swimmers must shower before entering the pool.
- Only U.S. Coast Guard-approved life jackets are allowed. No inner tubes, air mattresses, full-face masks or snorkels may be used.
- No persons with or suspected of having a communicable disease which could be transmitted through use of the pool, shall use the pool.
- Proper swim wear is required.
- Spitting, spouting water from mouth and blowing the nose in the pool is prohibited.
- No running or rough play is allowed.
- Glass objects are not allowed in the pool area.
- Persons with open or infectious sores are not permitted in the pool.

See specific pool areas for additional rules and regulations.

### **ARMORY GYM**

- All individuals using the Armory Gym must be a member or pay the open gym fee.
- Glass objects are not allowed in the gym.
- No black soled shoes or shoes that will mark the floor will be permitted. No bare feet, sandals or street shoes are allowed.
- Attire or gestures recognized as gang representations will not be allowed.
- Staff reserves the right to determine all gym use and inappropriate behavior by users.
- Please refrain from:
  - Dunking, slamming or hanging on nets
  - Running or bouncing balls in the hallways
  - Spitting, rough housing, wrestling or pushing
  - Swearing, abusive, or inappropriate gestures
- Children ages 10 and under are required to be accompanied by a responsible person over 16 years of age.
- Patrons are responsible for replacing balls or equipment that have been damaged, or are lost or stolen while they are using them.
- Open Gym may be cancelled in the event the gym is rented for a private event.
- Please see the rental policies and procedures for private rentals of the gym.

### **CHILDCARE AREA**

- Childcare is available for children ages 6 months to 9 years.
- Parents must sign each child in and out of the room and show a picture ID. Children must be listed on the household membership or pay the daily childcare fee.
- Children may only be in the childcare area for a maximum of two hours a day.

- The same parent needs to drop off and pick up the child and must stay on premises while the child is in the childcare area.
- Parents with a child under four years old are required to take a pager.
- Staff does not change diapers. Should your child need a diaper change, you will be paged.

#### **ICE ARENA**

- All individuals or groups using the ice must pay a fee before taking the ice
- No running or horseplay around the rinks
- No dry-land training allowed around the rinks without prior approval from the Parks and Recreation Department.
- All children under 10 years of age must be accompanied by a responsible person (16 years or older)
- No climbing or hanging on rink glass
- No individuals except for the net movers are allowed on the ice during resurfacing
- No pucks on the ice during resurfacing
- Wear proper attire or equipment at all times (based on activity)
- Spectators should be aware of flying pucks

#### **OPEN SKATE**

- All individuals must be a member or pay the open skate fee before taking the ice
- Open skate is designed to be an enjoyable and safe activity for all participants
- Food and beverage is not allowed on the ice
- Adults and children may not be on the ice without skates
- Skaters may not sit on boards during open skate
- Skate aid equipment is for beginner and tot skaters only and not to be used for any other purpose
- Hockey drills, pucks and sticks are not allowed on the ice
- Skating lessons may not be given without prior approval from the Parks and Recreation Department
- Ice skate blades are not permitted above knee heights

#### **OPEN HOCKEY**

- All individuals must be a member or pay the open hockey fee before taking the ice
- All players must wear a helmet
- Goalies must wear proper equipment

Enforcement of these rules is at the discretion of staff on duty. Please report any problems within the Community Center to Guest Services at 651-554-3440 or Parks and Recreation at 651-450-2585.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**APPROVE RESIGNATION FROM AIRCRAFT NOISE ABATEMENT COMMISSION**

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: JTeppen, Asst. City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Approve Tom Ebert’s resignation from the Aircraft Noise Abatement Commission.

**SUMMARY** At the ANAC’s last meeting in November of 2009, Commissioner and Chair Tom Ebert verbally submitted his resignation. Staff requested a follow-up in writing but none was forthcoming. On January 11 staff again requested a written resignation via email, and again there was no response.

Council is asked to confirm Mr. Ebert’s resignation and declare a vacancy on the ANAC. This commission is made up of seven members, there are three vacant seats, three seats are filled members and Mr. Ebert’s resignation creates another vacancy.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**SCHEDULE PUBLIC HEARING TO CONSIDER APPLICATION FOR AN OFF-SALE INTOXICATING LIQUOR LICENSE – J&J Vogt, Inc. dba Gold Palace Liquor**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: 651.450.2513  
 Prepared by: Melissa Rheaume  
 Reviewed by: N/A

**Fiscal/FTE Impact:**

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other

**PURPOSE/ACTION REQUESTED:**

Schedule public hearing on February 22, 2010 to consider the application of J&J Vogt, Inc. dba Gold Palace Liquor for an Off-Sale Intoxicating Liquor License for premises located at 1330 Mendota Road.

**SUMMARY:**

Mr. John Vogt has submitted an application for an Off-Sale Intoxicating Liquor License for the premises located at 1330 Mendota Road. The applicant is in the process of purchasing the business and intends to take over operations on March 1, 2010. The Police Department is conducting the required background investigation on the applicant and the results will be presented at the public hearing.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**SCHEDULE PUBLIC HEARING TO CONSIDER APPLICATION FOR A 3.2 OFF-SALE LIQUOR LICENSE – BPL, LLC dba Oasis Market**

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: 651.450.2513  
Prepared by: Melissa Rheaume  
Reviewed by: N/A

**Fiscal/FTE Impact:**

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other

**PURPOSE/ACTION REQUESTED:**

Schedule public hearing on February 22, 2010 to consider the application of BPL, LLC dba Oasis Market for a 3.2 Off-Sale Liquor License for premises located at 3240 57<sup>th</sup> St. E.

**SUMMARY:**

Mr. Sharat Ganta has submitted an application for a 3.2 Off-Sale Liquor License for the premises located at 3240 57<sup>th</sup> St. E. The applicant is in the process of purchasing the service station and intends to open on March 1, 2010. The Police Department is conducting the required background investigation on the applicant and the results will be presented at the public hearing.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**CONSIDER THE 2010 SEASONAL/TEMPORARY COMPENSATION PLAN**

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: JTeppen, Asst City Admin  
 Prepared by:  
 Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Consider the 2010 seasonal/temporary employee compensation plan.

**SUMMARY** City Ordinance provides that the City Council shall approve compensation plans for positions classified by the City each year. This includes seasonal/temporary part-time non-benefited positions.

The City traditionally sets a wage range for seasonal/temporary positions so that there is movement within a range to compensate for varying degrees of experience and education.

The ranges for these positions are based on the prevailing supply of employees within the overall job market and wage trends in the overall job market. The only change proposed for 2010 is the elimination of the Summer Program Coordinator position and the addition of a Birthday Party Host position. I have bolded those proposed changes on the attached compensation plan.

Employees are compensated based on related experience, including any certifications that they bring to the position (First Aid, CPR, etc.). An employee may see an increase when they return to the position for a new season, or if they are employed year-round, they may receive an increase based on acquiring additional certifications, or increased levels of responsibility.

The minimum wage is currently \$7.25 per hour.

City of Inver Grove Heights  
Temporary/Seasonal Positions

**Proposed 2010 Ranges**

Cart person	\$7.25 - \$8.00
Starter	\$7.25 - \$11.00
Ranger	\$7.25 - \$11.00
<del>Summer Program Coordinator</del>	<del>\$7.25 - \$11.00</del>
Recreation Instructor	\$7.25 - \$23.50
Recreation Official	\$7.25- \$18.00
Skating Rink Attendant	\$7.25-\$12.00
Gym Supervisor	\$7.25 - \$15.00
Concessionaire	\$7.25-\$13.50
Skate Guard	\$7.25 - \$9.50
Skate Instructor	\$7.25 - \$22.00
Skate Assistant	\$8.00-\$14.00
Fitness Worker	\$7.25 - \$12.77
Fitness Instructor	\$17.00 - \$25.20
Guest Service Worker	\$8.50 - \$12.00
Dance Instructor	\$7.25 - \$22.00
Dance Assistant	\$7.25 -\$15.00
Kids Rock Assistant	\$7.75 - \$10.25
Custodial Helper	\$7.25 - \$12.50
Engineering Helper	\$10.00 - \$14.00
Concession Shift Leader	\$10.00- \$14.50
Building Supervisor	\$9.50 - \$13.50
Kids Rock Leader	\$11.00 - \$15.00
Manager on Duty	\$11.00 - \$15.00
Ice Programs Coordinator on ice	\$30.00 - \$40.00
off ice (admin)	\$15.00 - \$18.00
Child Care Worker	\$7.25 - \$13.00
Pool Attendant	\$8.00- \$11.00
Lifeguard	\$9.50-\$12.50
WSI	\$11.75-\$15.60
Lead Lifeguard	\$10.50-\$14.00
Swim Lesson Manager	\$13.75-\$18.25
Instructor Trainer	\$13.00-\$17.50
Recording Secretary	\$13.00 - \$17.00
Kids Rock Coordinator	\$15.00 - \$20.00
Non-Certified Swim Instructor	\$9.75-\$13.50
Youth Leader	\$7.25-\$10.00
<b>Birthday Party Host</b>	<b>\$7.50 - \$9.50</b>

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: February 8, 2010  
 Item Type: Consent  
 Contact: Judy Thill, Fire Chief  
 Prepared by: Judy Thill Fire Chief  
 Reviewed by:

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Consider authorizing the Inver Grove Heights Fire Department to accept delivery of ladder truck as soon as it is completed.

**SUMMARY**

In the original contract for the new ladder truck, the Inver Grove Heights Fire Department was not intending to take delivery of the new ladder truck until 2011. By taking delivery in January 2011, the discount received for pre-paying the truck was \$50,030.45. Because the truck is expected to take less time to build than originally planned, its expected completion date is now early October 2010.

By taking delivery earlier than expected, less interest will be earned on the pre-paid amount. As a result, the discount received by pre-paying the truck and taking delivery in October would be \$37,381, the difference being \$12,808.34.

It is staff's recommendation to take delivery of the ladder truck as soon as it is built, which is estimated to be in October. Although this will result in less of a discount, we believe it will be much safer for the Firefighters. Once the truck is delivered, the Firefighters will need to be trained in its operation. That includes climbing the ladder and spraying water. There is less chance of injuries due to ice when training in October versus training in January.

