

**INVER GROVE HEIGHTS CITY COUNCIL AGENDA**  
**-REVISED-**  
**MONDAY, JANUARY 23, 2012**  
**8150 BARBARA AVENUE**  
**7:00 P.M.**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PRESENTATIONS**

- A. SSP Area Relay 4 Life
- B. Drug Task Force Reimbursement

**4. CONSENT AGENDA** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.

- A. Minutes – January 9, 2012 Regular Council Meeting \_\_\_\_\_
- B. Resolution Approving Disbursements for Period Ending January 18, 2012 \_\_\_\_\_
- C. Pay Voucher No. 9 for City Project No. 2008–18, Public Safety Addition/City Hall Renovation Low Voltage Contractors \_\_\_\_\_
- D. Final Compensating Change Order No. 6, Final Pay Voucher No. 7, Engineer’s Final Report, and Resolution Accepting Work for City Project No. 2010–09D, South Grove Urban Street Reconstruction Area 6 \_\_\_\_\_
- E. Accept Proposal from Bergerson–Caswell, Inc. for Well Pump No. 3 Rehabilitation \_\_\_\_\_
- F. Approve the 2012 Labor Agreement between the City of Inver Grove Heights and A.F.S.C.M.E. Council 5, Local 1065 \_\_\_\_\_
- G. Resolution Revoking a Special Assessment Deferral for City Project No. 2010–09D, South Grove Street Reconstruction Area 5 \_\_\_\_\_
- H. Award Contract for Purchase and Installation of Emergency Back–up Generator at Fire Station 3 to Prestige Electric \_\_\_\_\_
- I. Approve Contract with Braun Intertec for Work on the 66<sup>th</sup> St Project Related to the Rock Island Swing Bridge \_\_\_\_\_
- J. Approve Changes to North Valley Disc Golf Operations Agreement \_\_\_\_\_
- K. Accept Annual Report from Inver Grove Heights Police Department \_\_\_\_\_
- L. 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 Resolution Ordering the Project, Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2012 Pavement Management Program, City Project No. 2011-08, 66th Street from Concord Boulevard to the Swing Bridge and City Project No. 2011-21, Park Improvements (66th Street Parking Lot and Related Trails) \_\_\_\_\_
- B. CITY OF INVER GROVE HEIGHTS;** Consider Resolution Ordering the Project, Authorizing and Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2012 Pavement Management Program, City Project No. 2012-09D, Urban Street Reconstruction Project (65th Street Neighborhood and Cahill Ct.) \_\_\_\_\_

**7. REGULAR AGENDA:**

**ADMINISTRATION:**

- A. CITY OF INVER GROVE HEIGHTS;** Consider Second Reading of an Ordinance Amending City Code Title 4, Chapter 2, Regarding License Provisions for Pawnbrokers and Precious Metal Dealers and Title 1, Chapter 10 and Title 3, Chapter 2 Eliminating Licenses for Secondhand Goods Dealers \_\_\_\_\_
- B. CITY OF INVER GROVE HEIGHTS;** Approve Agreement with Dascom Systems Group for Purchase and Installation of Stand Alone Digital Signage System \_\_\_\_\_
- C. CITY OF INVER GROVE HEIGHTS;** Approve Agreement with Dascom Systems Group for Purchase and Installation of Video Distribution System in the Police Department \_\_\_\_\_

**PUBLIC WORKS:**

- D. CITY OF INVER GROVE HEIGHTS;** Consider Second Reading of an Ordinance Amending Inver Grove Heights City Code Title 9, Chapter 4 Regarding Excavation and Fills \_\_\_\_\_
- E. CITY OF INVER GROVE HEIGHTS;** Consider Resolution Prohibiting Parking on 66th Street East from Concord Boulevard to Donnelly Avenue \_\_\_\_\_

**8. MAYOR AND COUNCIL COMMENTS:**

**9. ADJOURN**

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, JANUARY 9, 2012 - 8150 BARBARA AVENUE**

**CALL TO ORDER/ROLL CALL** The City Council of Inver Grove Heights met in regular session on Monday, January 9, 2012, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Grannis, Klein, Madden, and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Public Works Director Thureen, Parks & Recreation Director Carlson, Community Development Director Link, Finance Director Lanoue, Fire Chief Thill, and Interim Police Chief Stanger

**3. PRESENTATIONS:**

**4. CONSENT AGENDA:**

Councilmember Madden removed Item 4A, Minutes of December 12, 2011 Regular Council Meeting, from the Consent Agenda.

- B. Resolution No. 12-01** Approving Disbursements for Period Ending January 4, 2012
- C. Resolution No. 12-02** Approving Proposed Settlement of the Grace Christian Reformed Church District Court Assessment Appeal
- D. Personnel Actions**

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

**Ayes: 5**

**Nays: 0 Motion carried.**

**A. Minutes – December 12, 2011 Regular Council Meeting**

Councilmember Madden asked that the minutes be amend to reflect that Councilmember Grannis was not in attendance at the executive session.

Mr. Kuntz suggested that the Council vote on the minutes except for the section pertaining to Item 9A.

**Motion by Klein, second by Piekarski Krech, to approve every portion of the minutes, except Item 9A**

**Ayes: 5**

**Nays: 0 Motion carried.**

Councilmember Madden reiterated that the minutes should reflect Councilmember Grannis' absence from the executive session.

Mayor Tourville questioned if Councilmember Grannis should abstain from the vote on Item 9A.

Councilmember Grannis stated he would not be voting on anything that took place, he would be agreeing with the fact that he was not in attendance at the executive session.

Mr. Kuntz stated Councilmember Grannis could vote on the adoption of Item 9A as presented.

**Motion by Madden, second by Klein, to approve Item 9A of the minutes with the suggested change.**

**Ayes: 5**

**Nays: 0 Motion carried.**

**5. PUBLIC COMMENT:** None.

**6. PUBLIC HEARINGS:** None.

**7. REGULAR AGENDA:****COMMUNITY DEVELOPMENT:**

- A. D&T PROPERTY, INC.;** Consider an Ordinance Rezoning Property from B-4, Shopping Center District to B-3, General Business District for the Salem Square Shopping Center located at 5280 and 5350 South Robert Trail

Mr. Link reviewed the location of the property. He explained the former tenant of the space went out of business in 2008 and since then the property owners have been trying to find tenants to occupy the space. The property owners approached the City with potential tenants several times and found that the B-4 zoning district did not allow the proposed use, but a B-3 zoning district would. He stated that Pawn America is a potential lessee for the space, and the B-3 zoning district would allow that type of use while the current B-4 classification would not. He noted that typical uses in a B-4 district are enclosed shopping malls consisting of larger buildings, while uses in a B-3 district are typically strip commercial areas that are not enclosed. He stated Planning staff supported the application and found it to be consistent with the comprehensive plan. He explained that the comprehensive plan designates the property for regional commercial, and either a B-4 or B-3 zoning would fit with that land use designation. He stated the B-3 designation would fit better given the size and dimensions of the shopping center and the type of use that currently exists. He noted that Salem Square Shopping Center did not meet the zoning ordinance requirements for a B-4 designation. Both Planning staff and the Planning Commission recommended approval of the rezoning request.

Roz Peterson, owner of Salem Square, stated the B-3 designation would be a much better fit for the property and asked that the City Council approve the rezoning.

**Motion by Madden, second by Klein, to adopt Ordinance No. 1250 Rezoning Property from B-4, Shopping Center District to B-3, General Business District for the Salem Square Shopping Center located at 5280 and 5350 South Robert Trail**

**Ayes: 5**

**Nays: 0      Motion carried.**

**ADMINISTRATION:**

- B. CITY OF INVER GROVE HEIGHTS;** Consider First Reading of an Ordinance Amending City Code Title 4, Chapter 2, Regarding License Provisions for Pawnbrokers and Precious Metal Dealers and Title 1, Chapter 10 and Title 3, Chapter 2 Eliminating Licenses for Secondhand Goods Dealers

Ms. Teppen stated the City Attorney drafted the proposed ordinance that would amend the City Code's current license provisions for pawnbrokers and precious metal dealers, and would eliminate the license requirements for secondhand goods dealers. She noted that the proposed ordinance amendments were discussed several times, most recently at a Council work session in November. The City's current license provisions for pawn brokers and secondhand goods dealers were set forth in the City Code in the 1970's and have not been amended since that time. Staff recommended that the Council proceed with the first reading of the ordinance and provide suggestions for changes if desired.

Councilmember Piekarski Krech referred to page 25 of the proposed ordinance and questioned why the transaction record data had to be reported to the Minneapolis Police Department.

Lt. Stanger explained that the Minneapolis Police Department is in charge of monitoring that information and disseminating it to other police departments in the metro area. He stated the Inver Grove Heights Police Department has access to the APS database to check records with respect to pawning activity.

