

**INVER GROVE HEIGHTS CITY COUNCIL AGENDA**  
**MONDAY, MARCH 14, 2011**  
**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 – February 28, 2011 Regular Council Meeting \_\_\_\_\_
- B. Resolution Approving Disbursements for Period Ending March 9, 2011 \_\_\_\_\_
- C. Pay Voucher No. 21 for City Project No. 2008–18, Public Safety Addition/City Hall Renovation \_\_\_\_\_
- D. Request Approval of Capital Asset Policy \_\_\_\_\_
- E. Receive Quotes and Award Contract for Repair of Water Intrusion Damage in the Public Works Maintenance Building \_\_\_\_\_
- F. Resolution Approving Release of Claims \_\_\_\_\_
- G. Resolution Receiving the Petition and Ordering the Preparation of a Feasibility Report for Street Improvements on 93rd Street, from 90th Street East to Abigail Court \_\_\_\_\_
- H. Resolution Receiving Feasibility Study for City Project No. 2010–20, North Argenta/Robert District Trunk Sanitary Sewer and Water Main Improvements \_\_\_\_\_
- I. Approve Contract for Surveying City Park Property \_\_\_\_\_
- J. Approve Plans/Spec for Splash Pool Air Handler \_\_\_\_\_
- K. Approve Turf Care Products in the Park System for 2011 \_\_\_\_\_
- L. Accept Proposal for Splash Pool Ultraviolet Sanitation System \_\_\_\_\_
- M. Approve a Contract with Hoisington Koegler Group, Inc. for the Concord Boulevard Neighborhood Plan Update \_\_\_\_\_
- N. Approve Therapeutic Massage Business License for Premises Located at 7109 Cahill Ave. \_\_\_\_\_
- O. Approve Therapeutic Massage Business License for Premises Located at 6775 Cahill Ave. #103 \_\_\_\_\_
- P. 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:**

A. **CITY OF INVER GROVE HEIGHTS;** Consider Approval of Change in On-Sale/Sunday Intoxicating Liquor Licensee Names for Premises located at 5639 and 5723 Bishop Ave. \_\_\_\_\_

B. **CITY OF INVER GROVE HEIGHTS;** Assessment Hearing for the 2010 Pavement Management Program, City Project No. 2010-09C, Blaine Avenue from 64th Street to 200 feet south of Blackshire Path, Mill and Overlay \_\_\_\_\_

C. **CITY OF INVER GROVE HEIGHTS;** Consider Resolution Ordering the Project, Approving the Plans and Specifications, and Authorizing Advertisement for Bids for the 2011 Pavement Management Program, City Project No. 2011-09D – Urban Street Reconstruction Project (South Grove Area 6) \_\_\_\_\_

7. **REGULAR AGENDA:**

**COMMUNITY DEVELOPMENT:**

A. **CITY OF INVER GROVE HEIGHTS;** Consider the Second Reading of an Ordinance Amendment relating to Off-Sale Intoxicating Liquor Licenses \_\_\_\_\_

B. **CITY OF INVER GROVE HEIGHTS;** Consider Third Reading of an Ordinance Establishing Timeframe for Completion of Exterior Work pursuant to a Building Permit \_\_\_\_\_

**ADMINISTRATION:**

C. **CITY OF INVER GROVE HEIGHTS;** Consider First Reading of an Ordinance related to Emergency Management \_\_\_\_\_

8. **MAYOR AND COUNCIL COMMENTS:**

9. **EXECUTIVE SESSION:**

A. Discuss Property Acquisition Associated with the Rock Island Swing Bridge

B. Doffing Ave. Property Acquisitions

10. **ADJOURN:**

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, FEBRUARY 28, 2011 - 8150 BARBARA AVENUE**

**CALL TO ORDER/ROLL CALL** The City Council of Inver Grove Heights met in regular session on Monday, February 28, 2011, 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, Community Development Director Link, Parks & Recreation Director Carlson, Finance Director Lanoue, and Deputy Clerk Rheame.

**3. PRESENTATIONS:**

**4. CONSENT AGENDA:**

Councilmember Klein removed Item 4A, Minutes of February 14, 2011 Regular Council Meeting, from the Consent Agenda.

Councilmember Grannis removed Item 4C, Approve Contract for Re-Roof of City Hall, and Item 4D, Approve 2010 Collective Bargaining Agreement between the City of Inver Grove Heights and American Federation of State and Municipal Employees, Council Five, Local 1065, from the Consent Agenda.

Citizen Keith Joyce requested that Item 4H, Parking Restrictions on 59<sup>th</sup> Street East, West of Concord Boulevard, be removed from the Consent Agenda.

Councilmember Klein removed Item 4J, Approve Disposal of City Property – Cameron Park Monument Plaque, and Item 4L, Approve Contract for Soil Testing by Braun Intertec, Inc., from the Consent Agenda.

Councilmember Piekarski Krech removed Item 4K, Approve Park Encroachment Policy, from the Consent Agenda.

- B. Resolution No. 11-22** Approving Disbursements for Period Ending February 23, 2011
- E. Resolution No. 11-23** Accepting Individual Project Order (IPO) No. 16A from Kimley-Horn and Associates, Inc. for Design Services and Preparation of Preliminary Plans for City Project No. 2010-22, Ravine Pond Railroad Erosion Mitigation
- F. Resolution No. 11-24** Accepting Individual Project Order (IPO) No. 17B from Kimley-Horn and Associates, Inc. for Final Design Services and Preparation of Final Plans for City Project No. 2011-09D, South Grove Street Reconstruction, Area 6
- G. Resolution No. 11-25** Approving Agreement with Xcel Energy for Sod Replacement and Seeding on City Project No. 2011-09D, South Grove Street Reconstruction, Area 6
- I.** Schedule Public Hearings
- M.** Approve ADA Consultant for City Park & Recreation Facilities
- N.** Accept Assistance to Firefighter's Grant

**Motion by Madden, second by Piekarski Krech, to Approve the Consent Agenda**

**Ayes: 5**

**Nays: 0 Motion carried.**

- A.** Minutes – February 14, 2011 Regular Council Meeting

Councilmember Klein noted he was not present at the February 14<sup>th</sup> meeting.

**Motion by Madden, second by Piekarski Krech, to approve the minutes of the February 14, 2011 Regular Council meeting**

**Ayes: 4**

**Nays: 0**

**Abstain: 1 Motion carried.**

**C. Approve Contract for Re-Roof of City Hall**

Councilmember Grannis explained he pulled the item because of the inclusion of a project labor agreement that requires the payment of prevailing wage. He opined that allowing open market forces control the wages would result in a better cost on the project.

Councilmember Piekarski Krech explained the document states that the contractor is going to follow the specifications provided by the architect and she wants to make sure there is a guarantee that the work will be done correctly.

Mr. Lynch explained the contract was reviewed by the City Attorney and the City hired an inspection firm to provide services during installation. He noted the City does have insurance, and there is a process in place that the City could use to collect or recover expenses that are incurred as a result of errors or omissions by the architect. He acknowledged that throughout the course of the project there have been change orders that were the result of errors or omissions made by the architect. He stated those items have been tracked and the City continues to have ongoing discussions regarding the recovery of the cost of those items.

Councilmember Klein questioned if a separate insurance policy was purchased with a lower deductible.

Ms. Teppen stated the work would be covered under the basic builder's risk insurance policy that is currently in place. She explained there is a \$10,000 deductible for general items and \$25,000 for both flood and earthquake.

Mr. Lynch added the City has investigated the possibility of switching to a lower deductible. He stated there would be a charge associated with the change and the City is trying to determine if the change would be cost-effective at this juncture of the project.

**Motion by Klein, second by Madden, to approve contract for re-roof of City Hall**

**Ayes: 4**

**Nays: 1 (Grannis) Motion carried.**

**D. Approve 2010 Collective Bargaining Agreement between the City of Inver Grove Heights and American Federation of State and Municipal Employees, Council Five, Local 65**

Councilmember Grannis stated he pulled the item because it is a 2% wage increase over a two year contract. He explained that wages are going down in the private sector and expenses are being reduced. He added that people find it unbelievable that employees in the public sector are being given more money in the current economic climate.

Mayor Tourville explained that the City went to binding arbitration with the police officers and the arbitrator awarded a 1.5% increase for 2010. He stated the Council directed staff to attempt to negotiate two year contracts with the remaining bargaining units that would be similar to what was awarded by the arbitrator. He explained an agreement was reached with the remaining units for a 2% wage increase over a two-year contract. He noted concessions were made by the bargaining units with respect to 2011 health insurance contributions.

Councilmember Grannis stated he understands that the City is bound by the arbitrator's decision, but felt that the City should have attempted to negotiate a 0% increase with the other units.

**Motion by Madden, second by Klein, to approve the 2010 Collective Bargaining Agreement between the City of Inver Grove Heights and American Federation of State and Municipal Employees, Council Five, Local 65**

**Ayes: 4**

**Nays: 1 (Grannis) Motion carried.**

**H. Parking Restrictions on 59<sup>th</sup> Street East, West of Concord Boulevard**

Keith Joyce, 5873 Concord Boulevard, asked the Council to approve the option that would restrict parking on the north side of the street.

Mr. Kaldunski stated staff did initially propose parking restrictions on the south side of the street. He explained the feedback from the residents along 59<sup>th</sup> Street was that they would prefer to have six parking spaces along the south side of the street rather than two on the north side. He noted because of the comments received from residents, staff recommended parking restrictions on the north side of 59<sup>th</sup> Street.

Joe McBride, 4055 59<sup>th</sup> Street, stated he does not understand why any restrictions need to be imposed. He suggested that parking be retained on both sides of the street.

Mr. Kaldunski explained policy restricts parking to one side of the street whenever the width is 28 feet or less. He stated the street was reconstructed in 2010 to a width of 28 feet and if parking were allowed on both sides of the street it may be difficult for vehicles, including snow plows and emergency vehicles, to turn or get through the narrow street.

Councilmember Piekarski Krech questioned where people would be able to park on Concord Boulevard.

Mr. Joyce stated parking is available on Linden Street.

Mayor Tourville stated there are a few “bump out” spaces for parking along Concord. He noted the County did not have the funding available to provide additional parking.

**Motion by Madden, second by Klein, to adopt Resolution No. 11-26 approving Parking Restrictions on 59<sup>th</sup> Street East, West of Concord Boulevard**

**Ayes: 5**

**Nays: 0      Motion carried.**

**J.      Approve Disposal of City Property – Cameron Park Monument Plaque**

Councilmember Klein clarified that Mr. Cameron would be receiving the plaque at no charge.

Mr. Carlson responded in the affirmative.

**Motion by Klein, second by Madden, to Approve of the Disposal of the Cameron Park Monument Plaque**

**Ayes: 5**

**Nays: 0      Motion carried.**

**K.      Approve Park Encroachment Policy**

Councilmember Piekarski Krech stated the plan was good but seemed to involve a lot of staff time. She expressed concern regarding the financial implications of administering the policy.

Mr. Carlson suggested that the plan could be revised to be less time consuming.

Councilmember Piekarski Krech confirmed that Mr. Carlson understood the modifications that needed to be made to the policy.

Mayor Tourville asked that the Council be provided with a copy of the revised policy.

**Motion by Piekarski Krech, second by Klein, to approve the Park Encroachment Policy with the appropriate revisions**

**Ayes: 5**

**Nays: 0      Motion carried.**

**L.      Approve Contract for Soil Testing by Braun Intertec, Inc.**

Councilmember Grannis explained in July of 2002 Braun Intertec, Inc. was hired to conduct soil tests at Skyview Park for the installation of a hockey rink. He stated four out of the five tests revealed sand at a depth of 5.5 feet, and one revealed sand at a depth of 10.5 feet. He explained Braun Intertec recommended that one of their geotechnical engineers observe the excavation of sub grades to determine if the soils were similar to those that were tested. He recounted that the soils at the bottom were observed on October 8, 2002 and the engineer deemed the soils to be suitable for support of the hockey rink. He

explained after construction began the concrete would not set because the soil underneath was not suitable for support. He stated Braun Intertec was asked to revisit the site to determine the cause of the problem and found that the soil underneath 2/3 of the rink was clay, not sand. He noted this mistake caused the project to go over the budgeted amount by approximately \$20,000.

Mayor Tourville stated the results of the tests from the areas the City chose to have tested were verified and found to be correct. He explained that Ace Blacktop found that there was clay in areas that the City did not ask to be tested.

Councilmember Grannis stated he did not see that information in any of the records that he reviewed and if he was provided with that information it may change his opinion on the issue.

**Motion by Madden, second by Klein, to approve Contract for Soil Testing by Braun Intertec, Inc.**

**Ayes: 4**

**Nays: 1 (Grannis) Motion carried.**

**5. PUBLIC COMMENT:** None.

**6. PUBLIC HEARINGS:** None.

**7. REGULAR AGENDA:**

**COMMUNITY DEVELOPMENT:**

**A. GEORGE CAMERON (CAMERON'S LIQUOR);** Consider the following requests for property located along Concord Boulevard at 65<sup>th</sup> Street:

- i) A Resolution approving a Final Plat with Development Contract and related Agreements for Cameron Addition, a One Lot Subdivision
- ii) A Resolution approving a Vacation of Unimproved Alley Right-of-Way within Block 1 of Inver Grove Park Subdivision

Mr. Lynch stated the applicant requested that Items 7A and 7G be tabled to allow time for further review.

Mr. Cameron indicated they would like to table the item to March 14<sup>th</sup>.

**Motion by Piekarski Krech, second by Madden, to table Item 7A relating to consideration of requests for property located along Concord Boulevard at 65<sup>th</sup> Street, and Item 7G relating to City Project No. 2011-03, to March 14, 2011**

**Ayes: 5**

**Nays: 0 Motion carried.**

**B. CITY OF INVER GROVE HEIGHTS;** Consider the First Reading of an Ordinance Amendment relating to Off-Sale Intoxicating Liquor Licenses

Mr. Kuntz explained the current liquor ordinance prohibits an off-sale intoxicating liquor establishment within 500 feet of a school or church. He stated there are four current exceptions, two of which were adopted in July of 2009 in response to the request of Cameron's Liquor Store. He reviewed the exception which provides for the relocation of a liquor store (already within 500 feet of a school or church), that has been acquired by a government entity, to within 500 feet of the same school or church as long as the relocation occurs within three (3) years of the acquisition. He stated any liquor establishment may relocate within 500 feet of any church or school for a temporary period of two (2) years if the liquor establishment was acquired by the government and if the relocation occurs within six (6) months of the acquisition. He noted after two (2) years at the relocated site, the relocated site is no longer an eligible location for an off-sale intoxicating liquor license.

Mr. Kuntz explained Cameron's Liquor Store held an off-sale intoxicating liquor license for its location on Concord Boulevard, and on July 18, 2008 Dakota County purchased the property. He stated after a lease/back period of one (1) year, the establishment closed for business on Concord Boulevard and relocated to a site in the Village Square Shopping Center on Cahill Avenue. He noted Cameron's

anticipated building a new, permanent location by the fall of 2010 and subsequently delayed construction until the fall of 2011 due to ongoing issues related to the settlement with Dakota County. He explained the proposed ordinance would extend the three (3) year time frame for permanent relocation to forty-two (42) months and the two (2) year time frame for temporary relocation to thirty (30) months.

**Motion by Madden, second by Klein, to approve the First Reading of an Ordinance Amendment relating to Off-Sale Intoxicating Liquor Licenses**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. CITY OF INVER GROVE HEIGHTS;** Consider Amendment No. 2 to Purchase Agreement between the City and George Cameron IV

Mr. Kuntz explained due to the delay in construction of the new building until the fall of 2011, the contingency dates set forth in the Purchase Agreement by which the closing is to occur and by which the Buyer needs to obtain land use and license approvals need to be amended.

**Motion by Madden, second by Piekarski Krech, to adopt Resolution No. 11-27 approving Amendment No. 2 to Purchase Agreement between the City and George Cameron IV**

**Ayes: 5**

**Nays: 0      Motion carried.**

**D. GERTEN GREENHOUSES;** Consider the following actions for property located on the east side of Blaine Avenue at 5500 Blaine Avenue:

- i) An Ordinance Amending Ordinance #946 to Rezone Additional Land to Commercial Planned Unit Development District and to Change the Site Plan and Allowed Uses for a Greenhouse Expansion
- ii) A Resolution Approving a PUD Amendment to the Gerten Greenhouse PUD to Allow for a Greenhouse Expansion
- iii) A Resolution Approving a Wetland Replacement Plan to Mitigate a Total of 10,509 Square Feet of Wetland through Wetland Banking

Mr. Link explained the applicant is proposing to add approximately another 300,000 square feet of greenhouse on the property on the east side of Blaine. He stated the addition would consist of 250,000 square feet of new greenhouse structure located on the southerly part of the lot and the remainder would be filling in the gaps between the existing greenhouses. He noted the greenhouse addition would be constructed in phases. He explained engineering staff met with the applicant to resolve outstanding storm water issues and noted solutions were found that are acceptable to all parties involved. He stated as part of the development plan the applicant is proposing to fill a wetland along the eastern boundary adjacent to the parking lot of the apartment complex. He noted the applicant submitted a wetland replacement plan providing for the fill of the 10,509 square foot wetland and replacement of it through the wetland banking system. He stated staff found the replacement plan acceptable as part of the overall site plans and grading improvements.

Mayor Tourville clarified that the outstanding storm water issues had been addressed to the satisfaction of the engineering department.

Mr. Kaldunski responded that the engineering department did some detailed modeling that led to the proposed solutions that address the concerns.

**Motion by Klein, second by Madden, to adopt Ordinance No. 1230 Amending Ordinance No. 946 to Rezone Additional Land to Commercial Planned Unit Development District and to Change the Site Plan and Allowed Uses for a Greenhouse Expansion, Resolution No. 11-28 Approving a PUD Amendment to the Gerten Greenhouse PUD to Allow for a Greenhouse Expansion, and Resolution No. 11-29 Approving a Wetland Replacement Plan to Mitigate a Total of 10,509 Square Feet of Wetland through Wetland Banking**

**Ayes: 5**

**Nays: 0      Motion carried.**

**E. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of an Ordinance Establishing Timeframe for Completion of Exterior Work pursuant to a Building Permit**

Mr. Link explained the proposed ordinance is meant to address issues related to the completion of work after a building permit is issued. He reviewed the changes that were made to the ordinance for the second reading as per direction received from the City Council. He noted the ordinance would require exterior work to be completed within one year of the issuance of a building permit. He stated a one-time extension of an additional 180 days could be granted by the Chief Building Official, or through an appeal process in front of the City Council. He stated staff reviewed policies in eight (8) other cities in Dakota County and two (2) have a 180 day completion timeframe and two (2) have a 360 day completion requirement. He provided information collected by staff on five current examples in the City of uncompleted exteriors.

Councilmember Piekarski Krech questioned whether there is a need for the ordinance if there are only five existing issues, two of which are the result of extenuating circumstances.

Mr. Link responded throughout the course of a year the City consistently has 2, 3, 4 or 5 ongoing issues and the ordinance would provide staff with more leverage to get the projects completed in a reasonable timeframe.

Mayor Tourville stated he knows of at least four other examples that are not on the list.

Mr. Link clarified that staff only keeps record of instances where a formal complaint has been filed and a case has been opened.

Councilmember Piekarski Krech stated all complaints should be documented by staff.

Councilmember Madden stated he would like staff to have this tool available to resolve ongoing issues. He opined that the ordinance is needed and long overdue.

**Motion by Klein, second by Grannis, to approve the second reading of an Ordinance Establishing Timeframe for Completion of Exterior Work pursuant to a Building Permit**

**Ayes: 4**

**Nays: 1 (Piekarski Krech)      Motion carried.**

**F. CITY OF INVER GROVE HEIGHTS; Consider Resolution Authorizing Staff to Negotiate an Agreement for Professional Services with Hoisington Koegler Group, Inc. for the Concord Boulevard Neighborhood Plan Update**

Mr. Link explained proposals were requested from six (6) firms for the Concord Boulevard neighborhood plan update and two (2) were submitted. He stated staff recommended accepting the proposal from Hoisington Koegler Group, Inc.

**Motion by Klein, second by Madden, to adopt Resolution No. 11-30 Authorizing Staff to Negotiate an Agreement for Professional Services with Hoisington Koegler Group, Inc. for the Concord Boulevard Neighborhood Plan Update**

**Ayes: 5**

**Nays: 0      Motion carried.**

**PUBLIC WORKS:**

**G. CITY OF INVER GROVE HEIGHTS; Consider Resolution Receiving Feasibility Report and Scheduling Public Hearing for the 2011 Pavement Management Program, Urban Street Reconstruction – City Project No. 2011-03, 65<sup>th</sup> Street East from Concord Boulevard to 200' West**

**This item was tabled in a previous motion included under Item 7A.**

**ADMINISTRATION:****H. CITY OF INVER GROVE HEIGHTS;** Consider the Second Reading of an Ordinance Amending City Code Title 1, Chapter 6, Article A, Section 1-6A-12-1: Personnel Policy – Vacation Leave

Ms. Teppen stated this is the second reading of the ordinance that would amend the personnel policy. She explained the amendment would provide for the accrual of 184 hours of vacation leave by those employees with 18 or more years of service. She noted the current annual accrual is 182 hours.

**Motion by Piekarski Krech, second by Madden, to waive the requirement of three readings and adopt Ordinance No. 1231 Amending City Code Title 1, Chapter 6, Article A, Section 1-6A-12-1: Personnel Policy – Vacation Leave**

**Ayes: 5**

**Nays: 0      Motion carried.**

**I. CITY OF INVER GROVE HEIGHTS;** Consider Change Order No. 20 for City Project No. 2008-18, Public Safety Addition/City Hall Renovation Project

Ms. Teppen stated the change order is comprised of eight (8) items totaling \$28,636. She noted as of Change Order No. 19, 86.6% of the project is complete with 23.6% of the contingency remaining.

**Motion by Madden, second by Grannis, to approve Change Order No. 20 for City Project No. 2008-18, Public Safety Addition/City Hall Renovation Project**

**Ayes: 5**

**Nays: 0      Motion carried.**

**J. CITY OF INVER GROVE HEIGHTS;** Approve Payment to Shaw Lundquist for Claim on Builder's Risk Insurance Policy

Ms. Teppen explained in June of 2010 the public safety addition flooded following a large rain event. She stated the City filed a claim against the builder's risk insurance policy which has a \$25,000 per occurrence deductible for flood claims. She explained Shaw Lundquist submitted a claim of \$42,107.41 to repair the damage caused by the flooding. She stated the City received a check from the insurance company for \$17,107.41 and subsequently met with Shaw Lundquist to discuss the situation and they offered to drop their claim to \$32,107.41. She explained the Council is asked to authorize payment of the \$15,000 difference from either the Host Community or Risk Management funds.

Councilmember Piekarski Krech suggested that the money be taken out of the project contingency.

**Motion by Piekarski Krech, second by Klein, to approve payment to Shaw Lundquist for Claim on Builder's Risk Insurance Policy**

**Ayes: 5**

**Nays: 0      Motion carried.**

**8. MAYOR & COUNCIL COMMENTS:**

Councilmember Grannis reminded everyone applications for advisory commissions are available on the website and appointments will be made in May.

**9. ADJOURN:** Motion by Grannis, second by Madden, to adjourn. The meeting was adjourned by a unanimous vote at 8:45 p.m.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: March 14, 2011  
 Item Type: Consent  
 Contact: Cathy Shea 651-450-2521  
 Prepared by: Cathy Shea Asst. Finance Director  
 Reviewed by: N/A

**Fiscal/FTE Impact:**

<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 February 24, 2011 to March 9, 2011.

**SUMMARY**

Shown below is a listing of the disbursements for the various funds for the period ending March 9, 2011. The detail of these disbursements is attached to this memo.

General & Special Reveune	\$165,965.47
Debt Service & Capital Projects	377,119.75
Enterprise & Internal Service	246,241.03
Escrows	4,505.26
	<hr/>
Grand Total for All Funds	<u><u>\$793,831.51</u></u>

If you have any questions about any of the disbursements on the list, please call Shannon Battles, Accountant at 651-450-2488 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 February 24, 2011 to March 9, 2011 and the listing of disbursements requested for approval.

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING DISBURSEMENTS FOR THE  
PERIOD ENDING MARCH 9, 2011**

**WHEREAS**, a list of disbursements for the period ending March 9, 2011 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 Reveune	\$165,965.47
Debt Service & Capital Projects	377,119.75
Enterprise & Internal Service	246,241.03
Escrows	4,505.26
Grand Total for All Funds	<u><u>\$793,831.51</u></u>

Adopted by the City Council of Inver Grove Heights this 14th day of March, 2011.