Cost of truck		\$769,907	\$769,907
Cost of loose equip		<u>\$18,267</u>	<u>\$18,267</u>
<b>TOTAL</b>		<b>\$788,174</b>	<b>\$788,174</b>
Interest discount		<u>\$50,030.45</u>	<u>\$37,381.70</u>
			Difference of \$12,808.34

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Application for Commercial Kennel License – The House of Roo

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Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: 651.450.2513  
Prepared by: Melissa Rheame  
Reviewed by: N/A

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED:**

Consider approval of commercial kennel license application for The House of Roo, located at 9159 Dalton Ct.

**SUMMARY:**

Lloyd & Jennifer Komatsu, owner/operators of the House of Roo, submitted an application for a commercial kennel license for the property located at 9159 Dalton Ct. The applicants operate a Greyhound rescue operation and are proposing to house up to ten (10) dogs at one time. The commercial kennel license is required because the applicants intend to keep the dogs for the primary purpose of harboring.

The property is zoned E-1 and is approximately 3.45 acres. There are three (3) owners of residential dwellings located within 500 ft. of the proposed kennel and written permission for issuance of the license was obtained from each of the property owners. The City's animal control officer verified the signatures of all 3 property owners and visited the proposed kennel location and found the operation and living conditions to be more than adequate.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: Judy Thill, 651-450-2495  
Prepared by: Judy Thill, Fire Chief  
Reviewed by: n/a

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

**PURPOSE/ACTION REQUESTED** Consider acceptance of a \$500 donation from Robert Loss to be put toward the purchase of safety vests to be worn by Firefighters while working on the roadways.

**SUMMARY**

At the Council meeting on January 9, 2010, Mrs. Kay Dickison thanked the Inver Grove Heights Fire Department for the water rescue on December 12, 2009. Mr. Robert Loss is Mrs. Kay Dickison's uncle.

We very much appreciate the donation from Mr. Loss and thank him for his generosity. This money will be utilized to purchase additional safety vests that are worn by Firefighters when working in the roadways, providing greater visibility to passing motorists.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: February 8, 2010  
 Item Type: Consent Agenda  
 Contact:  
 Prepared by:  
 Reviewed by:

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Approve Performance Evaluation of City Administrator and consider amendment to City Administrator contract on ICAM Retirement contributions

**SUMMARY**

The City Council met on Monday, February 1, 2010 to review the Performance of the City Administrator for 2009. It was the consensus of the Council that the City Administrator demonstrated a “Meets Expectations” level of performance for 2009. As a result, the City Council should approve this evaluation .

During the course of the evaluation it was discovered that a portion of the contract for services between the City and the City Administrator had not been written according to the intent of the Council. The City has agreed to pay 1.5% of the salary of the City Administrator in to the ICMA Retirement account on behalf of Mr. Lynch. Unfortunately, in 2007 the contract was amended to include this provision but without reference to the fact that it was to be applied to the current salary. Since 2008 the percentage has been applied to the 2007 salary. The Council has indicated that it was their intention to have the percentage applied to the current salary on an annual basis. Therefore, the Council needs to take action to direct the City Attorney to draft an amendment to the contract, which is enclosed for your review, which corrects this error and applies the percentage to the current year salary.

In addition, Council indicated that because it was their intention to have it apply to the current year salary since the amendment went in to effect, they need to approve an action directing that the City Administrator receive the correct amount of ICMA Deferred Compensation for 2008 and 2009 retroactively.

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

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

**RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT  
BETWEEN CITY OF INVER GROVE HEIGHTS AND JOSEPH LYNCH**

**WHEREAS**, the City and Lynch (Lynch) entered into an Employment Agreement dated September 11, 2006 (the Agreement).

**WHEREAS**, Section 14 of the Agreement addresses retirement benefits. The City and Lynch intended that the percentages of salary paid for retirement benefits would be computed on the salary of Lynch as adjusted from time to time.

**WHEREAS**, the parties wish to clarify and amend Section 14 of the Agreement to make clear that the percentages of salary paid for retirement benefits will be computed on the salary of Lynch as adjusted from time to time.

**WHEREAS**, since the Amendment represents the original understanding of the parties, the Amendment shall be applied with respect to the computation of retirement benefits for 2007, 2008, 2009, 2010 and thereafter.

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

- 1.) The attached Amendment to Employment Agreement is hereby approved.
- 2.) The Mayor and Deputy Clerk are authorized to execute the attached Amendment.

Passed this 8<sup>th</sup> day of February, 2010.

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George Tourville  
Its Mayor

Attest:

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Melissa Rheaume, Deputy Clerk

**AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN  
CITY OF INVER GROVE HEIGHTS AND JOSEPH LYNCH**

This Amendment is made and entered into this 8<sup>th</sup> day of February, 2010, by and between the City of Inver Grove Heights (City) and Joseph Lynch (Lynch). Based on the recitals, covenants and agreements set forth below, the parties do hereby agree.

**ARTICLE 1  
RECITALS**

**1.1** City and Lynch entered into an Employment Agreement dated September 11, 2006 (the Agreement).

**1.2** Section 14 of the Agreement addresses retirement benefits. The City and Lynch intended that the percentages of salary paid for retirement benefits would be computed on the salary of Lynch as adjusted from time to time.

**1.3** The parties wish to clarify and amend Section 14 of the Agreement to make clear that the percentages of salary paid for retirement benefits will be computed on the salary of Lynch as adjusted from time to time.

**1.4** Since the Amendment represents the original understanding of the parties, the Amendment shall be applied with respect to the computation of retirement benefits for 2007, 2008, 2009, 2010 and thereafter.

**ARTICLE 2  
AMENDMENT**

**2.1** **Amendment of Section 14 of Agreement.** Section 14 of the Agreement is hereby amended to read:

**Section 14. Retirement Benefits.**

The City agrees to contribute to the State Public Employees' Retirement Association (PERA) the employer's portion of retirement benefits to which Lynch is entitled. Lynch agrees to pay his share. Under the current rates, Lynch will contribute 5.5% of his salary (as adjusted from time to time under Section 4) and the City will contribute 6.0% of Lynch's salary (as adjusted from time to time under Section 4) to the PERA fund.

The City further agrees to contribute 1.5% of Lynch's annual base salary (as adjusted from time to time under Section 4) to the International City Management Association Retirement Corporation (ICMA-RC) for the benefit of Lynch's retirement.

**2.2 Application of Amendment.** The Amendment of Section 14 of the Agreement shall apply to retirement benefits for calendar years 2007, 2008, 2009, 2010 and thereafter.

**2.3 Effect of Other Terms.** The other terms and conditions of the Employment Agreement remain in full force and effect with the understanding and acknowledgement of the parties that the salary of Lynch has been adjusted from time to time pursuant to the provisions of Section 4 of the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have signed and executed this Agreement, in duplicate, on the day and year first above written.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville  
Its Mayor

Attest:

\_\_\_\_\_  
Melissa Rheaume, Deputy Clerk

**JOSEPH LYNCH**

\_\_\_\_\_  
Joseph Lynch

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**PERSONNEL ACTIONS**

Meeting Date: February 8, 2010  
Item Type: Consent  
Contact: Jenelle Teppen, Asst. City Admin  
Prepared by: Amy Brinkman, H.R. Coordinator  
Reviewed by: n/a

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

**PURPOSE/ACTION REQUESTED** Staff requests that the Council approve the personnel actions listed below:

Please confirm the seasonal/temporary employment of: Aaron Stokke, Megan Buchite, Alice Lesney, and Zachary Brantner.

Please confirm the employment of: Christopher Wegner as Police Officer.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**2010 Census Update**

Meeting Date: February 8, 2010  
 Item Type: Regular Agenda  
 Contact: *HB* Heather Botten 651.450.2569  
 Prepared by: Heather Botten, Associate Planner  
 Reviewed by:

**Fiscal/FTE Impact:**

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- Other

**PURPOSE/ACTION REQUESTED**

Support the 2010 Census and encourage residents to fill out the questionnaires they receive.

**SUMMARY**

The United States Constitution requires a Census population count every 10 years. The first U.S. Census was conducted in 1790. Since then, there has been a Census every 10 years to track population changes. This consistent source of reliable data allows policy makers, researchers, businesses, schools, and non-profits to better represent their constituencies and serve their communities. The 2010 Census is short, safe, and an investment in every community's future.

The 2010 Census count will have a profound impact on Minnesota for the next 10 years and beyond. Minnesota's count will determine Congressional representation, state legislation and local voting districts in addition to the allocation of federal and state dollars. Approximately \$400 billion in federal dollars are distributed to the states annually based on the results of the Census. Over a decade, this means our state loses about \$13,000 per person missed in the 2010 Census. This count is extremely important to our state as this population data is used to reapportion Congress (re-districting). Based on recent projections, Minnesota is teetering on the edge of losing a seat in the U.S. House.

The 2010 Census questionnaire is quick, easy, and confidential. The 2010 Census will ask 10 questions and take about 10 minutes to complete. Census questionnaires will be mailed to every residence address in March of 2010. Questions should be answered based on persons living at the address as of April 1, 2010. When you receive your form, answer the 10 short questions for every person in your household and mail the form back in the provided postage-paid envelope. If you don't mail the form back, you may receive a visit from a census taker, who will ask you the questions from the form.

City Staff has been working with the Census Bureau over the last two years verifying addresses and maps so the State of Minnesota can have the most accurate information available. The City is encouraging everyone to complete the questionnaires they will be receiving. If you have any questions about the Census you can contact: Ashely Edwards, Local Government Census liaison at (651) 201-2474 or Heather Botten at [hbotten@ci.inver-grove-heights.mn.us](mailto:hbotten@ci.inver-grove-heights.mn.us).

Attachments: Handout with the information available on the City website



## ABOUT THE CENSUS

The United States Constitution requires a Census population count every 10 years. The first U.S. Census was conducted in 1790. Since then, there has been a Census every 10 years to track population changes. This consistent source of reliable data allows policy makers, researchers, businesses, and non-profits to better represent their constituencies and serve their communities. The 2010 Census is short, safe, and an investment in every community's future.

## WHY THE CENSUS IS IMPORTANT

Our constitution mandates a Census count of *all* persons residing in the United States every ten years, the next count will take place in 2010. This count is extremely important to our state as this population data is used to reapportion Congress (re-districting). Based on recent projections, Minnesota is teetering on the edge of losing a seat in the U.S. House.

In addition, approximately **\$400 billion** in federal dollars are distributed to the states *annually* based on the results of the Census. Over a decade, this means our state loses **\$13,000 per person missed** in the 2010 Census. In response, Minnesota uses this same count to determine how state money is distributed to local governments.