Councilmember Klein stated it was his understanding that Pawn America works closely with police departments to help apprehend people who have pawned stolen goods.

Lt. Stanger responded in the affirmative.

Chuck Armstrong, Community Affairs Director for Pawn America, stated they view local law enforcement as a partner in their business and they work hard to increase public safety.

**Motion by Madden, second by Klein, to approve the First Reading of an Ordinance Amending City Code Title 4, Chapter 2, Regarding License Provisions for Pawnbrokers and Precious Metal Dealers and Title 1, Chapter 10 and Title 3, Chapter 2 Eliminating Licenses for Secondhand Goods Dealers**

Councilmember Piekarski Krech stated Pawn America is not the only company that would be covered under this ordinance and some residents have questioned allowing this type of business because they do not want multiple pawn shops in the City.

Councilmember Klein stated the ordinance included provisions for background checks and license fees.

Ms. Teppen stated the city has always had regulations and license requirements for pawnbrokers. She noted there has not been an applicant for such a license in recent years. She explained there are a number of requirements that an applicant would have to fulfill in addition to paying the requisite license and background investigation fees. She suggested that Council could include a provision that would impose a limit on the number of licenses that could be issued in the City.

Councilmember Piekarski Krech suggested that the Council have more discussion prior to the second reading. She stated Pawn America has a good reputation, but other businesses and resident concerns need to be considered as well.

Mayor Tourville stated he would support a limit of two licenses. He acknowledged that some residents are against allowing the type of business in the City.

Mr. Kuntz suggested that a sentence could be inserted for the second reading that would allow for a limit to be imposed and discussed further.

Councilmember Klein suggested that they start with a limit of one and consider changing it in the future. He stated he would like to see how things go with Pawn America before increasing the limit.

Tim Gaier, 4970 Ashley Lane, suggested that the limit should be two to avoid a monopoly in the City. He opined that pawnbrokers offer alternative services that could be beneficial.

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. CITY OF INVER GROVE HEIGHTS;** Consider Agreement with American Engineering Testing, Inc. for Third Party Independent Review of the Polished Concrete Floor in the Public Safety Addition/City Hall Renovation

Ms. Teppen explained following the Council's work session in November at which the Council expressed dissatisfaction with the finished condition of the polished concrete floors, the City Attorney drafted a letter to both BKV Group and Shaw Lundquist advising them of the City's non-acceptance of the work. Staff subsequently met with representatives BKV and Shaw Lundquist and reached an agreement to proceed with an independent review of the finished condition of the floor. She noted AET has previously performed engineering testing for the City and are a reputable firm with expertise in this specific area of work. She explained AET would report the findings from their field data and provide an opinion as to the reason for the cracks. After presenting their findings, AET is prepared to perform a petrographic examination of the three core samples. She stated it is believed that an independent review of the floors will determine if the floors were installed according to contract specifications, with the correct aggregate mixture, at the correct temperature. She noted the estimated total for phase 1 is \$3,930 and the cost for the petrographic analysis and additional report is \$3,540 for a contract total of \$7,470. She explained it was recommended that the funds for the testing be taken from the project budget.

Councilmember Klein questioned why a firm from outside the metro area was not sought out to do the testing. He expressed concerns regarding potential bias because both AET and the general contractor are well known in the metro area.

Ms. Teppen stated the cost would have been significantly higher. She explained the inspection group was recommended jointly by both the architect and Shaw Lundquist. Mayor Tourville stated that this is AET’s primary field of expertise.

Councilmember Piekarski Krech stated she is questioning the mechanics ability to finish the floor in the appropriate manner. She opined that the workmanship is substandard, not necessarily the materials. She expressed concern that the proposed tests would not be able to answer those questions.

**Motion by Klein, second by Madden, to approve an Agreement with American Engineering Testing, Inc. for a Third Party Independent Review of the Polished Concrete Floor in the Public Safety Addition/City Hall Renovation**

**Ayes: 5**

**Nays: 0      Motion carried.**

**D. CITY OF INVER GROVE HEIGHTS;** Consider Approval of Recommendation to Appoint Lt. Larry Stanger to the Position of Police Chief

Mr. Lynch stated six months ago a recommendation was made to appoint Lt. Larry Stanger as Interim Police Chief following the retirement of Chuck Kleckner. He explained that based on feedback he received from members of the department, the Council, and supervisory staff, he is proud to recommend that Lt. Larry Stanger be appointed to the position of Police Chief.

Mayor Tourville noted that other positions will need to be filled in the department.

**Motion by Piekarski Krech, second by Klein, to approve the City Administrator’s Recommendation to Appoint Lt. Larry Stanger to the Position of Police Chief**

**Ayes: 5**

**Nays: 0      Motion carried.**

**E. CITY OF INVER GROVE HEIGHTS;** Consider Council Appointments for 2012:

- i) Official Newspaper
- ii) Official Depositories
- iii) Acting Mayor
- iv) Council Delegate to Association of Metropolitan Municipalities
- v) Deputy Weed Inspector

**Motion by Klein, second by Piekarski Krech, to designate the Southwest Review as the Official City Newspaper for 2012**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Piekarski Krech, second by Madden, to designate Bremer Bank, N.A.; RBC Public Funds Services; US Bancorp Investments; Wells Fargo Securities, LLC; Morgan Stanley Smith Barney; American Bank; and Stifel, Nicolaus & Co., Inc. as Official Depositories for 2012**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Klein, second by Madden, to designate Key Community Bank as an Official Depository for 2012**

**Ayes: 4**  
**Nays: 0**  
**Abstain: 1 (Tourville) Motion carried.**

**Motion by Piekarski Krech, second by Madden, to continue practice of rotation of Acting Mayor beginning with the Senior Councilmember**

**Ayes: 5**  
**Nays: 0 Motion carried.**

Councilmember Klein asked that he know when the meetings are so he can be involved.

**Motion by Piekarski Krech, second by Madden, to appoint Mayor Tourville as Council Delegate and Councilmember Klein as Alternate Delegate to the Association of Metropolitan Municipalities**

**Ayes: 5**  
**Nays: 0 Motion carried.**

Mayor Tourville recommended the appointment of the Park Superintendent as the Deputy Weed Inspector.

**Motion by Piekarski Krech, second by Madden, to appoint the Park Superintendent as Deputy Weed Inspector for 2012**

**Ayes: 5**  
**Nays: 0 Motion carried.**

**8. MAYOR AND COUNCIL COMMENTS:**

Councilmember Grannis thanked the fire department for the quick response. He also thanked the Parks Department for the New Year's party.

Councilmember Madden stated Holiday on Main Street was a success and thanked everyone involved.

Councilmember Klein stated Holiday on Main Street is almost completely paid for by businesses in the community. He commented on the light displays.

Mayor Tourville commented on the new locker program at the community center and noted that there will be some new recommendations. He stated they will be doing the town hall meetings and the schedules would be forthcoming. He stated they are also working on the City Administrator reviews.

**9. ADJOURN:** Motion by Grannis, second by Madden, to adjourn. The meeting was adjourned by a unanimous vote at 7:50 p.m.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: January 23, 2012  
 Item Type: Consent  
 Contact: Bill Schroepfer 651-450-2516  
 Prepared by: Bill Schroepfer, Accountant  
 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 January 5, 2012 to January 18, 2012.

**SUMMARY**

Shown below is a listing of the disbursements for the various funds for the period ending January 18, 2012. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$331,905.70
Debt Service & Capital Projects	144,225.76
Enterprise & Internal Service	266,889.80
Escrows	20,280.77
	<hr/>
Grand Total for All Funds	<u><u>\$763,302.03</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 Bill Schroepfer, Accountant at 651-450-2516.

Attached to this summary for your action is a resolution approving the disbursements for the period January 5, 2012 to January 18, 2012 and the listing of disbursements requested for approval.

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING DISBURSEMENTS FOR THE  
PERIOD ENDING January 18, 2012**

**WHEREAS**, a list of disbursements for the period ending January 18, 2012 was presented to the City Council for approval;

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

General & Special Revenue	\$331,905.70
Debt Service & Capital Projects	144,225.76
Enterprise & Internal Service	266,889.80
Escrows	20,280.77
Grand Total for All Funds	<u><u>\$763,302.03</u></u>

Adopted by the City Council of Inver Grove Heights this 23rd day of January, 2012.