Ayes:

Nays:

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

ATTEST:

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

Program: GM179L

CHECK REGISTER BY FUND

Bank: 00 City of Inver Grove Heights

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
02/25/2011	105004	GAGILANO, ANNE	LEADERSHIP	101-4200-423.50-65		2/2011	431.40
			LEADERSHIP	101-4200-423.50-75		2/2011	50.00
			LEADERSHIP	101-4200-423.50-80		2/2011	2,500.00
						* Total	2,981.40
03/01/2011	105093	MN CHIEFS OF POLICE ASS	CHARLES KLECKNER	101-4000-421.50-80		3/2011	975.00
						* Total	975.00
03/02/2011	105095	AFSCME COUNCIL 5	UNION DUES	101-0000-203.10-00		3/2011	799.09
						* Total	799.09
03/02/2011	105096	ALEX AIR APPARATUS, INC	IGH FIRE DEPARTMENT	101-4200-423.40-42		3/2011	590.00
						* Total	590.00
03/02/2011	105098	ARAMARK	ACCT#6299365	101-3300-419.60-45		3/2011	177.54
						* Total	177.54
03/02/2011	105099	ARAMARK UNIFORM SERVICE	CUST #15353001	101-5200-443.60-45		3/2011	12.84
			CUST #15353001	101-6000-451.60-45		3/2011	50.10
			CUST #15353001	101-5200-443.60-45		3/2011	18.09
			CUST #15353001	101-6000-451.60-45		3/2011	23.32
						* Total	104.35
03/02/2011	105100	ARROW MOWER, INC.	ACCT #GROVINVE	101-4200-423.40-42		3/2011	14.49
			ACCT# GROVINVE	101-4200-423.40-42		3/2011	33.51
			CUST #FIRE DEPT	101-4200-423.40-42		3/2011	13.94
						* Total	61.94
03/02/2011	105101	ASSOCIATED MECHANICAL C	CUST #S26577	101-4200-423.40-40		3/2011	1,509.46
						* Total	1,509.46
03/02/2011	105104	BROTHER MOBILE SOLUTION	ACCT #1627	101-4000-421.60-65		3/2011	219.15
						* Total	219.15
03/02/2011	105110	COLLINS ELECTRICAL CONS	CUST # N/A	101-5200-443.40-46		3/2011	159.50
						* Total	159.50
03/02/2011	105115	DAKOTA COMMUNICATIONS C	MAR 2011 MONTHLY DCC FEE	101-4000-421.70-30		3/2011	26,178.00
			MAR 2011 MONTHLY DCC FEE	101-4200-423.70-50		3/2011	13,090.00
						* Total	39,268.00
03/02/2011	105118	DAKOTA CTY PROPERTY REC	2506	101-1100-413.40-44		3/2011	3,250.00
						* Total	3,250.00
03/02/2011	105120	EARL F ANDERSEN INC	CUST #0004094	101-5200-443.60-16		3/2011	290.70
						* Total	290.70
03/02/2011	105122	EDWARDS, MICHAEL	FOOD/BEVERAGES	101-5100-442.50-80		3/2011	82.13
						* Total	82.13
03/02/2011	105125	FIRE EQUIPMENT SPECIALT	CUST #7015 IGHFD	101-4200-423.60-45		3/2011	228.95
						* Total	228.95

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03/02/2011	105126	FIRESIDE HEARTH & HOME	REFUND:1258 90TH ST	101-0000-322.40-00		3/2011	63.60
						* Total	63.60
03/02/2011	105127	FIRST IMPRESSION GROUP,	2011 SPRING BROCHURE	101-6000-451.50-30		3/2011	543.75
						* Total	543.75
03/02/2011	105128	FIRSTSCRIBE	21155	101-5100-442.60-42		3/2011	250.00
						* Total	250.00
03/02/2011	105132	GRAINGER	ACCT #855257697	101-4200-423.60-65		3/2011	91.96
						* Total	91.96
03/02/2011	105133	GREEN TOUCH SYSTEMS LLC	GTS1748	101-5200-443.60-16		3/2011	1,774.98
						* Total	1,774.98
03/02/2011	105139	IKON OFFICE SOLUTIONS	ACCT #1452531017392ML	101-6000-451.40-65		3/2011	29.28
						* Total	29.28
03/02/2011	105142	INVER GROVE FORD	94917	101-4000-421.70-30		3/2011	266.88
						* Total	266.88
03/02/2011	105143	INVER HILLS COMMUNITY C	CUST ID 11036531	101-4200-423.30-70		3/2011	55.00
						* Total	55.00
03/02/2011	105144	INVERCITY PRINTING INC	PO NUM MONICA	101-4200-423.50-30		3/2011	220.38
			PO NUMBER MONICA	101-4200-423.50-30		3/2011	100.00
						* Total	320.38
03/02/2011	105146	KERN, DEWENTER, VIERE,	CLIENT# 04032	101-2000-415.30-10		3/2011	5,000.00
						* Total	5,000.00
03/02/2011	105150	LANOUE, ANN	GASB IMLEMNT GUIDE	101-2000-415.60-18		3/2011	102.00
						* Total	102.00
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	101-0000-203.09-00		3/2011	1,852.92
			POLICY #0027324	101-1100-413.20-62		3/2011	75.50
			POLICY #0027324	101-2000-415.20-62		3/2011	96.63
			POLICY #0027324	101-3000-419.20-62		3/2011	94.16
			POLICY #0027324	101-3200-419.20-62		3/2011	30.53
			POLICY #0027324	101-3300-419.20-62		3/2011	59.40
			POLICY #0027324	101-4000-421.20-62		3/2011	497.89
			POLICY #0027324	101-4200-423.20-62		3/2011	41.08
			POLICY #0027324	101-5000-441.20-62		3/2011	21.61
			POLICY #0027324	101-5100-442.20-62		3/2011	123.04
			POLICY #0027324	101-5200-443.20-62		3/2011	70.28
			POLICY #0027324	101-6000-451.20-62		3/2011	94.29
						* Total	3,057.33
03/02/2011	105159	MN NCPERS LIFE INSURANC	UNIT #542000	101-0000-203.16-00		3/2011	416.00
						* Total	416.00
03/02/2011	105160	MNCPA	CATHY SHEA	101-2000-415.50-70		3/2011	230.00
						* Total	230.00

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03/02/2011	105161	MORTON SALT INC	CUST #35-40389-00	101-5200-443.60-16		3/2011	2,189.35
						* Total	2,189.35
03/02/2011	105162	MORTON, RICHARD	REIMBURSEMENT	101-5200-443.60-16		3/2011	70.53
						* Total	70.53
03/02/2011	105164	NEXTEL COMMUNICATIONS	ACCT 249383315	101-5200-443.50-20		3/2011	246.24
						* Total	246.24
03/02/2011	105165	NORTHERN BAG & BOX COMP	CUST ID 15953	101-5200-443.60-16		3/2011	816.10
						* Total	816.10
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	101-1100-413.30-55		3/2011	23.60
			JAN. 2011 FLEX/HRA FEES	101-2000-415.30-55		3/2011	28.91
			JAN. 2011 FLEX/HRA FEES	101-3000-419.30-55		3/2011	13.30
			JAN. 2011 FLEX/HRA FEES	101-3300-419.30-55		3/2011	12.30
			JAN. 2011 FLEX/HRA FEES	101-4000-421.30-55		3/2011	90.40
			JAN. 2011 FLEX/HRA FEES	101-5000-441.30-55		3/2011	6.65
			JAN. 2011 FLEX/HRA FEES	101-5100-442.30-55		3/2011	28.75
			JAN. 2011 FLEX/HRA FEES	101-6000-451.30-55		3/2011	5.03
						* Total	208.94
03/02/2011	105171	POST BOARD	JEFFREY J LUNDBLAD	101-4000-421.50-70		3/2011	90.00
			STEVE SU HER	101-4000-421.50-70		3/2011	90.00
			TERRY C KELLEY	101-4000-421.50-70		3/2011	90.00
			DENNIS J HAUGLAND	101-4000-421.50-70		3/2011	90.00
			BENNETT L MADSEN	101-4000-421.50-70		3/2011	90.00
			CHARLES N KLECKNER	101-4000-421.50-70		3/2011	90.00
						* Total	540.00
03/02/2011	105175	QWEST	acct 6514559072	101-4200-423.50-20		3/2011	40.16
						* Total	40.16
03/02/2011	105176	RHEAUME, MELISSA	meals	101-1000-413.50-75		3/2011	6.00
			invitation	101-1100-413.60-65		3/2011	34.22
						* Total	40.22
03/02/2011	105178	SAM'S CLUB	acct 771509001334691	101-4200-423.60-11		3/2011	35.47
			acct 771509001334691	101-4200-423.60-65		3/2011	9.84
						* Total	45.31
03/02/2011	105184	SPRINT	166309819	101-4000-421.50-20		3/2011	260.00
			266183728	101-4200-423.50-20		3/2011	529.57
			ACCT 266948529	101-4000-421.50-20		3/2011	723.06
			ACCT #573073317	101-1100-413.50-20		3/2011	38.18
			641378810	101-4200-423.50-20		3/2011	39.99
						* Total	1,590.80
03/02/2011	105185	SPRINT	ACCT#634573312	101-3300-419.50-20		3/2011	197.89
						* Total	197.89
03/02/2011	105186	SPRINT	acct 378740559	101-5100-442.50-20		3/2011	213.64
						* Total	213.64

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03/02/2011	105190	T MOBILE	acct 494910368	101-5100-442.50-20		3/2011	99.98
						* Total	99.98
03/02/2011	105194	TRACTOR SUPPLY CREDIT P	acct6035301200183679 acct6035301200183679	101-5200-443.60-16 101-6000-451.40-40		3/2011 3/2011	80.30 16.04
						* Total	96.34
03/02/2011	105195	UNIFORMS UNLIMITED	PUR ORD# MUELLER, JON	101-4000-421.60-45		3/2011	150.00
						* Total	150.00
03/02/2011	105196	UNITED WAY	BIWKLY CONTRIBUTIONS	101-0000-203.13-00		3/2011	230.00
						* Total	230.00
03/02/2011	105197	USA MOBILITY WIRELESS I	acct 61192662	101-4000-421.50-20		3/2011	15.70
						* Total	15.70
03/02/2011	105199	WAL-MART BUSINESS	acct 6032202530257113	101-4000-421.60-65		3/2011	72.04
						* Total	72.04
03/02/2011	105202	XCEL ENERGY	acct 5199590259	101-5200-443.40-46		3/2011	7,342.92
						* Total	7,342.92
03/02/2011	105205	3M	JBJ1184	101-5200-443.60-16		3/2011	149.44
						* Total	149.44
03/09/2011	105210	AFSCME COUNCIL 5	UNION DUES 3/11/11	101-0000-203.10-00		3/2011	818.73
						* Total	818.73
03/09/2011	105214	ARAMARK UNIFORM SERVICE	CUST #15353001 CUST #15353001	101-5200-443.60-45 101-6000-451.60-45		3/2011 3/2011	12.86 28.55
						* Total	41.41
03/09/2011	105215	BARR ENGINEERING COMPAN	PROJECT REVIEWS	101-5100-442.30-30		3/2011	2,830.50
						* Total	2,830.50
03/09/2011	105217	BELLEISLE, MONICA	EXPNS REIMB EXPNS REIMB EXPNS REIMB	101-4200-423.40-40 101-4200-423.50-35 101-4200-423.60-65		3/2011 3/2011 3/2011	41.68 151.35 21.34
						* Total	214.37
03/09/2011	105219	BERGUM, ERIC	EXPNS REIMB	101-4200-423.50-75		3/2011	247.60
						* Total	247.60
03/09/2011	105225	CDW GOVERNMENT INC	CUST#2394832 CUST#2394832 2394832	101-4000-421.60-40 101-4000-421.60-40 101-4000-421.60-40		3/2011 3/2011 3/2011	376.27 12,980.36 4,284.98
						* Total	17,641.61
03/09/2011	105226	CITY OF MINNEAPOLIS - S	BENNETT L MADSEN	101-4000-421.50-80		3/2011	550.00
						* Total	550.00
03/09/2011	105229	COLLINS ELECTRICAL CONS	UPPER 55 & BISHOP	101-5200-443.40-46		3/2011	288.11
						* Total	288.11

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03/09/2011	105233	CULLIGAN	157984591006	101-4200-423.60-65		3/2011	61.40
						* Total	61.40
03/09/2011	105235	DAKOTA CTY PARKS DEPT	CUST NO. 2481	101-5200-443.30-70		3/2011	237.05
			CUST NO. 2481	101-6000-451.40-25		3/2011	400.00
						* Total	637.05
03/09/2011	105237	DAKOTA CTY TREASURER-AU	RADIO FEES	101-4000-421.70-30		3/2011	1,369.14
			RADIO FEES	101-4200-423.70-50		3/2011	1,417.18
			RADIO FEES	101-5200-443.50-70		3/2011	48.04
						* Total	2,834.36
03/09/2011	105242	EMC	CUSTOMER INVERG	101-4200-423.60-40		3/2011	125.01
						* Total	125.01
03/09/2011	105244	EMMONS & OLIVIER RESOUR	000950031	101-5100-442.30-30		3/2011	382.50
			000950031	101-5100-442.30-30		3/2011	9,249.80
						* Total	9,632.30
03/09/2011	105246	FIRSTSCRIBE	ROWAY WEB APPLICATION	101-5100-442.60-42		3/2011	250.00
						* Total	250.00
03/09/2011	105249	GLASSING FLORIST	00040902	101-1000-413.60-65		3/2011	64.07
						* Total	64.07
03/09/2011	105261	IUOE	UNION DUES 3/11/11	101-0000-203.10-00		3/2011	1,447.65
						* Total	1,447.65
03/09/2011	105262	JLC ARCHIVE	JLC ARCHIVE ON DVD	101-3300-419.60-18		3/2011	39.95
						* Total	39.95
03/09/2011	105264	KENNEDY & GRAVEN	100732	101-3000-419.30-44		3/2011	525.00
						* Total	525.00
03/09/2011	105265	L.T.G. POWER EQUIPMENT	5656	101-6000-451.60-40		3/2011	1,109.37
			CUST ID 5656	101-6000-451.60-40		3/2011	46.44
						* Total	1,155.81
03/09/2011	105267	LEICA GEOSYSTEMS INC	209374	101-5100-442.40-44		3/2011	360.00
						* Total	360.00
03/09/2011	105269	LELS	UNION DUES 3/11/11	101-0000-203.10-00		3/2011	1,170.00
						* Total	1,170.00
03/09/2011	105270	LELS SERGEANTS	UNION DUES 3/11/11	101-0000-203.10-00		3/2011	210.00
						* Total	210.00
03/09/2011	105274	LEVANDER, GILLEN & MILL	COMM DEV-AGENDA REVIEW	101-3000-419.30-42		3/2011	60.00
			COMM DEV-TELECONFERENCE	101-3000-419.30-42		3/2011	24.00
			COMM DEV-TELECONFERENCE	101-3000-419.30-42		3/2011	24.00
			8100005000E	101-3000-419.30-42		3/2011	16.00
			8100005000E	101-3300-419.30-42		3/2011	912.00
			8100005000E	101-3000-419.30-42		3/2011	56.00

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03/09/2011	105274	LEVANDER, GILLEN & MILL	8100005000E	101-3300-419.30-42		3/2011	264.00
						* Total	1,356.00
03/09/2011	105275	LEXISNEXIS	1369635	101-4000-421.50-20		3/2011	30.00
						* Total	30.00
03/09/2011	105276	LILLIE SUBURBAN NEWSPAP	001363	101-1100-413.50-25		3/2011	278.88
						* Total	278.88
03/09/2011	105282	METROPOLITAN AREA MGMT	MAMA MEM DUES 2011	101-1100-413.50-70		3/2011	45.00
						* Total	45.00
03/09/2011	105285	MINNEAPOLIS OXYGEN CO.	113504	101-4200-423.30-70		3/2011	19.75
			113505	101-4200-423.30-70		3/2011	13.17
						* Total	32.92
03/09/2011	105286	MLEEA	ANNUAL EXP CONF	101-4000-421.70-60		3/2011	1,036.00
						* Total	1,036.00
03/09/2011	105295	NAPA OF INVER GROVE HEI	PO STREETS	101-5200-443.60-16		3/2011	51.68
						* Total	51.68
03/09/2011	105299	NFSA MEMBERSHIP	ACCT NO SU1637	101-4200-423.50-70		3/2011	85.00
						* Total	85.00
03/09/2011	105306	QWEST	ACCT #651 453-0219 660	101-6000-451.50-20		3/2011	83.28
			ACCT #651 457-7671 999	101-6000-451.50-20		3/2011	83.28
						* Total	166.56
03/09/2011	105315	SAM'S CLUB	7715090061845624	101-5200-443.60-16		3/2011	35.00
						* Total	35.00
03/09/2011	105324	SOUTH ST PAUL ANIMAL HO	DISPOSAL FEES	101-4000-421.70-50		3/2011	1,437.59
						* Total	1,437.59
03/09/2011	105325	SPRINT	378740559	101-5100-442.50-20		3/2011	427.27
						* Total	427.27
03/09/2011	105326	ST CROIX TREE SERVICE	62701	101-5200-443.40-46		3/2011	1,866.04
						* Total	1,866.04
03/09/2011	105327	ST. PAUL STAMP WORKS, I	INVER006	101-1100-413.60-65		3/2011	336.27
						* Total	336.27
03/09/2011	105328	STRAIGHT RIVER MEDIA	IGH NEWSLETTER, MAR & APR	101-1100-413.50-32		3/2011	900.00
						* Total	900.00
03/09/2011	105329	TDS METROCOM	acct#651 554 0132	101-4000-421.50-20		3/2011	130.27
			acct#651 554 0132	101-4200-423.50-20		3/2011	156.82
			acct#651 554 0132	101-6000-451.50-20		3/2011	35.03
						* Total	322.12
03/09/2011	105330	TERRI KENISON	CLIENT: CITY OF INVER GRV	101-4200-423.30-70		3/2011	908.44

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						* Total	908.44
03/09/2011	105331	TIMESAVER OFF SITE SECR	#M18256	101-1100-413.30-70		3/2011	184.50
						* Total	184.50
03/09/2011	105334	TWIN CITIES OCCUPATIONA	ACCT #N26-1251001589	101-1100-413.30-50		3/2011	380.00
						* Total	380.00
03/09/2011	105335	UNITED WAY	CONTRIBUTIONS 3/11/11	101-0000-203.10-00		3/2011	230.00
						* Total	230.00
03/09/2011	105336	USA MOBILITY WIRELESS I	03174091	101-4000-421.50-20		3/2011	26.64
						* Total	26.64
03/09/2011	105340	VIKING INDUSTRIAL CENTE	SO NUMBER 38533	101-5200-443.60-45		3/2011	42.30
						* Total	42.30
03/09/2011	105341	W.L. HALL CO.	CUST ID CITINV	101-6000-451.40-40		3/2011	685.00
						* Total	685.00
03/09/2011	105344	XCEL ENERGY	5160255967	101-5400-445.40-20		3/2011	33.08
			5183943582	101-5400-445.40-20		3/2011	31.30
			5193598573	101-5400-445.40-20		3/2011	412.81
			5170946691	101-5400-445.40-20		3/2011	32.83
						* Total	510.02
03/09/2011	105346	10,000 LAKES CHAPTER	MEMBERSHIB DUES FOR 2011	101-4200-423.50-70		3/2011	150.00
						* Total	150.00
				96 Checks	** Fund Total		129,922.13
03/09/2011	105218	BENGTSON, NICOLE	EXPENSE REIMBURSEMENT	201-1600-465.50-35		3/2011	14.13
			EXPENSE REIMBURSEMENT	201-1600-465.50-65		3/2011	81.06
			EXPENSE REIMBURSEMENT	201-1600-465.50-75		3/2011	28.33
						* Total	123.52
03/09/2011	105245	ENSEMBLE CREATIVE & MAR	FEB 2011 MONTHLY INSTALL	201-1600-465.50-25		3/2011	1,500.00
						* Total	1,500.00
03/09/2011	105311	RIVER HEIGHTS CHAMBER O	CUST IGH CVB	201-1600-465.30-70		3/2011	1,592.50
			CUST IGH CVB	201-1600-465.40-65		3/2011	200.00
						* Total	1,792.50
				3 Checks	** Fund Total		3,416.02
03/02/2011	105201	WSB & ASSOCIATES, INC.	PROJECT#01943000	399-9000-570.30-70		3/2011	3,666.00
						* Total	3,666.00
				1 Checks	** Fund Total		3,666.00
03/09/2011	105222	BRAUN INTERTEC CORPORAT	CLIENT#I09213	425-5911-725.30-30	9811	3/2011	1,252.96
			CLIENT#I09213	425-5911-725.30-30	9811	3/2011	1,098.62
			CLIENT#I09213	425-5911-725.30-30	9811	3/2011	619.25

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						* Total	2,970.83
03/09/2011	105274	LEVANDER, GILLEN & MILL	COMM DEV-MCPHILLIPS-MEMO	425-5911-725.30-42	9811	3/2011	72.00
			COMM DEV-PRIEBE-ENV REPR	425-5911-725.30-42	9811	3/2011	60.00
			COMM DEV-PRIEBE-CONF CALL	425-5911-725.30-42	9811	3/2011	60.00
			COMM DEV-PRIEBE-TELECONFR	425-5911-725.30-42	9811	3/2011	24.00
			COMM DEV-PRIEBE-TELECONFR	425-5911-725.30-42	9811	3/2011	48.00
			COMM DEV-PRIEBE-TELECONFR	425-5911-725.30-42	9811	3/2011	36.00
						* Total	300.00
03/09/2011	105293	MN POLLUTION CONTROL AG	PROJECT ID VP26510	425-5911-725.30-30	9811	3/2011	1,050.00
			PROJECT ID 3871	425-5911-725.30-42	9811	3/2011	300.00
						* Total	1,350.00
				3 Checks	** Fund Total		4,620.83
03/02/2011	105141	INSPEC INC	IGH CITY HALL PHASE II	428-5918-728.70-60	0818	3/2011	334.55
						* Total	334.55
03/02/2011	105153	MCGHIE BETTS, INC	IGH CITY HALL PHASE II	428-5918-728.70-60	0818	3/2011	1,118.00
			IGH CITY HALL PHASE II	428-5918-728.70-60	0818	3/2011	1,530.00
						* Total	2,648.00
03/02/2011	105179	SHAW-LUNDQUIST ASSOCIAT	BLDR RISK INSURANCE PYMT	428-5918-728.70-65	0818	3/2011	15,000.00
						* Total	15,000.00
03/02/2011	105206	SHAW-LUNDQUIST ASSOCIAT	BLDR RISK INSURANCE PYMT	428-5918-728.70-22	0818	3/2011	17,107.41
						* Total	17,107.41
03/09/2011	105221	BKV GROUP, INC.	PROJ 1643.01	428-5918-728.30-20	0818	3/2011	3,769.48
			PROJ 1643.01	428-5918-728.30-20	0818	3/2011	1,470.00
			PROJ 1643.01	428-5918-728.30-20	0818	3/2011	350.00
						* Total	5,589.48
03/09/2011	105321	SHAW-LUNDQUIST ASSOCIAT	PAY VCHR 21	428-5918-728.80-20	0818	3/2011	273,354.14
						* Total	273,354.14
				6 Checks	** Fund Total		314,033.58
03/02/2011	105182	SHORT ELLIOTT HENDRICKS	240429	429-5924-729.30-70	0924	3/2011	304.77
			240432	429-5924-729.30-70	0924	3/2011	1,200.58
						* Total	1,505.35
03/02/2011	105183	SHORT ELLIOTT HENDRICKS	CLIENT PO #2009-24	429-5924-729.30-70	0924	3/2011	4,671.01
						* Total	4,671.01
03/09/2011	105310	RIVARD STONE, INC.	95952	429-5924-729.70-60	0924	3/2011	1,318.75
						* Total	1,318.75
				3 Checks	** Fund Total		7,495.11
03/02/2011	105131	GORMAN SURVEYING, INC	PROJ 10044	430-5912-730.30-32	1012	3/2011	1,019.40
						* Total	1,019.40

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03/02/2011	105148	KIMLEY-HORN & ASSOCIATE	CLIENT# IPO#16	430-5922-730.30-30	1022	3/2011	3,862.14
						* Total	3,862.14
				2 Checks	** Fund Total		4,881.54
03/02/2011	105097	AMERICAN ENGINEERING TE	CUST #INV001	440-5900-740.30-34	1009D	3/2011	4,709.80
						* Total	4,709.80
03/02/2011	105116	DAKOTA CTY ABSTRACT & T	14526	440-5900-740.30-30	1109D	3/2011	485.00
						* Total	485.00
03/02/2011	105148	KIMLEY-HORN & ASSOCIATE	CLIENT# CP201109D	440-5900-740.30-30	1109D	3/2011	9,952.09
			CLIENT# CP201109D	440-5900-740.30-30	1109D	3/2011	10,158.79
						* Total	20,110.88
03/09/2011	105232	COPY RIGHT	HANDOUTS & BROCHURES	440-5900-740.50-30	1109D	3/2011	768.84
						* Total	768.84
03/09/2011	105284	METZEN APPRAISALS	CITY PROJECT 2011-09D	440-5900-740.30-70		3/2011	15,000.00
						* Total	15,000.00
				5 Checks	** Fund Total		41,074.52
03/09/2011	105317	SCHERFF INC	SCHROEDER BARN DEMO	451-5900-751.70-60		3/2011	1,000.00
						* Total	1,000.00
03/09/2011	105323	SKB ENVIRONMENTAL INC	SCHROEDER BARN DEMO	451-5900-751.70-60		3/2011	348.17
						* Total	348.17
				2 Checks	** Fund Total		1,348.17
03/02/2011	105094	ACE PAINT & HARDWARE	CUST #501126	501-7100-512.60-16		3/2011	4.26
			CUST #501126	501-7100-512.60-16		3/2011	18.16
						* Total	22.42
03/02/2011	105106	CARQUEST AUTO PARTS STO	CUST #614420	501-7100-512.60-16		3/2011	32.29
						* Total	32.29
03/02/2011	105108	CEMSTONE PRODUCTS COMPA	CUST #9021	501-7100-512.60-16		3/2011	754.54
						* Total	754.54
03/02/2011	105123	EMBROIDME.COM	CUST #161	501-7100-512.60-45		3/2011	182.76
						* Total	182.76
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	501-7100-512.20-62		3/2011	55.67
						* Total	55.67
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	501-7100-512.30-55		3/2011	21.36
						* Total	21.36
03/02/2011	105177	ROBARGE ENTERPRISES INC	10124	501-7100-512.60-16		3/2011	507.66
						* Total	507.66

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03/02/2011	105181	SHERWIN-WILLIAMS	02260	501-7100-512.60-16		3/2011	18.17
						* Total	18.17
03/02/2011	105189	SUSA	MEMBERSHIP	501-7100-512.50-70		3/2011	200.00
						* Total	200.00
03/02/2011	105194	TRACTOR SUPPLY CREDIT P	acct6035301200183679	501-7100-512.60-16		3/2011	171.39
						* Total	171.39
03/09/2011	105224	CARQUEST AUTO PARTS STO	614420	501-7100-512.60-16		3/2011	45.42
			614420	501-7100-512.60-16		3/2011	6.15-
						* Total	39.27
03/09/2011	105238	DAKOTA ELECTRIC ASSN	ACCT NO. 2148310	501-7100-512.40-20		3/2011	14.03
						* Total	14.03
03/09/2011	105248	GARTZKE CONSTRUCTION IN	10620 COURT HOUSE BLVD	501-7100-512.40-46		3/2011	1,790.00
						* Total	1,790.00
03/09/2011	105251	GOPHER STATE ONE-CALL	MN00435	501-7100-512.30-70		3/2011	120.35
						* Total	120.35
03/09/2011	105256	HYDRANT SPECIALIST, INC	PO #VERBAL JIM	501-7100-512.40-43		3/2011	2,250.00
						* Total	2,250.00
03/09/2011	105287	MN AWWA	LARRY BLURTON	501-7100-512.50-80		3/2011	525.00
			DAN HELING	501-7100-512.50-80		3/2011	200.00
			DAN MCMANUS	501-7100-512.50-80		3/2011	175.00
						* Total	900.00
03/09/2011	105289	MN DEPT OF HEALTH	1/1 THROUGH 3/31/11	501-0000-381.10-00		3/2011	11,664.00
						* Total	11,664.00
03/09/2011	105290	MN DEPT OF LABOR & INDU	1298	501-7100-512.40-40		3/2011	100.00
						* Total	100.00
03/09/2011	105291	MN GLOVE & SAFETY, INC.	DOC NO. 068875	501-7100-512.60-45		3/2011	399.88
						* Total	399.88
03/09/2011	105292	MN PIPE & EQUIPMENT	CUST NO 2195	501-7100-512.60-16		3/2011	577.77
			2195	501-7100-512.60-16		3/2011	482.35
						* Total	1,060.12
03/09/2011	105297	NEENAH FOUNDRY COMPANY	I83000	501-7100-512.60-16		3/2011	299.25
						* Total	299.25
03/09/2011	105329	TDS METROCOM	acct#651 554 0132	501-7100-512.50-20		3/2011	212.37
						* Total	212.37
03/09/2011	105339	VERONA SAFETY SUPPLY, I	INV. SP	501-7100-512.60-65		3/2011	197.44
						* Total	197.44
03/09/2011	105342	WATER CONSERVATION SERV	FEB 11 2011	501-7100-512.30-70		3/2011	220.40

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
						* Total	220.40
				24 Checks	** Fund Total		21,233.37
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	502-7200-514.20-62		3/2011	35.99
						* Total	35.99
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	502-7200-514.30-55		3/2011	13.54
						* Total	13.54
03/09/2011	105283	METROPOLITAN COUNCIL	CUST# 5084	502-7200-514.40-15		3/2011	126,744.67
						* Total	126,744.67
				3 Checks	** Fund Total		126,794.20
03/02/2011	105094	ACE PAINT & HARDWARE	CUST #501126	503-8600-527.60-12		3/2011	23.25
				CUST #501126		3/2011	8.00
				CUST #501126		3/2011	65.16
				CUST #501126		3/2011	9.62
						* Total	106.03
03/02/2011	105109	CHECKPOINT SYSTEMS INC	ACCT #166752	503-8500-526.50-55		3/2011	390.00
						* Total	390.00
03/02/2011	105114	CUTTER & BUCK	ORDER #1480874	503-8000-521.60-45		3/2011	1,749.08
				ORDER #1480874		3/2011	400.00
				ORDER #1480874		3/2011	666.25
				ORDER #1480874		3/2011	500.00
						* Total	3,315.33
03/02/2011	105119	DELL MARKETING	CUST #115693708	503-8600-527.80-61		3/2011	2,344.42
						* Total	2,344.42
03/02/2011	105127	FIRST IMPRESSION GROUP,	2011 SPRING BROCHURE	503-8500-526.50-25		3/2011	543.75
						* Total	543.75
03/02/2011	105129	G & K SERVICES	PO #17194	503-8600-527.60-45		3/2011	102.38
				PO #17194		3/2011	96.46
						* Total	198.84
03/02/2011	105154	MENARDS - WEST ST. PAUL	ACCT #30170265	503-8600-527.60-12		3/2011	52.87
						* Total	52.87
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	503-8000-521.20-62		3/2011	16.66
				POLICY #0027324		3/2011	16.65
				POLICY #0027324		3/2011	43.30
						* Total	76.61
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	503-8500-526.30-55		3/2011	4.15
				JAN. 2011 FLEX/HRA FEES		3/2011	19.60
						* Total	23.75
03/09/2011	105208	ACE PAINT & HARDWARE	501126	503-8600-527.60-12		3/2011	1.41