## WHEN IS THE CENSUS?

Census Day is April 1, 2010. Census questionnaires will be mailed to every residence address in **March of 2010**. Questions should be answered based on persons living at the address as of April 1, 2010. When you receive your form, answer the 10 short questions for every person in your household and mail the form back in the provided postage-paid envelope. If you don't mail the form back, you may receive a visit from a census taker, who will ask you the questions from the form.

The majority of homes will receive English only materials. Households in areas with high concentrations of Spanish speaking residents may receive a bilingual form. Questionnaires and phone assistance will be made available in several languages.

## WHAT THE CENSUS WILL ASK

The 2010 Census will ask ten questions and take only a few minutes to complete and mail back. Information will be gathered regarding name, gender, age, race, ethnicity and relationship to householder and whether the householder owns or rents their home.

## SECURITY INFORMATION

Census workers can be identified by the official Census Bureau badge they carry. All census information collected, including addresses, are confidential and protected by law. By law, the Census Bureau cannot share respondents' answers with the FBI, the IRS, CIA, Welfare, Immigration, or any other government agency. No court of law or law enforcement agency can find out respondents' answers. 2010 Census workers will never ask for bank or social security information nor will they request money.

View a sample of the Census online at: <http://2010.census.gov/2010census/how/interactive-form.php>

FAQ's: <http://www.mn2010census.org/faq.html>

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Receive Final Report for Inver Grove Heights Middle School Safety Study**

Meeting Date: February 8, 2010  
 Item Type: Regular  
 Contact: Scott D. Thureen, 651.450.2571  
 Prepared by: Scott D. Thureen, Public Works Director  
 Reviewed by: *SDT*

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

**PURPOSE/ACTION REQUESTED**

Receive final report for Inver Grove Heights Middle School Safety Study.

**SUMMARY**

On September 14, 2009, the City Council directed staff to solicit proposals for preparation of a study addressing pedestrian safety at the intersection of Cahill Avenue and 81<sup>st</sup> Street East/the driveway to Inver Grove Heights Middle School. SRF Consulting Group, Inc. was selected to prepare the study. A representative from that firm will present the results at the Council meeting.

City staff has begun to address some of the recommended changes in the report, at the direction of the Council. Last fall, the crosswalk was repainted to connect to the sidewalk, sign visibility obstructions were removed, and improvements to the existing lighting were initiated. A school zone speed study has been initiated. The advance stop bars for the crosswalk will be painted next spring.

SDT/kf

## MEMORANDUM

TO: Scott Thureen, P.E., Director of Public Works  
CITY OF INVER GROVE HEIGHTS

FROM: Carla Stueve, P.E., Associate  
Matt Pacyna, P.E., Senior Engineer

DATE: January 22, 2010

SUBJECT: INVER GROVE HEIGHTS MIDDLE SCHOOL PEDESTRIAN SAFETY STUDY

### INTRODUCTION

SRF has completed the pedestrian safety study for the intersection of 81st Street/Cahill Avenue and the Inver Grove Heights Middle School. The purpose of the study is to conduct a thorough evaluation of current safety issues and identify potential improvements that could be considered to improve the safety for students walking and biking to school.

The study included an assessment of the 81st Street/Cahill Avenue intersection, as well as the site access and internal roadway circulation for the Inver Grove Heights Middle School. As part of the field review and observations, hourly directional and peak hour turning movement counts were collected at the study intersection. In addition, roadway geometrics, signing, striping and lighting were reviewed. Both short-term and long-term improvements were recommended as part of the study to address safety issues and concerns within the study area.

### EVALUATION OF EXISTING CONDITIONS

An evaluation of existing conditions was completed to identify current safety issues at the Inver Grove Heights Middle School and 81st Street/Cahill Avenue intersection. The evaluation included the following:

- Data Collection
- Field Assessment and Observations
- Crash Analysis
- All-Way Stop Control Analysis
- High School and Middle School Connection

## **Data Collection**

Cahill Avenue is currently a four-lane minor arterial roadway with a width of 48 feet at 81st Street. SRF collected hourly directional tube counts at the intersection of 81st Street and Cahill Avenue for a 48-hour period. Based on the data collected, the daily traffic volume on Cahill Avenue is 6,800 vehicles per day. It should be noted that at the time of data collection, Cahill Avenue was being used as a construction detour route, resulting in higher than normal volumes. The daily volume on Cahill Avenue based on Mn/DOT's 2007 flow map is 4,950 vehicles per day north of 81st Street.

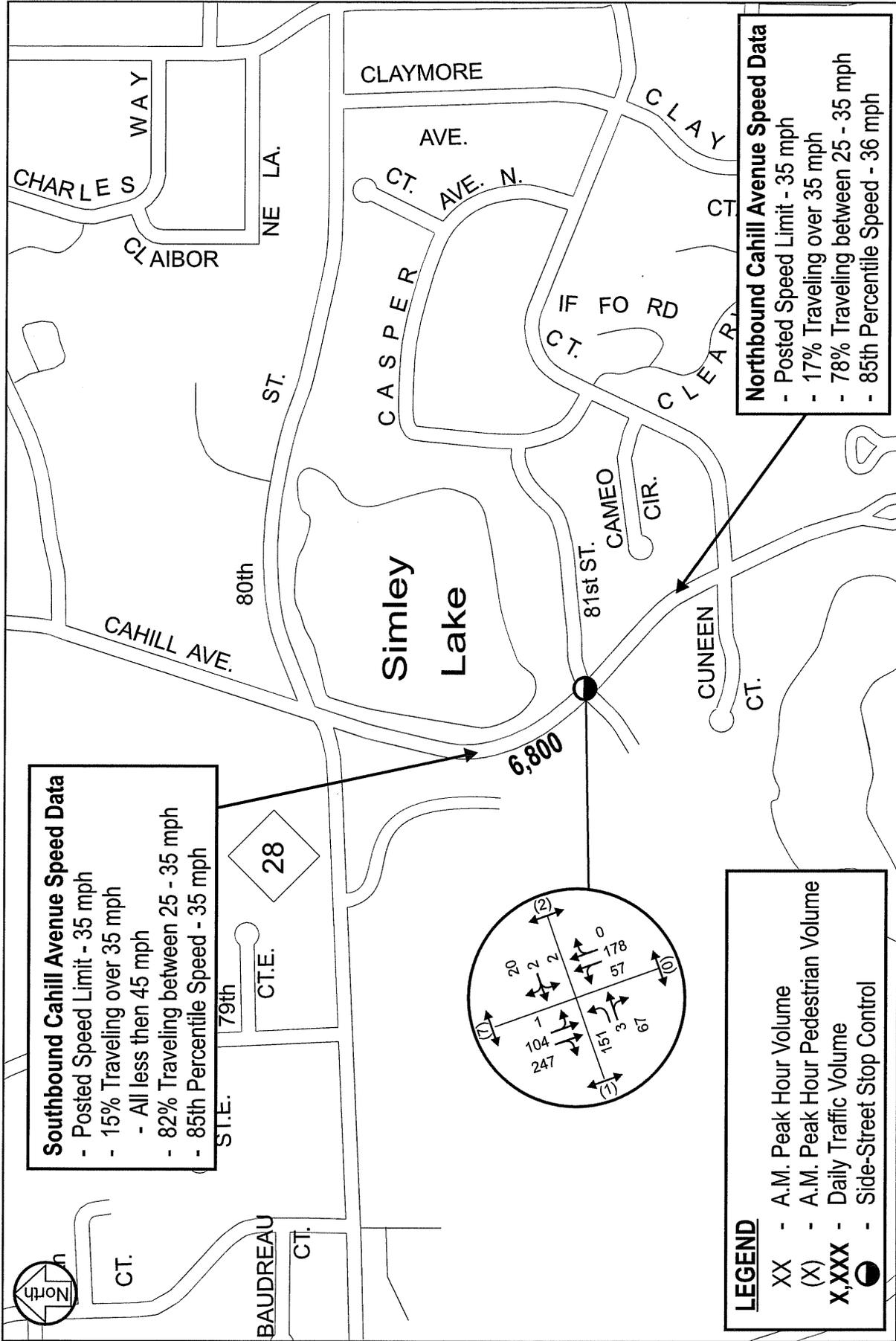
With the Inver Grove Heights High School located adjacent to the Middle School, traffic operations during its arrival and departure periods have an impact on the Middle School. The Middle School starts at 7:25 a.m. and the High School starts at 7:45 a.m. Based on hourly directional tube counts, there are approximately 210 vehicles exiting the Middle School driveway onto Cahill Avenue between 6:45 a.m. – 7:30 a.m. and approximately 290 vehicles exiting the High School driveway onto 80th Street between 7:00 a.m. – 7:45 a.m.

As shown in Figure 1, turning movement and pedestrian counts at the intersection of 81st Street/Cahill Avenue were collected during the morning arrival period (6:45 a.m. – 8:15 a.m.) on October 6, 2009. During the morning arrival period 25 southbound buses and 35 northbound buses entered the Middle School access driveway. It should be noted that both the Middle School and the High School buses utilize the Middle School access on Cahill Avenue.

In addition to the traffic counts, speed data was also collected. Based on this information, the 85th percentile speed on Cahill Avenue is approximately 35 mph, which is consistent with the posted speed limit.

## **Field Assessment and Observations**

A field assessment and observations was completed on October 6, 2009 and October 8, 2009. To conduct the school and intersection assessment, SRF staff observed operations at the intersection and circulation within the school parking lot during the morning arrival period to document key issues. The field assessment included a review of the current intersection control, signing and striping, lighting, vehicle speeds and roadway geometrics. In addition, an assessment of internal school traffic circulation was conducted with the assistance of Jane Stevenson (Principal) and David Slomkowski (Health and Safety Coordinator), reviewing the school bus loading/unloading areas, access and circulation, parent drop-off/pick-up areas and pedestrian/bicycle facilities. This evaluation identified safety concerns within and around the school facility that create an unsafe condition for pedestrians and bicyclists. To ensure that the full range of concerns, issues, and ideas were identified, SRF met with City staff, school officials, parents and neighbors on the evening of October 8, 2009 to discuss further. The list of safety issues and concerns will be summarized later in this memorandum.