Ayes:

Nays:

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

ATTEST:

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



# Expense Approval Report

By Fund

Payment Dates 1/5/2012 - 1/18/2012

Vendor Name	Payable Number	Item Description	Account Number	Amount
10,000 LAKES CHAPTER	2012 MEMBERSHIP	2012 MEMBERSHIP	101.45.3300.419.50070	150.00
3M	04982923	CUSTOMER 5918140	101.43.5100.442.60045	100.00
3M	04982923	CUSTOMER 5918140	101.44.6000.451.60045	70.00
ACE PAINT & HARDWARE	508622/5	9/8/11	101.44.6000.451.60040	8.22
ACE PAINT & HARDWARE	508633/5	9/8/11	101.43.5100.442.60065	8.00
ACE PAINT & HARDWARE	508634/5	9/9/11	101.44.6000.451.60040	26.69
ACE PAINT & HARDWARE	508877/5	9/28/11	101.43.5100.442.60065	19.19
ACE PAINT & HARDWARE	509171/5	10/24/11	101.42.4200.423.40040	14.39
ACE PAINT & HARDWARE	509412/5	11/14/11	101.43.5100.442.60065	16.02
ACE PAINT & HARDWARE	509941/5	12/29/11	101.44.6000.451.60012	5.32
ACE PAINT & HARDWARE	509978/5	1/2/12	101.42.4200.423.40040	49.13
ACE PAINT & HARDWARE	509998/5	1/4/12	101.42.4200.423.40040	7.20
ACE PAINT & HARDWARE	509998/5	1/4/12	101.42.4200.423.60065	92.32
AFSCME COUNCIL 5	INV0006073	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	52.72
AFSCME COUNCIL 5	INV0006074	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	707.04
AFSCME COUNCIL 5	INV0006075	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	44.19
ARAMARK UNIFORM SERVICES	629-7398323	CUSTOMER 15353001	101.44.6000.451.60045	27.46
ARAMARK UNIFORM SERVICES	629-7398323	CUSTOMER 15353001	101.43.5200.443.60045	14.24
ATOM	2012	2012 ANNUAL MEMBERSHIP	101.42.4000.421.50070	25.00
AVCAM	2012	AVCAM 2012 RENEWAL	101.42.4000.421.50070	30.00
BATTERIES PLUS	12/9/11	ELAN CC 1/18/12	101.42.4200.423.40041	70.51
BECKER ARENA PRODUCTS, INC.	00087355	ORDER 00118695	101.44.6000.451.40047	241.84
BELLEISLE, MONICA	12/30/11	REIMBURSE-OFFICE MAX	101.42.4200.423.50065	7.38
BOCHE, JOSEPH	12/31/11	REIMBURSE-KEEPERS INC	101.42.4000.421.60045	549.50
BUCKLEY, BRANDON	1/6/12	REIMBURSE-DCSOT CLASS	101.42.4200.423.50065	17.87
BUREAU OF CRIMINAL APPREHENSION	00000034408	CUSTOMER 00000012981	101.42.4000.421.40044	390.00
BURNSVILLE, CITY OF	2012 ANNUAL DUES	2012 ANNUAL DUES	101.41.1000.413.50070	8,470.00
CAPITOL CITY REG FIREFIGHTERS ASSOC	11/19/5327	2012 DUES	101.42.4200.423.50070	50.00
CARDIAC SCIENCE, INC.	1450895	ORDER B001082020	101.42.4000.421.60065	171.40
CEAM C/O LEAGUE OF MN CITIES	2012 CEAM DUES	2012 CEAM DUES STEVE DODGE	101.43.5100.442.50080	60.00
CENTURY LINK	12/19/11 FIRE STATION 1	ACCOUNT 651 455 9072 782	101.42.4200.423.50020	40.11
CENTURY LINK	12/22/11 651 457 7671 869	ACCOUNT 651 457 7671	101.44.6000.451.50020	41.61
CENTURY LINK	12/22/11 651 457 7674 999	ACCOUNT 651 457 7674 999	101.44.6000.451.50020	41.61
CITY OF ROSEMOUNT - MAAG	1/12/12	ANNUAL CONTRIBUTION FOR MAAG 2012	101.42.4000.421.50070	5,000.00
CITY OF SAINT PAUL	121391	DECEMBER 1 THROUGH DECEMBER 9 2011	101.43.5200.443.60016	202.99
CLAREY'S SAFETY EQUIPMENT	142293	ORDER 00096716	101.42.4200.423.60040	5,490.50
CLAREY'S SAFETY EQUIPMENT	142294	ORDER 00096715	101.42.4200.423.60065	3,390.00
CLAREY'S SAFETY EQUIPMENT	142295	ORDER 00096706	101.42.4200.423.60065	1,499.00
CLAREY'S SAFETY EQUIPMENT	142296	ORDER 00096704	101.42.4200.423.60065	3,800.00
CLAREY'S SAFETY EQUIPMENT	142297	ORDER 00096705	101.42.4200.423.60065	800.00
CUB FOODS	12/30/11	ELAN CC 1/18/12	101.42.4200.423.50075	164.15
CULLIGAN	12/31/11	ACCOUNT 157-98459100-6	101.42.4200.423.60065	5.30
DAKOTA COMMUNICATIONS CENTER	IGH2012-01	JANUARY 2012 DCC FEE	101.58.9100.580.70650	1,022.50
DAKOTA COMMUNICATIONS CENTER	IGH2012-01	POLICE	101.42.4000.421.70300	35,551.35
DAKOTA COMMUNICATIONS CENTER	IGH2012-01	FIRE	101.42.4200.423.70501	3,950.15
DAKOTA ELECTRIC ASSN	12/28/11 246837-9	ACCOUNT 246837-9	101.44.6000.451.40020	356.19
DAKOTA ELECTRIC ASSN	12/28/11 250165-8	ACCOUNT 250165-8	101.44.6000.451.40020	54.55
DAKOTA ELECTRIC ASSN	12/28/11 393563-2	ACCOUNT 393563-2	101.44.6000.451.40020	153.05
DAKOTA ELECTRIC ASSN	12/28/11 443054-2	ACCOUNT 443054-2	101.44.6000.451.40020	11.05
DAKOTA ELECTRIC ASSN	12/28/11-426713-4	ACCOUNT 426713-4	101.43.5400.445.40020	31.44
DAKOTA ELECTRIC ASSN	12/28/11-461221-4	ACCOUNT 461221-4	101.43.5400.445.40020	22.78
DAKOTA ELECTRIC ASSN	1/5/12-109394-7	ACCOUNT 109394-7	101.43.5400.445.40020	1,156.33
EFTPS	INV0005961	FEDERAL WITHHOLDING	101.203.2030200	1,354.16
EFTPS	INV0005963	MEDICARE WITHHOLDING	101.203.2030500	663.26
EFTPS	INV0005964	SOCIAL SECURITY WITHHOLDING	101.203.2030400	145.60
EFTPS	INV0006080	FEDERAL WITHHOLDING	101.203.2030200	40,485.32
EFTPS	INV0006082	MEDICARE WITHHOLDING	101.203.2030500	10,314.58
EFTPS	INV0006083	SOCIAL SECURITY WITHHOLDING	101.203.2030400	26,070.52
EFTPS	INV0006093	FEDERAL WITHHOLDING	101.203.2030200	171.15
EFTPS	INV0006095	MEDICARE WITHHOLDING	101.203.2030500	142.24
EFTPS	INV0006096	SOCIAL SECURITY WITHHOLDING	101.203.2030400	509.60
EHLERS AND ASSOCIATES, INC.	2/2/12 & 2/3/12	PUBLIC FINANCE SEMINAR FEBRUARY 2 & 3 201	101.45.3000.419.50080	260.00
ENTENMANN-ROVIN CO.	0076834-IN	ACCOUNT 0011490	101.42.4000.421.60045	618.00