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
						* Total	1.41
03/09/2011	105211	ALL STAR PRO GOLF, INC.	210365	503-8200-523.76-40		3/2011	365.80
						* Total	365.80
03/09/2011	105212	ALL TEST & INSPECTIONS	CR11-10905	503-8600-527.50-45		3/2011	367.20
						* Total	367.20
03/09/2011	105220	BIRDIE-BERT PRINTING	35035	503-8000-521.50-30		3/2011	617.60
						* Total	617.60
03/09/2011	105227	CLEVELAND GOLF	10971	503-8200-523.76-25		3/2011	211.38
						* Total	211.38
03/09/2011	105234	CUTTER & BUCK	CUST# 1006103	503-8200-523.76-20		3/2011	1,245.21
						* Total	1,245.21
03/09/2011	105240	DEX MEDIA EAST	ACCT#110360619	503-8500-526.50-25		3/2011	102.05
						* Total	102.05
03/09/2011	105247	FOOTJOY	008363/2243	503-8200-523.76-20		3/2011	3,602.29
						* Total	3,602.29
03/09/2011	105259	IMPERIAL HEADWEAR, INC.	CUST#028460	503-8200-523.76-20		3/2011	124.82
			CUST#028460	503-8200-523.76-20		3/2011	447.50
			028460	503-8200-523.76-20		3/2011	462.08
			028460	503-8200-523.76-20		3/2011	125.38
						* Total	1,159.78
03/09/2011	105272	LENTNER, GLEN	RECYCL FLUOR BULB ECO-ST	503-8600-527.40-25		3/2011	72.55
						* Total	72.55
03/09/2011	105294	MTI DISTRIBUTING CO	402307	503-8600-527.40-42		3/2011	406.88
						* Total	406.88
03/09/2011	105295	NAPA OF INVER GROVE HEI	ACCT #301	503-8600-527.60-22		3/2011	44.86
			ACCT #301	503-8600-527.40-42		3/2011	25.56-
						* Total	19.30
03/09/2011	105296	NARDINI FIRE EQUIPMENT	CUST ID:INVGOCLCU	503-8600-527.40-42		3/2011	286.20
						* Total	286.20
03/09/2011	105300	NIKE USA, INC.	CUST #79282	503-8200-523.76-30		3/2011	1,807.16
			CUST #79282	503-8200-523.76-25		3/2011	337.35
			CUST #79282	503-8200-523.76-20		3/2011	4,023.77
			CUST #79282	503-8200-523.76-20		3/2011	182.25
			CUST #79282	503-8200-523.76-35		3/2011	644.00
						* Total	6,994.53
03/09/2011	105304	PIRTEK MIDWAY	CUST #4237	503-8600-527.40-42		3/2011	175.92
			CUST #4237	503-8600-527.40-42		3/2011	128.52
						* Total	304.44

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03/09/2011	105320	SDI GOLF SCREEN PRINT	INV110	503-8200-523.76-20		3/2011	635.07
			INV110	503-8200-523.76-20		3/2011	1,228.24
			ACCT #INV110	503-8200-523.76-20		3/2011	358.57
						* Total	2,221.88
03/09/2011	105332	TITLEIST	008363/1243	503-8200-523.76-20		3/2011	465.00
						* Total	465.00
03/09/2011	105333	TMAX GEAR	ACCT #602343TG	503-8200-523.76-20		3/2011	163.13
						* Total	163.13
03/09/2011	105338	VERIZON WIRELESS	ACCT#480568913-00001	503-8500-526.50-20		3/2011	8.72
						* Total	8.72
03/09/2011	105343	WILSON SPORTING GOODS	ACCT #187981	503-8000-521.40-55		3/2011	1,234.55
						* Total	1,234.55
03/09/2011	105344	XCEL ENERGY	5157543641	503-8600-527.40-10		3/2011	469.23
			5157543641	503-8500-526.40-10		3/2011	201.31
			5158775110	503-8600-527.40-20		3/2011	9.93
			5157543641	503-8500-526.40-20		3/2011	19.48
			5157543641	503-8500-526.40-20		3/2011	101.92
			5157543641	503-8500-526.40-20		3/2011	255.14
			5158775121	503-8600-527.40-20		3/2011	60.06
						* Total	1,117.07
				30 Checks	** Fund Total		28,018.57
03/02/2011	105127	FIRST IMPRESSION GROUP,	2011 SPRING BROCHURE	504-6100-452.50-30	R90100	3/2011	2,537.50
						* Total	2,537.50
03/02/2011	105130	GOOD SHEPHERD LUTHERAN	EARLY REGISTRATION PYMT	504-0000-207.03-00		3/2011	1.66
			EARLY REGISTRATION PYMT	504-0000-347.00-00	R50100	3/2011	23.34
						* Total	25.00
03/02/2011	105139	IKON OFFICE SOLUTIONS	ACCT #1452531017392ML	504-6100-452.40-65	R90100	3/2011	263.56
						* Total	263.56
03/02/2011	105140	IKON OFFICE SOLUTIONS	CUST #3281870	504-6100-452.40-44	R90100	3/2011	396.90
						* Total	396.90
03/02/2011	105152	MAYER ARTS INC	PETER PAN	504-6100-452.30-70	R20920	3/2011	774.00
						* Total	774.00
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	504-6100-452.20-62	R90100	3/2011	72.11
						* Total	72.11
03/02/2011	105166	OFFICE DEPOT	ACCT #6011568510088883	504-6100-452.60-40	R90100	3/2011	17.36
						* Total	17.36
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	504-6100-452.30-55	R90100	3/2011	13.09
						* Total	13.09

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03/02/2011	105169	ORIENTAL TRADING COMPAN	ACCT #20867186	504-6100-452.60-09	R10350	3/2011	9.27
						* Total	9.27
03/02/2011	105184	SPRINT	ACCT #302193319	504-6100-452.50-20	R90100	3/2011	90.80
						* Total	90.80
03/09/2011	105231	COMMUNITY EDUCATION	SENIOR TRIP/LUNCH	504-0000-227.10-00		3/2011	1,538.00
						* Total	1,538.00
03/09/2011	105258	IGH SENIOR CENTER	SENIOR CLUB MEMBERSHIPS	504-0000-227.10-00		3/2011	136.00
						* Total	136.00
03/09/2011	105315	SAM'S CLUB	1789	504-6100-452.60-09	R30600	3/2011	125.44
			4659	504-6100-452.60-09	R30600	3/2011	69.54
			7079	504-6100-452.60-09	R40100	3/2011	30.52
						* Total	225.50
03/09/2011	105345	YOUTH LACROSSE OF MINNE	FEES	504-6100-452.50-70	R40200	3/2011	150.00
						* Total	150.00
				14 Checks	** Fund Total		6,249.09
03/02/2011	105111	COMCAST	ACCT# 8772105910127188	505-6200-453.50-70	C10000	3/2011	266.56
						* Total	266.56
03/02/2011	105127	FIRST IMPRESSION GROUP,	2011 SPRING BROCHURE	505-6200-453.50-30	C95000	3/2011	4,350.00
						* Total	4,350.00
03/02/2011	105135	HOME DEPOT CREDIT SERVI	ACCT #6035322017128343	505-6200-453.60-16	C21000	3/2011	48.15
						* Total	48.15
03/02/2011	105139	IKON OFFICE SOLUTIONS	ACCT #1452531017392ML	505-6200-453.40-65	C10000	3/2011	439.26
						* Total	439.26
03/02/2011	105140	IKON OFFICE SOLUTIONS	CUST #3281870	505-6200-453.40-44	C10000	3/2011	926.10
						* Total	926.10
03/02/2011	105145	ISD #199	HOCKEY TIX/ICE RENTAL	505-0000-352.20-00	C13000	3/2011	933.25
						* Total	933.25
03/02/2011	105149	LAKEVILLE YOUTH HOCKEY	FEB 2011 ICE RENTAL	505-0000-352.22-00	C17500	3/2011	190.00
						* Total	190.00
03/02/2011	105155	MILL CITY SIGN LLC	SIGN RENTAL	505-6200-453.40-50	C15500	3/2011	138.94
						* Total	138.94
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	505-6200-453.20-62	C50000	3/2011	116.73
						* Total	116.73
03/02/2011	105166	OFFICE DEPOT	ACCT #6011568510088883	505-6200-453.60-65	C10000	3/2011	5.83
			ACCT #6011568510088883	505-6200-453.60-65	C70000	3/2011	39.56
						* Total	45.39

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03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	505-6200-453.30-55	C50000	3/2011	45.18
						* Total	45.18
03/02/2011	105169	ORIENTAL TRADING COMPAN	ACCT #20867186	505-6200-453.60-65	C10000	3/2011	72.15
						* Total	72.15
03/02/2011	105174	PUSH PEDAL PULL	ACCT #36003615	505-6200-453.40-42	C70000	3/2011	96.61
						* Total	96.61
03/02/2011	105184	SPRINT	ACCT #573073317	505-6200-453.50-20	C25000	3/2011	378.86
						* Total	378.86
03/02/2011	105188	SUBWAY - BRODERICK	ARTS & CRAFTS VNDR LUNCH	505-6200-453.76-05	C30300	3/2011	166.04
						* Total	166.04
03/02/2011	105191	TAHO SPORTSWEAR	BETHANY ADAMS	505-6200-453.60-65	C10000	3/2011	1,038.80
						* Total	1,038.80
03/02/2011	105192	TARGET BANK	VMCC	505-6200-453.60-40	C15000	3/2011	187.89
						* Total	187.89
03/02/2011	105194	TRACTOR SUPPLY CREDIT P	acct6035301200183679	505-6200-453.60-16	C21000	3/2011	65.63
						* Total	65.63
03/09/2011	105208	ACE PAINT & HARDWARE	cust#501126	505-6200-453.60-16	C25000	3/2011	15.98
			cust#501126	505-6200-453.60-16	C25000	3/2011	29.34
			cust#501126	505-6200-453.60-16	C25000	3/2011	4.25
			cust#501126	505-6200-453.60-16	C21000	3/2011	30.44
						* Total	80.01
03/09/2011	105216	BECKER ARENA PRODUCTS,	INVOOO	505-6200-453.60-16	C21000	3/2011	322.37
						* Total	322.37
03/09/2011	105223	BROADWAY AWARDS	29034	505-6200-453.50-30	C91000	3/2011	890.27
						* Total	890.27
03/09/2011	105228	COCA COLA BOTTLING COMP	3291552	505-6200-453.76-10	C30200	3/2011	363.60
						* Total	363.60
03/09/2011	105230	COMDATA	RAINBOW FOODS	505-6200-453.76-10	C16000	3/2011	37.95
						* Total	37.95
03/09/2011	105241	ECSI SYSTEM INTEGRATORS	CUST CODE 165950	505-6200-453.50-55	C25000	3/2011	1,510.00
						* Total	1,510.00
03/09/2011	105250	GLEWWE DOORS	project INV001-WO	505-6200-453.60-16	C21000	3/2011	53.87
						* Total	53.87
03/09/2011	105252	GRAINGER	grngr acct no806460150	505-6200-453.60-11	C25000	3/2011	787.47
			grngr acct no806460150	505-6200-453.60-16	C21000	3/2011	56.75
			grngr acct no806460150	505-6200-453.60-65	C21000	3/2011	125.15
						* Total	969.37

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03/09/2011	105253	HAWKINS INC	cust#108815	505-6200-453.60-15	C25000	3/2011	2,018.77
			cust#108815	505-6200-453.60-15	C25000	3/2011	1,368.68
						* Total	3,387.45
03/09/2011	105254	HILLYARD INC	cust#274069	505-6200-453.60-11	C25000	3/2011	706.09
						* Total	706.09
03/09/2011	105255	HUEBSCH SERVICES	cust#92965	505-6200-453.40-40	C25000	3/2011	105.57
						* Total	105.57
03/09/2011	105257	IGH CONVENTION & VISITO	IGHCVB ADVTSMNT/PRMTN/CPN	505-6200-453.50-25	C91000	3/2011	100.00
						* Total	100.00
03/09/2011	105263	JOHNSON CONTROLS	cust#1295202	505-6200-453.40-40	C25000	3/2011	2,956.17
			cust#1295202	505-6200-453.40-40	C25000	3/2011	1,087.20
						* Total	4,043.37
03/09/2011	105268	LELAND, LINDA	DUPLICATE VENDOR	505-0000-207.03-00		3/2011	2.00
			DUPLICATE VENDOR	505-0000-352.25-00	C15500	3/2011	28.00
						* Total	30.00
03/09/2011	105271	LEMMERMAN, GLORIA	UNABLE TO ATTEND ILLNESS	505-0000-207.03-00		3/2011	2.00
			UNABLE TO ATTEND ILLNESS	505-0000-352.25-00	C15500	3/2011	28.00
						* Total	30.00
03/09/2011	105278	MACSDESIGN STUDIO	PO# ADMWHD020711	505-6200-453.40-40	C25000	3/2011	1,920.00
						* Total	1,920.00
03/09/2011	105288	MN DEPT OF HEALTH	FBL1326410565	505-6200-453.50-70	C30400	3/2011	398.00
						* Total	398.00
03/09/2011	105298	NEW PIG CORPORATION	cust #4844047	505-6200-453.60-16	C25000	3/2011	335.44
			cust #4844047	505-6200-453.60-16	C25000	3/2011	231.22
						* Total	566.66
03/09/2011	105308	R & R SPECIALTIES OF WI	cust #IGHVET	505-6200-453.40-42	C21000	3/2011	33.50
			cust #IGHVET	505-6200-453.40-42	C21000	3/2011	52.00
			IGHVET	505-6200-453.40-42	C21000	3/2011	84.77
						* Total	170.27
03/09/2011	105312	ROACH, RICK	EXPENSE REIMBURSEMENT	505-6200-453.50-65	C25000	3/2011	58.65
			MONTHLY EXPENSES	505-6200-453.60-16	C25000	3/2011	8.03
						* Total	66.68
03/09/2011	105313	RYCO SUPPLY COMPANY	customerid10-32329	505-6200-453.60-16	C25000	3/2011	5.63
			customerid10-32329	505-6200-453.60-16	C25000	3/2011	249.71
						* Total	255.34
03/09/2011	105315	SAM'S CLUB	0485	505-6200-453.60-65	C30300	3/2011	14.34
			0485	505-6200-453.76-05	C16000	3/2011	12.98
			168	505-6200-453.60-65	C40000	3/2011	19.60
			307	505-6200-453.60-65	C10000	3/2011	20.98
			3727	505-6200-453.60-65	C10000	3/2011	37.94

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
03/09/2011	105315	SAM'S CLUB	3727	505-6200-453.76-05	C30300	3/2011	5.98
			3727	505-6200-453.76-10	C30300	3/2011	25.66
			4659	505-6200-453.60-65	C10000	3/2011	8.01
			4659	505-6200-453.76-05	C16000	3/2011	12.98
			4731	505-6200-453.60-65	C50000	3/2011	13.93
			4748	505-6200-453.60-65	C16000	3/2011	25.02
			6904	505-6200-453.60-65	C15500	3/2011	91.79
			8127	505-6200-453.60-65	C10100	3/2011	69.74
			8293	505-6200-453.60-65	C40000	3/2011	12.17
						* Total	371.12
03/09/2011	105318	SCHINDLER ELEVATOR CORP	1077364	505-6200-453.40-40	C25000	3/2011	247.32
						* Total	247.32
03/09/2011	105319	SCHNEIDER, BROOKE	CK WRITTEN FOR INCRRECT AM	505-6200-453.70-45	C10000	3/2011	10.00
						* Total	10.00
03/09/2011	105322	SIROIS, LINDA	DUPLICATE VENDOR REFUND	505-0000-207.03-00		3/2011	2.00
			DUPLICATE VENDOR REFUND	505-0000-352.25-00	C15500	3/2011	28.00
						* Total	30.00
03/09/2011	105329	TDS METROCOM	acct#651 554 0132	505-6200-453.50-20	C10000	3/2011	107.28
						* Total	107.28
03/09/2011	105337	VANCO SERVICES LLC	ES12073	505-6200-453.70-60	C10100	3/2011	100.10
						* Total	100.10
				45 Checks	** Fund Total		26,378.23
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	602-2100-415.20-62		3/2011	2.14
						* Total	2.14
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	602-2100-415.30-55		3/2011	.49
						* Total	.49
03/09/2011	105266	LEAGUE OF MN CITIES INS	CLM#11075607	602-2100-415.70-20		3/2011	130.53
						* Total	130.53
				3 Checks	** Fund Total		133.16
03/02/2011	105099	ARAMARK UNIFORM SERVICE	CUST #15353001	603-5300-444.40-65		3/2011	32.95
			CUST #15353001	603-5300-444.60-45		3/2011	36.15
			CUST #15353001	603-5300-444.40-65		3/2011	32.94
			CUST #15353001	603-5300-444.60-45		3/2011	17.95
						* Total	119.99
03/02/2011	105103	BOYER TRUCKS	ACCT #C20390	603-5300-444.40-41		3/2011	125.79
						* Total	125.79
03/02/2011	105106	CARQUEST AUTO PARTS STO	CUST #614420	603-5300-444.40-41		3/2011	37.18
			CUST #614420	603-0000-145.50-00		3/2011	52.38
			CUST #614420	603-0000-145.50-00		3/2011	4.61
			CUST #614420	603-0000-145.50-00		3/2011	88.92

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
03/02/2011	105106	CARQUEST AUTO PARTS STO	CUST #614420	603-5300-444.40-41		3/2011	25.18
			CUST #614420	603-5300-444.40-41		3/2011	36.21
			CUST #614420	603-0000-145.50-00		3/2011	17.34
			CUST #614420	603-5300-444.60-40		3/2011	14.64
			CUST #614420	603-5300-444.40-41		3/2011	16.59
			CUST #614420	603-5300-444.40-41		3/2011	105.88
			CUST #614420	603-5300-444.60-40		3/2011	64.89
			CUST #614420	603-5300-444.40-41		3/2011	15.90
			CUST #614420	603-5300-444.40-41		3/2011	16.12
			CUST #614420	603-0000-145.50-00		3/2011	6.35
						* Total	396.03
03/02/2011	105107	CATCO PARTS SERVICE	CUST #136090	603-5300-444.40-41		3/2011	4,908.13
			CUST #136090	603-5300-444.40-41		3/2011	30.12
			CUST #136090	603-5300-444.40-41		3/2011	2,957.66
						* Total	7,895.91
03/02/2011	105113	CUSTOM HOSE TECH	PO#JAY	603-5300-444.40-41		3/2011	264.09
						* Total	264.09
03/02/2011	105124	FACTORY MOTOR PARTS COM	ACCT #10799	603-0000-145.50-00		3/2011	76.67
			ACCT #10799	603-5300-444.40-41		3/2011	13.00
			CUST #RICK	603-5300-444.40-41		3/2011	179.34
			CUST #JAY	603-5300-444.40-41		3/2011	111.32
						* Total	380.33
03/02/2011	105134	HILLYARD INC	CUST #285036	603-5300-444.60-11		3/2011	81.87
						* Total	81.87
03/02/2011	105136	HOSE / CONVEYORS INC	CUST #CIT300	603-5300-444.40-41		3/2011	81.34
						* Total	81.34
03/02/2011	105138	I-STATE TRUCK CENTER	ACCT #13468	603-5300-444.40-41		3/2011	62.90
						* Total	62.90
03/02/2011	105142	INVER GROVE FORD	A/R7905	603-5300-444.40-41		3/2011	82.22
			VIN 2FAHP71V68X167662	603-5300-444.40-42		3/2011	307.69
						* Total	389.91
03/02/2011	105147	KIMBALL MIDWEST	ACCT #222006	603-5300-444.60-12		3/2011	108.88
						* Total	108.88
03/02/2011	105151	LARSON COMPANIES	CUST #14649	603-0000-145.50-00		3/2011	259.75
			CUST #14649	603-0000-145.50-00		3/2011	42.79
						* Total	302.54
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	603-5300-444.20-62		3/2011	20.54
						* Total	20.54
03/02/2011	105163	NAPA OF INVER GROVE HEI	PO# RICK	603-5300-444.40-41		3/2011	120.71
						* Total	120.71
03/02/2011	105164	NEXTEL COMMUNICATIONS	ACCT 249383315	603-5300-444.50-20		3/2011	64.62

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
						* Total	64.62
03/02/2011	105168	OPTUMHEALTH FINANCIAL S	JAN. 2011 FLEX/HRA FEES	603-5300-444.30-55		3/2011	6.65
						* Total	6.65
03/02/2011	105170	POMP'S TIRE SERVICE, IN	243341	603-0000-145.50-00		3/2011	914.85
			259513	603-0000-145.50-00		3/2011	1,000.35
						* Total	1,915.20
03/02/2011	105172	PRESTIGE ELECTRIC, INC.	INVERGRO	603-5300-444.40-41		3/2011	813.00
						* Total	813.00
03/02/2011	105173	PUMP AND METER SERVICE	14964	603-5300-444.40-42		3/2011	89.19
						* Total	89.19
03/02/2011	105180	SHEL'S AUTO ELECTRIC	LABOR & PARTS	603-5300-444.40-41		3/2011	150.84
						* Total	150.84
03/02/2011	105187	SUBURBAN ACE HARDWARE	CUST #438	603-5300-444.40-41		3/2011	56.23
						* Total	56.23
03/02/2011	105193	TOWMASTER TRAILERS INC	327444	603-5300-444.40-41		3/2011	620.95
						* Total	620.95
03/02/2011	105194	TRACTOR SUPPLY CREDIT P	acct6035301200183679	603-5300-444.40-41		3/2011	31.04
			acct6035301200183679	603-5300-444.60-40		3/2011	29.97
						* Total	61.01
03/02/2011	105198	WACONIA FARM SUPPLY	CUST #30035	603-5300-444.40-41		3/2011	257.14
						* Total	257.14
03/02/2011	105200	WESTERN PETROLEUM COMPA	CUST #42410	603-5300-444.40-42		3/2011	37.01
						* Total	37.01
03/02/2011	105203	YOCUM OIL COMPANY, INC.	CUST#502860	603-0000-145.60-00		3/2011	10,826.40
			CUST#502860	603-0000-145.60-00		3/2011	5,127.48
			CUST#502860	603-0000-145.60-00		3/2011	3,463.50
						* Total	19,417.38
03/09/2011	105214	ARAMARK UNIFORM SERVICE	CUST #15353001	603-5300-444.40-65		3/2011	32.94
			CUST #15353001	603-5300-444.60-45		3/2011	17.95
						* Total	50.89
03/09/2011	105224	CARQUEST AUTO PARTS STO	614420	603-5300-444.40-41		3/2011	523.45
			614420	603-0000-145.50-00		3/2011	44.42
			614420	603-5300-444.60-40		3/2011	14.94
			614420	603-0000-145.50-00		3/2011	10.71
			614420	603-5300-444.60-12		3/2011	57.55
			614420	603-5300-444.60-12		3/2011	34.68
			614420	603-5300-444.60-12		3/2011	15.10
			614420	603-5300-444.40-41		3/2011	55.96
			614420	603-0000-145.50-00		3/2011	132.13
						* Total	888.94

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
03/09/2011	105239	DAVIS EQUIPMENT CORPORA	T11270	603-5300-444.40-41		3/2011	415.89
						* Total	415.89
03/09/2011	105243	EMERGENCY AUTOMOTIVE TE	IGH CITY	603-5300-444.40-41		3/2011	39.01
						* Total	39.01
03/09/2011	105280	MASTER TRANSMISSION	ACCT. 3177	603-5300-444.40-41		3/2011	876.24
						* Total	876.24
03/09/2011	105281	METRO JANITORIAL SUPPLY	11010475	603-5300-444.60-11		3/2011	170.93
						* Total	170.93
03/09/2011	105295	NAPA OF INVER GROVE HEI	CREDIT	603-5300-444.40-41		3/2011	16.03-
						* Total	16.03-
03/09/2011	105307	R & R CARPET SERVICE	RUGS & SUPPLIES	603-5300-444.40-65		3/2011	82.30
						* Total	82.30
03/09/2011	105309	RDO EQUIPMENT COMPANY	2556007	603-5300-444.40-41		3/2011	97.73
						* Total	97.73
03/09/2011	105316	SCHARBER & SONS	4502581	603-5300-444.40-41		3/2011	2,717.69
						* Total	2,717.69
				36 Checks	** Fund Total		39,163.64
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	604-2200-416.20-62		3/2011	.98
						* Total	.98
03/02/2011	105166	OFFICE DEPOT	ACCT #6011568510088883	604-2200-416.60-10		3/2011	34.65-
			ACCT #6011568510088883	604-2200-416.60-10		3/2011	34.70
						* Total	.05
03/09/2011	105302	OFFICE EQUIPMENT FINANC	923425	604-2200-416.40-50		3/2011	1,814.47
						* Total	1,814.47
03/09/2011	105305	PRECISION DATA SYSTEMS	0116	604-2200-416.60-10		3/2011	733.65
			0116	604-2200-416.60-10		3/2011	315.51
						* Total	1,049.16
				4 Checks	** Fund Total		2,864.66
02/25/2011	105091	US POSTMASTER	UTILITY	605-3100-419.50-35		2/2011	1,041.21
						* Total	1,041.21
02/25/2011	105092	US POSTMASTER	UTILITY	605-3100-419.50-35		2/2011	247.16
						* Total	247.16
03/02/2011	105134	HILLYARD INC	CUST #274069	605-3100-419.60-11		3/2011	155.06
						* Total	155.06
03/02/2011	105137	HUEBSCH SERVICES	BILL TO 100075	605-3100-419.40-65		3/2011	49.15
						* Total	49.15

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	605-3100-419.20-62		3/2011	8.33
						* Total	8.33
03/02/2011	105204	ZAYO ENTERPRISE NETWORK	ACCT #005456	605-3100-419.50-20		3/2011	1,001.44
						* Total	1,001.44
03/09/2011	105254	HILLYARD INC	274069	605-3100-419.60-11		3/2011	227.23
						* Total	227.23
03/09/2011	105260	INTEGRA TELECOM	ACCT #645862	605-3100-419.50-20		3/2011	139.92
						* Total	139.92
03/09/2011	105277	LONE OAK COMPANIES	STATEMENTS	605-3100-419.50-35		3/2011	423.43
						* Total	423.43
03/09/2011	105279	MANKATO ANSWERING SERVI	ACCT #2170	605-3100-419.40-40		3/2011	144.45
			ACCT #2170	605-3100-419.40-40		3/2011	144.45
			ACCT #2170	605-3100-419.40-40		3/2011	144.45
						* Total	433.35
03/09/2011	105301	NS/I MECHANICAL CONTRAC	CUST CODE CITYOFIGH	605-3100-419.40-40		3/2011	1,500.00
			CUST CODE CITYOFIGH	605-3100-419.40-40		3/2011	1,655.35
						* Total	3,155.35
03/09/2011	105303	PIONEER PRESS	ACCT#1142690	605-3100-419.60-65		3/2011	149.73
						* Total	149.73
03/09/2011	105315	SAM'S CLUB	PUBLIC WORKS	605-3100-419.60-11		3/2011	23.90
			PUBLIC WORKS	605-3100-419.60-11		3/2011	23.07
			005131	605-3100-419.60-65		3/2011	52.11
			PUBLIC WORKS	605-3100-419.60-11		3/2011	35.00
						* Total	134.08
03/09/2011	105329	TDS METROCOM	acct#651 554 0132	605-3100-419.50-20		3/2011	358.40
						* Total	358.40
03/09/2011	105344	XCEL ENERGY	5142529960	605-3100-419.40-20		3/2011	681.44
						* Total	681.44
				15 Checks	** Fund Total		8,205.28
03/02/2011	105112	CREATIVE VISION TECHNOL	CUST #CH1302	606-1400-413.30-70		3/2011	18,725.00
						* Total	18,725.00
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	606-1400-413.20-62		3/2011	9.81
						* Total	9.81
03/09/2011	105209	ADVANCED TECHNOLOGY SYS	INK & MTC KIT	606-1400-413.60-10		3/2011	1,060.61
						* Total	1,060.61
03/09/2011	105338	VERIZON WIRELESS	28058150200001	606-1400-413.50-20		3/2011	32.73
						* Total	32.73

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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE# / DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
				4 Checks	** Fund Total		19,828.15
03/02/2011	105102	BIKE KING	HOLIDAY ON MAIN STREET	702-0000-230.72-00		3/2011	350.03
						* Total	350.03
03/02/2011	105117	DAKOTA CTY ATTORNEY	1998 FORD EXPLORER	702-0000-229.10-00		3/2011	299.63
						* Total	299.63
03/02/2011	105121	EARL F ANDERSEN INC	CUST #0004094	702-0000-228.43-00		3/2011	169.84
						* Total	169.84
03/04/2011	105207	HENNEPIN COUNTY DISTRIC	tiffany renee paulink	702-0000-229.10-00		3/2011	50.00
						* Total	50.00
03/09/2011	105213	ARAMARK REFRESHMENT SER	REPLACEMENT CHECK	702-0000-228.65-00		3/2011	148.58
			39398	702-0000-228.65-00		3/2011	148.58
						* Total	297.16
03/09/2011	105215	BARR ENGINEERING COMPAN	PROJECT REVIEWS	702-0000-229.28-00		3/2011	1,046.00
						* Total	1,046.00
03/09/2011	105236	DAKOTA CTY SHERIFF'S DE	MERRY JO GILMAN	702-0000-229.10-00		3/2011	500.00
			JASON SCOTT BARHTE	702-0000-229.10-00		3/2011	500.00
						* Total	1,000.00
03/09/2011	105274	LEVANDER, GILLEN & MILL	PLANNING - GERTENS-E-MAIL	702-0000-229.28-00		3/2011	16.00
			PLANNING - GERTENS-TELECN	702-0000-229.28-00		3/2011	36.00
			PLANNING - GERTENS-MEMO	702-0000-229.28-00		3/2011	36.00
			PLANNING-GERTENS-FILE REV	702-0000-229.28-00		3/2011	492.00
			PLANNING-GERTENS-LEGAL ME	702-0000-229.28-00		3/2011	456.00
						* Total	1,036.00
03/09/2011	105315	SAM'S CLUB	1248	702-0000-230.72-00		3/2011	56.17-
						* Total	56.17-
				9 Checks	** Fund Total		4,192.49
03/02/2011	105158	MN LIFE INSURANCE CO	POLICY #0027324	703-5500-446.20-62		3/2011	2.27
						* Total	2.27
03/09/2011	105215	BARR ENGINEERING COMPAN	pine bend landfill	703-5500-446.30-42		3/2011	310.50
						* Total	310.50
				2 Checks	** Fund Total		312.77
				310 Checks	*** Bank Total		793,831.51
				310 Checks	*** Grand Total		793,831.51

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Consider Pay Voucher No. 21 for City Project No. 2008-18 – Public Safety Addition/City Hall Renovation

Meeting Date: March 14, 2011  
Item Type: Consent  
Contact: Jenelle Teppen, Asst City Admin  
Prepared by:  
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: Project Fund

**PURPOSE/ACTION REQUESTED** Consider Pay Voucher No. 21 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 20 change orders for a total contract amount now of \$11,990,111.10.