**Existing Conditions**

Inver Grove Heights Middle School Safety Study  
City of Inver Grove Heights

**Figure 1**

## Crash Analysis

Available crash data from the last five years (2003-2007) was reviewed to identify any crash patterns at the intersection of 81st Street/Cahill Avenue. Based on the crash data, there were three crashes at the intersection of Cahill Avenue/81st Street in the last five years. Although the number of crashes over a five-year period is minimal, two of the crashes included a pedestrian or a bicyclist. Both crashes occurred during the morning school arrival period, with a vehicle exiting from the school driveway colliding with a student in/near the crosswalk.

In order to determine the significance of the reported crashes, the associated crash rate for the study intersection was calculated. Crash rates are numerical values that compare one particular intersection to intersections of similar characteristics. The calculated crash rate for this intersection is 0.28 crashes per million vehicles entering the intersection. The calculated crash rate was then compared to Mn/DOT Metro average crash rates for intersections with similar characteristics. The crash rate at the 81st Street/Cahill Avenue of 0.28 crashes per million entering vehicles is above the average crash rate of 0.20 at similar suburban thru/stop controlled intersections. When an intersection is either at or above the average crash rate for a similar intersection, the critical crash rate can be computed to determine the significance of the greater than average rate. The calculated crash rate of 0.28 is well below the critical crash rate of 0.93. Locations with a crash rate below the critical crash rate, but above the average crash rate, are considered to be reasonably safe and not in need of safety improvements because there is a high probability (95 percent) that roadway conditions are not contributing significantly to the crash experience and the crashes are occurring more by chance circumstance. Based on this analysis, the study intersection does not have significant crash issues. However, safety improvements will be recommended as a result of the field assessment and observations.

## Analysis of All-Way Stop Control

To determine the need for all-way stop control at the intersection of 81st Street/Cahill Avenue, a review was completed using the 2005 Mn/MUTCD (Minnesota Manual on Uniform Traffic Control Devices). Based on the Mn/MUTCD, the following criteria are used to determine the need for all-way stop control:

- A. All-way stop control can be used as an interim measure where a traffic signal is warranted.
- B. A crash problem, with five or more crashes in a 12-month period that are correctable by the installation of an all-way stop, i.e. left turns and right angle.
- C. Minimum volumes:
  1. 300 vehicles per hour on major roadway for eight hours
  2. 200 units per hour on minor roadway for the same eight hours as Criteria C1.
  3. If the 85th percentile speed exceeds 40 mph, 70 percent of the minimum volume criteria may be used.
- D. No single criteria met, but if 80 percent of criteria B and C are met.

Based on available crash data, there have been three crashes at this intersection in the last five years, which does not meet the minimum criteria. Based on the hourly volumes, Cahill Avenue meets the minimum hourly volume threshold, however, the hourly traffic volume on 81st Street and the school driveway does not meet the required threshold for all-way stop control. Therefore, the intersection of 81st Street/Cahill Avenue does not meet the minimum requirement for all-way stop control. In addition, intersections with all-way stop control can be challenging for pedestrians to cross and may create additional safety issues. If unwarranted all-way stop control is implemented at an intersection, motorists may begin to disregard the stop condition on the mainline when experiencing lighter volumes on the side-streets during off-peak conditions. This could also result in increased safety concerns at the study intersection.

### **High School and Middle School Connection**

As part of this study, a connection between the High School and Middle School was reviewed to determine whether another access from the Inver Grove Heights Middle School is feasible and whether it would improve the overall traffic operations at the Middle School. As previously stated, there are approximately 210 vehicles exiting the Middle School driveway onto Cahill Avenue between 6:45 a.m. – 7:30 a.m. and approximately 290 vehicles exiting the High School driveway onto 80th Street between 7:00 a.m. – 7:45 a.m. Based on field observations, the morning peak hour queues are similar at both driveways. In addition, parents were observed dropping off their High School and Middle School children along the internal roadway near the former high school tennis court area, providing a dual purpose in one trip.

Due to the higher traffic volumes on 80th Street and the closely spaced signalized intersection at 80th Street/Cahill Avenue, it is more difficult to enter the traffic on 80th Street, when compared to the access driveway on Cahill Avenue. The access driveway for the High School currently experiences higher volumes than the Middle School. In addition, parents wanting to use the connection would be required to re-circulate through the parking lot after using the drop off area in front of the Middle School. Solving a problem in one area by relocating it to another area is not considered a strong solution. Based on these reasons, a connection between the two schools is not being recommended as a solution to address the current safety concerns at the Middle School.

### **IDENTIFICATION OF ISSUES**

Pedestrian and bicycle safety at the intersection of 81st Street/Cahill Avenue has become a significant issue for area residents. Cahill Avenue is a four-lane undivided roadway with a posted speed limit of 35 mph. During the school arrival period, there is congestion and delays, which in turn leads to drivers being more aggressive and ignoring traffic laws. Based on the school safety assessment and input from City staff, parents, and school officials, an issues map was developed. As shown in Figure 2, the following issues were identified for the intersection of 81st Street/Cahill Avenue and the Inver Grove Heights Middle School. These issues were also presented to the public at a stakeholders meeting on October 29, 2009 to allow for community feedback.



- Insufficient lighting limited to the southeast and northwest quadrants of the study intersection (northwest street light was not operating during field assessment)
- Vehicle congestion
- Current crosswalk is not properly aligned with the curb and sidewalk
- Sight obstructions (signing, vehicle queues, roadway curvature)
- Crossing width (four lanes of traffic)
- Difficult crossing after extra-curricular activities (no crossing guard present)
- Poor compliance with crosswalk law
- One crossing guard present at intersection (recommend two guards for a four-lane roadway)
- Lack of school zone speed limit

Based on site observations, the following internal circulation issues were noted:

- Two-way traffic in parking lot causes delays/conflicts
- Lack of sufficient bike rack space
- Pedestrians/bicyclists must cross both parking lot driveways

## **RECOMMENDED SAFETY IMPROVEMENTS**

To address safety issues for pedestrians at the Inver Grove Middle School and 81st Street/Cahill Avenue intersection, short-term and long-term improvements were developed. Recommending a range of improvements will allow the City to incorporate low-cost changes that will improve the safety for pedestrians and bicyclists for the short-term. These improvements will also encourage motorists traveling through the intersection to respect traffic laws and provide a safer environment for pedestrians.

Further analysis and additional funding will be needed to implement long-term improvements. It is recommended that the City monitor the Minnesota Safe Routes To School (SRTS) website <http://www.dot.state.mn.us/saferoutes/> or other potential funding sources for opportunities to implement the long-term improvements.

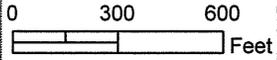
Based on the information gathered from the school assessments, traffic data and input from stakeholders and City/school officials, the following improvements are recommended for short-term and long-term conditions (see Figures 3 and 4).

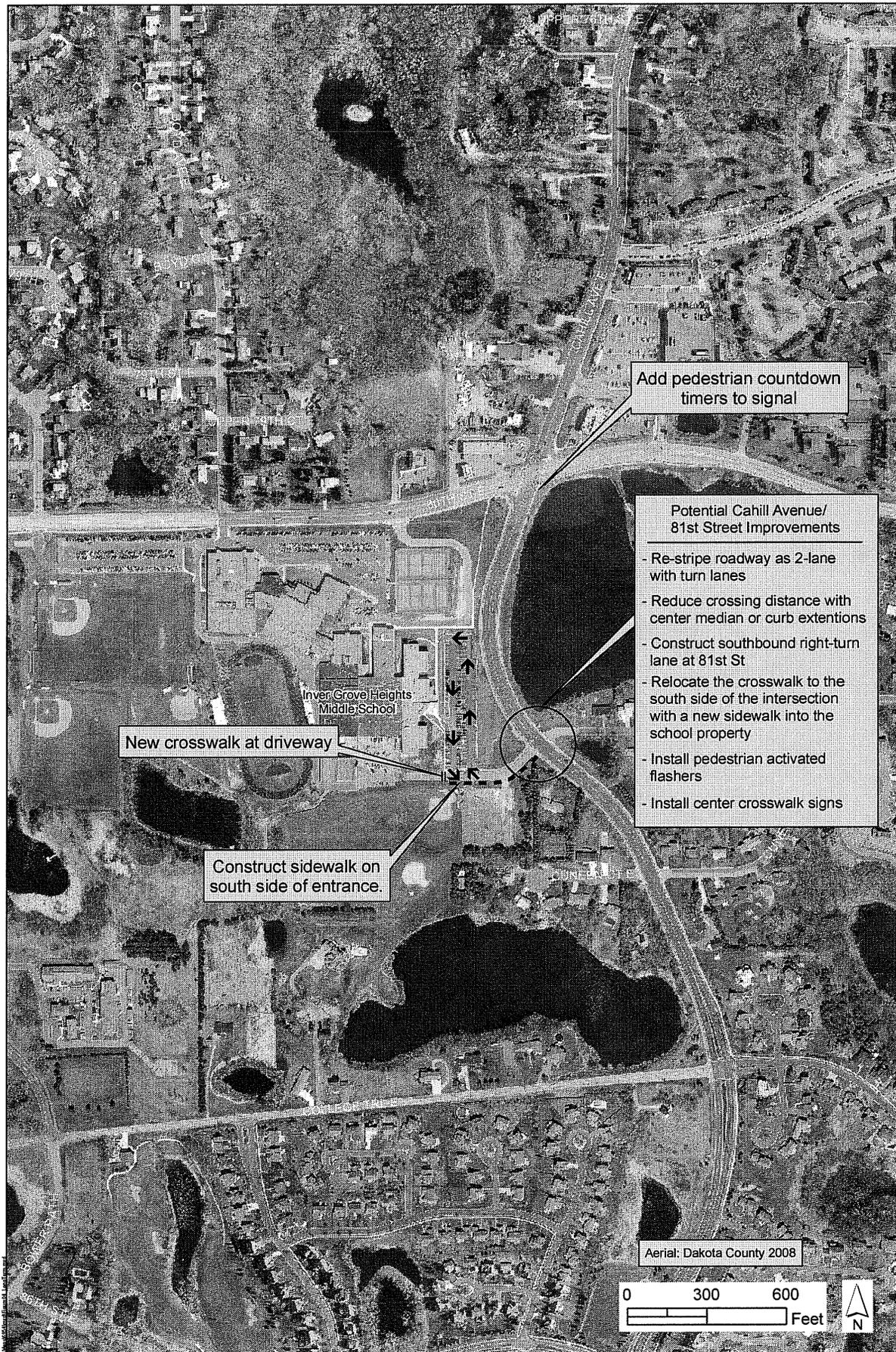


Improve internal circulation and pavement markings

- Potential Cahill Avenue/ 81st Street Improvements
- Re-paint crosswalk to connect to sidewalk
  - Improve intersection lighting
  - Remove sign visibility obstructions
  - Hire additional crossing guard
  - Paint advance stop bars 30 feet from crossing
  - Develop school zone speed limit
  - Right turn only from driveway during school arrival and departure periods

Aerial: Dakota County 2008





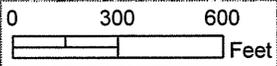
Add pedestrian countdown timers to signal

- Potential Cahill Avenue/  
81st Street Improvements**
- Re-stripe roadway as 2-lane with turn lanes
  - Reduce crossing distance with center median or curb extensions
  - Construct southbound right-turn lane at 81st St
  - Relocate the crosswalk to the south side of the intersection with a new sidewalk into the school property
  - Install pedestrian activated flashers
  - Install center crosswalk signs

New crosswalk at driveway

Construct sidewalk on south side of entrance.