Vendor Name	Payable Number	Item Description	Account Number	Amount
FIRE ENGINEERING	2012	RENEWAL 2012	101.42.4200.423.50070	21.00
FIRSTSCRIBE	23327	1/1/12 WEB APPLICATION	101.43.5100.442.60042	250.00
FULL SOURCE, LLC	12/14/11	ELAN CC 1/18/12	101.42.4200.423.60065	225.00
GLASSING FLORIST	12/31/11	ACCOUNT 00008258	101.43.5200.443.60016	53.57
IAFC MEMBERSHIP	2012	82644 SCHADEGG MEMBERSHIP 2012	101.42.4200.423.50070	229.00
ICMA RETIREMENT TRUST - 457	INV0006027	ICMA (AGE 49 & UNDER)	101.203.2031400	135.00
ICMA RETIREMENT TRUST - 457	INV0006028	ICMA (AGE 49 & UNDER)	101.203.2031400	288.83
ICMA RETIREMENT TRUST - 457	INV0006029	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0006030	ICMA (AGE 49 & UNDER)	101.203.2031400	482.97
ICMA RETIREMENT TRUST - 457	INV0006031	ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0006032	ICMA (AGE 49 & UNDER)	101.203.2031400	286.99
ICMA RETIREMENT TRUST - 457	INV0006033	ICMA (AGE 49 & UNDER)	101.203.2031400	690.00
ICMA RETIREMENT TRUST - 457	INV0006034	ICMA (AGE 49 & UNDER)	101.203.2031400	137.01
ICMA RETIREMENT TRUST - 457	INV0006035	ICMA (AGE 49 & UNDER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0006036	ICMA (AGE 49 & UNDER)	101.203.2031400	750.76
ICMA RETIREMENT TRUST - 457	INV0006037	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0006038	ICMA (AGE 49 & UNDER)	101.203.2031400	160.27
ICMA RETIREMENT TRUST - 457	INV0006039	ICMA (AGE 49 & UNDER)	101.203.2031400	1,503.84
ICMA RETIREMENT TRUST - 457	INV0006040	ICMA (AGE 49 & UNDER)	101.203.2031400	360.20
ICMA RETIREMENT TRUST - 457	INV0006041	ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0006042	ICMA (AGE 49 & UNDER)	101.203.2031400	371.01
ICMA RETIREMENT TRUST - 457	INV0006043	ICMA (AGE 49 & UNDER)	101.203.2031400	290.00
ICMA RETIREMENT TRUST - 457	INV0006044	ICMA (AGE 49 & UNDER)	101.203.2031400	466.60
ICMA RETIREMENT TRUST - 457	INV0006045	ICMA (AGE 49 & UNDER)	101.203.2031400	450.00
ICMA RETIREMENT TRUST - 457	INV0006046	ICMA (AGE 49 & UNDER)	101.203.2031400	168.16
ICMA RETIREMENT TRUST - 457	INV0006047	ICMA (AGE 49 & UNDER)	101.203.2031400	100.00
ICMA RETIREMENT TRUST - 457	INV0006048	ICMA (AGE 49 & UNDER)	101.203.2031400	35.10
ICMA RETIREMENT TRUST - 457	INV0006049	ICMA (AGE 49 & UNDER)	101.203.2031400	500.00
ICMA RETIREMENT TRUST - 457	INV0006050	ICMA (AGE 50 & OVER)	101.203.2031400	239.13
ICMA RETIREMENT TRUST - 457	INV0006051	ICMA (AGE 50 & OVER)	101.203.2031400	325.00
ICMA RETIREMENT TRUST - 457	INV0006052	ICMA (AGE 50 & OVER)	101.203.2031400	92.92
ICMA RETIREMENT TRUST - 457	INV0006053	ICMA (AGE 50 & OVER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0006054	ICMA (AGE 50 & OVER)	101.203.2031400	185.08
ICMA RETIREMENT TRUST - 457	INV0006055	ICMA (AGE 50 & OVER)	101.203.2031400	50.00
ICMA RETIREMENT TRUST - 457	INV0006056	ICMA (AGE 50 & OVER)	101.203.2031400	684.51
ICMA RETIREMENT TRUST - 457	INV0006057	ICMA (AGE 50 & OVER)	101.203.2031400	872.63
ICMA RETIREMENT TRUST - 457	INV0006058	ICMA (AGE 50 & OVER)	101.203.2031400	75.77
ICMA RETIREMENT TRUST - 457	INV0006059	ICMA (AGE 50 & OVER)	101.203.2031400	4,636.29
ICMA RETIREMENT TRUST - 457	INV0006060	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	70.11
ICMA RETIREMENT TRUST - 457	INV0006069	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	432.70
ICMA RETIREMENT TRUST - 457	INV0006070	ROTH IRA (AGE 50 & OVER)	101.203.2032400	230.77
INFINITY WIRELESS	30917	ORDER 11932	101.42.4200.423.40042	225.00
INTOXIMETERS	350972	ORDER 010312-LAVALLEY	101.42.4000.421.60065	64.13
INVERCITY PRINTING INC	11-1214	12/29/11	101.45.3300.419.50030	281.26
INVERCITY PRINTING INC	11-1215	12/29/11	101.45.3000.419.50030	281.26
INVERCITY PRINTING INC	11-1220	12/30/11	101.45.3300.419.50030	114.15
IPMA-HR	2012 MEMBER	NEW MEMBER JENELLE TEPPEN	101.41.1100.413.50070	137.00
IUOE	INV0006076	UNION DUES IUOE	101.203.2031000	1,120.46
JANNETTO, AMY	12/29/11	REIMBURSE-BUSINESS KNOW HOW	101.41.1100.413.60065	33.00
J-C PRESS	116061	JOB 116061	101.41.1100.413.50032	2,205.00
LANGUAGE LINE SERVICES	2877592	ACCOUNT 902-0909043	101.42.4000.421.50020	7.73
LELS	INV0006077	UNION DUES (LELS)	101.203.2031000	1,170.00
LELS SERGEANTS	INV0006078	UNION DUES (LELS SGT)	101.203.2031000	210.00
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	101.45.3000.419.50025	155.25
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	101.45.3200.419.50025	23.00
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	101.41.1100.413.50025	1,032.13
LILLIE SUBURBAN NEWSPAPERS	12/30/11	ACCOUNT 001363	101.45.3200.419.50025	20.13
LILLIE SUBURBAN NEWSPAPERS	12/30/11	ACCOUNT 001363	101.41.1100.413.50025	506.00
LINK, THOMAS	11/1/11	REIMBURSE- MILEAGE	101.45.3000.419.50065	55.13
LOCAL GOVERNMENT INFORMATION SYSTEM	34514	12/31/11	101.42.4000.421.70300	1,431.00
MERCHAK, JOE	12/22/11	REIMBURSE-FLEET FARM	101.45.3300.419.60040	213.18
METRO CITIES	441	2012	101.41.1000.413.50070	9,624.00
MIDAMERICA BUSINESS SYSTEMS	719910	ORDER 35149	101.41.1100.413.30700	942.70
MINNEAPOLIS OXYGEN CO.	1030626	ACCOUNT 113504	101.42.4200.423.40042	21.87
MINNEAPOLIS OXYGEN CO.	1030627	ACCOUNT 113505	101.42.4200.423.40042	80.18
MINNESOTA DEPARTMENT OF HUMAN SERVI	INV0006025	RICK JACKSON FEIN/TAXPAYER ID: 416005255	101.203.2032100	301.33
MINNESOTA DEPARTMENT OF HUMAN SERVI	INV0006026	JUSTIN PARRANTO FEIN/TAXPAYER ID: 4160052	101.203.2032100	554.22
MN BUREAU-CRIM. APPREHENSION	570	IED RECOGNITION NOVEMBER 1, 2011	101.42.4200.423.50080	90.00
MN DEPT OF AGRICULTURE	2012 PESTICIDE LICENSES	2012 PESTICIDE LICENSE	101.44.6000.451.50070	75.00
MN DEPT OF REVENUE	INV0005962	STATE WITHHOLDING	101.203.2030300	679.21
MN DEPT OF REVENUE	INV0006081	STATE WITHHOLDING	101.203.2030300	16,277.86