The contractor has completed the work through February 28, 2011 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. 21 in the amount of \$273,354.14 to Shaw Lundquist Associates for work on City Project No. 2008-18 – Public Safety Addition/City Hall Renovation.

Attachment: Pay Voucher No. 21

CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAYMENT VOUCHER

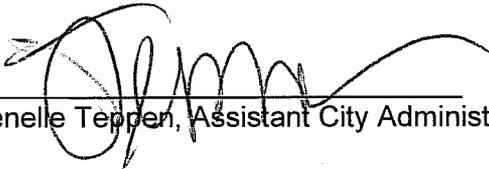
ESTIMATE NO: 21 (twenty-one)  
DATE: March 14, 2011  
PERIOD ENDING: February 28, 2011  
CONTRACT: Public Safety Addition City Hall Renovation  
PROJECT NO: 2008-18 – Public Safety Addition/City Hall Renovation

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

Original Contract Amount . . . . . \$11,501,900  
Total Addition . . . . . \$488,211.10  
Total Deduction . . . . . \$0.00  
Total Contract Amount . . . . . \$11,990,111.10  
Total Value of Work to Date . . . . . \$10,647,142.05  
Less Retained (5%) . . . . . \$532,357.10  
Less Previous Payment . . . . . \$9,841,430.81  
Total Approved for Payment this Voucher . . . . . \$273,354.14  
Total Payments including this Voucher . . . . . \$10,114,784.95

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 November 30, 2010.

Signed by:  March 14, 2011  
Jenelle Teppen, Assistant City Administrator

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

Signed by: \_\_\_\_\_  
George Tourville, Mayor March 14, 2011

# 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

FROM CONTRACTOR: Shaw-Lundquist Associates, Inc. (09/977)  
 222 North Second Street  
 Minneapolis, MN 55401

VIA ARCHITECT: BKV Group, Inc.  
 Minneapolis, MN 55401

CONTRACT FOR: General Construction

APPLICATION NO: 21

APPLICATION DATE: February 25, 2011

PERIOD TO: February 28, 2011

PROJECT NOS: #1643.01

CONTRACT DATE: May 19, 2009

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

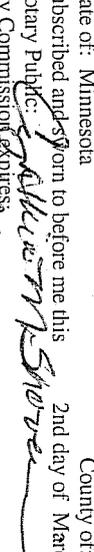
Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 11,501,900.00
2. Net change by Change Orders \$ 488,211.10
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 11,990,111.10
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 10,647,142.05
5. RETAINAGE:
  - a. 5 % of Completed Work \$ 532,357.10  
 (Column I 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) \$ 532,357.10
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 10,114,784.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 9,841,430.81
8. CURRENT PAYMENT DUE \$ 273,354.14
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 1,875,326.15

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$459,575.10	
Total approved this Month	\$28,636.00	
TOTALS	\$488,211.10	\$0.00
NET CHANGES by Change Order	\$488,211.10	

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:  Thomas J. Meyers - Vice President  
 State of: Minnesota County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 2nd day of March  
 Notary Public:  Cynthia Marie Shovein  
 My Commission Expires 31-30-11



CYNTHIA MARIE SHOVEIN  
 Notary Public  
 State of Minnesota  
 My Commission Expires  
 January 31, 2016

Date: March 2, 2011

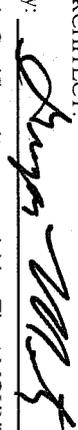
## ARCHITECT'S CERTIFICATE FOR PAYMENT

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 ..... \$ 273,354.14

(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.)

ARCHITECT:

By:  Date: 3/5/11

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.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Request Approval of Capital Asset Policy

Meeting Date: March 14, 2010  
 Item Type: Consent  
 Contact: Ann Lanoue 651.450.2517  
 Prepared by: Ann Lanoue, Finance Director  
 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**

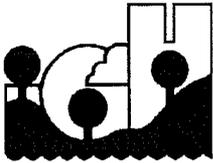
We are requesting approval of the attached Capital Asset Policy

**SUMMARY**

The City last adopted a policy for capital assets in 1983. We have a new reporting requirement effective for the year ended December 31, 2010 – GASB Statement No. 51 *Accounting and Financial Reporting for Intangible Assets*. This standard requires the city to report separately on our intangible assets which for the City of Inver Grove Heights includes easements. As part of this standard we are required to update our Capital Asset Policy to reflect this change. As we reviewed the 1983 policy we determined that we needed to fully update the policy since the previous policy, in addition to not discussing intangibles, was specific to the accounting system and account numbering structure in place at that time. Needless to say that was outdated. In addition the policy did not address the threshold for capitalization. The City had used a capitalization threshold of \$250 until 2001, when in anticipation of the implementation of GASB 34, which was a major change in financial reporting; it was increased to \$5,000.

This policy has been reviewed by our auditors. I recommend adoption of the policy with an effective date of December 31, 2010.

I



# City of Inver Grove Heights

## Capital Asset Policy *Effective December 31, 2010*

### **Definition**

A *capital asset* is defined as a financial resource that is tangible or intangible in nature, complete in and of itself, and is not a component of another. The asset has a useful life of not less than two (2) years, is not a repair part or supply item and has a value equal to or greater than the capitalization threshold of \$5,000.

### **Purpose**

The capital asset policy is to provide guidance to management for recording, depreciating and tracking the capital assets of the City.

### **Policy Statement**

1. The City will account for all capital assets that have a useful life of greater than two years and with a value equal to or greater than the capitalization threshold of \$5,000.
2. Inventory – an inventory of capital assets will be reviewed and updated annually.
3. Reporting – The capital asset inventory will be reported within the Comprehensive Annual Financial Report (CAFR) in accordance with governmental accounting standards.
4. Depreciation – All capital assets within the inventory (excluding land and easements) will be depreciated evenly based on their original or historical valuation over their estimated useful lives. The following ranges represent guidelines in setting estimated useful lives for capital asset reporting:

Land and easements	Not depreciable
Buildings and structures	20-50 years
Equipment and machinery	3-20 years
Distribution and collection systems	50 years
Streets and public infrastructure	25 years

5. Disposition of Capital Assets – Capital assets may be disposed of, in accordance with State statutes and guidelines, through the following methods:
  - Sold by a public auction or advertisement for bids.
  - Exchanged or traded-in for a replacement.
  - Retirement – recycled or placed garbage (obsolete or broken items)

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Receive Quotes and Award Contract for Repair of Water Intrusion Damage in the Public Works Maintenance Building**

Meeting Date: March 14, 2011  
 Item Type: Consent  
 Contact: Barry Underdahl, 651.450.2556  
 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: City Facilities Fund

**PURPOSE/ACTION REQUESTED**

Receive quotes and award contract for repair of water intrusion damage in the Public Works Maintenance building.

**SUMMARY**

Last year the City Council approved a forensic investigation of the Public Works Maintenance building to determine the cause of water intrusion that resulted in damage to the windows and walls and the formation of mold in the lunchroom. Based on the results of that investigation, the City Council approved the preparation of construction plans and specifications for the remediation. Quotes were requested and two contractors responded. I recommend that the City Council award a contract to the low quote, Morcon Construction Co. Inc., in the amount of \$74,060 (for the base bid, plus alternates 1-3) for the 2011 Window/Wall Renovation Project in the Public Works Maintenance building.

The project will be funded from the City Facilities Fund (605-3100-419).

SDT/kf  
 Attachments: Quotes

# MORCON

CONSTRUCTION CO., INC.

February 22<sup>nd</sup>, 2011

Barry Underdahl  
City of Inver Grove Heights  
8168 Barbara Ave.  
Inver Grove Heights, MN 55077

RE: 2011 Window/Wall Renovation  
Public Works Maintenance Facility

Mr. Underdahl,

We are pleased to submit a proposal for the 2011 Window / Wall Renovation Project. Our proposal is based on the plans and specifications provided by Inspec, dated 1/20/11. We acknowledge receipt of Addendum #1, dated February 11, 2011.

Base Bid Work	<u>\$67,910.00</u>
Add Alternate #1 – Abate Remaining Floor Tile	<u>Add \$3,600.00</u>
Add Alternate #2 – Additional Flooring at Additional Abated Floors	<u>Add \$1,750.00</u>
Add Alternate #3 – Provide Payment and Performance Bond	<u>Add \$800.00</u>

Please note that we excluded the following items:

- Interior Painting
- Payment and Performance Bond. (Can be added with Alt. #3)

Thank you for the opportunity to bid on this project!

Respectfully submitted,



Jason Preusser  
Project Manager

CC: Ryan Joyner - Inspec



1232-171<sup>st</sup> LN NE, Suite 200; Ham Lake, MN 55304  
Phone: (763)434-0202 Fax: (763)434-1529  
E-Mail: patrick@crossroadconstruction.com

February 22, 2011

Inver Grove Heights  
Window Wall Renovation  
Attn: Barry Underdahl

RE: Facility Maintenance Building-Inver Grove Heights, MN

Please accept our quote for the base bid based off of the Inspec's cope of work:

1. **Removal of existing brick and through-wall flashing system and installation of new through-wall flashing and brick as detailed. Spot tuck point and brick replacement. Also includes the removal and reinstallation of sheet metal at reveal location.**
2. **Removal of the existing window system on the south and east elevation of the cafeteria. Install new window system as outlined in the technical sections. Also include replacement of all wood blocking associated with the windows and sheet metal reveal strip.**
3. **Abatement of the asbestos caulking and fungal growth included in the base bid.**
4. **Installation of insulation, vapor barrier and gyp board to match the existing.**
5. **New window sill to match existing on the first floor.**
6. **Includes Building Permit**

**Total for items listed above    \$73,000.00**

**Base bid Excludes:**

1. **Asbestos abatement (Asbestos caulking removal included in base bid)**
2. **Bond**
3. **Flooring**
4. **Painting**

**Add Alt #1 Asbestos abatement at Cafeteria and storage room.....\$2,950.00**

**Add Alt #2 new resilient flooring at cafeteria and storage room.....\$3,475.00**

We acknowledge the receipt of one addendum.

If possible it would be best for Crossroad Construction, Inc. if the owner went into direct contract with Abatement contractor for liability reasons. If the owner chooses to take this route Deduct \$5,130.00 from the base bid for the mold and asbestos caulking abatement. Deduct Alt #1 completely for the floor tile abatement at the cafeteria and storage room.

Sincerely,

Pat Weerts  
Estimator

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Resolution Approving Release of Claims**

Meeting Date: March 14, 2011  
Item Type: Consent  
Contact: Scott D. Thureen, 651.450.2571  
Prepared by: Scott D. Thureen, Public Works Director  
Reviewed by: *SDT*

	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 resolution approving release of claims.

**SUMMARY**

Kimley-Horn and Associates, Inc. prepared the construction plans for City Project No. 2010-09D. Due to an omission of certain as-built sanitary sewer information, the City incurred additional costs for relaying a section of storm sewer pipe to avoid a conflict with the existing sanitary sewer. Kimley-Horn will reimburse the City for the additional cost (by means of a credit in the amount of \$3,112.19 against its charges for work performed preparing plans for City Project No. 2011-09D) and has requested that the City execute the attached general release of claim.

Engineering staff and the City Attorney have reviewed the document and recommend that it be executed. I recommend that the City Council adopt the resolution approving the general release of claim and authorizing the Public Works Director to sign the document on behalf of the City.

SDT/kf

Attachments: Resolution  
General release of claims

**DAKOTA COUNTY  
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION APPROVING GENERAL RELEASE OF CLAIMS AND AUTHORIZING PUBLIC  
WORKS DIRECTOR TO EXECUTE THE DOCUMENT**

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

**WHEREAS**, Kimley-Horn and Associates, Inc. prepared the construction plans for City Project No. 2010-09D; and

**WHEREAS**, some existing sanitary sewer as-built information was omitted from those plans; and

**WHEREAS**, as a result of the data omission, the City incurred additional costs in the amount of \$3,112.19 to re-lay a segment of storm sewer pipe to avoid a conflict with an existing sanitary sewer; and

**WHEREAS**, Kimley-Horn and Associates, Inc. will reimburse the City for the additional costs once the City executes a general release of claims for that specific work item; and

**WHEREAS**, the City Engineering Division and the City Attorney have reviewed the general release of claims and recommend execution of the document.

**NOW, THEREFORE, BE IT RESOLVED** that the general release of claim is approved and the Public Works Director is authorized to sign the document on the City's behalf.

Adopted this 14th day of March 2011 by the City Council of Inver Grove Heights.

AYES:

NAYS:

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

ATTEST:

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

GENERAL RELEASE OF CLAIMS

1. FOR AND IN CONSIDERATION of the payment of the sum of \$3,112.19 (three thousand one hundred twelve and 19/100 dollars), the receipt of which is acknowledged, the City of Inver Grove Heights, for itself and its affiliates and anyone claiming by, through, or under it ("City"), has released and discharged, and by these presents does release, acquit and forever discharge Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and its employees, agents, and affiliates of and from any and all actions, causes of action, claims, demands, damages, costs, expenses, compensation, and all consequential damage which the City now has, or hereafter may have, on account of, or in any way growing out of professional engineering, consulting and other services provided by Kimley-Horn for the project known as the South Grove Area 5 Street Reconstruction Project, City Project 2010-09D that relate in any way to the following known claims as of the date of this release namely:

- a. Relaying of storm sewer pipe from MH 615 to MH 616 at the intersection of 78<sup>th</sup> Street East and Dawn Avenue East to avoid conflict with existing sanitary sewer

2. City acknowledges and represents to Kimley-Horn that it has no knowledge of any actual or alleged errors or omissions of Kimley-Horn related to any services provided by it other than those alleged errors and omissions being released hereby.

3. This Release constitutes a full and complete SETTLEMENT of the above enumerated doubtful and disputed claims, regardless of the adequacy of the consideration described above, and the payment described herein and the acceptance of this Release is not an admission of liability or wrongdoing on the part of the persons and entities hereby released.

4. This Release shall be governed by and shall be construed and enforced in accordance with the laws of the State of Minnesota.

5. This Release contains the entire agreement between the undersigned and the parties released hereby.

6. Scott Thureen represents and warrants by his signature that he is authorized to execute this Release on behalf of the City of Inver Grove Heights as its Public Works Director and that there has been no assignment or other transfer by the City of any interest in the claims or matters released hereby.

WITNESS my hand this \_\_\_\_ day of March 2011.

\_\_\_\_\_  
*Signature*  
Name: Scott Thureen, P.E.  
Date: March \_\_, 2011

Attest:  
\_\_\_\_\_

By: \_\_\_\_\_  
(Print Name and Title)

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider a Resolution Receiving the Petition and Ordering the Preparation of a Feasibility Report for Street Improvements on 93rd Street, from 90th Street East to Abigail Court**

Meeting Date: March 14, 2011  
 Item Type: Consent  
 Contact: Thomas J. Kaldunski, 651.450.2572 *TK*  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director *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: Special Assessments, Pavement Management Fund

**PURPOSE/ACTION REQUESTED**

Consider a resolution receiving the petition and ordering the preparation of a feasibility report for street improvements on 93rd Street East, from 90th Street East to Abigail Court.

**SUMMARY**

This project is being initiated in response to a petition received from residents along 90th Street East (see attached petition). They have been in contact with the Engineering Division to express interest in the project. A review of the project area indicates that 11 of 18 properties adjoining the area have signed the petition (see map). This request is a valid petition; therefore, it would require a simple majority vote to be ordered as an improvement project. All 11 properties are in support of the connection to 93rd Street. The other 7 would not be using the project as currently proposed.

The current roadway exists as an easement granted to the City as a condition of the Hillside Woods plat. No improvements have been done in the easement to date.

The residents have requested that the City consider improving this easement by constructing a City street. The existing easement would be cleared to the extent needed to build the road. A 32 foot wide street with curb and gutter will be considered. A cul-de-sac or hammer-head turnaround would be constructed at 90th Street E. 90th Street East would continue to exist as a private road. The Fire Marshal supports this second connection to 90th Street. This petition is seeking the street improvements in the area to provide access via a paved surface.

Staff invited the residents along 90th Street East to a meeting on December 8, 2010. A total of 18 property owners were invited to attend the meeting at City Hall to discuss the project. Twelve residents owning 14 parcels attended the meeting. Some residents on the private road on 90th Street East indicated they do not use the narrow gravel road and they were not interested in the project. A group of 10 landowners on the southern end indicated interest in upgrading the 93rd Street easement from Abigail Court to 90th Street. One resident along the wooded ROW indicated his concern with losing trees, but he was happy to hear no costs would be charged to him because he has no driveway to this proposed roadway.

Since the December meeting, the residents in favor of building this segment of 93rd Street have signed the petition being presented to the Council. They are willing to cover the \$1500 cost for the feasibility study. If the resolution authorizing the feasibility study is adopted, the work would not begin until the funds are received from the property owners who signed the petition.

The feasibility study will outline the cost allocation and any potential assessments. The study will be prepared by City staff. I recommend passage of the resolution accepting the petition and ordering the feasibility report.

SDT/kf  
 Attachments: Resident Petition  
 Map  
 Resolution

We the undersigned residents of Inver Grove Heights do hereby petition the city to do a feasibility study of extending 93<sup>RD</sup> street approximately 400 feet to intersect with the private road that serves our properties, terminating in a cull de sac.

We commit to paying approximately \$150 each to fund the study. Our names appear in alphabetical order.

James E. Brown, 1186 90<sup>TH</sup> St. East

*James E. Brown*

Michael F. Demars, 1250 90<sup>TH</sup> St. East

*Michael F. Demars*

Gordon & Maureen Leach, 1240 90<sup>TH</sup> St. East

*Gordon Leach*      *Maureen Leach*

Nancy J. Marstad, 1242 90<sup>TH</sup> St. East

*Nancy Hedlund*      *Nancy Marstad*

Thomond & Demaris O'Brien, PIN: 20-02000-040-26

*Thomond O'Brien*      *Demaris O'Brien*

Lynn A. O'Leary, 1258 90<sup>TH</sup> St. East

*Lynn A. O'Leary*

Daniel J. Radford, 1244 90<sup>TH</sup> St. East

*Daniel J. Radford*

Orpha E. Radford, 1246 90<sup>TH</sup> St. East

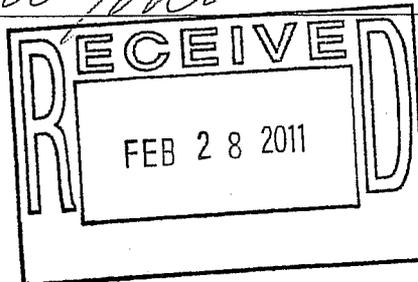
*Orpha E. Radford*

Glenn D. & Rosalie A. Stoerzinger, 1252 90<sup>TH</sup> St. East

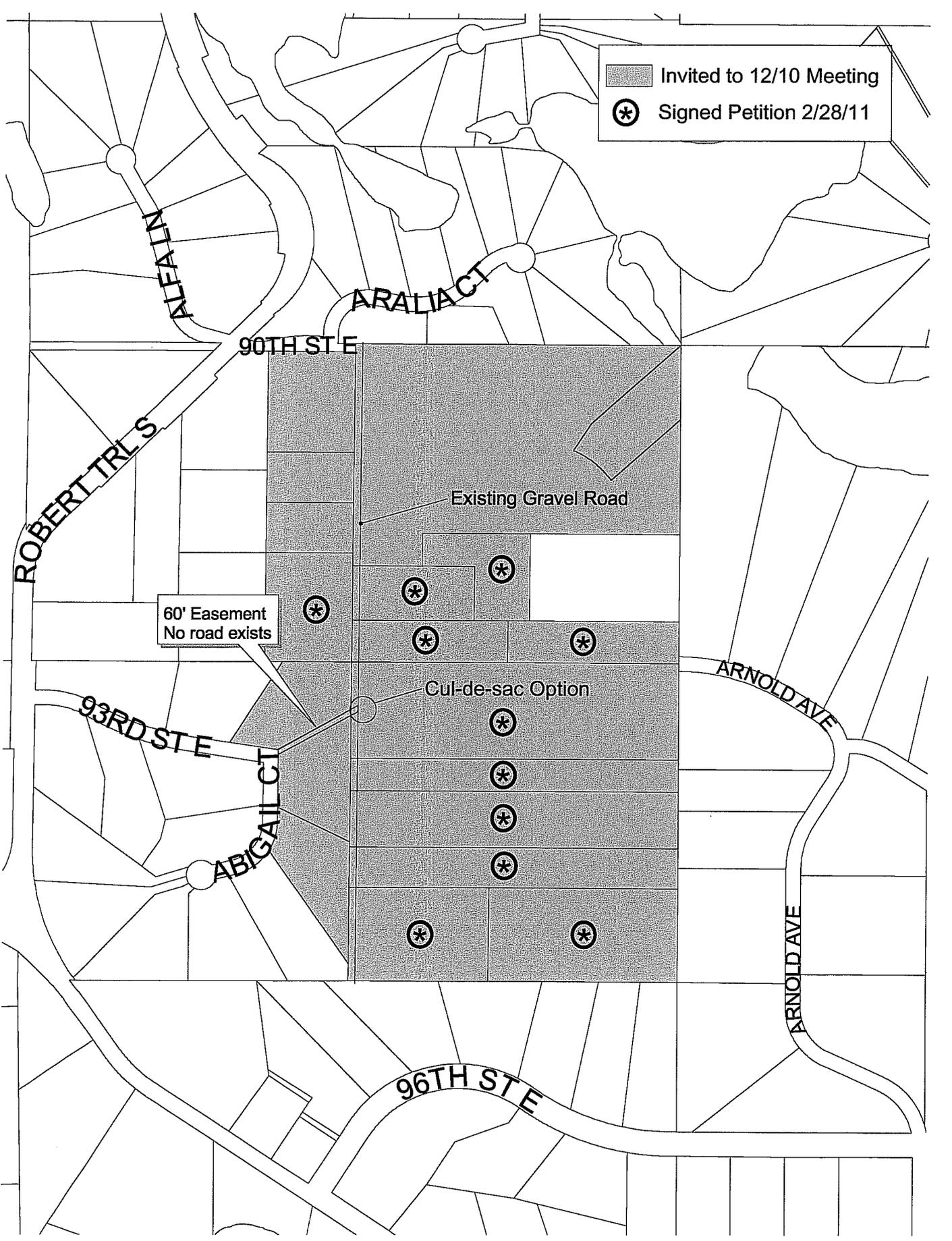
*Glenn D. Stoerzinger*      *Rosalie A. Stoerzinger*

Kenneth Wood, 1254 90<sup>TH</sup> St. East

*Kenneth Wood*      *Killing Wood*



 Invited to 12/10 Meeting  
 Signed Petition 2/28/11



**DAKOTA COUNTY  
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ORDERING PREPARATION OF REPORT FOR THE 2011 IMPROVEMENT  
PROGRAM, AS PETITIONED TO THE CITY OR INITIATED BY THE CITY COUNCIL**

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

**WHEREAS**, it is proposed to make improvements and to assess or tax the benefited properties for all or a portion of the cost of said improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended) and Section 103B.201 and 103B.251 as follows:

<u>Project No.</u>	<u>Improvements</u>
2011-04	Street improvements on 93rd Street East from 90th Street East to Abigail Court

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA:** That the proposed improvements be referred to the Public Works Director for study, and that he/she be instructed to report to the Council with all convenient speed, advising the Council, in a preliminary way, as to whether the proposed improvements are feasible and as to whether it would be best made, as proposed, or in connection with other improvements and the estimated cost of the improvements as recommended.

Adopted this 14th day of March 2011 by the City Council of Inver Grove Heights.

AYES:  
NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Rheame, Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Resolution Receiving Feasibility Study for City Project No. 2010-20 – North Argenta/Robert District Trunk Sanitary Sewer and Water Main Improvements**

Meeting Date: March 14, 2011  
Item Type: Consent  
Contact: Scott D. Thureen, 651.450.2571  
Prepared by: Scott D. Thureen, Public Works Director  
Reviewed by: *SDT*

	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**

Resolution receiving feasibility study for City Project No. 2010-20 – North Argenta/Robert District Trunk Sanitary Sewer and Water Main Improvements.

**SUMMARY**

On June 14, 2010, the City Council authorized preparation of the feasibility study for an alternative alignment for extension of trunk utilities to serve the area north of 70th Street and west of TH 3. This study was requested, and funded, by a number of property owners in the area. The study is complete. It shows that the requested alternative alignment is technically feasible and more expensive than the original alignment. The study does not provide proposed funding sources or a proposed project schedule. It does provide a list of follow-up tasks that would likely need to be completed prior to ordering a project and the estimated cost of these tasks.

There are a number of issues associated with advancing the subject project. Staff has had meetings with study requestors to discuss some of these issues. We are waiting for a response from the requestors in follow-up to the last meeting.

At this time, I recommend that the City Council adopt the resolution that only receives the feasibility study.