Aerial: Dakota County 2008



**Potential Long-Term Improvements**

Inver Grove Heights Middle School Safety Study  
City of Inver Grove Heights

Figure 4

**Short-Term (1-5 years)**

- Re-paint crosswalk to connect to sidewalk
- Improve intersection lighting
- Remove sign visibility obstructions
- Hire an additional crossing guard
- Paint advance stop bars 30 feet from crossing
- Establish a school zone with reduced speeds on Cahill Avenue
- Right-turn only from driveway during school arrival and departure periods (further analysis would be needed to determine impacts to College Trail)
- Improve internal circulation and pavement markings

As part of the short-term improvements, installation of a school zone speed limit on Cahill Avenue should be considered to reduce the overall vehicle speeds during the school arrival and departure periods, increase driver compliance of the speed limit and provide a basis for enforcement during those critical time periods. Mn/DOT has developed a guide to establish speed limits in school zones. The current guide was published in 1980 and is currently being revised. Based on Mn/DOT's current guide and information posted on their website, the road authority may establish a school zone speed limit for a roadway under their jurisdiction. Since Cahill Avenue is a City street, the City has the authority to establish a school zone speed limit. To establish a school zone speed limit on Cahill Avenue, a traffic investigation needs to be completed. The school zone includes the roadway section that abuts the school grounds, or where there is an established school crossing with advance school signs. Both of these criteria apply for the study segment of Cahill Avenue adjacent to the Inver Grove Heights Middle School.

Based on Mn/DOT's guide, if a reduced school speed limit is warranted:

1. It shall not be more than 30 mph below the establish speed limit
2. The school speed limit shall not be lower than 15 mph
3. All signs erected must be in conformance to the Mn/MUTCD
4. Any speeding violations of a school zone speed limit are subject to a double fine

As part of this study, traffic speeds and volumes were collected on Cahill Avenue. The current posted speed limit on this roadway is 35 mph. Based on the data collected, the 85th percentile speed is consistent with the posted speed limit, 35 mph. To be consistent with the school zone speed limit posted on 80th Street for the Inver Grove Heights High School, a school zone speed limit of 20 mph could be posted on Cahill Avenue, while children are present. Public education of this proposed change in the school speed zone is highly recommended to ensure the change does not cause an adverse safety issue.

**Long-Term (5 -10 years)**

- Re-stripe roadway as a two-lane roadway with turn lanes
- Reduce crossing distance with center median or curb extensions
- Construct southbound right-turn lane at 81st Street
- Relocate crosswalk to the south side with a new sidewalk into the school property
- Install pedestrian activated flashers
- Install centerline pedestrian crossing signs
- Add pedestrian countdown timers to the traffic signal at Cahill Avenue and 80th Street
- Install a new crosswalk at the west end of the Inver Grove Middle School parking lot
- Construct sidewalk on the south side of the school access

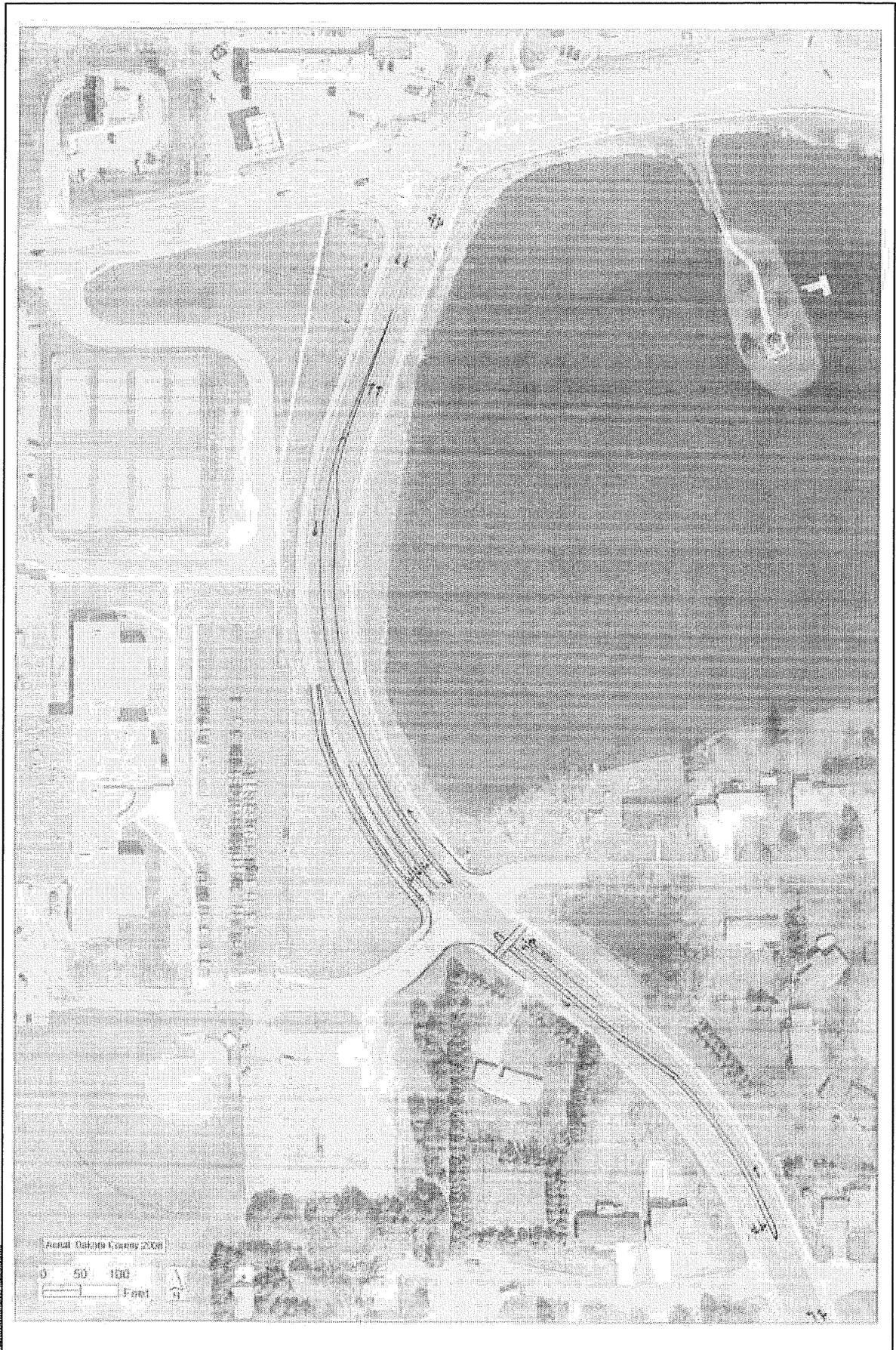
In order for stakeholders and City/school officials to better understand the recommended long-term improvement to modify Cahill Avenue from a four-lane undivided to a two-lane divided roadway, a proposed roadway concept was developed (see Figure 5). This roadway design reduces the crossing distance for pedestrians with the center median and reduces the conflicts to only crossing one direction of travel at a time. The concept also includes installing a crosswalk on the south side of the intersection, which leads to a future sidewalk on the south side of the Middle school internal roadway. Currently, there is a heavy southbound right-turn into and a heavy left-turn out of the school access driveway. Both of these movements conflict with pedestrians walking in the crosswalk on the north side of the intersection. Relocating the crosswalk to the south side would minimize the vehicle conflicts from the school driveway with students and bicyclists in the crosswalk, which has caused two crashes in the last five years. In addition, a future sidewalk on the south side of the school internal roadway would eliminate the need for students to cross the parking lot driveways during the arrival and departure periods.

**Public Involvement**

Public participation was considered critical to obtaining a comprehensive understanding of the issues and developing solutions that could be supported by the residents, City staff and school officials. The public involvement components are listed below:

- October 8, 2009 – Stakeholders meeting to identify issues
- October 29, 2009 – Stakeholders meeting to discuss results and draft recommendations
- November 9, 2009 – City Council study session to discuss results and draft recommendations
- November 23, 2009 - ISD 199 School Board meeting

In general, there was public support for the recommended safety improvements, with the understanding that the long-term improvements are contingent on available funding in the future. The City should continue to coordinate with school officials to determine how to move forward on the funding and implementation of these improvements.



## **Preliminary Cost Estimates**

To assist in the decision-making process, general ranges of costs were associated with the proposed improvements. Each potential improvement listed under the low, moderate and high cost price range would have an estimated cost within that range.

### **Low-Cost (< \$2,000)**

- Signing: centerline crosswalk signs and school speed zone signs
- Striping: crosswalks and stop bars
- Remove sign obstructions or relocate signs

### **Moderate-Cost (\$10,000-\$25,000)**

- Curb extensions/bump-outs
- Trail/sidewalk (does not include work with retaining wall)
- Pedestrian activated flashers
- Pedestrian countdown timers (Cahill Avenue and 80th Street signal)
- Audible - accessible pedestrian signals
- Improve intersection lighting
- Additional crossing guard (annual cost)

### **High-Cost (\$50,000-\$75,000)**

- Modify roadway as two-lane roadway with turn lanes and a center median
- Construct southbound right-turn lane at 81st Street

To determine the effectiveness of proposed center medians at this intersection on an interim basis, the City may consider a less expensive alternative to channelize traffic through this intersection. Instead of permanent curb at this intersection, the City may consider installing cylinder-style delineators to create a temporary median area. This will be more effective than pavements markings or other temporary measures, and would have a similar effect as the installation of permanent curb.