Vendor Name	Payable Number	Item Description	Account Number	Amount
MN DEPT OF REVENUE	INV0006094	STATE WITHHOLDING	101.203.2030300	74.70
MN NURSERY & LANDSCAPING ASSN	12/16/11	ELAN CC 1/18/12	101.44.6000.451.50080	95.00
MN NURSERY & LANDSCAPING ASSN	12/19/11	ELAN CC 1/18/12	101.44.6000.451.50080	140.00
MNFIAM BOOK SALES	1331	STUDY GUIDE	101.42.4200.423.60018	187.03
MOOSE LAKE FLORISTS	12/27/11	ELAN CC 1/18/12	101.42.4000.421.60065	57.18
MRPA	1/12/11 ANNUAL GENERAL MEETING/LL	ATTENDEE ERIC CARLSON	101.44.6000.451.50080	35.00
MRPA	2012 DUES	2012 DUES	101.44.6000.451.50070	525.00
MUNICIPAL EMERGENCY SERVICES, INC.	00283934_SNV	ORDER SO_243197	101.42.4200.423.60045	651.11
MUNICIPAL EMERGENCY SERVICES, INC.	00284166_SNV	SO_245465	101.42.4200.423.60045	1,980.14
MUNICIPAL EMERGENCY SERVICES, INC.	00285709_SNV	SO_236094	101.42.4200.423.60045	551.00
MUNICIPAL EMERGENCY SERVICES, INC.	00285713_SNV	SO_243197	101.42.4200.423.60045	713.24
MUNICIPAL EMERGENCY SERVICES, INC.	00286680_SNV	SO_245465	101.42.4200.423.60045	66.70
NRPA	1/31/2012	MEMBER ID 17381 R90	101.44.6000.451.50070	150.00
OPTUMHEALTH FINANCIAL SERVICES	INV0006071	HSA ELECTION-SINGLE	101.203.2032500	2,337.46
OPTUMHEALTH FINANCIAL SERVICES	INV0006072	HSA ELECTION-FAMILY	101.203.2032500	3,722.01
OSWALD, SCOTT	DECEMBER 2011	REIMBURSE- EMT MATERIALS/TUITION	101.42.4200.423.60018	186.75
OSWALD, SCOTT	DECEMBER 2011	REIMBURSE- EMT MATERIALS/TUITION	101.42.4200.423.50080	1,140.60
PERA	INV0006061	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,353.76
PERA	INV0006063	EMPLOYER SHARE (PERA COORDINATED PLAN)	101.203.2030600	14,710.78
PERA	INV0006064	PERA COORDINATED PLAN	101.203.2030600	14,710.78
PERA	INV0006065	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	44.23
PERA	INV0006066	PERA DEFINED PLAN	101.203.2030600	44.23
PERA	INV0006067	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	15,912.72
PERA	INV0006068	PERA POLICE & FIRE PLAN	101.203.2030600	10,608.46
PERFORMANCE PLUS LLC	3106	11/29/11-28	101.42.4200.423.30700	3,934.00
PRESTIGE ELECTRIC, INC.	85353	12/26/11	101.42.4200.423.40040	109.00
PRESTIGE ELECTRIC, INC.	85354	12/26/11	101.42.4200.423.40040	433.00
RIVER HEIGHTS CHAMBER OF COMMERCE	2050	MN CHAMBER SESSION PRIORITIES DINNER	101.41.1000.413.50075	95.00
S & T OFFICE PRODUCTS	12/31/11	COMMUNITY DEVELOPMENT	101.45.3200.419.60010	1.58
S & T OFFICE PRODUCTS	12/31/11	PUBLIC WORKS	101.43.5100.442.60040	83.96
S & T OFFICE PRODUCTS	12/31/11	COMMUNITY DEVELOPMENT	101.45.3300.419.60040	39.39
S & T OFFICE PRODUCTS	12/31/11	FINANCE	101.41.2000.415.60070	190.48
SAFETYGLASSESUSA.COM	12/14/11	ELAN CC 1/18/12	101.42.4200.423.60065	603.60
SAM'S CLUB	12/23/11 FIRE DEPT	ACCOUNT 7715 0904 0133 4891	101.42.4200.423.50075	125.10
SAM'S CLUB	12/23/11 FIRE DEPT	ACCOUNT 7715 0904 0133 4891	101.42.4200.423.60018	1,496.79
SAM'S CLUB	12/23/11 FIRE DEPT	ACCOUNT 7715 0904 0133 4891	101.42.4200.423.60065	334.30
SCHMELING, JOHN	12/27/11	REIMBURSE-RED WING SHOE	101.43.5100.442.60045	134.99
SENSIBLE LAND USE COALITION	1/25/12	ATENDEES: ALLAN HUNTING & HEATHE BOTTE	101.45.3200.419.50080	76.00
SOLBERG AGGREGATE CO	7691	12/30/11	101.44.6000.451.40047	1,089.42
SOUTH RIVER HEATING & COOLING, INC.	11-15579	FIRE STATION #3	101.42.4200.423.40040	300.00
SPORTS TURF MANAGERS ASSOCIATION	2012 MEMBERSHIP RENEWAL	2012 MEMBERSHIP RENEWAL #1301	101.44.6000.451.50070	155.00
SPRINT	266183728-087	ACCOUNT 266183728	101.42.4200.423.50020	536.01
SPRINT	641378810-049	ACCOUNT 4069900	101.42.4200.423.50020	39.99
STEENBERG, LUKE	12/31/11	REIMBURSE-HARBOR FREIGHT TOOLS	101.42.4200.423.60040	81.36
STRAIGHT RIVER MEDIA	1258	JAN/FEB 2012 NEWSLETTER	101.41.1100.413.50032	900.00
STREICHER'S	I892448	ORDER W016101	101.42.4000.421.60045	129.99
TERRI KENISON	DECEMBER 2011	STATEMENT #12 DECEMBER 2011	101.42.4200.423.30700	908.44
TIMESAVER OFF SITE SECRETARIAL INC	M18789	DECEMBER 12 MEETING	101.41.1100.413.30700	445.40
TITAN MACHINERY	9F00174	9/16/11	101.43.5200.443.40050	1,816.88
TITAN MACHINERY	9F00199	9/21/11	101.44.6000.451.40050	1,986.42
TITAN MACHINERY	9F00263	10/17/11	101.44.6000.451.40050	(1,218.37)
TRANS UNION LLC	12117803	CUSTOMER 0924V0008542	101.41.1100.413.30500	24.80
TURRITTO'S PIZZA	12/12/11	ELAN CC 1/18/12	101.41.1000.413.50075	77.32
TWIN CITIES OCCUPATIONAL HEALTH PC	101860770	ACCOUNT N26-1251001591	101.41.1100.413.30500	1,791.00
TWIN CITIES OCCUPATIONAL HEALTH PC	101866108	ACCOUNT N26-1251001589	101.41.1100.413.30500	25.00
TWIN CITIES OCCUPATIONAL HEALTH PC	10186610 8	ACCOUNT N26-1251001589	101.41.1100.413.30500	55.00
TWIN CITY SAW	A18237	12/21/11	101.44.6000.451.60040	421.76
TYLER TECHNOLOGIES, INC	045-191133	ORDER 111214-0	101.41.2000.415.60018	312.93
U OF M - CCE REGISTRATION	1/5/11 CITY ENGINEERS ANNUAL CONF	REGISTRATION FOR STEVE DODGE 1225591	101.43.5100.442.50080	300.00
U OF M - CCE REGISTRATION	1/5/11 CITY ENINNERS ANNUAL CONF	REGISTRATION TOM KALDUNSKI	101.43.5100.442.50080	300.00
UNIFORMS UNLIMITED	103094	ACCOUNT I14866	101.42.4000.421.60045	14.94
UNIFORMS UNLIMITED	103333	ACCOUNT I14866	101.42.4000.421.60045	156.99
UNIFORMS UNLIMITED	104637	ACCOUNT I14866	101.42.4000.421.60045	444.90
UNITED WAY	INV0006079	UNITED WAY	101.203.2031300	160.00
UNIVERSITY NATIONAL BANK	INV0006062	STEVE HER FILE #62-CV-07-3401	101.203.2031900	556.32
UPS	12/28/11	ELAN CC 1/18/12	101.42.4200.423.50035	17.46
USA MOBILITY WIRELESS INC	V0317409A	ACCOUNT 0317409-1	101.42.4000.421.50020	13.35
VANDERHEYDEN LAW OFFICE, P.A.	INV0006024	BRIAN HENDEL FILE #62-CV-08-11330	101.203.2031900	389.40
VARS, NICHOLAS	6/28/11	REIMBURSE-EMT EXPENSES	101.42.4200.423.50065	157.78
VARS, NICHOLAS	6/28/11	REIMBURSE-EMT EXPENSES	101.42.4200.423.50080	140.00
VOLUNTEER FIREFIGHTERS BENEFIT	APPLICATION CARD 1/9/12	DERB, MRAZ, MASSICOTTE, KLOCON, SESA VICA	101.42.4200.423.50070	55.00

Vendor Name	Payable Number	Item Description	Account Number	Amount
WAKOTA CAER	MEMBERSHIP RENEWAL 2012	2012 MEMBERSHIP RENEWAL	101.42.4200.423.50070	100.00
WAKOTA MUTUAL FIREMANS AID ASSOC	2011	JANUARY-DECEMBER 2011 DUES	101.42.4200.423.50070	50.00
WAL-MART - IGH	12/3/11	ELAN CC 1/18/12	101.42.4200.423.60065	66.74
WAL-MART - IGH	12/19/11	ELAN CC 1/18/12	101.42.4200.423.60065	5.32
WHITEWATER WIRELESS INC.	R1160211086	INVE01	101.42.4000.421.40042	2,738.18
XCEL ENERGY	308265579	ACCOUNT 51-6025596-7	101.43.5400.445.40020	36.70
XCEL ENERGY	308301246	ACCOUNT 51-8394358-2	101.43.5400.445.40020	35.46
XCEL ENERGY	308320668	ACCOUNT 51-9359857-3	101.43.5400.445.40020	495.69
XCEL ENERGY	308434684	ACCOUNT 51-7094669-1	101.43.5400.445.40020	35.95
XCEL ENERGY	308856145	ACCOUNT 51-4779167-3	101.44.6000.451.40020	336.74
XCEL ENERGY	308856145	ACCOUNT 51-4779167-3	101.44.6000.451.40010	105.22
XCEL ENERGY	308996526	ACCOUNT 51-8849473-7	101.43.5400.445.40020	98.14
XCEL ENERGY	309019689	ACCOUNT 51-9782436-1	101.43.5400.445.40020	141.48
XCEL ENERGY	309463564	ACCOUNT 51-6435129-1	101.43.5400.445.40020	248.15
XCEL ENERGY	309465036	ACCOUNT 51-6431857-4	101.42.4200.423.40010	2,232.46
XCEL ENERGY	309465036	ACCOUNT 51-6431857-4	101.42.4200.423.40020	1,331.36
YAGGY COLBY ASSOCIATES	92534	PROJECT T11419	101.44.6000.451.30700	4,219.79
ZEE MEDICAL SERVICE	54180725	1/5/12	101.44.6000.451.60045	85.67
ZOYA, KENT	12/28/11	REIMBURSE - WALMART	101.42.4200.423.60006	6.08