SDT/kf  
Attachments: Resolution  
Feasibility Study

**DAKOTA COUNTY  
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION RECEIVING FEASIBILITY STUDY FOR CITY PROJECT NO. 2010-20 – NORTH ARGENTA/ROBERT DISTRICT TRUNK SANITARY SEWER AND WATER MAIN IMPROVEMENTS**

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

**WHEREAS**, a feasibility report has been prepared by the Public Works Director with reference to the 2010 Improvement Program for the following project:

<b><u>Project No.</u></b>	<b><u>Improvements</u></b>
2010-20	Trunk sanitary sewer, sanitary sewer lift station, sanitary sewer force main, trunk water main miscellaneous removal and repairs, restoration and appurtenances . .

**WHEREAS**, City Project No. 2010-20 – North Argenta/Robert District Trunk Sanitary Sewer and Water Main Improvements is necessary, cost effective and technically feasible at this time.

**NOW, THEREFORE, BE IT RESOLVED** that said report is hereby received by the City Council of the City of Inver Grove Heights on March 14, 2011.

Adopted this 14th day of March 2011 by the City Council of Inver Grove Heights.

AYES:

NAYS:

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

ATTEST:

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

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Contract for Surveying City Park Property**

Meeting Date: March 14, 2011  
 Item Type: Consent Agenda  
 Contact: Mark Borgwardt  
 Prepared by: Mark Borgwardt  
 Reviewed by: Eric Carlson — Parks & Recreation

<input type="checkbox"/>	<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**

Authorize the hiring of Yaggy Colby in an amount not to exceed \$24,000 for providing professional surveying services to locate park property boundaries staked every 200 feet and at any change in property line direction. The services will cover up to 12 park areas which represents approximately 1/2 of our property. The expenditure is paid for from the Park Maintenance Operating Budget.

**SUMMARY**

The City of Inver Grove Heights has experienced a number of apparent encroachments into public park property. In an effort to define property lines, staff is proposing to hire a surveying company to assist city staff in locating property lines.

Once located, city staff will mark property lines approximately every 200 feet and at the change of direction with a fiberglass flex stake. The stake will be marked with a "Park Property" sign on one side and "Private Property" sign on the other. Property lines will also be marked using GPS so they can be identified in the future should stakes get removed.

We have secured the following quotes:

Yaggy Colby Associates	\$20,680
Gorman Surveying Inc.	\$31,135
Sunde Land Surveying	\$39,968

The Park and Recreation Commission reviewed the issue and is recommending approval. The parks include:

- Civic Center Campus (Armory, Skate Park, VMCC)
- Dehrer Park
- Harmon Park Preserve
- Lions Park
- Marcott Woods
- Marianna Ranch Park
- McGroarty Park
- North Valley Park
- Old Town Hall
- Rock Island Swing Bridge
- Salem Hills Park
- South Valley Park

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Approve Plans/Spec for Splash Pool Air Handler**

Meeting Date: March 14, 2011  
 Item Type: Consent Agenda  
 Contact: Michael Sheggeby 651.450.2514  
 Prepared by: Michael Sheggeby  
 Reviewed by: Eric Carlson – Parks & Recreation

**Fiscal/FTE Impact:**

<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 Plans and Specs for Splash Pool Air Exchanger Replacement and Authorize Advertisement for Bids. Engineers estimate for the base project is \$310,000 with the alternate (moving exhaust on exterior of the building) being an additional \$25,000, for a total of \$335,000.

**SUMMARY**

AHU-2 which serves the Grove Splash Pool has been identified and budgeted for replacement in 2011. Due to the elevated humidity levels with the play features and the corrosive pool environment the unit has extensive interior corrosion and continuing failure of parts. M&E Engineering was hired to provide Professional Engineering Services which include development of plans, specifications and provide construction oversight for this project. Project budget is \$390,000 to be funded from VMCC/Grove operating budget. Base bid includes demolition and installation of new unit with increased capacity and extension duct work to wash lobby windows. Alternate would include relocation of supply and exhaust louvers on exterior on the building. Some additional exterior siding and painting would also need to be done which is not included in the updated estimate but will be looked into prior to council awarding bids.

***Project Timeline:***

	Estimated Date	Duration
Approve Professional Engineering Services	Jan. 10	
Plans and Specifications	Jan. 17	4-6 Weeks
<b>Council Approval to Advertize</b>	<b>March 14</b>	
Bidding	March 15	5 Weeks
Council to Award Bids	April 25	
Contracts	April 26	1 Weeks
Equipment Order	May 2	8-10 Weeks
AHU-2 Replacement	Aug 22	4 Weeks

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Approval of Turf Care Products in the Park System for 2011**

Meeting Date: March 14, 2011  
 Item Type: Consent Agenda  
 Contact: Mark Borgwardt  
 Prepared by: Mark Borgwardt  
 Reviewed by: Eric Carlson

**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** Award fertilizer, top dressing, compost, herbicide, and grass seed to low quote as designated below.

**SUMMARY** Requests for price quotes were sent to vendors for providing fertilizer, top dressing, compost, herbicide, and grass seed to City of Inver Grove Heights Parks Division in 2011. Actual quantities ordered will be determined by Parks Superintendent based on approved 2011 budget and turf requirements. The table below summarizes price quotes received. It is recommended low price quote be accepted for each product.

**FERTILIZER**

	<b>Sports Turf Specialists Inc.</b>	<b>Farmers Mill and Elevator Inc.</b>	<b>Waconia Farm Supply Coop</b>	<b>Reinders Inc.</b>	<b>JR Johnson Supply</b>
<b>18-0-18 MOP 55% SCU w/Micro Pak</b>	\$489/ton	<b>\$431/ton Low quote</b>	\$518/ton	No bid	No bid
<b>18-0-6 MOP 20% SCU 1%Sulfur, AMS, Micro Pak</b>	<b>\$320/ton Low quote</b>	\$328/ton	\$401/ton	No bid	No bid
<b>19-0-6 25% SCU w/.10 Dimension</b>	<b>\$659/ton Low quote</b>	\$704/ton	Did not meet specs	No bid	No bid
<b>22-0-10 30% SCU</b>	\$419/ton	<b>\$378/ton Low quote</b>	\$446/ton	No bid	No bid
<b>Calcium</b>	No Bid	\$195/ton	<b>\$155/ton Low Quote</b>	No bid	No bid
<b>17-17-17 starter</b>	\$639/ton	\$541/ton	\$652/ton	<b>\$463/ton Low quote</b>	\$1140/ton

**TOP DRESSING**

	<b>Farmers Mill and Elevator Inc.</b>	<b>Sports Turf Specialists Inc.</b>
<b>Sand</b>	<b>\$7.60/ton Low quote</b>	\$8.50/ton

**COMPOST**

	Sports Turf Specialists Inc.	Twin City Seed Company	Farmers Mill and Elevator Inc.	Reinders Inc.	JR Johnson Supply
2-3-3 Sustane	No Bid	\$355/ton	\$450/ton	<b>\$325/ton</b>	\$363/ton
2-1-2 Healthy Gro	<b>\$181/ton Low quote</b>	No Bid	No Bid	No Bid	No Bid
2-1-2 Rose Acres	<b>\$232/ton</b>	No Bid	No Bid	No Bid	No Bid

**HERBICIDE**

	Reinders Inc.	Tessman	Farmers Mill and Elevator Inc.	Sports Turf Specialists Inc.	JRK Seed and Turf Supply	JR Johnson	Waconia Farm
Millenium	Did not meet specs	<b>\$48/gal Low quote</b>	\$59/gal	\$49.49/gal	\$56/gal	No Bid	\$57.67/gal
Roundup	\$13.35/gal	\$17.75/gal	\$12.06/gal	<b>\$11.50/gal Low quote</b>	\$17.38/gal	\$22.80	\$11.66/gal

**GRASS SEED MIX**

	JRK Seed and Turf Supply	Sports Turf Specialists Inc.	Twin City Seed Company	Farmers Mill and Elevator Inc.	Agassiz Seed and Supply	Reinders Inc.
Athletic	\$1.77/lb.	\$1.32/lb.	\$1.24/lb.	\$1.49/lb.	<b>\$.97/lb. Low quote</b>	\$1.13/lb.
Overseed	\$1.39/lb.	\$1.73/lb.	\$1.62/lb.	\$1.39/lb.	<b>\$0.83/lb. Low quote</b>	\$1.40/lb.
Sunny	\$1.10/lb.	\$1.01/lb.	\$0.95/lb.	\$1.19/lb.	<b>\$0.82/lb. Low quote</b>	\$0.95/lb.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Accept Proposal for Splash Pool Ultraviolet Sanitation System**

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Meeting Date: March 14, 2011  
 Item Type: Consent Agenda  
 Contact: Michael Sheggeby 651.450.2514  
 Prepared by: Michael Sheggeby  
 Reviewed by: Eric Carlson – Parks & Recreation

**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**

Accept proposal for Splash Pool Ultraviolet Sanitation System from Aqua Logic Inc. in the amount of \$28,420. Project budget is \$31,00 and will be funded from VMCC/Grove Operating Budget.

**SUMMARY**

Installation of an Ultraviolet Sanitation System was identified and budgeted in 2011. The use of an Ultraviolet system will reduce the amount of chlorine needed for the pool and will reduce the corrosive environment caused by chlorine, which will extend the life of pool and air handling equipment.

The Splash Pool Air Handler replacement is another project for 2011 which is due to server corrosion of the unit. The installation of the Ultraviolet System will reduce the corrosion in the pool environment and protect the city’s investment in this equipment.

***Splash Pool Ultraviolet Sanitation System Proposals:***

	Proposals
Aqua Logic	\$28,420
Horizon Commercial Pool Supply	\$29,800

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Concord Study - Hoisington Koegler Contract**

Meeting Date: March 14, 2011  
 Item Type: Consent  
 Contact: Thomas J. Link: 651-450-2546  
 Prepared by: Tom Link, Director of Comm. Dev.  
 Reviewed by: NA

*ML*

<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 (Revenue)

**PURPOSE/ACTION REQUESTED**

The City Council is to consider adoption of the Resolution Approving a Contract with Hoisington Koegler Group Inc. for the Concord Boulevard Neighborhood Plan Update, as attached.

**SUMMARY**

The City Council previously directed staff to distribute a Request For Proposal (RFP) for the Concord Boulevard Neighborhood Plan Update. City staff distributed the RFP to six firms; two firms submitted proposals. At its last meeting, the City Council selected Hoisington Koegler Group Inc. to perform the study at a cost of \$38,000.

Staff recommends adoption of the attached resolution.

Enc: Resolution  
Contract

cc: Brad Scheib, Hoisington Koegler Group Inc.

**CITY OF INVER GROVE HEIGHTS**

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING A CONTRACT WITH HOISINGTON KOEGLER GROUP INC.  
FOR THE CONCORD BOULEVARD NEIGHBORHOOD PLAN UPDATE**

**WHEREAS**, the City Council desires to update the Concord Boulevard Neighborhood Plan;  
and

**WHEREAS**, the City prepared a Request For Proposal for the update and distributed it to  
six firms; and

**WHEREAS**, two firms submitted proposals; and

**WHEREAS**, on February 28, the City Council selected Hoisington Koegler Group Inc. for  
the update and authorized staff to negotiate a contract.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Inver Grove  
Heights, Minnesota, hereby approves the contract with Hoisington Koegler Group Inc. for the  
Concord Boulevard Neighborhood Plan Update at a cost of \$38,000 and authorizes staff to  
execute the contract to perform the study.

Passed by the City Council of the City of Inver Grove Heights on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2011.

Ayes:

Nays:

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

ATTEST:

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



March 3, 2011

Mr. Tom Link  
Community Development Director  
City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077-3412

Re: AN AGREEMENT BETWEEN THE CITY OF INVER GROVE HEIGHTS, MINNESOTA AND HOISINGTON KOEGLER GROUP INC. TO PREPARE A CONCORD BOULEVARD NEIGHBORHOOD PLAN

Dear Mr. Link:

This document outlines a Scope of Services, Fee Schedule and other elements which together constitute an agreement between the **City of Inver Grove Heights, Minnesota**, hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the CONSULTANT for preparation of the **Concord Boulevard Neighborhood Plan**, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

**A. BASIC SERVICES**

The CONSULTANT'S basic services for the PROJECT are as provided in Attachment A Work Program.

**B. ADDITIONAL SERVICES**

The CONSULTANT and the CLIENT may agree in writing to amend this Contract for additional services related to the PROJECT and compensation for such services. The following services have not been requested by the CLIENT but are available upon written authorization.

1. Meetings in addition to those specified in Paragraph A above.
2. Services or Deliverables not specifically identified in Paragraph A above.

**C. FEES FOR PROFESSIONAL SERVICES**

The CONSULTANT agrees to complete the scope of work contained in Paragraph A in exchange for professional fee compensation as noted below. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered as follows:

1. For the CONSULTANT'S Basic Services described in Paragraph A above, a fee based on the CONSULTANT'S hourly rate schedule provided as Attachment B, not-to-exceed Thirty-eight Thousand Dollars (\$38,000).

2. For the CONSULTANT'S Additional Services described in Paragraph B, a fee based on the CONSULTANT'S hourly rate schedule provided as Attachment B plus incidental expenses or a negotiated fee.
3. Statements will be submitted to the CLIENT on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.
4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement.

**D. CLIENT'S RESPONSIBILITY**

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.
2. Arrangements and notification for public meetings.
3. Reproduction and distribution of Project reports as deemed necessary and not otherwise specified in paragraph A.

**E. INSURANCE**

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$50,000 damage to rented premises
  - \$5,000 medical expenses
2. Umbrella Liability
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$10,000 self-insured retention
3. Worker's Compensation and Employer's Liability
  - a. Worker's Compensation per Minnesota Statutes
  - b. Employer's Liability
    - \$500,000 per accident;
    - \$500,000 per employee;
    - \$500,000 per disease policy limit.
4. Professional Liability Insurance
  - \$1,000,000 per claim

\$2,000,000 annual aggregate

**F. COMPLETION SCHEDULE**

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed by September 30, 2011.

**G. NONDISCRIMINATION**

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

**H. EQUAL OPPORTUNITY**

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

**I. INDEMNIFICATION**

CLIENT agrees to indemnify, defend and hold CONSULTANT harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the PROJECT and/or this Agreement, except that the CONSULTANT shall not be entitled to indemnification to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by CONSULTANT's negligent errors or omissions.

**J. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS**

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.
2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.

3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
5. This Agreement shall be governed by all applicable laws.
6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

**K. DISPUTES**

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be resolved using alternative dispute resolution (ADR).

**L. REVOCAATION**

If this agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

**M. AUTHORIZATION**

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

This \_\_\_\_\_ day of \_\_\_\_\_, 2011

CLIENT  
**City of Inver Grove Heights, Minnesota**

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

CONSULTANT  
**Hoisington Koegler Group Inc.**

\_\_\_\_\_  
 Name: Brad Scheib

\_\_\_\_\_  
 Title: Vice President

## Attachment A – Work Program

### Concord Boulevard Neighborhood Plan Update

Our approach to this project will include a high degree of collaboration. A significant volume of information has already been assembled for the corridor and a number of planning efforts over the years provide a good base to begin building from. We will fully use past information to help paint a picture and tell the story of the corridor. We will fill in the gaps with assistance from the neighborhood and stakeholders gained through the collaboration process. Our explorations will then focus on possible futures and vision, answering the question of what the Concord Neighborhood wants to be in the future. The tangible result of this approach will be a story, strategy and action plan told in a highly graphic and concise way.

#### WORK TASKS AND KEY DELIVERABLES

##### ***Task 1 – Organize background and site context information***

A significant amount of background and site context information has already been assembled for this project. HKGi currently has much of this information assembled as part of the comprehensive planning process. In Task 1 we will organize the background information into a user friendly booklet that can be added to as new information emerges through the stakeholder engagement process. Information will include mapping information (building off of what has already been done by City Staff), tax parcel data and assessor's data, business inventory, demographic data (using available demographic data, Progress Plus resources and making assumptions) and a photo inventory of the project area (including current and historic photos to the extent available.)

##### ***Deliverables***

- 1.1 Flash Drive with background data – Background information will be assembled in electronic form (graphics and reports in pdf format and data sets in ArcGIS, Excel or Access database) and will be provided on a flash drive at the end of the project for efficient use and data retrieval in future planning phases.
- 1.2 Background booklet – this will be a published booklet that can be posted on line or printed for reference during the project. It will include a summary of maps, data and a photo inventory of the corridor.

##### ***Task 2 – Conduct project kick off***

The project kick-off will include a day long work session and will consist of four key meetings – project management team (lead staff from consultant team and City), expanded technical project team (consultants, City, Dakota County CDA and Progress Plus), meeting with the Concord Business Group and elected/appointed official group as appropriate. The purpose of this task it to accomplish the following key objectives:

- Introductions of key staff and consultants working on the project including point persons from City Staff, Dakota County CDA and Progress Plus. We would also invite City of South St. Paul and Chamber staff.
- Understanding of project goals and objectives including those objectives unique to each stakeholder group.
- Coordination/collaboration on stakeholder engagement plan.

- Orientation of the project area. This objective would include a presentation of anticipated task 1 deliverables as well as a physical tour of the project area.
- Establish/strengthen relationships with partner agencies and stakeholders.

### ***Deliverables***

- 2.1 Coordination and agendas for work day and three meetings.
- 2.2 Project area tour base maps.
- 2.3 Meeting notes and project goals/objectives draft report.

### ***Task 3 – Conduct Stakeholder Engagement - find out “What does the neighborhood think?”***

There are a variety of ways in which to inform stakeholders and seek meaningful input from them. Both objectives of stakeholder engagement are critical at this stage of the project. We need to let them know what we are doing, why we are doing it and how it affects them. The corridor has a number of businesses and residents, some owner occupied, some tenants. We will prepare a number of outreach mechanisms designed to both inform stakeholders and to enable them to contribute information to the project in the form of ideas, wants and needs. We will establish a project website, use custom business cards to handout at local business establishments with the web address and staff contact information, design placemat advertisements for patrons of local restaurants and bar/restaurants to fill out and conduct one neighborhood meeting to inform stakeholders of the project and seek initial input.

We will prepare a press release to announce the project and direct stakeholders to the project web site and key information sources. This press release will include a project schedule, key project goals and objectives and contact information. The press release will either be a post card format or a one sheet front to back folded mailing.

### ***Deliverables***

- 3.1 Project website
- 3.2 Project business card
- 3.3 Project advertisement placemat
- 3.4 Project press release to announce project, upcoming meetings and opportunities for project involvement
- 3.5 Neighborhood Meeting – meeting materials, agendas and summary

### ***Task 4 – Generate and Explore Alternative Land Uses***

Building on the project inventory update, an analysis of historical planning projects and their effectiveness, and what is learned through stakeholder engagement, we will explore a more detailed land use pattern for the project area focusing on areas most suitable for redevelopment and those areas that have the greatest potential to act as a “catalyst” for future redevelopment. Alternatives will be explored based on different use types and densities. We will evaluate each alternative based on potential infrastructure impacts and impacts on estimated market values. Land use will be presented in bubble diagram form with key vignette diagrams that demonstrates a sites development potential. We will conduct two staff meetings (may include agency partners as appropriate) to review concepts in this task and one meeting with elected/appointed officials.

### ***Deliverables***

- 4.1 Up to three alternative land use diagrams
- 4.2 5-6 vignette sketches showing redevelopment foot prints of key redevelopment sites

- 4.3 Technical analysis documenting potential impacts on infrastructure capacities and estimated market valuations
- 4.4 Two staff meetings

### ***Task 5 – Conduct Stakeholder Engagement***

In this task we will provide a two sided handout/flyer to present ideas and concepts which can be posted in local businesses. These fliers will also announce a date for a public meeting. The flier will follow a similar look and identity as used in Task 3. The meeting will be conducted over a late afternoon and early evening to accommodate both businesses (toward end of business day) and residents (end of work day). The meeting will be designed to present plan alternatives and impacts and provide a mechanism for residents to react to ideas and help converge on a preferred plan.

#### ***Deliverables***

- 5.1 Updates to website
- 5.2 Flyer announcements
- 5.3 Presentation materials for and facilitation of public meeting

### ***Task 6 – Prepare Preferred Plan***

Following input from meetings in Task 4 and the stakeholder engagement in Task 5, we will prepare a final preferred plan. The plan will represent detailed land uses that could be incorporated as an update to the comprehensive plan. The plan will also be graphically represented in a form and manner that can be used in a marketing capacity to promote redevelopment opportunities to prospective business interests, developers or grantees.

#### ***Deliverables***

- 6.1 One hard copy plan
- 6.2 Electronic version in high resolution, print ready PDF format

### ***Task 7 – Conduct Review of Preferred Plan***

We will participate in a joint meeting with key City Staff and agency representatives (Dakota County CDA/Progress Plus) to review the preferred plan draft. A second meeting will be held with elected and appointed officials to present and review the plan. A final meeting will be held in an open house format to enable a dialogue and discussion with stakeholders on the preferred plan.

#### ***Deliverables***

- 7.1 Materials and facilitation of staff meeting and elected and appointed officials meeting
- 7.2 Conduct and facilitate public meeting to review preferred plan

### ***Task 8 – Prepare Final Plan***

A Final plan will be prepared reflecting input received on draft plan. This plan will then be presented to advisory boards and City Council for final consideration. HKGi staff will assist City Staff in preparations for the meetings. HKGi attendance at final presentation meetings is not included in the scope of services.

#### ***Deliverables***

- 8.1 One hard copy of the final plan
- 8.2 Electronic version in high resolution, print ready PDF format
- 8.3 All project files in electronic form on a flash drive
- 8.4 Presentation materials

## Attachment B – Fee Schedule

HOISINGTON KOEGLER GROUP INC.

### CONCORD BOULEVARD NEIGHBORHOOD PLAN HOURLY RATES

Senior Principal .....	\$145-170/hr
Principal .....	\$119-145/hr
Senior Professional .....	\$120-160/hr
Professional II .....	\$88-120/hr
Professional I .....	\$50-90/hr
Technical .....	\$40-60/hr
Secretarial .....	\$55/hr
Testimony .....	\$195/hr

#### Incidental Expenses:

Mileage .....	current federal rate/mile
Photocopying BW .....	15¢/page
Photocopying Color .....	\$1.00/page
Outside Printing .....	Actual Cost
Large Format Scanning .....	Actual Cost
B/W Bond Plots .....	\$5.00 each
Color Bond Plots .....	\$20.00 each
Photo Paper Color Plots .....	\$40.00 each

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Approval of Therapeutic Massage Business License**

Meeting Date: March 14, 2011  
 Item Type: Consent  
 Contact: Melissa Rheaume  
 Prepared by: Melissa Rheaume  
 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 Approval of an application by Leanne Stafne for a therapeutic massage business license

**SUMMARY:** An application has been submitted by Ms. Stafne for a therapeutic massage business license. The applicant has worked as a massage practitioner for eight (8) years and intends to operate a therapeutic massage business at her current place of employment, “Reflections by Carol”, 7109 Cahill Avenue. At this time she will be the only person offering massage services at the location. Ms. Stafne submitted the appropriate fees and documentation as required by City Code. She completed the required number of hours of therapeutic massage training, provided an insurance certificate, and is a member in good standing of a recognized professional therapeutic massage organization. A background investigation on the applicant revealed no basis for the denial of the request.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**Consider Approval of Therapeutic Massage Business License**

Meeting Date: March 14, 2011  
Item Type: Consent  
Contact: Melissa Rheaume  
Prepared by: Melissa Rheaume  
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 Approval of an application by Terri Lee Hanson for a therapeutic massage business license

**SUMMARY:** An application has been submitted by Ms. Hanson for a therapeutic massage business license. The applicant has worked as a massage practitioner for eleven years and intends to operate a therapeutic massage business, Concepts in Massage Therapy & Bodywork, at 6775 Cahill Avenue, #103. At this time she will be the only person offering massage services at the location. Ms. Hanson submitted the appropriate fees and documentation as required by City Code. She completed the required number of hours of therapeutic massage training, provided an insurance certificate, and is a member in good standing of a recognized professional therapeutic massage organization. A background investigation on the applicant revealed no basis for the denial of the request.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**PERSONNEL ACTIONS**

Meeting Date: March 14, 2011  
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: Matt Moynihan, Katelyn Kowitz, Ashley Greniger, Madison Dockter, Scott O'Donnell, and CarolJean Louwagie.

Please confirm the seasonal/temporary termination of: Larissa Frolik, and Cheyenne Anderson.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**CONSIDER APPROVAL OF CHANGE IN ON-SALE/SUNDAY INTOXICATING LIQUOR LICENSEE NAMES FOR PREMISES LOCATED AT 5639 AND 5723 BISHOP AVE.**

Meeting Date: March 14, 2011  
 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:**

Approve the change in On-Sale/Sunday Intoxicating Liquor licensee names for premises located at 5639 and 5723 Bishop Avenue.

**SUMMARY:**

Staff has been notified that two current On-Sale/Sunday Intoxicating Liquor Licensees, Outback Steakhouse and Major’s Sports Café will be making changes to the name of the licensee currently listed on each of their respective liquor licenses. As per City Code, any change in the name of a licensee is required to be approved by Council before being certified to the State of Minnesota Alcohol and Gambling Enforcement Division.

In the case of Outback Steakhouse, the licensee name is being changed to reflect a corporate restructure in which the Limited Partnership is being liquidated to the already existing General Partnership. Thus, the new licensee name will be: Outback Steakhouse of Florida, LLC dba Outback Steakhouse. The corporate officers remain the same as those that were previously listed at the time of renewal of the liquor license. A new certificate of liability insurance was submitted to reflect the name change.

As Council will recall an ownership transfer for Major’s Sports Café was approved towards the end of the 2010 calendar year. The new owner, Brandon Bramscher, has changed the name of the restaurant to B-52 Burgers and Brew. Thus, the new licensee name will be: BB Burger Adventures, LLC dba B-52 Burgers and Brew. The ownership continues to remain the same. A new certificate of liability insurance was submitted to reflect the name change.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Assessment Hearing for the 2010 Pavement Management Program, City Project No. 2010-09C – Blaine Avenue, from 64th Street to 200 feet south of Blackshire Path, Mill and Overlay**

Meeting Date: March 14, 2011  
 Item Type: Assessment Hearing  
 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: Assessments, Pavement Management Fund

**PURPOSE/ACTION REQUESTED**

Consider a resolution adopting the final assessment roll for the 2010 Pavement Management Program, City Project No. 2010-09C – Blaine Avenue, from 64th Street to 200 feet south of Blackshire Path, Mill and Overlay.

**SUMMARY**

The 2010 mill and overlay included the following: Bituminous mill and overlay of Blaine Avenue which included a full street width 2-1/2-inch deep mill, miscellaneous curb replacement, storm casting adjustments, miscellaneous street repair, new pedestrian ramps, 2-1/2-inch bituminous overlay, and striping.

City Project No. 2010-09C was ordered by Council on August 23, 2010 as part of the City's 2010 Pavement Management Program. The total project cost is \$155,380.43.

One City-owned property and ten residential parcels are proposed to be assessed. Under the approved funding policy for the PMP, the City portion consists of at least 20 percent of the assessable project cost, plus extra bituminous width, corner credits, and adding in the 100 percent City contribution items such as striping. The total City portion is \$119,203.02 plus a \$5,493.74 assessment. Commercial properties are assessed on a front footage basis. The single family parcels are being assessed \$3,068.37. The appraiser's recertification indicates the project provides added value to the properties up to \$4,000/parcel. The proposed final assessment amount is \$36,177.44. The proposed term and interest rate are five (5) years and 5.0 percent, respectively.

There was an informational meeting held on March 3, 2011 and was attended by one resident. Staff answered the questions he had concerning the proposed assessment and the credit for a wider street.

I recommend approving the resolution adopting the final assessment roll for the 2010 Pavement Management Program, City Project No. 2010-09C – Blaine Avenue, from 64th Street to 200 feet south of Blackshire Path, Mill and Overlay.

TJK/kf

- Attachments: Information meeting attendance
- Resolution
- Final Assessment Roll
- Assessment Map

SIGN IN SHEET

INFORMATION MEETING

CITY PROJECT NO. 2010-09C  
BLAINE AVENUE MILL & OVERLAY

Thursday, March 3, 2011 at 5:00-7:00 p.m.