## **CONCLUSIONS AND RECOMMENDATIONS**

Based on this analysis, the following conclusions and recommendations are offered for your consideration:

- There have been three crashes at the intersection of 81st Street/Cahill Avenue in the last five years (2003-2007). Two of the crashes included a pedestrian or a bicyclist during the morning school arrival period colliding with a vehicle exiting from the school driveway.

- The Mn/MUTCD defines a crash problem as five or more crashes in a 12-month period that are correctable by the installation of an all-way stop. The installation of all-way stop control is not warranted at the 81st Street/Cahill Avenue intersection based on crash history or traffic volumes.
- The City should continue to coordinate with the School District to implement the recommended short-term improvements. The City would be responsible for the striping, signing, lighting and speed limit improvements. The School District would be responsible for the crossing guard and on-site improvements.
- Based on the 35 mph posted speed limit and 85th percentile speed on Cahill Avenue, a 20 mph school zone speed limit zone on Cahill Avenue could be established. Educating the public on this proposed change is recommended to reduce the potential for adverse safety affects.
- The City should continue to work with the School District on potential funding sources to implement the recommended long-term improvements. It is recommended that the City monitor the Minnesota Safe Routes To School (SRTS) website <http://www.dot.state.mn.us/saferoutes/> or other potential funding sources.
- The long-term improvements that provide the most benefit for pedestrians at the 81st Street/Cahill Avenue intersection includes modifying this section of roadway to a two-lane divided roadway with turn lanes and a center median. This roadway design would reduce the crossing distance and conflicts for pedestrians. The proposed concept also involves moving the crosswalk to the south side of the intersection to connect to a future sidewalk on the south side of the internal roadway, which would eliminate the vehicle conflicts from the school driveway with students in the existing crosswalk.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**AUTHORIZE PURCHASE OF HIGH DENSITY STORAGE UNITS FOR PUBLIC SAFETY ADDITION**

Meeting Date: February 8, 2010  
Item Type: Regular  
Contact: JTeppen, Asst City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Authorize purchase of high density storage systems for Public Safety Addition.

**SUMMARY** The Public Safety Addition is being constructed to accommodate two high density storage systems; one in the records room and one in evidence storage. Photos and a description of the units are attached. High density storage units put storage materials on carriages and tracks, compacting materials into a smaller footprint or increasing the capacity of an existing space. Putting stored materials on wheels and carriages eliminated unused aisles and inactive spaces.

We have received one quote from TAB Products as they are on the State Contract.

The quote is for a combined total of \$45,808.52 which includes the Records unit for \$25,968.41, \$19,604.79 for the Evidence unit. The price also includes installation, a five year warranty and two years of labor.

We had prepared the project budget with an estimate of \$100,000 for this equipment.

The funds for this equipment do not come out of the construction contract (the bonds). The funds come from the internal sources the Council previously discussed; the MIS Fund, the City Facilities Fund, the Water and Sewer Funds, the Closed Bond Fund and the Host Community Fund.

# TAB STORAGE SYSTEMS

## TAB-TRAC



### High-Density Mobile Storage

Whether you are storing files, supplies, electronic media, or reference materials, the TAB-TRAC™ mobile system is ideal for any environment where space is at a premium. TAB-TRAC can be installed on top of an existing floor, or it can be integrated into the floor in renovation or new construction projects.

### Visually Pleasing while Saving Space

TAB mobile systems offer a complete spectrum of design possibilities, with color and texture choices to create visual harmony in any environment. End panels are available in painted steel, laminated with either self-edge, t-edge radius-edge, or custom-edge treatments. Double-faced shelving is arranged in a “T” intersection to the wall, allowing you to create aisles only when and where you need them, eliminating the need for fixed aisles.

### Configurable as Your Needs Change

Available in manual and mechanical-assist options, this sturdy system is designed for life and can be configured to your exact specifications.

TAB-TRAC is an ideal solution for filing environments where high capacity, low access, and secure storage are required.

### Benefits

*Industry leading design and high-quality materials ensure system lasts for life*

*Built-in safety function complies with occupational safety and health regulations*

*Configurable to your specifications and adaptable as your office environment changes*

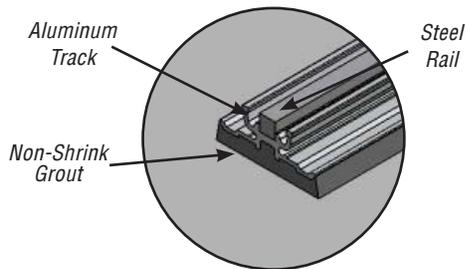
*Lockable, secure storage helps you meet privacy legislation requirements*

*Double your storage capacity*

*High-density, multimedia storage in one area*

# TAB STORAGE SYSTEMS

## Grouted Universal Track Assembly



## SPECIFICATIONS

### Unit Dimensions

Height, width and depth are designed to client specifications. TAB-TRAC deck and carriages add 7¼" height to the overall storage system.

### Carriages

The double-flanged wheel design eliminates carriage derailling and ensures easier guidance with no adjustment along the track. Neoprene gaskets along the track create a gap-free floor. Sealed, permanently lubricated bearings provide smooth carriage movement and maintain long life with minimal maintenance.

### Track and Rail

TAB-TRAC deck, track and rail set the industry standard for strength and durability. TAB certified installers laser level the system to 1/16" and secure and support the track and rail with long lasting, non-shrink grout. Additionally, TAB certified installers use factory produced track spacers to evenly and accurately space track and rail, preventing wheel, carriage and rail wear over time.

### Deck

Supported by steel channels and anchored into the sub-floor, the TAB-TRAC deck provides a flush walking surface free of tripping hazards. TAB-TRAC's deck is constructed of industrial grade particleboard for uniform thickness and strength. Ramp access makes the system ADA compliant.

### Shelving

Use your existing shelving or select from one of the many TAB shelving or cabinet options. Shelving is secured to the carriages with vibration-resistant fasteners.

## OPERATION

### Manual

Manually operated storage systems are recommended for small offices where weight loads and retrieval rates are minimal. You simply move the carriage handle in the direction you want the system to move.

### Mechanical-Assist

In larger settings, where carriages are longer and weight loads are greater, the mechanical-assist TAB-TRAC system is ideal. The system's gears do most of the work; you simply rotate the carriage handle and the system does the rest.

TAB's low profile mechanical carriages can maneuver up to 700 pounds per linear foot, making them ideal for light media such as letter and legal-size files. High-profile mechanical carriages can bear up to 1,000 pounds per linear foot, perfect for heavy media such as x-rays.

### Electrical

When a TAB-TRAC system needs to move effortlessly, POWER-TRAC™ is the answer. One touch of the directional control button opens the aisle automatically. POWER-TRAC is ideal for environments where large amounts of material are stored, heavy materials are involved, and user access is frequent. The controller is designed for intuitive user operation. And, safety is engineered into this system. Safety sweeps stop carriage movement when an object is encountered. The sweep is located at foot level and extends the full length of the carriages on both sides. The entire POWER-TRAC system is UL listed and CSA certified.

### About TAB

As a recognized leader in the records and information management industry, we develop custom solutions that enable our customers to control, store and access critical information. We offer top quality filing systems, media storage equipment and specialists that solve complex records and information management challenges. With more than 55 years of experience, we serve clients in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government. TAB-TRAC™ and POWER-TRAC™ are both registered trademarks of TAB Products Co LLC.



Ask about our AIA/CES Program



CONTACT ONE OF OUR  
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EUROPE • +31 20 6975333 [www.tab.nl](http://www.tab.nl)

A-07-ST-TTC-D

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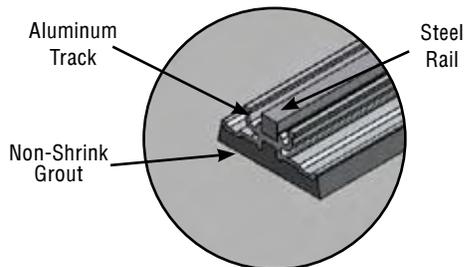
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**LEVANDER,  
GILLEN &  
MILLER, P.A.**

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◻\*DONALD L. HOEFT  
DARCY M. ERICKSON  
DAVID S. KENDALL  
BRIDGET McCAULEY NASON  
DAVID B. GATES  
•  
HAROLD LEVANDER  
1910-1992  
•  
ARTHUR GILLEN  
1919-2005  
•  
• ROGER C. MILLER  
1924-2009

## MEMO

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

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**TO: Mayor and City Council Members**  
**FROM: Timothy J. Kuntz and Darcy M. Erickson**  
**DATE: February 8, 2010**  
**RE: Gambling Ordinance**

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### BACKGROUND

As a part of the recodification process, City Staff identified various portions of the City Code that needed to be updated. The City's gambling regulations were identified as needing to be updated to comport with current state law, which had changed.

### SUMMARY OF CHANGES

The majority of the changes are due to the need to bring the ordinance up to date with state gambling law.

In recent years, the Minnesota Legislature has eliminated various classes of lawful gambling licenses and the bingo hall licenses, as well as made organizational licenses and premise permits perpetual in the absence of any adverse license action or lapse of the license, thereby eliminating the need for renewal of the same.

While cities have some local authority with respect to regulation of lawful gambling, the vast majority of regulation is provided by the State Gambling Control Board (the "Board"), which extensively regulates gambling activities in the state.

The major changes to the existing City gambling regulations are summarized as follows:

**Classes of Licenses.** Elimination of classes of gambling licenses, as there are no longer classes of gambling licenses. Additionally, the bingo hall license has been removed from the ordinance, as the license no longer exists.

**Premises Permits.** The new provisions of the City Code eliminate annual renewal of premises permits to comport with state law. Once the City approves a premises permit, the premises

permit is perpetual, unless the Board takes adverse action against the premises permit or there is a lapse of the permit.

**Increase in Trade Area Lawful Expenditures.** State law permits the City to require the organization spend all (100%) of its lawful expenditures in the City's trade area. The City's existing gambling regulations only required that 20% of the lawful expenditures be made in the trade area. This 20% requirement has been changed to a 60% requirement.

**Trade area:** The trade area includes the following cities:

- Inver Grove heights
- South St. Paul
- West St. Paul
- Sunfish Lake
- Rosemount
- Eagan
- Newport
- St. Paul Park
- Mendota Heights

Of the seven licensed organizations, there is one organization that is not located in the trade area.