**Fund: 101 - GENERAL FUND**

**313,069.81**

BENGTSON, NICOLE	DECEMBER 2011	REIMBURSE - DECEMBER 2011	201.44.1600.465.60065	79.05
BENGTSON, NICOLE	DECEMBER 2011	REIMBURSE - DECEMBER 2011	201.44.1600.465.50065	30.00
ENSEMBLE CREATIVE & MARKETING	IGH2092011	CONVENTION AND VISITORS BUREAU CAMPAIG	201.44.1600.465.50025	1,500.00
EXPLORE MINNESOTA TOURISM	116562	EVENT #498026 REGISTRANT #511782	201.44.1600.465.50080	209.00
KAHLER GRAND HOTEL	964265	CONFIRMATION #964265	201.44.1600.465.50075	94.67
LONE OAK COMPANIES	12/15/11	12/15/11	201.44.1600.465.50035	55.53
OLD WORLD PIZZA	12/21/11	OLD WORLD PIZZA GIFT CARDS - FIVE	201.44.1600.465.50025	125.00
RIVER HEIGHTS CHAMBER OF COMMERCE	2043	EXPENSES FOR 9/6/11 - 12/20/11	201.44.1600.465.40065	42.18
RIVER HEIGHTS CHAMBER OF COMMERCE	2043	EXPENSES FOR 9/6/11 - 12/20/11	201.44.1600.465.50035	4.68
RIVER HEIGHTS CHAMBER OF COMMERCE	2043	EXPENSES FOR 9/6/11 - 12/20/11	201.44.1600.465.50025	100.00
TOUR MINNESOTA ASSOCIATION	2012 MEMBERSHIP	FULL MEMBERSHIP 2012	201.44.1600.465.50070	300.00
TWIN CITIES TOURISM ATTRACTIONS ASSOCI	2012 TCTAA DUES	2012 TCTAA ASSOCIATE MEMBERSHIP DUES	201.44.1600.465.50070	500.00
WILDS GOLF CLUB, THE	1009	12/30/11	201.44.1600.465.50025	100.00

**Fund: 201 - C.V.B. FUND**

**3,140.11**

AMERICAN CARNIVAL MART & PARTY LAND	12/15/11	ELAN CC 1/18/12	204.44.6100.452.60009	264.00
CARIBOU COFFEE	12/29/11	ELAN CC 1/18/11	204.44.6100.452.60009	110.00
CARIBOU COFFEE	12/29/11	ELAN CC 1/18/11	204.44.6100.452.60009	110.00
COMMUNITY EDUCATION	1/3/12	SENIOR TRIP-WONDERFUL LIFE	204.227.2271000	552.00
IGH SENIOR CLUB	1/3/12	HOLIDAY LUNCH/MEMBERSHIPS	204.227.2271000	1,566.00
IGH/SSP COMMUNITY EDUCATION	1279	PERMIT# 1110-0095	204.44.6100.452.40065	260.00
JERSEYS BAR & GRILL	12/12/11	ELAN CC 1/18/12	204.44.6100.452.60009	75.00
MENARDS - COTTAGE GROVE	12/11/11	ELAN CC 1/18/12	204.44.6100.452.60040	83.30
MRPA	1/5/12	WINTER SPORTS TEAM REGISTRATION 2012 VO	204.44.6100.452.50070	17.00
MRPA	1/5/12	WINTER SPORTS TEAM REGISTRATION 2012 VO	204.44.6100.452.50070	68.00
MRPA	2012 DUES	2012 DUES	204.44.6100.452.50070	700.00
OFFICE DEPOT	12/16/11	ACCOUNT 6011 5685 1008 8883	204.44.6100.452.60009	1.73
OFFICE DEPOT	12/16/11	ACCOUNT 6011 5685 1008 8883	204.44.6100.452.60010	4.77
OFFICE MAX #462	12/21/11	ELAN CC 1/18/12	204.44.6100.452.60009	48.14
PFLUGER, ALASON	9/14/11-2	REFUND DUE TO LOW ENROLLMENT	204.44.0000.3470000	162.00
SAM'S CLUB	12/23/11 RECREATION	ACCOUNT 7715 0900 6570 2540	204.44.6100.452.60009	73.60
TAHO SPORTSWEAR	11TF2463	1/2/12	204.44.6100.452.60045	24.26
TAHO SPORTSWEAR	11TF2463	1/2/12	204.44.6100.452.60045	40.00
TAHO SPORTSWEAR	11TF2204	11/14/11	204.44.6100.452.60045	97.86

**Fund: 204 - RECREATION FUND**

**4,257.66**

ACE PAINT & HARDWARE	509885/5	12/21/11	205.44.6200.453.60016	34.15
ACE PAINT & HARDWARE	509897/5	12/23/11	205.44.6200.453.60016	9.22
ACE PAINT & HARDWARE	509897/5	12/23/11	205.44.6200.453.60016	9.23
ACE PAINT & HARDWARE	509899/5	12/23/11	205.44.6200.453.60016	39.53
ACE PAINT & HARDWARE	509984/5	1/3/11	205.44.6200.453.60016	19.84
APEC	117390	12/27/11	205.44.6200.453.60016	406.15
ASCAP	INV0005938	ACCOUNT 500578888 LICENSE FEE	205.44.6200.453.50070	320.00
BECKER ARENA PRODUCTS, INC.	00087350	ORDER 00118680	205.44.6200.453.60065	331.38
COMDATA CORPORATION	M20012370	ACCOUNT RH172	205.44.6200.453.60065	58.20
FERRELLGAS	5000601281	ACCOUNT 7757735	205.44.6200.453.60021	624.30
GARTNER REFRIGERATION & MFG, INC	38448	JOB X3375	205.44.6200.453.40040	2,116.13
GARTNER REFRIGERATION & MFG, INC	38452	JOB X3375	205.44.6200.453.40040	226.96
HILLYARD INC	600066680	CUSTOMER 274069	205.44.6200.453.60011	235.47
HILLYARD INC	600066680	CUSTOMER 274069	205.44.6200.453.60011	235.47
HOME DEPOT	12/29/11	ELAN CC 1/18/12	205.44.6200.453.60065	25.10