NAME	ADDRESS	CONTACT INFO.
1. Jim KRECH	2585 62 <sup>nd</sup> WA	phone: 651-789-4120 mobile: _____ e-mail JKRECH@KDMALWC.CO
2. _____	_____	phone: _____ mobile: _____ e-mail _____
3. _____	_____	phone: _____ mobile: _____ e-mail _____
4. _____	_____	phone: _____ mobile: _____ e-mail _____
5. _____	_____	phone: _____ mobile: _____ e-mail _____
6. _____	_____	phone: _____ mobile: _____ e-mail _____
7. _____	_____	phone: _____ mobile: _____ e-mail _____
8. _____	_____	phone: _____ mobile: _____ e-mail _____
9. _____	_____	phone: _____ mobile: _____ e-mail _____
10. _____	_____	phone: _____ mobile: _____ e-mail _____
11. _____	_____	phone: _____ mobile: _____ e-mail _____

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

**RESOLUTION ADOPTING THE ASSESSMENT FOR THE 2010 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2010-09C – BLAINE AVENUE, FROM 64TH STREET TO 200 FEET SOUTH OF BLACKSHIRE PATH, MILL AND OVERLAY**

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

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements – 2010 Pavement Management Program, City Project No. 2010-09C – Mill and Overlay which includes the following areas:

Blaine Avenue, from 64th Street to 200 feet south of Blackshire Path

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of five (5) years, the first of the installments to be payable on or before the first Monday in January 2012, and shall bear interest at the rate of 5.0 percent per annum from the date of adoption of this assessment resolution. To the first installment shall be added interest for one year on all unpaid installments.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights this 14th day of March 2011.

AYES:

NAYS:

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

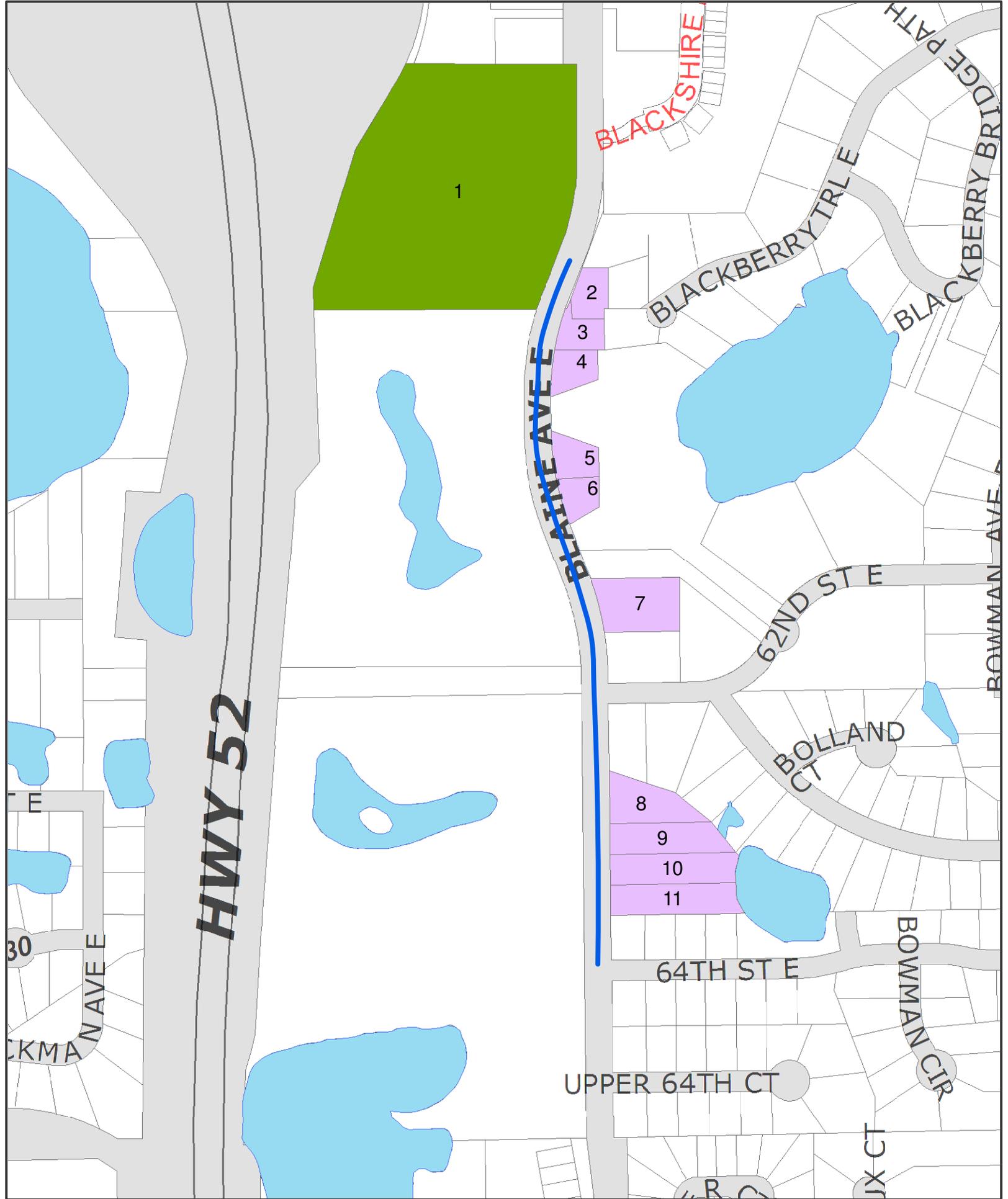
ATTEST:

\_\_\_\_\_  
Melissa Rheame, Deputy Clerk

**FINAL ASSESSMENT ROLL**

**CITY PROJECT NO. 2010-09C - BLAINE AVE MILL AND OVERLAY**

MAP NO.	TAX PIN	FULLNAME	ADDRESS	CITY, STATE	ZIP CODE	FINAL ASSESSMENT
1	200331001156	CITY OF INVER GROVE HEIGHTS	8150 BARBARA AVE	INVER GROVE HEIGHTS MN	55077	\$5,493.74
2	205357601001	MARK COLBURN	5986 BLAINE AVE	INVER GROVE HEIGHTS MN	55077	\$3,068.37
3	205357502001	MICHAEL & RUTH NEWBAUER	6008 BLAINE AVE	INVER GROVE HEIGHTS MN	55077	\$3,068.37
4	205357705001	LORA KRECH	2585 62ND ST E	INVER GROVE HEIGHTS MN	55076	\$3,068.37
5	205357704001	LORA KRECH	2585 62ND ST E	INVER GROVE HEIGHTS MN	55076	\$3,068.37
6	205357703001	LORA KRECH	2585 62ND ST E	INVER GROVE HEIGHTS MN	55076	\$3,068.37
7	208375001201	MICHAEL & MELISSA IVEY	6182 BLAINE AVE	INVER GROVE HEIGHTS MN	55076	\$3,068.37
8	208460004001	THOMAS BOGGS & MARLENE BOGGS-RUCKTAEHEL	6284 BLAINE AVE	INVER GROVE HEIGHTS MN	55076	\$3,068.37
9	208460003001	DANIEL & MARY BARTLETT	6304 BLAINE AVE	INVER GROVE HEIGHTS MN	55076	\$3,068.37
10	208460002001	ROBERT NEVITT & DONNA PORTNER	6324 BLAINE AVE	INVER GROVE HEIGHTS MN	55076	\$3,068.37
11	208460001001	STEPHEN & DEBRA NEWELL	6344 BLAINE AVE	INVER GROVE HEIGHTS MN	55076	\$3,068.37
						<b>\$36,177.44</b>



- CITY PROPERTY
- SINGLE FAMILY PROPERTY
- MILL & OVERLAY 2,104 ft

**FINAL ASSESSMENT MAP**  
**CITY PROJECT NO. 2010-09C**  
**BLAINE AVE. MILL & OVERLAY**



N  
S  
E  
W

Inver Grove Heights  
 21 Public Works Engineering  
 PROJECTS, PUBLIC 2010, PROJECT  
 2010-09C, BlaineAveMillOverlay,  
 PDF EXHIBITS\2010-09C, SOUTH.pdf

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider a Resolution Ordering the Project, Approving the Plans and Specifications, and Authorizing Advertisement for Bids for the 2011 Pavement Management Program, City Project No. 2011-09D – Urban Street Reconstruction Project (South Grove Area 6)**

Meeting Date: March 14, 2011  
 Item Type: Public Hearing  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

*SAK*

**Fiscal/FTE Impact:**

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE requested – N/A
- Other: Pavement Management Funds, Special Assessments, State Aid Funds, Water Fund, Sewer Fund

**PURPOSE/ACTION REQUESTED**

Consider a resolution ordering the project, authorizing and approving the plans and specifications, and authorizing advertisement for bids for the 2011 Pavement Management Program, City Project No. 2011-09D – Urban Street Reconstruction Project (South Grove Area 6).

**SUMMARY**

The project was initiated by the City Council as part of the City's Pavement Management Program (PMP). The project involves roadway reconstruction, including bituminous pavement reclamation, subgrade excavation/preparation, granular subgrade, aggregate base, bituminous pavement, curb and gutter removal/replacement; driveway reconstruction; sidewalk removal/replacement; drainage improvements including storm sewer and rain garden installation; water main improvements, including watermain replacement, hydrant/valve replacement, regrading of Skyview Parks, soil disposal at various City sites, milling and overlaying of existing pavement, partial street reconstruction, rapid infiltration basins, restoration and appurtenances. The street segments included in the project are shown on the attached map and are as listed:

The mill and overlay portion will include: 68<sup>th</sup> Street East from Delilah Avenue East to Concord Boulevard East; Delilah Avenue East from 68<sup>th</sup> Street East to 69<sup>th</sup> Street East; 69<sup>th</sup> Street East from 165 feet east of Delaney Avenue East to Delilah Avenue East; and Degrio Way East from Dehrer Way East (south leg) to Dehrer Way East (north leg).

The partial reconstruction portion will include: Dehrer Way East (aka Concord Boulevard East frontage road) from 50 feet north of Degrio Way East (north leg) to Degrio Way East (south leg).

The reconstruction portion will include: 69<sup>th</sup> Street East from Craig Court East to 165 feet east of Delaney Avenue East; Upper 69<sup>th</sup> Street East from Dawn Avenue East to Delaney Avenue East; Craig Court East from 69<sup>th</sup> Street East to cul-de-sac; Craig Avenue from 69<sup>th</sup> Street East to 70<sup>th</sup> Street East; Crosby Avenue from 69<sup>th</sup> Street East to 70<sup>th</sup> Street East; Dawn Avenue from 66<sup>th</sup> Street East to 70<sup>th</sup> Street East; Delaney Avenue East from 69<sup>th</sup> Street East to 70<sup>th</sup> Street East; and Dehrer Way East (aka Concord Boulevard East frontage road) from Degrio Way East (south leg) to 75<sup>th</sup> Street East.

The total estimated project cost is \$4,377,300. This cost estimate includes the cost to grade the rain gardens and install the soil. It does not include the cost of plants and mulch. The total amount proposed to be assessed is \$2,385,195 per the PMP policy.

A) Project Components

- 6767 LF of street reconstruction
- 2221 LF of mill and overlay of pavement
- 661 LF of partial street reconstruction
- 5058 LF of new curb and gutter
- installation of a sidewalk on the west side of Dawn Avenue from 70th Street to 66th Street
- modification of Skyview Park to accommodate soccer fields
- replacement of sanitary sewer on Craig Avenue and Upper 69th Street E.
- improvements to the storm sewer system
- rapid infiltration basins and approximately 15 rain gardens
- use of excess fill at 3 City-owned sites
- drainage improvements for Craig Court and South St. Paul Airport including a rapid infiltration basin,
- french drain with perforated HDPE and sump pump discharge facilities near 6825 and 6805 Craig Court

B) Public Information Meeting

On March 1, 2011 a general public informational meeting was held for the total project. Information related to street construction was discussed from 5:00 to 6:00 p.m. followed by a one-half hour discussion on the modifications to Skyview Park, followed by a one-half hour discussion on the Dawn Avenue sidewalk identified in the trail gap study. From 7:00 to 8:00 p.m. the street improvements were discussed in the 2nd session. A total of 27 people signed up for the street discussion out of an estimated 50 people in the sessions.

Comments related to the street construction project included the following:

- the people in attendance were supportive of the project because the streets are in rough condition
- the Council policy to consider capping assessments based on the appraisal report was a major item for residents in attendance as well as a low interest rate (5%)
- residents asked questions related to the street width on Dawn Avenue. It is being widened in some spots and narrowed in others to a uniform 38 feet wide to allow parking on both sides per State-Aid standards
- speed and enforcement of the limits was an issue for one resident that desired more stop signs
- parking issues were discussed at the park along 70th Street and on Dawn Avenue
- the driveway restoration program was well received
- the rain garden program has 15 residents interested
- shifting of Dawn Avenue between 69th Street and 70th Street was discussed, but it would adversely affect driveway grades
- residents indicated support for the drainage improvements along the South St. Paul Airport and residents backyards; a number of drainage issues were brought up by the residents
- mail service impacts were discussed
- the sanitary sewer replacement were reviewed and residents wanted the City to address their service lines in the ROW as planned
- tree removal was discussed; they are only removed if affected by the construction

The Parks and Recreation Department sent out a notice to 107 residents seeking comment on the Skyview Park proposed modifications. Ten residents attended the informational session on the park changes. The people in attendance were generally supportive of the park modifications and indicated they liked the City Departments collaborating on the project. They sought details on the modifications. Two written comments were received after the information meeting, one was supportive and the other was opposed. The Parks and Recreation Department believes the City should move forward with the park modifications as it benefits the street project by providing a nearby disposal site (reduces hauling costs) and it will provide rectangular space for fields such as soccer which is in line with the comprehensive plan.

The sidewalk on Dawn Avenue generated discussion on residents mainly between 70th and 69th. These residents appear willing to accept a sidewalk on the west side of the City ROW, but they voiced concern on the final location. The sidewalk is currently proposed to be one foot from the property line, five foot wide with a five foot wide boulevard for snow storage. It is anticipated that the City would plow snow from this sidewalk/trail system. The construction of a new sidewalk is a public safety issue. This project provides the City an opportunity to install a safe place for pedestrian traffic along this State Aid street. The Public Works Department and Parks and Recreation Department believe the sidewalk should be installed along this State Aid street.

C) Potential Assessments

The estimated assessment for street reconstruction is \$11,854.10 per single family residential parcel per policy. When the assessment for drainage is added, the total assessment increases to approximately \$11,980 to \$20,885 per single-family and twin home parcels. The estimated street assessment for multi-family parcels is estimated at \$11,598 per parcel when drainage assessments are added. The City will be assessed for two parcels totaling \$407,022. The commercial property assessments range from \$5,285 to \$46,300. This range is approximately \$0.48 to \$2.02/SF. The large agricultural parcels could be assessed up to \$412,625.

The following summarizes the number of parcels to be assessed:

Single-family homes (streets and drainage)	111
Single-family homes (drainage only)	42
Multi-family	9
Commercial/Institutional	6

The appraisal analysis that was completed by Metzen Appraisals presented the opinion that an assessment amount of \$4,000 per single family residential parcel is sustainable. An assessment appraisal of \$4,000 per twin home parcels and \$6000 assessments for duplex parcels with single parcel ID numbers could be sustained in this area of the South Grove neighborhood. Multi-family parcels have a suggested \$2000/unit assessment cap. The commercial property assessments as presented are fair and equitable if the amount is less than \$1.00/SF. The appraisal opinion indicates the commercial properties should not be assessed more than \$1/SF, thereby reducing the range of commercial assessments to \$5,285 to \$33,252 with the largest reduction occurring at 7391 Concord Boulevard. This parcel abuts the road on multiple sides. The vacant multi-family parcel on Degrio Way is platted for 7 units and has a suggested assessment cap of \$2,000/unit. The developable site at 69th and Dawn Avenue has an added value up to \$4000/parcel for 27 anticipated parcels (\$108,000).

If these appraisal recommendations are followed, the proposed total project assessment would be reduced to \$1,093,462.83, with the caps based on the appraisals.

D) Recommendations

Attached is the preliminary assessment roll showing the cumulative assessment total for each parcel for all of the associated reconstruction projects in the South Grove Area 6 neighborhood. When the Council considers the assessments for this project, it may want to consider increasing the City contribution for the project to keep the cumulative project per-parcel assessment near the appraiser's recommended amount. Other funding sources, such as the City Pavement Management Fund, Host Community Fund or the Closed Bond Fund, could be used to fund the difference between the policy-based estimated assessment amounts and the appraiser's recommendation. A grant is being sought from Dakota County SWCD to reduce some drainage costs.

I recommend approval of the resolution ordering the project, approving plans and specifications, and authorizing advertisement for bids for City Project No. 2011-09D – Urban Street Reconstruction (South Grove Area 6).

TJK/kf

Attachments: Area Map  
Preliminary Assessment Roll  
Resolution  
Trail gap map  
Skyview Park modification map  
Fill at 63rd Street site – Heritage Park  
Craig Court drainage exhibit

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

**RESOLUTION ORDERING IMPROVEMENTS, APPROVING THE PLANS AND SPECIFICATIONS, AND  
AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2011 PAVEMENT MANAGEMENT PROGRAM, CITY  
PROJECT NO. 2011-09D – URBAN STREET RECONSTRUCTION PROJECT (SOUTH GROVE AREA 6)**

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

**WHEREAS**, a resolution passed by the City Council on the 14th day of January 2011 called for a public hearing on the proposed improvement project, 2011 Pavement Management Program, City Project No. 2011-09D – Urban Street Reconstruction Project (South Grove Area 6); and

**WHEREAS**, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on the 14th day of March 2011, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

**WHEREAS**, the City Council has reviewed the trail gaps study prepared by the Parks and Recreation Department and they concur with the addition of sidewalks along the west side of Dawn Avenue from 70th Street East to 66th Street East; and

**WHEREAS**, the City Council has reviewed the Skyview Park modification map which will convert the existing ballfields into soccer fields and the Council concurs with this modification to the Skyview Park; and

**WHEREAS**, the City Council has reviewed the soil disposal sites and authorizes the use of these sites because of the added value the City will receive from placing this excess material on the City sites.

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted March 14, 2011.
2. The plans and specifications of City Project No. 2011-09D are hereby approved.
3. The Public Works Director is hereby authorized to advertise for bids with respect to City Project No. 2011-09D and to work with the Dakota County SWCD to secure a grant for the water quality storm drainage features.
4. The City Attorney is authorized to acquire the necessary easements.
5. The contract for these improvements shall be let no later than two years after the adoption of this resolution.

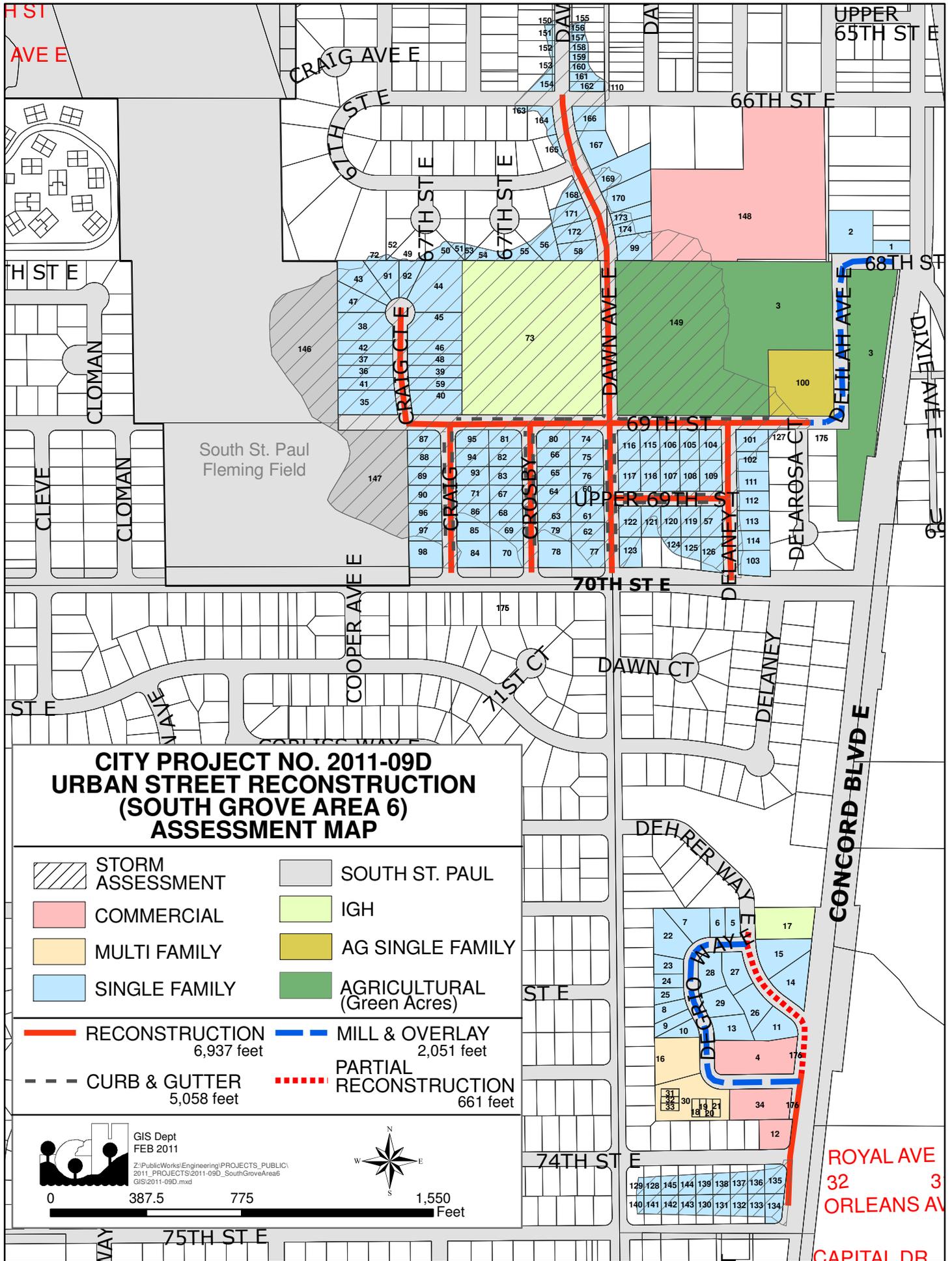
Adopted by the City Council of Inver Grove Heights this 14th day of March 2011.

AYES:  
NAYS:

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

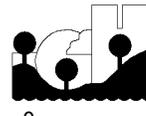
ATTEST

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



**CITY PROJECT NO. 2011-09D  
URBAN STREET RECONSTRUCTION  
(SOUTH GROVE AREA 6)  
ASSESSMENT MAP**

- |  |                              |  |                                    |
|--|------------------------------|--|------------------------------------|
|  | STORM ASSESSMENT             |  | SOUTH ST. PAUL                     |
|  | COMMERCIAL                   |  | IGH                                |
|  | MULTI FAMILY                 |  | AG SINGLE FAMILY                   |
|  | SINGLE FAMILY                |  | AGRICULTURAL (Green Acres)         |
|  | RECONSTRUCTION<br>6,937 feet |  | MILL & OVERLAY<br>2,051 feet       |
|  | CURB & GUTTER<br>5,058 feet  |  | PARTIAL RECONSTRUCTION<br>661 feet |



GIS Dept  
FEB 2011  
Z:\PublicWorks\Engineering\PROJECTS\_PUBLIC\2011\_PROJECTS\2011-09D\_SouthGroveArea6\GIS\2011-09D.mxd



0 387.5 775 1,550 Feet

ROYAL AVE  
32 3  
ORLEANS AVE

CITY PROJECT NO. 2011-09D - URBAN STREET RECONSTRUCTION (SOUTH GROVE AREA 6)

PRELIMINARY ASSESSMENT ROLL

MAP NO.	PRESENT TAX ID	PROPOSED TAX ID	HOUSE NO.	STREET NAME	TYPE OF PROPERTY	STREET RECON ASSESSMENT	STORM ASSESSMENT	CURB ASSESSMENT	MILL & OVERLAY ASSESSMENT	PARTIAL RECON ASSESSMENT	TOTAL PRELIM ASSESSMENT	PREVIOUS ASSESSMENTS
1	204325019000	204325000190	6775	CONCORD BLVD	SFR				\$4,602.00		\$4,602.00	\$0.00
2	204325020100	204325000201	4195	68TH ST E	SFR				\$4,602.00		\$4,602.00	\$0.00
3*	200020001051	200020051010	4130	68TH ST E	AG-GR ACRES				\$0.00		\$0.00	\$0.00
4	208430001000	208430000010	7365	CONCORD BLVD	COMM				\$24,285.00	\$22,026.00	\$46,311.00	\$1,233.33
5	208430001001	208430001010	7275	DEGRIO WAY	SFR				\$0.00	\$0.00	\$0.00	\$195.44
6	208430002001	208430001020	7279	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$201.49
7	208430004101	208430001041	7285	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$473.55
8	208430010001	208430001100	7335	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$217.84
9	208430011001	208430001110	7345	DEGRIO WAY E	SFR				\$4,602.00		\$4,602.00	\$202.95
10	208430012001	208430001120	7355	DEGRIO WAY E	SFR				\$4,602.00		\$4,602.00	\$202.19
11	208430002102	208430002021	4124	DEHRER WAY	SFR				\$4,602.00	\$14,289.00	\$14,289.00	\$446.34
12	207115002001	207115001020	7391	CONCORD BLVD	COMM	\$30,876.84					\$30,876.84	\$922.26
13	208430012102	208430002121	7362	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$412.60
14	208430002103	208430003021	4117	DEHRER WAY	SFR				\$14,289.00	\$14,289.00	\$14,289.00	\$548.51
15	208430004103	208430003041	4107	DEHRER WAY	SFR				\$14,289.00	\$14,289.00	\$14,289.00	\$642.56
17	207115027006	207115006270			CITY OF IGH					\$4,319.00	\$4,319.00	\$823.25
16	208430013001	208430001130	7361	DEGRIO WAY	MFR				\$11,286.00		\$11,286.00	\$829.89
18	202890001002	202890002010	7383	DEGRIO WAY	MFR				\$0.00		\$0.00	\$61.15
19	202890002002	202890002020	7385	DEGRIO WAY	MFR				\$0.00		\$0.00	\$51.28
20	202890003002	202890002030	7387	DEGRIO WAY	MFR				\$0.00		\$0.00	\$51.28
21	202890004002	202890002040	7389	DEGRIO WAY	MFR				\$0.00		\$0.00	\$61.15
22	208430006101	208430001061	7293	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$584.82
23	208430007001	208430001070	7305	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$227.27
24	208430008001	208430001080	7315	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$178.33
25	208430009001	208430001090	7325	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$187.52
26	208430004102	208430002041	4114	DEHRER WAY	SFR				\$4,602.00	\$14,289.00	\$14,289.00	\$405.44
27	208430006102	208430002061	4106	DEHRER WAY	SFR				\$4,602.00		\$4,602.00	\$407.95
28	208430008102	208430002081	7312	DEGRIO WAY	SFR				\$4,602.00		\$4,602.00	\$405.89
29	208430010102	208430002101	7344	DEGRIO WAY	SFR				\$11,598.00		\$11,598.00	\$405.41
30*	202890001000	202890000010		COMMON AREA	MFR				\$0.00		\$0.00	\$878.10
31	202890001001	202890001010	7377	DEGRIO WAY	MFR				\$0.00		\$0.00	\$61.15
32	202890002001	202890001020	7379	DEGRIO WAY	MFR				\$0.00		\$0.00	\$51.28
33	202890003001	202890001030	7381	DEGRIO WAY	MFR				\$0.00		\$0.00	\$61.15
34	202890001003	202890003010	7391	CONCORD BLVD	COMM	\$33,251.98					\$33,251.98	\$830.95
35	201325101001	201325101010	6883	CRAIG CT	SFR	\$11,854.10	\$5,319.85		\$9,184.00		\$42,435.98	\$636.13
36	201325102101	201325101021	6863	CRAIG CT E	SFR	\$11,854.10	\$2,501.86				\$17,173.95	\$299.19
37	201325103101	201325101031	6845	CRAIG CT	SFR	\$11,854.10	\$2,264.83				\$14,118.93	\$270.82
38	201325104001	201325101040	6825	CRAIG CT	SFR	\$11,854.10	\$5,501.07				\$17,355.17	\$657.80