**Elimination of Local Permit for Exempt Lawful Gambling.** Finally, with input from the Deputy City Clerk and, in an effort to reduce repetitive licensing requirements, we have eliminated the local gambling permit that was previously required for lawful gambling exempt from State licensing requirements. For example, church carnival raffles will not be required to obtain a permit from the City. However, state law requires that such organizations still must provide notice to the City before engaging in these activities and there are limits on that activity. Specifically, Minn. Stat. § 349.166, Subd 2(a) states:

**Subd. 2.Exemptions.**

- (a) Lawful gambling, with the exception of linked bingo games, may be conducted by an organization without a license and without complying with sections 349.168, subdivisions 1 and 2; 349.17, subdivision 4, 349.18, subdivision 1, and 349.19 if
- (1) the organization conducts lawful gambling on five or fewer days in a calendar year;
  - (2) the organization does not award more than \$50,000 in prizes for lawful gambling in a calendar year;
  - (3) the organization submits a board-prescribed application and pays a fee of \$50 to the board for each gambling occasion, and receives an exempt permit number from the board. If the application is postmarked or received less

than 30 days before the gambling occasion, the fee is \$100 for that application. The application must include the date and location of the occasion, the types of lawful gambling to be conducted, and the prizes to be awarded;

- (4) **the organization notifies the local government unit 30 days before the lawful gambling occasion, or 60 days for an occasion held in a city of the first class;**
- (5) the organization purchases all gambling equipment and supplies from a licensed distributor; and
- (6) the organization reports to the board, on a single-page form prescribed by the board, within 30 days of each gambling occasion, the gross receipts, prizes, expenses, expenditures of net profits from the occasion, and the identification of the licensed distributor from whom all gambling equipment was purchased.

(emphasis added). The City had previously required a local permit but did not charge a permitting fee for the local permit for exempted lawful gambling.

**Uniform Licensed Organization Spending and Reporting.** After consultation with the Deputy City Clerk and the Board, the spending and reporting to demonstrate compliance with the City's trade area expenditure requirements has been made uniform. Currently, the trade area expenditure requirement and the submission of the report demonstrating trade area expenditure compliance are on a "rolling" basis in that the expenditure and reporting requirements are tied to the organization's license anniversary date. Accordingly, reports come in at all times of the year. The new ordinance requires that all licensees with premises permits must now make the required trade area expenditures within a calendar year and submit the compliance report within 60 days of December 31<sup>st</sup>.

## **CONCLUSION**

The changes to the City's gambling regulations are intended to reflect recent changes in state law and to simplify the City's administration of the gambling regulations, while ensuring a greater portion of the organizations' lawful expenditures are made in the City's trade area.

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

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

**AN ORDINANCE AUTHORIZING AND REGULATING THE CONDUCT OF LAWFUL  
GAMBLING WITHIN THE CITY OF INVER GROVE HEIGHTS, MINNESOTA AND  
AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 7**

The City Council of Inver Grove Heights does hereby ordain:

**Section 1. Amendment.** Title 4, Chapter 7 of the Inver Grove Heights City Code is hereby amended in its entirety as follows:

**~~4-7-1: GAMBLING PERMITTED; COMPLIANCE WITH STATE LAW:~~**

~~Lawful gambling conducted within the city pursuant to Minnesota statutes chapter 349 shall be conducted in accordance with Minnesota statutes chapter 349 as it shall be amended from time to time, regulations promulgated by the Minnesota gambling control board (hereafter "board") in accordance with law, this chapter, and all other applicable ordinances of the city. (Ord. 931, 7-13-1998)~~

**~~4-7-2: PROVISIONS ARE ADDITIONAL; CONFLICTS:~~**

~~The provisions of this chapter are additional restrictions placed on gambling by the city. If this chapter conflicts with any of the laws or regulations referred to in section 4-7-1 of this chapter, the more stringent shall apply. (Ord. 931, 7-13-1998)~~

**~~4-7-3: DEFINITIONS:~~**

~~The terms used in this chapter that are also defined in Minnesota statutes chapter 349, as that chapter may be amended from time to time, have the meanings assigned in Minnesota statutes chapter 349, unless the text of this chapter expressly provides otherwise. In addition, the following terms shall have the meanings given them:~~

~~**BINGO HALL:** Shall have the same meaning as found in Minnesota statutes chapter 349, as amended from time to time.~~

~~**CITY'S TRADE AREA:** Includes the city of Inver Grove Heights, the city of South St. Paul, the city of Rosemount, the city of Eagan, the city of West St. Paul, the city of Sunfish Lake, and the city of Mendota Heights.~~

~~**CLASS A, CLASS B, CLASS C AND CLASS D PREMISES PERMITS:** Shall have the same meanings as found in Minnesota statutes chapter 349, as amended from time to time. (Ord. 931, 7-13-1998)~~

#### **~~4-7-4: CITY PERMIT AND STATE LICENSING REQUIREMENTS:~~**

- ~~A. No person, except an organization which is licensed by the state or has a valid exemption permit from the state, and which also has a permit or approval from the city, shall conduct lawful gambling within the city. Such city permits shall be obtained each time an exemption permit is sought from the board. All permits required by this chapter or state statutes shall be prominently displayed during the permit year at the premises licensed to conduct gambling.~~
- ~~B. 1. Organizations which conduct lawful gambling which are exempt from state gambling licensing requirements may only conduct such gambling within the city upon receipt of a permit from the city.~~
- ~~2. An application for such permit shall be made at least thirty (30) days prior to the date such gambling is to be conducted. The application for such permit shall be on a form prescribed by the city. No permit fee shall be required by the city for lawful gambling which is exempt from state gambling licensing requirements.~~
- ~~3. Within thirty (30) days of filing any reports with the board, the organization shall file a copy of such report(s) with the city. (Ord. 931, 7-13-1998)~~

#### **~~4-7-5: RECORDS AND REPORTS; ACCESS AND INSPECTIONS:~~**

- ~~A. Every organization permitted to conduct lawful gambling in the city shall file quarterly, with the city, the following reports, which are due thirty (30) days after the quarter ends:~~
- ~~1. The G-1 monthly tax returns; or~~
  - ~~2. G-1 schedule A.~~
- ~~B. Every organization not exempt from state licensing shall file an additional report with the city proving compliance with the trade area spending requirement imposed by this chapter. Such report shall be on a form prescribed by the city and shall be submitted annually and in advance of application for renewal. The report is due within sixty (60) days after the end of the license year that such proceeds are received by the organization.~~
- ~~C. All licensed or permitted gambling operations are deemed to have consented to inspection of the licensed or permitted premises by the city.~~
- ~~D. Authorized employees or agents of the city may inspect, at any reasonable time without notice or search warrant, all records, including gambling accounts and other bank records, required by the board to be maintained and preserved. (Ord. 931, 7-13-1998)~~

#### **~~4-7-6: PREMISES PERMIT AND BINGO HALL LICENSE:~~**

- ~~A. Application For Permit Or License: An organization shall make application for a premises permit or bingo hall license on a form prescribed by the board. In addition, the applicant shall~~

~~provide a complete copy of the state application to the city. The information submitted to the city shall contain a copy of the signed lease and a sketch showing the leased area; provided, however, with respect to organizations owning their own building, a lease and sketch are not required.~~

~~B. Resolution To Approve Or Disapprove: Upon receipt of the pending application for a premises permit or bingo hall license, the city council shall, within the time allowed by Minnesota statutes chapter 349 or board regulations, adopt a resolution either approving or disapproving the application.~~

~~C. Location Restrictions:~~

~~1. Lawful gambling conducted by a state licensed organization not exempt from licensing under state law may only occur at the following two (2) locations in the city:~~

~~a. A bingo hall approved by the city council; or~~

~~b. An on-sale intoxicating liquor establishment licensed by the city.~~

~~2. No premises permit or bingo hall license shall be approved for lawful gambling conducted by any such state licensed organization (not exempt from licensing under state law) except at the two (2) locations identified in subsection C1 of this section. (Ord. 1005, 3-26-2001)~~

~~D. Premises Permit Restrictions:~~

~~1. Limitation On Premises Permits:~~

~~a. No organization shall hold more than three (3) class B premises permits at on-sale licensed liquor establishments in the city.~~

~~b. No organization shall hold both a class A premises permit and a class B premises permit in the city.~~

~~c. A licensed bingo hall may have more than one organization holding a class A or class C premises permit at the bingo hall, provided at least one of the organizations is a "local organization" (as defined by subsection D3b of this section).~~

~~2. On-Sale Liquor License Establishment: Except for a class D permit, no more than one lawful gambling premises permit shall be approved for an on-sale licensed liquor establishment in the city. If an on-sale liquor establishment is already the subject of an existing class A or class B or class C premises permit, the city will not approve another class A or class B or class C premises permit for the same location; the only other premises permit that may be approved is a class D permit.~~

~~3. Priority In Approval Process: It is anticipated that there may be more than one organization applying for a class A or class B or class C premises permit at a single on-~~

sale liquor establishment. Therefore, the following criteria, in the order listed, prioritizes and determines the approval for the one available premises permit:

a. First, renewal applications will be preferred; an organization renewing its class A or class B or class C premises permit at the on-sale liquor establishment will be preferred over an organization that does not already have its premises permit at the on-sale liquor establishment.

b. Second, if there are two (2) or more applications and if a renewal application is not involved, then a local organization will be preferred over an organization that does not meet the definition of a "local organization". Because of the nuisance prone nature of gambling compared to other licensing or permitting activities within the city, the city prefers that the organization have a local connection so as to facilitate investigation of applicants and the investigation and arrest of any violators. In situations where a renewal permit is not involved and where two (2) or more organizations seek to have a class A or class B or class C premises permit at the same on-sale liquor establishment, the organization that meets the definition of a "local organization" will be preferred over an organization that does not meet the definition. For purposes of this chapter, a "local organization" is an "organization" defined by Minnesota statutes section 349.12, subdivision 28, that also meets all the following criteria:

(1) The organization has at least fifteen (15) members that are current residents of the city; and

(2) The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two (2) years immediately preceding application for a license; or

(3) The organization owns real property within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or

(4) The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two (2) years immediately preceding application for a license.

c. Third, if no renewal is involved and if two (2) or more nonlocal organizations seek approval, the city council will approve the organization which applied first. (Ord. 931, 7-13-1998)

**4-7-7: EXEMPTIONS FROM FEES:**

- A. All organizations which are exempt from state licensing requirements and are applying for a permit to conduct gambling in the city shall not be required to pay a permit fee to the city.
- B. Any organization applying for or renewing a premises permit or bingo hall license shall not be required to pay an investigation fee to the city. (Ord. 931, 7-13-1998)