Vendor Name	Payable Number	Item Description	Account Number	Amount
HUEBSCH SERVICES	2815264	92965	205.44.6200.453.40040	106.11
JOHNSTONE SUPPLY	39465 3	ORDER 01-394653-001	205.44.6200.453.60016	0.09
JPS ENTERTAINMENT	NEW YEARS EVE PARTY 2011	DJ FOR NEW YEARS EVE PARTY 2011	205.44.6200.453.30700	200.00
KIMBALL MIDWEST	2234001	ORDER 52480211 ACCOUNT 226819	205.44.6200.453.60012	43.52
KIMBALL MIDWEST	2234001	ORDER 52480211 ACCOUNT 226819	205.44.6200.453.60012	43.52
LIVINGOOD, EDIE	12/18/11	REIMBURSE-FUSION STRENGTH WORKSHOP	205.44.6200.453.50070	55.00
MENARDS - WEST ST. PAUL	66269	ACCOUNT 30170270	205.44.6200.453.60040	191.76
MENARDS - WEST ST. PAUL	66269	ACCOUNT 30170270	205.44.6200.453.60016	9.12
MIAMA	1969	2012 ANNUAL MIAMA MEMBERSHIP RENEWAL	205.44.6200.453.50070	145.00
MOTOR PARTS SERVICE CO.	001-215505	007481	205.44.6200.453.60016	90.46
MRPA	2012 DUES	2012 DUES	205.44.6200.453.50070	525.00
NAC MECHANICAL & ELECTRICAL SERVICE	78510	8712-1	205.44.6200.453.40040	646.00
OFFICE DEPOT	12/16/11	ACCOUNT 6011 5685 1008 8883	205.44.6200.453.60065	12.64
OLSEN FIRE PROTECTION, INC	21112136	JOB 2377001	205.44.6200.453.50055	240.00
OLSEN FIRE PROTECTION, INC	21112136	JOB 2377001	205.44.6200.453.50055	240.00
PARTY CITY W ST. PAUL	12/30/11	ELAN CC 1/18/12	205.44.6200.453.60065	38.51
PETTY CASH - ATM	OCT-DEC 2011	OCT-DEC 2011 BANK FEES	205.44.6200.453.70440	15.64
RIEDEL SHOES, INC.	54499728	ORDER 142866	205.44.6200.453.60065	296.04
ROACH, RICK	NOVEMBER 2011	REIMBURSE - NOVEMBER EXPENSES 2011	205.44.6200.453.50065	32.75
ROACH, RICK	DECEMBER 2011	REIMBURSE - DECEMBER EXPENSES 2011	205.44.6200.453.50065	23.31
SAM'S CLUB	12/23/11 RECREATION	ACCOUNT 7715 0900 6570 2540	205.44.6200.453.60065	10.68
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.75050	20.68
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.76100	12.36
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.76100	14.82
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60065	49.47
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60065	93.49
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60065	4.29
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60065	31.57
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.76100	64.17
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60016	19.88
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60016	19.88
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.76050	31.21
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.60016	10.74
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	205.44.6200.453.76050	20.30
SIGNATURE AQUATICS	1/19-1/20	ATENDEE: JOE REMACKEL	205.44.6200.453.50080	265.00
SPRUNG SERVICES	60810	12/31/11	205.44.6200.453.40040	630.50
STERICYCLE INC	4003046697	CUSTOMER 2003272	205.44.6200.453.40025	406.17
TAHO SPORTSWEAR	11TF2520	12/27/11	205.44.6200.453.60065	217.20
TOTAL CONSTRUCTION & EQUIP.	53020	CIT001	205.44.6200.453.40040	1,113.61
VANCO SERVICES LLC	00004891597	DECEMBER 2011	205.44.6200.453.70600	76.50
VISUAL COMMUNICATIONS	9973	JOB 110103F	205.44.6200.453.30700	650.00
ZUMBA	12/21/11	ELAN CC 1/18/12	205.44.6200.453.50070	30.00
<b>Fund: 205 - COMMUNITY CENTER</b>				<b>11,438.12</b>
WELLS FARGO BANK	798834	CORP TRUST OPERATIONS- FEES N9303	354.57.9000.570.90300	400.00
<b>Fund: 354 - G0 SEWER REV BONDS 2010A</b>				<b>400.00</b>
WELLS FARGO BANK	798834	CORP TRUST OPERATIONS- FEES N9303	355.57.9000.570.90300	400.00
<b>Fund: 355 - G.O. IMPR BONDS 2010B</b>				<b>400.00</b>
WELLS FARGO BANK	798834	CORP TRUST OPERATIONS- FEES N9303	356.57.9000.570.90300	266.67
<b>Fund: 356 - G.O.PIR REFUNDING 2010C</b>				<b>266.67</b>
WELLS FARGO BANK	798834	CORP TRUST OPERATIONS- FEES N9303	357.57.9000.570.90300	133.33
<b>Fund: 357 - G.O. WMTD REF BONDS 2010C</b>				<b>133.33</b>
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	420.72.5900.720.50025	195.50
<b>Fund: 420 - 2000 IMPROVEMENT FUND</b>				<b>195.50</b>
LOW VOLTAGE CONTRACTORS	PAY VOUCHER NO. 9	PAY VO. NO. 9 PROJECT 2008-18	428.72.5900.728.80610	3,800.00
<b>Fund: 428 - 2008 IMPROVEMENT FUND</b>				<b>3,800.00</b>
WOODS CONSTRUCTION & CARPENTRY, INC	12/22/11	ROCK ISLAND SWING BRIDGE OVERLOOK	429.72.5900.729.80300	37,200.00
<b>Fund: 429 - 2009 IMPROVEMENT FUND</b>				<b>37,200.00</b>
METZEN APPRAISALS	9/21/11	RE-CERTIFICATION OF THE BENEFIT ANALYSIS R	430.73.5900.730.30700	500.00
<b>Fund: 430 - 2010 IMPROVEMENT FUND</b>				<b>500.00</b>
BUILDING MATERIAL SUPPLY, INC.	30179	BMSI 31452	431.73.5900.731.80200	864.24
EMC	35910	INVERG	431.73.5900.731.60065	12,972.50
HENNEPIN TECHNICAL COLLEGE	00249399	CONTRACT #12154 CUSTOMER 00168984	431.73.5900.731.50080	4,500.00
METZEN APPRAISALS	12/14/11	ORCHARD TRAIL DEVELOPMENT	431.73.5900.731.30700	3,000.00
<b>Fund: 431 - 2011 IMPROVEMENT FUND</b>				<b>21,336.74</b>
AMERICAN ENGINEERING TESTING, INC.	53357	PROJECT 22-00662	440.74.5900.740.30340	253.00

Vendor Name	Payable Number	Item Description	Account Number	Amount
BOLTON & MENK, INC.	0144204	PROJECT T18.103889	440.74.5900.740.30300	35,706.00
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	440.74.5900.740.50025	166.75
LILLIE SUBURBAN NEWSPAPERS	10/31/11	ACCOUNT 001363	440.74.5900.740.50025	155.25
METZEN APPRAISALS	11/6/11	CITY PROJECT 2012-09I	440.74.5900.740.30700	500.00
RYAN CONTRACTING COMPANY	FINAL PAY VOUCHER NO. 7	2010-09D URBAN STREET RECONSTRUCTION	440.74.5900.740.80300	41,003.92

**Fund: 440 - PAVEMENT MANAGEMENT PROJ 77,784.92**

EAGAN, CITY OF	12/30/11	CYCLE 03-10	441.207.2070500	2,208.60
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**Fund: 441 - STORM WATER MANAGEMENT 2,208.60**

ACE PAINT & HARDWARE	509997/5	1/4/12	501.50.7100.512.60016	19.21
ACE PAINT & HARDWARE	510011/5	1/5/12	501.50.7100.512.60016	26.15
BRY-AIR INC	64169	12/30/11	501.50.7100.512.40040	336.35
CITY OF BLOOMINGTON	12/29/11	PERIOD 12/1/11 TO 12/29/11	501.50.7100.512.30700	460.00
DAKOTA ELECTRIC ASSN	12/28/11	ACCOUNT 214831-0	501.50.7100.512.40020	11.47
DIVERSE MACHINE WORKS	28148	1/6/12	501.50.7100.512.30700	475.00
EAGAN, CITY OF	OCTOBER 2011	ACCOUNT 04-12787-01	501.50.7100.512.40005	4,258.08
EAGAN, CITY OF	10/31/11	OCTOBER 2011	501.50.7100.512.40005	45.72
EAGAN, CITY OF	NOVEMBER 2011	ACCOUNT 04-12787-01	501.50.7100.512.40005	3,505.23
EAGAN, CITY OF	11/30/11	NOVEMBER 2011	501.50.7100.512.40005	16.74
EAGAN, CITY OF	DECEMBER 2011	ACCOUNT 04-12787-01	501.50.7100.512.40005	3,001.23
EAGAN, CITY OF	12/30/11	CYCLE 03-10	501.50.7100.512.40005	25,376.13
EAGAN, CITY OF	12/31/11	DECEMBER 2011	501.50.7100.512.40005	15.48
GLASSING FLORIST	12/31/11	ACCOUNT 00008258	501.50.7100.512.60016	79.45
GRAYBAR	958014132	ACCOUNT 0000101705	501.50.7100.512.40040	11.85
HAWKINS, INC.	3296675 RI	ORDER 1536055 SO	501.50.7100.512.60019	550.00
HD SUPPLY WATERWORKS LTD	4232034	ACCOUNT 099872	501.50.7100.512.40043	1,354.61
MN PIPE & EQUIPMENT	0276515	ORDER NO 276515	501.50.7100.512.60016	500.81
VESSCO INC	52283	ORDER 33470	501.50.7100.512.60016	153.57
XCEL ENERGY	309457080	ACCOUNT 51-6098709-7	501.50.7100.512.40020	13,581.58
XCEL ENERGY	309457080	ACCOUNT 51-6098709-7	501.50.7100.512.40010	1,746.57