CITY PROJECT NO. 2011-09D - URBAN STREET RECONSTRUCTION (SOUTH GROVE AREA 6)

PRELIMINARY ASSESSMENT ROLL

MAP NO.	PRESENT		PROPOSED		HOUSE NO.	STREET NAME	TYPE OF PROPERTY	STREET RECON ASSESSMENT	STORM ASSESSMENT	CURB ASSESSMENT	MILL & OVERLAY ASSESSMENT	PARTIAL RECON ASSESSMENT	TOTAL PRELIM ASSESSMENT	PREVIOUS ASSESSMENTS
	TAX ID	TAX ID	TAX ID	TAX ID										
39	20132510101	20132510101	201325101101	201325101101	6870	CRAIG CT E	SFR	\$11,854.10	\$2,477.01				\$14,331.11	\$296.19
40	201325111001	20132510110	20132510110	20132510110	6892	CRAIG CT E	SFR-TWIN	\$11,854.10	\$4,673.59				\$16,527.69	\$558.85
41	201325102201	201325101022	201325101022	201325101022	6865	CRAIG CT E	SFR	\$11,854.10	\$2,596.54				\$14,450.64	\$310.49
42	201325103201	201325101032	201325101032	201325101032	6843	CRAIG CT	SFR	\$11,854.10	\$2,767.82				\$14,621.92	\$330.97
43	201325105101	201325101051	201325101051	201325101051	6803	CRAIG CT	SFR	\$11,854.10	\$3,774.94				\$15,629.04	\$547.29
44	201325107001	201325101070	201325101070	201325101070	6810	CRAIG CT	SFR-TWIN	\$11,854.10	\$9,029.03				\$20,883.13	\$1,079.67
45	201325108001	201325101080	201325101080	201325101080	6830	CRAIG CT E	SFR-TWIN	\$11,854.10	\$5,449.55				\$17,303.65	\$651.64
46	201325109101	201325101091	201325101091	201325101091	6850	CRAIG CT	SFR	\$11,854.10	\$2,748.16				\$14,602.26	\$328.62
47	201325105201	201325101052	201325101052	201325101052	6805	CRAIG CT	SFR	\$11,854.10	\$3,500.17				\$15,354.27	\$418.54
48	201325109201	201325101092	201325101092	201325101092	6852	CRAIG CT	SFR	\$11,854.10	\$2,245.85				\$14,099.95	\$268.55
49	201325018001	201325001180	201325001180	201325001180	3864	67TH ST E	SFR		\$302.11				\$302.11	\$61.12
50	201325019001	201325001190	201325001190	201325001190	3872	67TH ST E	SFR		\$1,684.10				\$1,684.10	\$213.54
51	201325020001	201325001200	201325001200	201325001200	3880	67TH ST	SFR		\$560.61				\$560.61	\$65.33
52	201325017001	201325001170	201325001170	201325001170	3856	67TH ST E	SFR		\$55.36				\$55.36	\$0.00
53	201325023001	201325001230	201325001230	201325001230	3908	67TH ST E	SFR		\$400.41				\$400.41	\$65.55
54	201325024001	201325001240	201325001240	201325001240	3914	67TH ST E	SFR		\$1,380.18				\$1,380.18	\$243.13
55	201325025001	201325001250	201325001250	201325001250	3920	67TH ST E	SFR		\$1,665.35				\$1,665.35	\$256.66
56	201325026001	201325001260	201325001260	201325001260	3926	67TH ST E	SFR		\$2,589.99				\$2,589.99	\$412.14
57	207116101003	207116103010	207116103010	207116103010	4066	UPPER 69TH ST	SFR	\$11,854.10	\$2,541.86	\$1,190.67			\$15,586.63	\$303.95
58	201325031001	201325001310	201325001310	201325001310	6799	DAWN WAY	SFR	\$11,854.10	\$2,710.20				\$14,564.30	\$324.10
59	201325110201	201325101102	201325101102	201325101102	6872	CRAIG CT	SFR	\$11,854.10	\$2,437.24				\$14,291.34	\$291.44
60	207115304001	207115301040	207115301040	207115301040	6941	DAWN AVE E	SFR	\$11,854.10	\$2,290.36	\$992.23			\$15,136.69	\$273.87
61	207115305001	207115301050	207115301050	207115301050	6951	DAWN AVE E	SFR	\$11,854.10	\$2,282.90	\$992.23			\$15,129.23	\$272.98
62	207115306001	207115301060	207115301060	207115301060	6961	DAWN AVE E	SFR	\$11,854.10	\$2,282.68	\$992.23			\$15,129.01	\$272.96
63	207115312001	207115301120	207115301120	207115301120	6950	CROSBY AVE E	SFR	\$11,854.10	\$2,282.68	\$992.23			\$15,129.01	\$272.96
64	207115313001	207115301130	207115301130	207115301130	6940	CROSBY AVE E	SFR	\$11,854.10	\$2,290.14	\$992.23			\$15,136.46	\$273.85
65	207115314001	207115301140	207115301140	207115301140	6930	CROSBY AVE E	SFR	\$11,854.10	\$2,282.68	\$992.23			\$15,129.01	\$272.96
66	207115315001	207115301150	207115301150	207115301150	6920	CROSBY AVE E	SFR	\$11,854.10	\$2,275.22	\$992.23			\$15,121.55	\$272.06
67	207115304002	207115302040	207115302040	207115302040	6941	CROSBY AVE E	SFR	\$11,854.10	\$2,290.36	\$992.23			\$15,136.69	\$273.87
68	207115305002	207115302050	207115302050	207115302050	6951	CROSBY AVE E	SFR	\$11,854.10	\$2,282.90	\$992.23			\$15,129.23	\$272.98
69	207115306002	207115302060	207115302060	207115302060	6961	CROSBY AVE E	SFR	\$11,854.10	\$1,805.22	\$992.23			\$14,651.55	\$272.96
70	207115308002	207115302080	207115302080	207115302080	6971	CROSBY AVE E	SFR	\$11,854.10	\$643.99	\$1,428.81			\$13,926.90	\$394.09
71	207115313002	207115302130	207115302130	207115302130	6940	CRAIG AVE E	SFR	\$11,854.10	\$2,290.14	\$992.23			\$15,136.46	\$273.85
72	206325105001	206325101050	206325101050	206325101050	3840	67TH ST E	SFR		\$313.64				\$313.64	\$0.00
73	200030001176	200030076011	200030076011	200030076011			CITY OF IGH	\$315,366.03	\$79,795.67	\$7,540.94			\$402,702.64	\$9,541.73
74	207115301001	207115301010	207115301010	207115301010	3990	69TH ST E	SFR	\$11,854.10	\$2,205.62	\$899.62			\$14,959.35	\$263.74
75	207115302001	207115301020	207115301020	207115301020	6921	DAWN AVE E	SFR	\$11,854.10	\$2,275.45	\$992.23			\$15,121.78	\$272.09
76	207115303001	207115301030	207115301030	207115301030	6931	DAWN AVE E	SFR	\$11,854.10	\$2,282.90	\$992.23			\$15,129.23	\$272.98

**CITY PROJECT NO. 2011-09D - URBAN STREET RECONSTRUCTION (SOUTH GROVE AREA 6)**

**PRELIMINARY ASSESSMENT ROLL**

MAP NO.	PRESENT		PROPOSED		HOUSE NO.	STREET NAME	TYPE OF PROPERTY	STREET RECON ASSESSMENT	STORM ASSESSMENT	CURB ASSESSMENT	MILL & OVERLAY ASSESSMENT	PARTIAL RECON ASSESSMENT	TOTAL PRELIM ASSESSMENT	PREVIOUS ASSESSMENTS
	TAX ID	TAX ID	TAX ID	TAX ID										
77	207115308001	207115301080	207115301080	207115301080	6971	DAWN AVE E	SFR	\$11,854.10	\$2,312.51	\$1,428.81			\$15,595.41	\$395.41
78	207115310001	207115301100	207115301100	207115301100	6970	CROSBY AVE E	SFR	\$11,854.10	\$32.54	\$1,428.81			\$13,315.45	\$395.71
79	207115311001	207115301110	207115301110	207115301110	6960	CROSBY AVE E	SFR	\$11,854.10	\$1,598.91	\$992.23			\$14,445.24	\$272.96
80	207115316001	207115301160	207115301160	207115301160	3930	69TH ST E	SFR	\$11,854.10	\$2,206.75	\$899.62			\$14,960.48	\$263.88
81	207115301002	207115302010	207115302010	207115302010	3900	69TH ST E	SFR	\$11,854.10	\$2,205.62	\$899.62			\$14,959.35	\$263.74
82	207115302002	207115302020	207115302020	207115302020	6921	CROSBY AVE E	SFR	\$11,854.10	\$2,275.45	\$992.23			\$15,121.78	\$272.09
83	207115303002	207115302030	207115302030	207115302030	6931	CROSBY AVE E	SFR	\$11,854.10	\$2,282.90	\$992.23			\$15,129.23	\$272.98
84	207115310002	207115302100	207115302100	207115302100	6970	CRAIG AVE E	SFR	\$11,854.10	\$126.99	\$1,428.81			\$13,409.90	\$394.38
85	207115311002	207115302110	207115302110	207115302110	6960	CRAIG AVE E	SFR	\$11,854.10	\$79.31	\$992.23			\$12,925.64	\$272.98
86	207115312002	207115302120	207115302120	207115302120	6950	CRAIG AVE E	SFR	\$11,854.10	\$1,712.35	\$992.23			\$14,558.68	\$272.96
87	207115301003	207115303010	207115303010	207115303010	3842	69TH ST E	SFR	\$11,854.10	\$2,199.98	\$899.62			\$14,953.70	\$263.07
88	207115302003	207115303020	207115303020	207115303020	6921	CRAIG AVE E	SFR	\$11,854.10	\$2,276.80	\$992.23			\$15,123.13	\$272.25
89	207115303003	207115303030	207115303030	207115303030	6931	CRAIG AVE E	SFR	\$11,854.10	\$2,284.03	\$992.23			\$15,130.36	\$273.12
90	207115304003	207115303040	207115303040	207115303040	6941	CRAIG AVE E	SFR	\$11,854.10	\$2,291.49	\$992.23			\$15,137.82	\$274.01
91	201325106101	201325101061	201325101061	201325101061	6800	CRAIG CT	SFR	\$11,854.10	\$3,144.73				\$14,998.83	\$377.85
92	201325106201	201325101062	201325101062	201325101062	6802	CRAIG AVE	SFR	\$11,854.10	\$2,404.70				\$14,258.80	\$289.49
93	207115314002	207115302140	207115302140	207115302140	6930	CRAIG AVE E	SFR	\$11,854.10	\$2,282.68	\$992.23			\$15,129.01	\$272.96
94	207115315002	207115302150	207115302150	207115302150	6920	CRAIG AVE E	SFR	\$11,854.10	\$2,275.22	\$992.23			\$15,121.55	\$272.04
95	207115316002	207115302160	207115302160	207115302160	3882	69TH ST E	SFR	\$11,854.10	\$2,206.75	\$899.62			\$14,960.48	\$263.88
96	207115305003	207115303050	207115303050	207115303050	6951	CRAIG AVE E	SFR	\$11,854.10	\$2,283.81	\$992.23			\$15,130.14	\$273.09
97	207115306003	207115303060	207115303060	207115303060	6961	CRAIG AVE E	SFR	\$11,854.10	\$1,973.56	\$992.23			\$14,819.89	\$273.06
98	207115308003	207115303080	207115303080	207115303080	6971	CRAIG AVE E	SFR	\$11,854.10	\$67.56	\$1,428.81			\$13,350.47	\$394.87
99	201130001001	201130001010	201130001010	201130001010	6802	DAWN AVE E	SFR	\$11,854.10	\$3,271.94				\$15,126.04	\$102.81
100*	200020003051	2000200051030	2000200051030	2000200051030	4161	69TH ST E	AG-SF	\$11,854.10	\$1,571.57		\$4,602.00		\$18,027.67	\$0.00
101	207116101001	207116101010	207116101010	207116101010	6920	DELANEY AVE E	SFR	\$11,854.10	\$2,337.59				\$14,191.69	\$0.00
102	207116102001	207116101020	207116101020	207116101020	6944	DELANEY AVE E	SFR	\$11,854.10	\$623.21				\$12,477.31	\$0.00
103	207116107001	207116101070	207116101070	207116101070	6998	DELANEY AVE E	SFR	\$11,854.10	\$288.10				\$12,142.20	\$214.00
104	207116101002	207116102010	207116102010	207116102010	6919	DELANEY AVE E	SFR	\$11,854.10	\$2,526.94				\$14,381.04	\$0.00
105	207116102002	207116102020	207116102020	207116102020	4046	69TH ST E	SFR	\$11,854.10	\$2,246.07				\$14,100.17	\$0.00
106	207116103002	207116102030	207116102030	207116102030	4036	69TH ST E	SFR	\$11,854.10	\$2,246.07				\$14,100.17	\$0.00
107	207116108002	207116102080	207116102080	207116102080	4035	UPPER 69TH ST	SFR	\$11,854.10	\$2,259.40	\$1,058.38			\$15,171.88	\$95.33
108	207116109002	207116102090	207116102090	207116102090	4045	UPPER 69TH ST	SFR	\$11,854.10	\$2,259.40	\$1,058.38			\$15,171.88	\$92.49
109	207116110002	207116102100	207116102100	207116102100	4065	UPPER 69TH ST	SFR	\$11,854.10	\$2,541.86	\$1,190.67			\$15,586.63	\$73.52
110	203655029005	203655005290	203655005290	203655005290	3995	66TH ST E	SFR		\$9.26				\$9.26	\$0.00
111	207116103001	207116101030	207116101030	207116101030	6956	DELANEY AVE E	SFR	\$11,854.10	\$137.84				\$11,991.94	\$0.00
112	207116104001	207116101040	207116101040	207116101040	6968	DELANEY AVE E	SFR	\$11,854.10	\$171.28				\$12,025.38	\$66.50
113	207116105001	207116101050	207116101050	207116101050	6976	DELANEY AVE E	SFR	\$11,854.10	\$176.48				\$12,030.58	\$110.73
114	207116106001	207116101060	207116101060	207116101060	6978	DELANEY AVE E	SFR	\$11,854.10	\$315.67				\$12,169.77	\$108.62

CITY PROJECT NO. 2011-09D - URBAN STREET RECONSTRUCTION (SOUTH GROVE AREA 6)

PRELIMINARY ASSESSMENT ROLL

MAP NO.	PRESENT		PROPOSED		HOUSE NO.	STREET NAME	PROPERTY	TYPE OF	STREET RECON ASSESSMENT	STORM ASSESSMENT	CURB ASSESSMENT	MILL & OVERLAY ASSESSMENT	PARTIAL RECON ASSESSMENT	TOTAL PRELIM ASSESSMENT	PREVIOUS ASSESSMENTS
	TAX ID	TAX ID	TAX ID	TAX ID											
115	207116104002	207116102040	207116102040	4028	69TH ST E	SFR		\$11,854.10	\$2,246.07					\$14,100.17	\$96.33
116	207116105002	207116102050	207116102050	6924	DAWN AVE E	SFR		\$11,854.10	\$2,526.94	\$1,640.49				\$16,021.53	\$302.16
117	207116106002	207116102060	207116102060	6948	DAWN AVE E	SFR		\$11,854.10	\$2,541.86	\$2,844.39				\$17,240.35	\$303.95
118	207116107002	207116102070	207116102070	4027	UPPER 69TH ST	SFR		\$11,854.10	\$2,259.40	\$1,058.38				\$15,171.88	\$158.12
119	207116102003	207116103020	207116103020	4046	UPPER 69TH ST E	SFR		\$11,854.10	\$2,259.40	\$1,058.38				\$15,171.88	\$270.17
120	207116103003	207116103030	207116103030	4036	UPPER 69TH ST	SFR		\$11,854.10	\$2,259.40	\$1,058.38				\$15,171.88	\$270.17
121	207116104003	207116103040	207116103040	4028	UPPER 69TH ST	SFR		\$11,854.10	\$1,343.35	\$1,058.38				\$14,255.83	\$270.17
122	207116105003	207116103050	207116103050	6968	DAWN AVE E	SFR		\$11,854.10	\$2,538.47	\$2,844.39				\$17,236.96	\$303.95
123	207116106003	207116103060	207116103060	6990	DAWN AVE E	SFR		\$11,854.10	\$1,379.28	\$1,614.03				\$14,847.40	\$1,360.40
124	207116108003	207116103080	207116103080	4035	70TH ST E	SFR			\$902.27					\$902.27	\$5,147.88
125	207116109003	207116103090	207116103090	4045	70TH ST E	SFR			\$1,599.37					\$1,599.37	\$5,167.81
126	207116110003	207116103100	207116103100	6997	DELANEY AVE E	SFR		\$11,854.10	\$2,469.55					\$14,323.65	\$1,411.03
127	203550011001	203550001110	203550001110	6925	DELAROSA CT	SFR			\$178.06					\$178.06	\$0.00
128	207115008002	207115002080	207115002080	4018	74TH ST E	SFR			\$1,179.75					\$1,179.75	\$4,553.75
129	207115009002	207115002090	207115002090	7430	DAWN AVE E	SFR			\$437.46					\$437.46	\$4,879.17
130	207115014002	207115002140	207115002140	4049	75TH ST E	SFR			\$1,331.15					\$1,331.15	\$4,428.58
131	207115015002	207115002150	207115002150	4059	75TH ST E	SFR			\$1,370.69					\$1,370.69	\$4,402.84
132	207115016002	207115002160	207115002160	4069	75TH ST E	SFR			\$1,410.24					\$1,410.24	\$4,377.11
133	207115017002	207115002170	207115002170	4079	75TH ST E	SFR			\$1,449.78					\$1,449.78	\$4,351.36
134	207115018002	207115002180	207115002180	7481	CONCORD BLVD	SFR		\$11,854.10	\$1,669.64					\$13,523.74	\$390.94
135	207115001002	207115002010	207115002010	7453	CONCORD BLVD	SFR		\$11,854.10	\$2,031.41					\$13,885.51	\$4,378.85
136	207115002002	207115002020	207115002020	4078	74TH ST E	SFR			\$1,495.20					\$1,495.20	\$4,402.90
137	207115003002	207115002030	207115002030	4068	74TH ST E	SFR			\$1,427.63					\$1,427.63	\$4,435.24
138	207115004002	207115002040	207115002040	4058	74TH ST E	SFR			\$1,375.21					\$1,375.21	\$4,458.80
139	207115005002	207115002050	207115002050	4048	74TH ST E	SFR			\$1,335.89					\$1,335.89	\$4,482.39
140	207115010002	207115002100	207115002100	7476	DAWN AVE E	SFR			\$498.93					\$498.93	\$4,645.60
141	207115011002	207115002110	207115002110	4019	75TH ST E	SFR			\$1,212.74					\$1,212.74	\$4,505.79
142	207115012002	207115002120	207115002120	4031	75TH ST E	SFR			\$1,252.29					\$1,252.29	\$4,480.06
143	207115013002	207115002130	207115002130	4039	75TH ST E	SFR			\$1,291.83					\$1,291.83	\$4,454.32
144	207115006002	207115002060	207115002060	4038	74TH ST E	SFR			\$1,283.92					\$1,283.92	\$4,506.16
145	207115007002	207115002070	207115002070	4030	74TH ST E	SFR			\$1,231.72					\$1,231.72	\$4,529.95
146	361113003500	361113000035	361113000035			CITY OF SSP								\$0.00	\$0.00
147	361113003400	361113000034	361113000034			CITY OF SSP								\$0.00	\$0.00
148	200020008050	200020050080	200020050080	4100	66TH ST E	COMM			\$5,285.27					\$5,285.27	\$0.00
149*	200020001051	200020051010	200020051010	4130	68TH ST E	AG-GR ACRES		\$320,060.70	\$68,187.05	\$6,350.27				\$394,598.02	\$0.00
150	203655017106	203655006171	203655006171	6555	DAWN WAY E	SFR			\$81.57					\$81.57	\$0.00
151	203655019106	203655006191	203655006191	6565	DAWN WAY E	SFR			\$536.89					\$536.89	\$0.00
152	203655023106	203655006231	203655006231	6575	DAWN WAY E	SFR			\$356.57					\$356.57	\$0.00

**CITY PROJECT NO. 2011-09D - URBAN STREET RECONSTRUCTION (SOUTH GROVE AREA 6)**

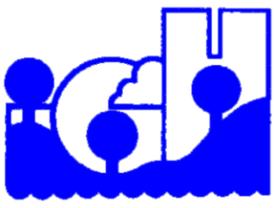
**PRELIMINARY ASSESSMENT ROLL**

MAP NO.	PRESENT		PROPOSED		HOUSE NO.	STREET NAME	TYPE OF PROPERTY	STREET RECON ASSESSMENT	STORM ASSESSMENT	CURB ASSESSMENT	MILL & OVERLAY ASSESSMENT	PARTIAL RECON ASSESSMENT	TOTAL PRELIM ASSESSMENT	PREVIOUS ASSESSMENTS
	TAX ID	TAX ID	TAX ID	TAX ID										
153	203655027106	203655006271	203655006271	203655006271	6585	DAWN WAY E	SFR		\$361.99				\$361.99	\$0.00
154	203655029106	203655006291	203655006291	203655006291	3915	66TH ST	SFR		\$1,205.74				\$1,205.74	\$0.00
155	203655016105	203655005161	203655005161	203655005161	6554	DAWN WAY E	SFR		\$31.63				\$31.63	\$0.00
156	203655018005	203655005180	203655005180	203655005180	6574	DAWN WAY E	SFR		\$498.02				\$498.02	\$0.00
157	203655020005	203655005200	203655005200	203655005200	6574	DAWN WAY E	SFR		\$603.32				\$603.32	\$0.00
158	203655022005	203655005220	203655005220	203655005220	6582	DAWN WAY E	SFR		\$686.48				\$686.48	\$0.00
159	203655024005	203655005240	203655005240	203655005240	6582	DAWN WAY E	SFR		\$691.22				\$691.22	\$0.00
160	203655026005	203655005260	203655005260	203655005260	6594	DAWN WAY E	SFR		\$756.30				\$756.30	\$0.00
161	203655028005	203655005280	203655005280	203655005280	6594	DAWN WAY E	SFR		\$1,050.50				\$1,050.50	\$0.00
162	203655030005	203655005300	203655005300	203655005300	6594	DAWN WAY E	SFR		\$1,265.39				\$1,265.39	\$0.00
163	201325002002	201325002020	201325002020	201325002020	3926	66TH ST E	SFR		\$242.23				\$242.23	\$0.00
164	201325001002	201325002010	201325002010	201325002010	3940	66TH ST E	SFR		\$1,422.21				\$1,422.21	\$0.00
165	201325019002	201325002190	201325002190	201325002190	3945	67TH ST E	SFR		\$541.18				\$541.18	\$0.00
166	201325001003	201325003010	201325003010	201325003010	6624	DAWN WAY E	SFR	\$11,854.10	\$1,529.32				\$13,383.42	\$0.00
167	201130005001	201130001050	201130001050	201130001050	6672	DAWN WAY E	SFR	\$11,854.10	\$125.86				\$11,979.96	\$0.00
168	201325028001	201325001280	201325001280	201325001280	3950	67TH ST E	SFR		\$1,246.64				\$1,246.64	\$156.88
169	201130004001	201130001040	201130001040	201130001040	6724	DAWN WAY E	SFR	\$11,854.10	\$1,466.05				\$13,320.15	\$75.30
170	201130003001	201130001030	201130001030	201130001030	6750	DAWN WAY E	SFR	\$11,854.10	\$254.21				\$12,108.31	\$138.45
171	201325029001	201325001290	201325001290	201325001290	6745	DAWN WAY E	SFR	\$11,854.10	\$2,520.62				\$14,374.72	\$324.48
172	201325030001	201325001300	201325001300	201325001300	6771	DAWN WAY E	SFR	\$11,854.10	\$2,768.50				\$14,622.60	\$331.05
173	201130002101	201130001021	201130001021	201130001021	6772	DAWN WAY E	SFR	\$11,854.10	\$800.13				\$12,654.23	\$68.63
174	201130002201	201130001022	201130001022	201130001022	6774	DAWN WAY E	SFR	\$11,854.10	\$963.28				\$12,817.38	\$65.01
175	203550001001	203550001010	203550001010	203550001010	6926	DELAROSA CT	SFR						\$0.00	\$0.00
176	COUNTY ROW												\$0.00	\$0.00
													<b>\$2,426,195.11</b>	

No. 30 - Common Area for 8 MF (Nos. 18, 19, 20, 21, 31, 32, 33 are charged \$0)

No. 100 - Parcel equivalent to 2 SF (1 lot in recon and 1 lot in mill & overlay)

No. 149 - Street assessment based on buildable area equivalent to 27 SF lots - assessment to be deferred



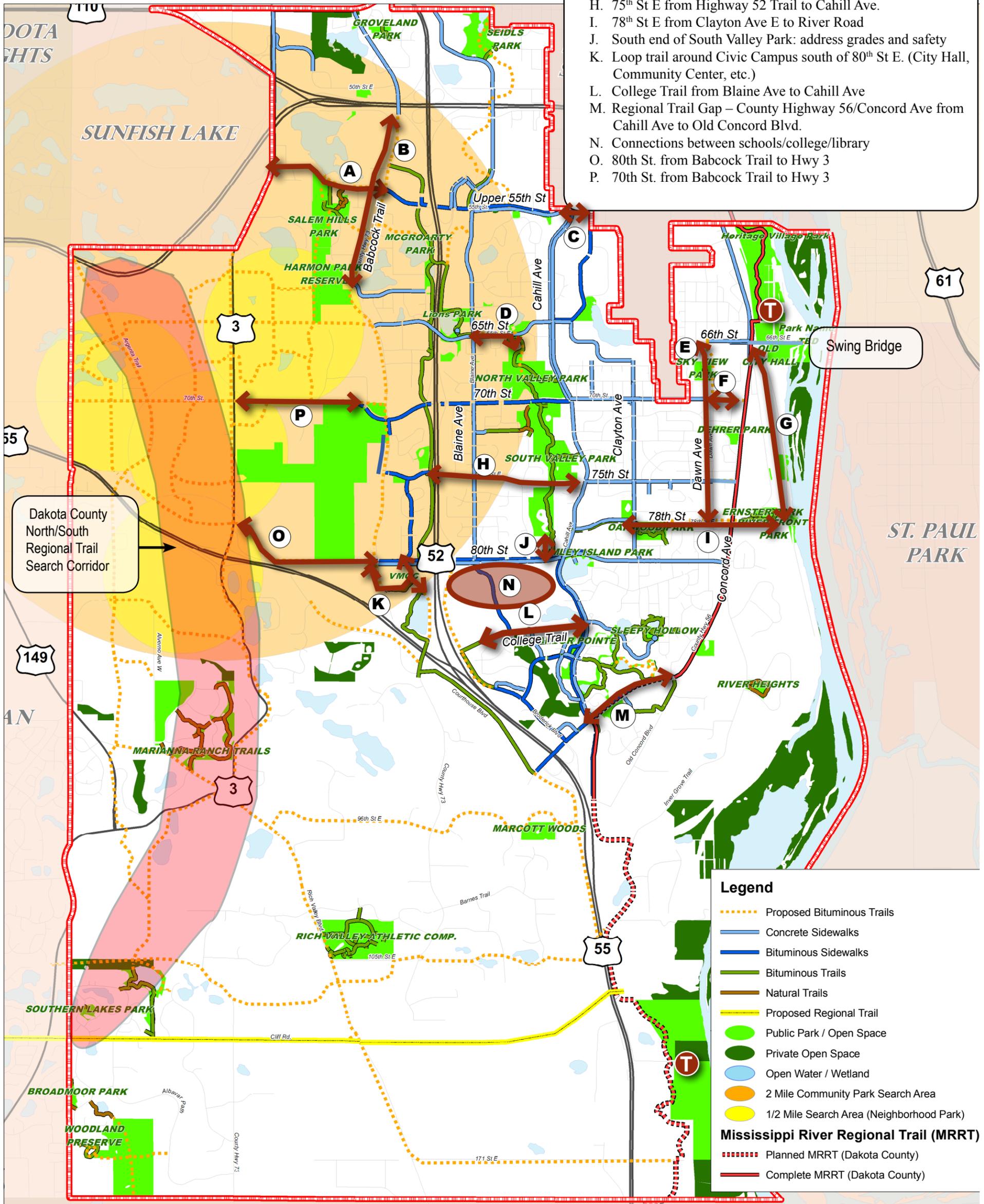
# Inver Grove Heights Trail Gap Study

DRAFT 12/1/10

## Trail Gaps

### Pedestrian and Bicycle Gaps:

- A. Upper 55<sup>th</sup> Street from Highway 3/South Robert Trail to County Highway 73/Babcock Trail
- B. County Highway 73/Babcock Trail from 494 Bridge to 63<sup>rd</sup> St.
- C. Upper 55<sup>th</sup> St. from Cahill Ave to 5<sup>th</sup> Ave South
- D. Trail link between North Valley Park and Blaine Ave: pave north end of North Valley Park Trail and add trail on 65<sup>th</sup> St. to Blaine Ave.
- E. Dawn Ave from 66<sup>th</sup> St E to 78<sup>th</sup> St E
- F. 70<sup>th</sup> Street from Dawn Ave to County Highway 56/Concord Ave
- G. River Road from 66<sup>th</sup> St. E to 78<sup>th</sup> St E
- H. 75<sup>th</sup> St E from Highway 52 Trail to Cahill Ave.
- I. 78<sup>th</sup> St E from Clayton Ave E to River Road
- J. South end of South Valley Park: address grades and safety
- K. Loop trail around Civic Campus south of 80<sup>th</sup> St E. (City Hall, Community Center, etc.)
- L. College Trail from Blaine Ave to Cahill Ave
- M. Regional Trail Gap – County Highway 56/Concord Ave from Cahill Ave to Old Concord Blvd.
- N. Connections between schools/college/library
- O. 80<sup>th</sup> St. from Babcock Trail to Hwy 3
- P. 70<sup>th</sup> St. from Babcock Trail to Hwy 3