**4-7-8: CONTRIBUTIONS TO CITY REQUIRED:**

- A. All state licensed organizations conducting lawful gambling within the city shall expend or contribute twenty percent (20%) of their net profits on lawful purposes within the city's trade area no later than thirty (30) days after the end of the license year that such proceeds are received by the organization conducting the charitable gambling.
- B. No later than sixty (60) days after the end of the license year that such proceeds are received by the organization, but in no event later than the time for renewal of the premises permit, the organization shall present written proof to the city that such expenditures were made in the city's trade area.
- C. This section is limited to lawful purpose expenditures of net profits derived from lawful gambling conducted at premises within the city. Real estate taxes and assessments paid pursuant to Minnesota statutes section 349.12, subdivision 25(a), on real property located in the city shall be considered a lawful purpose expenditure in the trade area. (Ord. 931, 7-13-1998)

**4-7-9: SUSPENSION, REVOCATION OR DENIAL OF PERMIT OR LICENSE:**

- A. A premises permit approved by the city or a bingo hall license approved by the city, or a permit issued by the city to an entity exempt from state licensing may be suspended or revoked for violations of this code, Minnesota statutes chapter 349, or for failure to meet the qualifications set forth in this chapter or Minnesota statutes chapter 349, or for failure to comply, for any reason, with any provision, guaranty, or claim made in the applicant's original or renewal license application to either the city or the state.
- B. If any organization violates this chapter or if any organization shall fail to make any expenditures in the city's trade area as required by this chapter or fail to provide the city with reports as required by this chapter, such violation or failure shall be grounds for the city to determine that the permit or approval for the organization be suspended, revoked, denied or not renewed. (Ord. 931, 7-13-1998)

**4-7-10: VIOLATION; PENALTY:**

Any person violating any provision of this chapter is guilty of a misdemeanor and, upon conviction thereof, shall be punished as defined by state statute. (Ord. 931, 7-13-1998)

**4-7-1: ADOPTION OF STATE LAW BY REFERENCE**

The provisions of Minnesota Statutes, Chapter 349, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, provisions relating to sales, and all other matters pertaining to lawful gambling are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the Council that all future amendments of Minnesota Statutes, Chapter 349, are hereby adopted by reference or referenced as if they had been in existence at the time this ordinance was adopted.

**4-7-2: CITY MAY BE MORE RESTRICTIVE THAN STATE LAW**

The council is authorized by the provisions of Minn. Stat. § 349.213, as it may be amended from time to time, to impose, and has imposed in this ordinance, additional restrictions on gambling within its limits beyond those contained in Minnesota Statutes, Chapter 349, as it may be amended from time to time.

**4-7-3: PURPOSE**

The purpose of this ordinance is to regulate lawful gambling within the city of Inver Grove Heights, to prevent its commercialization, to insure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

**4-7-4: DEFINITIONS**

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this Chapter:

*BOARD:* The State of Minnesota Gambling Control Board.

*LICENSED ORGANIZATION:* An organization licensed by the Board.

*LOCAL ORGANIZATION:* An organization defined by Minn. Stat. §349.12 that also meets the following criteria:

- a. The organization has at least fifteen (15) members that are current residents of the City; and
- b. The physical site for the organization’s headquarters or the registered office of the organization is located within the city and has been located within the city for at least two (2) years immediately preceding the application for a license; or
- c. The organization owns real estate within the city, and the lawful gambling is conducted on the property owned by the organization within the city; or

- d. The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the City and has been located within the city for at least two (2) years immediately preceding application for a license.

**TRADE AREA:** The cities of Inver Grove Heights, South St. Paul, Rosemount, Eagan, West St. Paul, Sunfish Lake, St. Paul Park, Newport, and Mendota Heights.

**4-7-5: APPLICABILITY**

This Chapter shall be construed to regulate all forms of lawful gambling within the city except:

- A. Bingo conducted within a nursing home or a senior citizen housing project or by a senior citizen organization if the prizes for a single bingo game do not exceed \$10, total prizes awarded at a single bingo occasion do not exceed \$200, no more than two bingo occasions are held by the organization or at the facility each week, only members of the organization or residents of the nursing home or housing project are allowed to play in a bingo game, no compensation is paid for any persons who conduct the bingo, and a manager is appointed to supervise the bingo.
- B. Raffles if the value of all prizes awarded by the organization in a calendar year does not exceed \$1,500.
- C. Lawful gambling that is exempt from licensure pursuant to Minn. Stat. § 349.166.

**4-7-6: LAWFUL GAMBLING PERMITTED**

Lawful gambling is permitted within the city provided it is conducted in accordance with Minn. Stat. §§ 609.75-609.763, inclusive, as they may be amended from time to time; Minn. Stat. §§ 349.11-349.23, inclusive, as they may be amended from time to time; and this Chapter.

**4-7-7: COUNCIL APPROVAL**

Lawful gambling authorized by Minn. Stat. §§349.11-349.23, inclusive, as they may be amended from time to time, requiring local approval shall not be conducted unless approved by the Council, subject to the provisions of this Chapter and state law.

**4-7-8: APPLICATION AND LOCAL APPROVAL OF PREMISES PERMITS**

- A. Eligibility for a Premises Permit. A premises permit may only be issued if:
  - 1. The premises is an on-sale liquor establishment;

2. No premises permit currently exists for the premises;
3. The organization does not already holds a premises permit or the organization holds only one other premises permit within the city;
4. The organization that will conduct the lawful gambling is eligible for an organization license from the Board

B. Process.

1. Application. Any organization seeking to obtain a premises permit from the Board shall file with the clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the Board. The organization shall pay the city a \$250 investigation fee. This fee shall be refunded if the application is withdrawn before the investigation is commenced.
2. Background Investigation. Upon receipt of an application for issuance of a premises permit, the clerk shall transmit the application to the police department for review and recommendation. The police department shall investigate the matter and make the review and recommendation to the council as soon as possible, but in no event later than 45 days following receipt of the notification by the city. The council shall receive the police department's report and consider the application within 45 days of the date the application was submitted to the clerk.
3. Approval or Denial of Application. The applicant shall be notified in writing of the date on which the council will consider the recommendation. The council shall, by resolution, approve or disapprove the application within 60 days of receipt of the application.

C. Grounds for Ineligibility. The council shall deny an application for issuance of a premises permit for any of the following reasons:

1. Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three (3) years.
2. The organization already holds two premises permits within the city.
3. The premises for which a premises permit is sought is not an on-sale liquor establishment.
4. The organization that will conduct the lawful gambling is ineligible for an organizational license from the Board;
5. There is already one licensed organization permitted to conduct lawful gambling activities at the premises.

Failure of the applicant to pay the investigation fee provided by this Section within the prescribed time limit. Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.

- D. The council is without authority to compel the owner of an on-sale liquor establishment to renew a premises permit.

**4-7-9: PRIORITY IN APPROVAL PROCESS**

It is anticipated that there may be more than one organization applying for a premises permit at a single on-sale liquor establishment. Therefore, the following criteria, in the order listed, prioritize and determine the approval for the one available premises permit:

- A. If there are two (2) or more applications, then a local organization will be preferred over an organization that does not meet the definition of local organization. Because of the nuisance prone nature of gambling, compared to other licensing or permitting activities within the city, the city prefers that the organization have a local connection so as to facilitate investigation of applicants and the investigation and arrest of violators. Where two (2) or more organizations seek to have a premises permit at the same on-sale liquor establishment, the organizations that meets the definition of local organization will be preferred over an organization that does not meet the definition.
- B. If two (2) or more nonlocal organizations seek approval, the Council will approve the organization which applied first.

**4-7-10: INSPECTIONS**

- A. All licensed organizations are deemed to have consented to inspection of the licensed or permitted premises by the city.
- B. Authorized employees or agents of the city may inspect, at any reasonable time without notice or search warrant, all records, including gambling accounts and other bank records, required by the Board to be maintained and preserved.

**4-7-11: LICENSE AND PERMIT DISPLAY**

All permits issued under state law or this ordinance shall be prominently displayed during the permit year at the premises where gambling is conducted.

**4-7-12: NOTIFICATION OF MATERIAL CHANGES TO APPLICATION**

An organization holding a state issued premises permit shall notify the city within ten (10) days in writing whenever any material change is made in the information submitted on the application.

**4-7-13: DESIGNATED TRADE AREA**

- A. During the calendar year, each licensed organization within the city having a premises permit within the city shall expend sixty percent (60%) of its lawful purpose expenditures on lawful purposes conducted within the city's trade area.
- B. This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premise within the city's jurisdiction.

**4-7-14: RECORDS AND REPORTING**

- A. Licensed organizations shall file with the clerk one copy of all records and reports required to be filed with the Board, pursuant to Minnesota Statutes, Chapter 349, as it may be amended from time to time, and rules adopted pursuant thereto, as they may be amended from time to time. The records and reports shall be filed on or before the day they are required to be filed with the Board.
- B. Licensed organizations shall file an annual report with the city proving compliance with the trade area spending requirements imposed by Section 4-7-13. Such report proving compliance with trade area spending requirements shall be made on a form prescribed by the city. The report shall be submitted within 60 days of December 31<sup>st</sup> and shall report proceeds received during the calendar year.

**4-7-15: HOURS OF OPERATION**

Lawful gambling shall not be conducted between 1 a.m. and 8 a.m. on any day of the week.

**4-7-16: PENALTY**

- A. In addition to criminal prosecution for violation of this Chapter; Minn. Stat. §§609.75-609.763, inclusive, as they may be amended from time to time; or Minn. Stat. §§349.11-349.21, as they may be amended from time to time or any rules promulgated under those sections, as they may be amended from time to time, the Council may report violations to the Board and may recommend suspension, revocation, or cancellation of an organization's license.
- B. The council may suspend or revoke its approval for a premises permit for any reason that the Board may revoke a premises permit or for violation of this Chapter.
- C. Prior to recommending suspension, revocation, or cancellation of an organization's license to the Board and prior to suspending or revoking its approval for a premise permit, the Council must provide the organization a hearing before the city council in accordance with Section 3-2-10(B).

**4-7-17: SEVERABILITY**

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

**Section 2. Effective Date.** This Ordinance shall be effective from and after its passage and the publication of the ordinance according to law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Mayor George Tourville

Attest

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Melissa Rheaume  
Deputy City Clerk