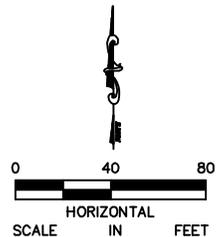


### Legend

- Proposed Bituminous Trails
- Concrete Sidewalks
- Bituminous Sidewalks
- Bituminous Trails
- Natural Trails
- Proposed Regional Trail
- Public Park / Open Space
- Private Open Space
- Open Water / Wetland
- 2 Mile Community Park Search Area
- 1/2 Mile Search Area (Neighborhood Park)
- Mississippi River Regional Trail (MRRT)**
- Planned MRRT (Dakota County)
- Complete MRRT (Dakota County)



K:\TWC\_Civil\City\GH\160509017\_SG 2011 - AREA 6\CADD\EXHIBITS\SGROVE06-SKYVIEW-PARK.dwg, February 08, 2011 - 3:32pm

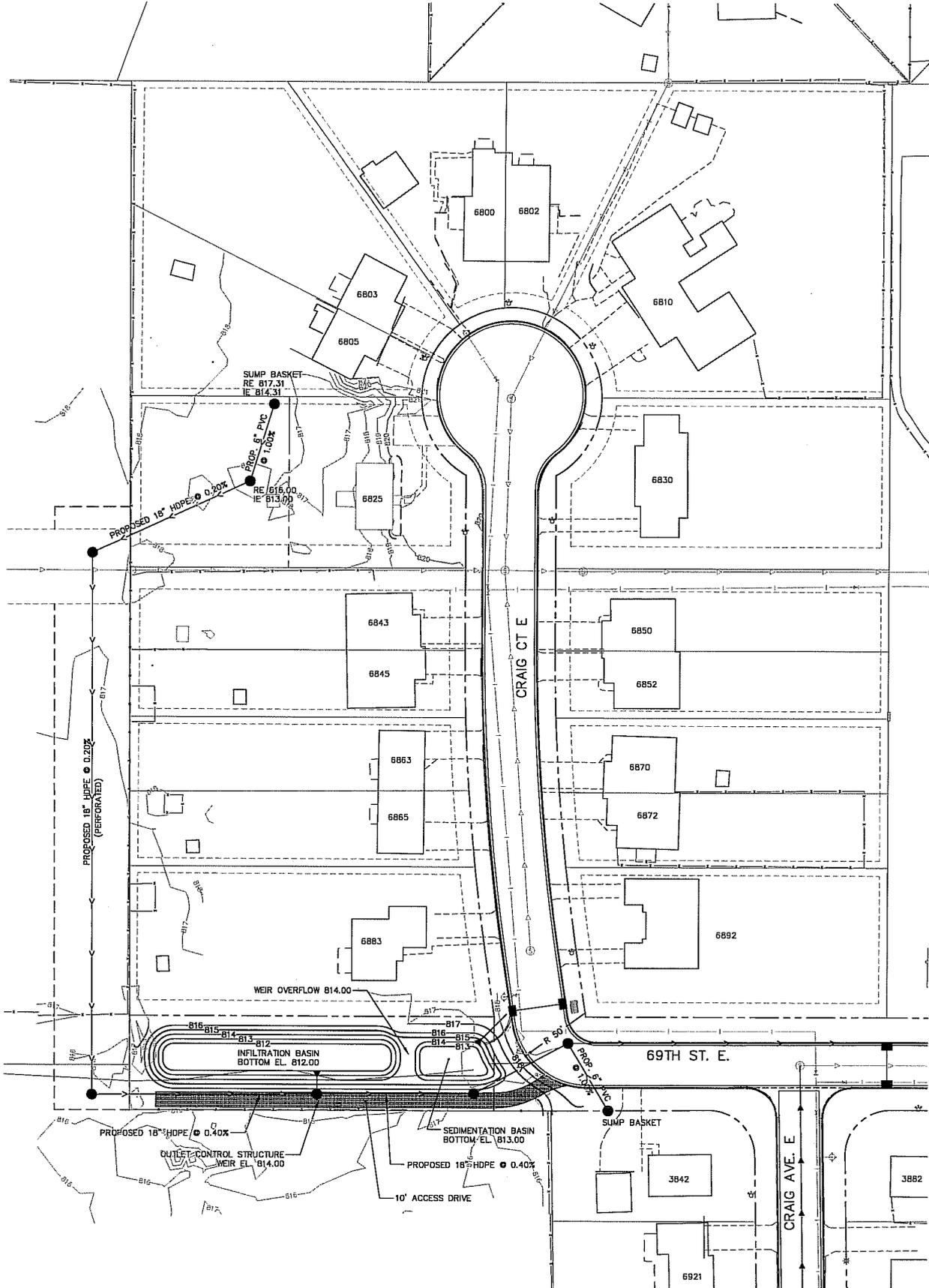


SOUTH GROVE STREET  
RECONSTRUCTION AREA 6  
CITY PROJECT 2011-09D

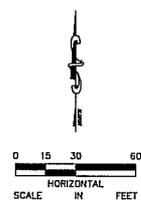
SKYVIEW PARK  
POTENTIAL IMPROVEMENTS  
EXHIBIT 12



K:\TWC\_Civil\City\16658007\_50 2011 - AREA 6\CADD\EXHIBITS\SDRVEDS\_CRAIGCT01.dwg March 07, 2011 - 5:14pm



Kimley-Horn and Associates, Inc.



SOUTH GROVE STREET  
RECONSTRUCTION AREA 6  
CITY PROJECT 2011-09D

CRAIG COURT E.  
DRAINAGE IMPROVEMENTS

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

ATTORNEYS AT LAW

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TIMOTHY J. KUNTZ  
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1910-1992  
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ARTHUR GILLEN  
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•  
• ROGER C. MILLER  
1924-2009

## MEMO

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

---

**TO: Mayor and Councilmembers**  
**FROM: Timothy J. Kuntz, City Attorney**  
**DATE: March 9, 2011**  
**RE: Second Reading of Ordinance Amendment Relating To Off-Sale Intoxicating  
Liquor Licenses – March 14, 2011, City Council Meeting**

---

**Section 1. Background.** The current liquor ordinance prohibits an off-sale intoxicating liquor establishment within 500 feet of a school or church. There are four (4) current exceptions:

1. Establishments that were already in existence prior to October 1, 1995 (this is the date that the distance restriction came into being); or
2. If the liquor establishment was already in place and the church or school was later built within 500 feet of the liquor establishment, then the liquor establishment can continue in its pre-existing location; or
3. In a situation where the government acquired the liquor store and the store was within 500 feet of a school or church, the liquor establishment is allowed to relocate within 500 feet of the same school or church as long as the relocation occurs within three (3) years of the acquisition. Thereafter, the liquor establishment may remain in its relocated site; or
4. Any liquor establishment acquired by the government may relocate within 500 feet of any church or any school for a temporary period of two (2) years if the liquor establishment was acquired by the government and if the relocation occurs within six (6) months after the government acquisition. After two (2) years at the relocated site, the relocated site is no longer an eligible location for an off-sale intoxicating liquor license.

**Section 2. Cameron's Liquor Store.** Exceptions 3 and 4 listed above were adopted on July 27, 2009, in response to the request of Cameron's Liquor Store.

Cameron's Liquor Store held an off-sale intoxicating liquor license for its location on Concord Boulevard. On July 18, 2008, Dakota County purchased the property and after a lease/back of one year, on July 18, 2009, the establishment closed for business. The building was purchased by Dakota County for the Concord Street Improvement Project.

Pursuant to exceptions 3 and 4 listed above, Cameron's Liquor Store relocated to Snyder's Drug Store in the Village Square Shopping Center. The liquor license for the Snyder's Drug Store location was issued on August 13, 2009.

Cameron's contemplated that it would build its new building by the fall of 2010. However, Dakota County and Cameron had not yet settled the compensation issue for the taking of the liquor store business. Now Cameron is proceeding on the basis that the new building will be constructed by the fall of 2011.

The attached ordinance extends the three (3) year time frame (for permanent relocation) to forty-two (42) months and the attached ordinance extends the two (2) year time frame (for temporary relocation) to thirty (30) months. Essentially the time frames are being extended by six (6) months. If the ordinance is not passed, the three (3) year time frame would expire on July 27, 2011, and the two (2) year time frame would expire on August 13, 2011.

**The first reading of the attached ordinance was at the February 28, 2011 Council meeting. There were no changes made to the attached ordinance at the February 28<sup>th</sup> Council meeting.**

**Section 3. Council Action.** The Council is asked to consider the second reading of the attached ordinance amendment at the March 14, 2011 Council meeting. The third reading would be March 28, 2011.

Attachment

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

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

**AN ORDINANCE AMENDING CITY CODE SECTION, 4-1A-6, J  
RELATING TO OFF-SALE INTOXICATING LIQUOR LICENSES**

The City Council of Inver Grove Heights does hereby ordain:

**SECTION 1. AMENDMENT.** Section 4-1A-6, J of the 2008 City Code is hereby amended to read as follows:

**4-1A-6: INELIGIBILITY FOR LICENSE; RESTRICTIONS ON ISSUANCE:**

**J.** No off-sale intoxicating liquor license may be granted for a facility located on a parcel which lies within five hundred feet (500') of a parcel on which a school or church is located. The distance established herein shall be measured between the nearest property lines of the parcels.

For the purposes of this subsection, "parcel" means the lots on which the subject building exists, plus the adjoining lots used in conjunction with the liquor facility, church or school including any parking areas.

Provided, however, the following exceptions and qualifications to the above-stated distance requirement shall apply:

1. Licenses that existed on October 1, 1995, for locations that do not meet the requirements of this subsection may nonetheless be renewed or transferred for such locations.
2. If a school or church in the future expands or is built within five hundred feet (500') of a licensed location that did meet the requirements of this subsection, the

license may nonetheless be renewed or transferred for such location.

3. If a government entity acquires a licensed location that was within five hundred feet (500') of a school parcel or church parcel, then the license may be transferred to another location within five hundred feet (500') of the same school parcel or the same church parcel as long as the relocation occurs within ~~three (3) years~~ forty-two (42) months after the acquisition by the government entity.
  
4. If a government entity acquires a licensed location that was within five hundred feet (500') of a school parcel or church parcel, then the license may be temporarily transferred to another location for a period up to ~~two (2) years~~ thirty (30) months within five hundred feet (500') of any school parcel or any church parcel as long as the relocation occurs within six (6) months after the acquisition by the government entity; in such instance, the authorization for the temporary relocated site expires after ~~two (2) years~~ thirty (30) months from the time that the City issued the license for the relocated site; after the ~~two (2) year~~ thirty (30) month period, the relocated site is no longer eligible for an off-sale intoxicating liquor license.

**Section 2. EFFECTIVE DATE.** This ordinance amendment shall be effective from and after its passage and publication according to law.

Passed this \_\_\_\_\_ day of March, 2011.

---

George Tourville, Mayor

Attest:

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Melissa Rheame, Deputy City Clerk

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Ordinance Regarding Completion of Exterior Work**

Meeting Date: March 14, 2011  
 Item Type: Regular Agenda  
 Contact: Franklin Martin: 651-450-2549  
 Prepared by: Franklin Martin, Building Official  
 Reviewed by: Tom Link, Community Development Director  
 Tim Kuntz, Levander, Gillen, & Miller

**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**

The City Council is to consider the third and final reading of an ordinance establishing a time frame for the completion of exterior work pursuant to a building permit.

**SUMMARY**

The City Council is to approve the third and final reading establishing a required date for the completion of the exterior. Attached is an ordinance drafted by the City Attorney that would require that exterior work, including roofs, doors, windows, and siding be completed within one year of the issuance of a building permit. A onetime extension of an additional 180 days, allows the Chief Building Official to make case-by-case determinations that arise from unique circumstances.

The ordinance is the same as the City Council approved at the second reading on Monday, February 28, 2011. The City Council did not direct staff to make any changes to the second reading.

**Attachments:**

Memo from Tim Kuntz, dated 23 February 2011.

Revised Draft Ordinance dated, 28 February 2011.

---

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

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ  
DANIEL J. BEESON  
\*KENNETH J. ROHLF  
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**MEMO**

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

---

**TO: Mayor and Council members**  
**FROM: Timothy J. Kuntz, City Attorney**  
**DATE: February 23, 2011**  
**RE: Ordinance Establishing Completion of Exterior Work;  
February 28, 2011 Council Meeting – Second Reading of Ordinance**

---

**Section 1. Changes to Ordinance.** The above-reference Ordinance is on the Council agenda for a second reading at the February 28, 2011 Council meeting. The changes from the first reading are:

1. The Ordinance makes clear that the exterior work relates only to the exterior work for a structure or a building. The Ordinance does not address landscaping.
2. For permits issued after April 1, 2011, the initial time frame for completion has been extended to one (1) year, instead of six (6) months.
3. For permits issued before April 1, 2011, the initial time frame has been extended to May 1, 2012, instead of six (6) months.
4. The Ordinance makes clear that the Building Official may grant one and only one extension.
5. The Ordinance establishes an appeal process to the Council so that a permit holder may appeal denial of the extension to the Council.
6. The time frames continue to run from the date of issuance of the permit. There was discussion at the February 14<sup>th</sup> Council meeting to consider running the time frame from the beginning of construction, rather than from date of issuance of permit. The Building Official indicates that there is no requirement that the permit holder inform the Building Official when the permit holder begins construction and the Building Official is many times not aware when construction has begun. The Building Official is addressing this matter in a separate memo to the Council. By extending the time frame from six (6) months to one (1) year, the “late start” issue is somewhat ameliorated.

**Section 2. Council Action.** The Council is asked to consider the second reading of the attached Ordinance.

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

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

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 9,  
CHAPTER 1, SECTION 4 REGARDING BUILDING PERMIT REQUIREMENTS**

The City Council of Inver Grove Heights does hereby ordain:

**Section 1. Amendment.** Title 9, Chapter 1, Section 4 of the Inver Grove Heights City Code is hereby amended by adding subpart (c) to read as follows:

**9-1-4: PERMIT REQUIREMENTS:**

C. Completion of Exterior Work. Exterior work for a structure or a building authorized by a building permit issued in accordance with the state building code from and after April 1, 2011 must be completed within one (1) year from the date of issuance of the building permit or within the timeframe set by the Building Official at the time the permit is issued, whichever is greater. Exterior work for a structure or a building authorized by a building permit issued in accordance with the state building code prior to April 1, 2011 must be completed by May 1, 2012. If exterior work for a structure or a building authorized by a building permit is not completed within the allowed timeframe, the permit for such exterior work shall expire, and a new permit must be obtained for completion of the exterior work. Failure to complete all exterior work authorized by a building permit within the allowed timeframe is a violation of this section. Exterior work includes work on all exterior parts of a structure or building, including but not limited to roofs, doors, siding, decks, stairs, and windows.

Upon a showing to the Building Official that there have been unavoidable delays in completion of the exterior work for the structure or building, the Building Official, in the Official's reasonable discretion, may grant one and only one extension of time for the completion of the exterior work for a period not to exceed six (6) additional months. If the Building Official denies the request for extension, the permit holder may appeal the decision of the Building Official to the Council within twenty (20) days after the date of the written notice of decision has been delivered or mailed to the permit holder. The appeal must be in writing and shall be filed with the City Clerk. The Council shall consider the appeal within thirty (30) days after the date of the appeal. At least ten (10) days prior to the date of the meeting at which the Council will consider the appeal, the City Clerk shall mail notice of the

date, time and place of the meeting and a general description of the subject matter of the appeal to the permit holder and to the owners of property situated wholly or partly within three hundred and fifty (350) feet of the property that is the subject of the appeal. The Council may grant the appeal, deny the appeal, or extend the permit for a lesser period of time than requested by the permit holder.

**SECTION 2. Effective Date.** This ordinance shall be in force upon its adoption and publication.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

Attest

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

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**CONSIDER FIRST READING OF AN ORDINANCE AMENDING TITLE FIVE CHAPTER TWO – EMERGENCY MANAGEMENT OF THE CITY CODE**

Meeting Date: March 14, 2011  
Item Type: Regular  
Contact: Larry Stanger, Police Lt.  
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** Consider the first reading of an ordinance amending Title Five, Chapter Two – Emergency Management of the City Code.

**SUMMARY** In light of the increased possibility of flooding along the river the City’s Code dealing with Emergency Management was reviewed and slight modifications are proposed.

In short, the current ordinance is rewritten and reformatted completely. The significant changes address how the City deals with the deployment of resources locally and nationally.

Staff suggests that if five members of the City Council are present on March 14 that they consider passing this ordinance with one reading given the possibility of flooding and the absence of two Council members at the March 28 meeting.

## CHAPTER 2

# EMERGENCY MANAGEMENT

### 5-2-1: POLICY AND PURPOSE:

- A. Because of the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from enemy attack, sabotage, or other hostile action, and in order to ensure that preparations of the city will be adequate to deal with such disasters, and generally to protect the public peace, health, and safety, and to preserve the lives and property of the people of the city, it is hereby found and declared to be necessary: (1974 Code § 900.01)
1. To establish a local organization for emergency management.
  2. To provide for the exercise of necessary powers during declared emergencies.
  3. To provide for the rendering of mutual aid between the city and other political subdivisions of the state with respect to the carrying out of emergency management functions.
- B. It is further declared to be the purpose of this chapter and the policy of the city that all emergency management functions of the city be coordinated to the maximum extent practicable with the comparable functions of the federal government, of the state, and of private agencies, to the end that the most effective preparations and use may be made of the nation's manpower, resources, and facilities for dealing with any disaster that may occur. (1974 Code § 900.01; amd. 2008 Code)

### 5-2-2: DEFINITIONS: For purposes of this chapter, the terms defined in this section have the meanings given them:

**DECLARED EMERGENCY:** A national security or peacetime emergency declared by the governor under Minnesota statutes section 12.31.

**EMERGENCY MANAGEMENT:** The preparation for and the carrying out of emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters, from acute shortages of energy, or from incidents occurring at nuclear power plants that pose radiological or other health hazards. These functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical and other special weapons defense,

evacuation of persons from stricken areas, emergency human services, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services, implementation of energy supply emergency conservation and allocation measures, and other functions related to civilian protection, together with all other activities necessary or incidental to preparing for and carrying out these functions.

**EMERGENCY  
MANAGEMENT  
FORCES:**

Any volunteer or paid member of the local organization for emergency management engaged in carrying out emergency management functions in accordance with the provisions of this chapter or any rule or order hereunder. (1974 Code § 900.03; amd. 2008 Code)

**5-2-3: LOCAL ORGANIZATION FOR EMERGENCY  
MANAGEMENT:**

- A. Established: There is hereby created within the city government a local organization for emergency management which shall be under the supervision and control of a director. The director shall be appointed by the mayor for an indefinite term and may be removed by him at any time. He shall serve without salary but shall be paid his necessary expenses. The director shall have direct responsibility for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the mayor.
- B. Organization: The local organization for emergency management shall be organized into such divisions and bureaus consistent with state and local emergency management plans as the director deems necessary to provide for the efficient performance of local emergency management functions during a declared emergency. (1974 Code § 900.05; amd. 2008 Code)
- C. Powers And Duties Of Director:
  - 1. The director, with the consent of the mayor, shall represent the city on any regional or state organization for emergency management. He shall make such studies and surveys of the manpower, resources, and facilities of the city as he deems necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of a declared emergency. He shall prepare a general plan for the emergency management of the city, coordinating the emergency management activities of the city, and present such plan to the council for its approval. When the council has approved the plan by resolution, it shall be the duty of all municipal agencies and all emergency management forces of the city to perform the duties and functions assigned to them by the plan as approved.

2. The director shall institute such training programs and public information programs and take such other preparatory steps, including emergency management exercises, as he may deem necessary.
3. The director shall utilize to the maximum extent practicable the personnel, services, equipment, supplies, and facilities of the city and shall organize, recruit, and train air raid wardens, auxiliary police, auxiliary firefighters, and any other personnel that may be required on a volunteer basis to carry out the emergency management plans of the city and the state. The director may dismiss any emergency management volunteer at any time and require him to surrender any equipment and identification furnished by the city.
4. The director shall direct and coordinate the general operation of all local emergency management forces during a declared emergency in conformity with controlling regulations and instructions of the state emergency management authorities. He shall provide and equip at some suitable place in the city a control center to be used during a declared emergency as headquarters for direction and coordination of emergency management forces. He shall arrange for the installation at the control center of necessary facilities for communication with and between operating units of municipal services and other agencies concerned with emergency management and for communication with other communities and control centers within the surrounding area. (1974 Code § 900.07; amd. 2008 Code)

D. Emergency Management Workers:

1. Restrictions; Oath Required: No person shall be employed or associated in any capacity in the local organization for emergency management who advocates or has advocated a change by force or violence in the constitutional form of government of United States or in this state or the overthrow of any government in the United States by force or violence, or who has been convicted of or is under indictment on information charging any subversive act against the United States. Each person who is appointed to serve in the local organization for emergency management shall, before entering upon his duties, take an oath in writing as prescribed by the Minnesota emergency management act of 1996, section 12.43.
2. Call To Service: Emergency management volunteers shall be called into service only in case of a declared emergency for which the regular municipal forces are inadequate or for necessary training and preparation for such emergencies. All volunteers shall serve without compensation.
3. Identification: Each emergency management volunteer shall be provided with such suitable insignia or other identification as may be required by the director in a form and style approved by the federal government. No volunteer shall exercise any authority over the persons or property of others without his identification. No person except an authorized volunteer shall use the identification of a volunteer or otherwise represent himself to be an authorized volunteer.

4. Firearms: No emergency management volunteer shall carry any firearm while on duty except on written order of the mayor. (1974 Code § 900.09; amd. 2008 Code)

E. Participation In Politics Or Labor Disputes: The local organization for emergency management shall not participate, directly or indirectly, in any form of political activity, nor shall it be employed in any legitimate labor dispute. (1974 Code § 900.19; amd. 2008 Code)

#### **5-2-4: PROCLAMATION OF EMERGENCY:**

A. Whenever necessary to meet a declared emergency, the mayor may, by proclamation, promulgate regulations respecting all matters which are required to protect public safety, health, and welfare in declared emergencies. No regulation governing observation of enemy aircraft, air attack, alarms, or illumination during air attacks shall be adopted or take effect unless approved by the state director of emergency management.

B. Every proclamation of emergency regulations shall be in writing and signed by the mayor, shall be dated, shall refer to the particular declared emergency to which it pertains, if so limited, and shall be filed in the office of the clerk, where a copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the clerk's office shall be conspicuously posted at the front of the city hall and at such other places in the affected area as the mayor shall designate in the proclamation. Thereupon, the regulation shall take effect immediately. By like proclamation, the mayor may modify or rescind any such regulation. (1974 Code § 900.11; amd. 2008 Code)

**5-2-5: ILLUMINATION DECLARED A NUISANCE:** Any illumination within the city contrary to the provisions of this chapter pertaining to emergency management or of any regulation adopted hereunder or of any federal or state law, regulation, or order shall be deemed a public nuisance. Any regular police officer may abate such nuisance summarily or may take any other action necessary to enforce such provisions, including entry on private property and the use of whatever reasonable force is necessary. (1974 Code § 900.17; amd. 2008 Code)

#### **5-2-6: ADMINISTRATION:**

A. Special Fund Created: There is hereby established in the city treasury a special fund to be known as the emergency management fund. Into this fund shall be placed the proceeds of taxes levied for emergency management and other revenues of the local organization for emergency management. From it shall be made expenditures for the operation and maintenance of the local organization for emergency management and other expenditures for emergency management.

B. Annual Report:

1. The director shall, as soon as possible after the end of each fiscal year, prepare and present to the council for the information of the council and the public, a report of the activities of the local organization for emergency management during the year. (1974 Code § 900.13; amd. 2008 Code)
2. The department heads shall annually report to the director any disaster mutual aid activity provided by the city to other political subdivisions within the state or otherwise, or received by the city.

**5-2-7: DEPLOYMENT OF CITY RESOURCES LOCALLY AND NATIONALLY:**

- A. Authority: With the approval of the director or the director's designee and the City administrator, the head of each department of the city or the department head's designee is authorized to respond to requests for assistance from other political subdivisions within Minnesota pursuant to Minnesota Statutes Sections 12.33 and 12.331 and to requests for interstate assistance pursuant to Minnesota Statutes Section 192.91.
- B. Conditions on Response to Requests for Assistance: Assistance may be provided to requests described in subsection 5-2-7A when, in the judgment of the director and department head, the operational needs of the city are not compromised. In the event that city personnel and/or resources shall be committed in excess of 12 hours to a request for assistance, the director must notify the mayor and city council. In the event the assistance response is to an area outside of Minnesota, the director or his designee shall report such response to the mayor and city council within 48 hours of the receipt of the request for assistance.
- C. Mutual Aid Agreements. The director is authorized to enter into mutual aid agreements, which allow for the joint use of city personnel and equipment that will benefit the city.
- D. Reimbursement for Assistance. The director or department head(s) shall prepare necessary documentation for recovery of city expenses, including compensation paid to deployed city employees; travel expenses; maintenance expenses of the deployed employees; or equipment loss, maintenance or operation, incurred in response to any requests for assistance to the extent possible pursuant to applicable federal and state statutes or consistent with applicable mutual aid agreements, whichever the case may be.

**~~5-2-7~~ 5-2-8: CONFORMITY AND COOPERATION WITH FEDERAL AND STATE AUTHORITIES:**

- A. Every officer and agency of the city shall cooperate with federal and state authorities and with authorized agencies engaged in emergency measures. (1974 Code § 900.15; amd. 2008 Code)
- B. The provisions of this chapter and of all regulations made hereunder shall be subject to all applicable and controlling provisions of federal and state laws and of regulations and orders issued thereunder and shall be deemed to be suspended and inoperative so far as there is any conflict therewith. (1974 Code § 900.15)

**~~5-2-8~~ 5-2-9: MISDEMEANOR VIOLATION:** Any person who violates any provision of this chapter or any regulation adopted hereunder relating to acts, omissions, or conduct, other than official acts of city officers or employees, shall be guilty of a misdemeanor. (1974 Code § 900.21)