**Fund: 501 - WATER UTILITY FUND 55,525.23**

EAGAN, CITY OF	OCTOBER 2011	ACCOUNT 04-12787-01	502.51.7200.514.40015	5,984.58
EAGAN, CITY OF	10/31/11	OCTOBER 2011	502.51.7200.514.40015	83.39
EAGAN, CITY OF	NOVEMBER 2011	ACCOUNT 04-12787-01	502.51.7200.514.40015	5,984.58
EAGAN, CITY OF	11/30/11	NOVEMBER 2011	502.51.7200.514.40015	24.39
EAGAN, CITY OF	DECEMBER 2011	ACCOUNT 04-12787-01	502.51.7200.514.40015	5,984.58
EAGAN, CITY OF	12/30/11	CYCLE 03-10	502.51.7200.514.40015	21,348.90
EAGAN, CITY OF	12/31/11	DECEMBER 2011	502.51.7200.514.40015	21.83
METROPOLITAN COUNCIL	0000978923	CUSTOMER 5084	502.51.7200.514.40015	120,470.15
MN POLLUTION CONTROL AGENCY	2012 COLLECTION SYSTEM OPERATORS	ATTENDEES: MCMANUS, HELLING, BENSTEINER	502.51.7200.514.50080	1,300.00
XCEL ENERGY	309457080	ACCOUNT 51-6098709-7	502.51.7200.514.40020	1,080.32

**Fund: 502 - SEWER UTILITY FUND 162,282.72**

ACE PAINT & HARDWARE	509929/5	12/28/11	503.52.8600.527.60030	60.89
DAKOTA ELECTRIC ASSN	12/28/11 201360-5	ACCOUNT 201360-5	503.52.8600.527.40020	212.65
FELIX, KEN	1/3/12	REIMBURSE-MN TURF & GROUNDS CONFEREN	503.52.8600.527.50080	45.00
G & K SERVICES	1182526914	PO 17194	503.52.8600.527.60045	123.77
G & K SERVICES	1182537907	PO 17194	503.52.8600.527.60045	129.69
HOME DEPOT	12/6/11	ELAN CC 1/18/12	503.52.8500.526.60065	19.65
METZ, JOEL	1/3/12	REIMBURSE-MN TURF & GROUNDS CONFEREN	503.52.8600.527.50080	48.00
MN DEPT OF HEALTH	2012 FBL-8905-6408	LICENSE NO. FBL-8905-6408	503.52.8300.524.50070	579.50
MPGMA	2012-22	2012 MEMBERSHIP DUES	503.52.8500.526.50070	70.00
NAPA OF INVER GROVE HEIGHTS	279732	12/1/11	503.52.8600.527.60012	31.05
NAPA OF INVER GROVE HEIGHTS	280408	12/7/11	503.52.8600.527.40042	32.64
NAPA OF INVER GROVE HEIGHTS	281260	12/14/11	503.52.8600.527.40042	39.83
NAPA OF INVER GROVE HEIGHTS	281373	12/15/11	503.52.8600.527.40042	67.91
NORTHERN GREEN EXPO	12/7 /11	ELAN CC 1/18/12	503.52.8600.527.50080	357.00
NORTHERN GREEN EXPO	12/7/ 11	ELAN CC 1/18/12	503.52.8600.527.50080	20.00
NORTHERN GREEN EXPO	12/7/11	ELAN CC 1/18/12	503.52.8600.527.50080	282.00
OFFICE MAX #462	12/28/11	ELAN CC 1/18/12	503.52.8500.526.60010	205.58
SOUTH BAY DESIGN	JANUARY 2012	INVERWOOD	503.52.8500.526.50025	437.00
TITAN MACHINERY	UC02200	12/20/11	503.52.8600.527.40042	74.30
TOLL GAS & WELDING SUPPLY	377924	CUSTOMER C1376	503.52.8600.527.40042	159.39
TWIN CITY SAW	A18200	12/2/11	503.52.8600.527.40042	236.26
TWIN CITY SAW	A18247	12/30/11	503.52.8600.527.40042	70.47
USGA	CCR111101230	2012 MEMEBERSHIP ID#43748961	503.52.8500.526.50070	110.00
VERIZON WIRELESS	2675534079	ACCOUNT 480568913-00001	503.52.8500.526.50020	17.44
VGM CLUB	476367	CUSTOMER 190222	503.52.8500.526.50070	160.00
XCEL ENERGY	308777973	ACCOUNT 51-5754364-1	503.52.8500.526.40010	131.57
XCEL ENERGY	308777973	ACCOUNT 51-5754364-1	503.52.8600.527.40010	349.31
XCEL ENERGY	308777973	ACCOUNT 51-5754364-1	503.52.8500.526.40020	572.02

Vendor Name	Payable Number	Item Description	Account Number	Amount
XCEL ENERGY	309109005	ACCOUNT 51-5877512-1	503.52.8600.527.40020	483.91
<b>Fund: 503 - INVER WOOD GOLF COURSE</b>				<b>5,126.83</b>
3M	04982923	CUSTOMER 5918140	603.00.5300.444.60045	50.00
ACE PAINT & HARDWARE	509858/5	12/19/11	603.00.5300.444.40041	42.69
ACE PAINT & HARDWARE	509865/5	12/20/11	603.00.5300.444.40041	19.22
ACE PAINT & HARDWARE	509875/5	12/21/11	603.00.5300.444.60012	4.26
ACE PAINT & HARDWARE	509881/5	12/21/11	603.00.5300.444.60012	14.94
ACE PAINT & HARDWARE	509918/5	12/27/11	603.00.5300.444.40041	37.18
ACE PAINT & HARDWARE	509924/5	12/28/11	603.00.5300.444.40040	9.17
ACE PAINT & HARDWARE	510054/5	1/9/12	603.00.5300.444.60010	19.17
ANCOM TECHNICAL CENTER	26970	JOB 115575	603.00.5300.444.40041	341.12
ARAMARK UNIFORM SERVICES	629-7398323	CUSTOMER 15353001	603.00.5300.444.40065	48.48
ARAMARK UNIFORM SERVICES	629-7398323	CUSTOMER 15353001	603.00.5300.444.60045	28.09
BELLEISLE, MONICA	12/30/11	REIMBURSE-OFFICE MAX	603.00.5300.444.60010	24.81
CARQUEST AUTO PARTS STORES	1596-166863	12/9/11	603.00.5300.444.40041	128.24
CARQUEST AUTO PARTS STORES	1596-167241	12/15/11	603.00.5300.444.40041	21.83
CARQUEST AUTO PARTS STORES	1596-167251	12/15/11	603.00.5300.444.40041	26.59
CARQUEST AUTO PARTS STORES	1596-167423	12/19/11	603.00.5300.444.60012	20.30
CARQUEST AUTO PARTS STORES	1596-167425	12/19/11	603.00.5300.444.60012	54.77
CARQUEST AUTO PARTS STORES	1596-167430	12/19/11	603.00.5300.444.40041	24.51
CARQUEST AUTO PARTS STORES	1596-167480	12/19/11	603.00.5300.444.60012	8.55
CARQUEST AUTO PARTS STORES	1596-167517	12/20/11	603.140.1450050	11.01
CARQUEST AUTO PARTS STORES	1596-167521	12/20/11	603.00.5300.444.60012	56.64
CARQUEST AUTO PARTS STORES	1596-167566	12/20/11	603.00.5300.444.40041	28.80
CARQUEST AUTO PARTS STORES	1596-167713	12/22/11	603.00.5300.444.40041	(21.83)
CARQUEST AUTO PARTS STORES	1596-167715	12/22/11	603.00.5300.444.60040	28.85
CARQUEST AUTO PARTS STORES	1596-167723	12/22/11	603.00.5300.444.40041	183.43
CARQUEST AUTO PARTS STORES	1596-167750	12/23/11	603.00.5300.444.40041	99.48
CARQUEST AUTO PARTS STORES	1596-167778	12/23/11	603.00.5300.444.40041	(127.63)
CARQUEST AUTO PARTS STORES	1596-167863	12/27/11	603.00.5300.444.40041	121.23
CARQUEST AUTO PARTS STORES	1596-167920	12/28/11	603.00.5300.444.40041	23.18
CARQUEST AUTO PARTS STORES	1596-167953	12/28/11	603.140.1450050	20.22
CARQUEST AUTO PARTS STORES	1596-167953	12/28/11	603.00.5300.444.40041	46.07
CARQUEST AUTO PARTS STORES	1596-167960	12/28/11	603.00.5300.444.40041	33.15
CARQUEST AUTO PARTS STORES	1596-167989	12/29/11	603.00.5300.444.60012	38.35
CARQUEST AUTO PARTS STORES	1596-168076	12/30/11	603.140.1450050	156.79
CARQUEST AUTO PARTS STORES	1596-168285	1/3/11	603.00.5300.444.40041	(121.23)
CAT-PERSONAL SAFETY TRAINING	11299	12/5/11	603.00.5300.444.60045	88.49
FORCE AMERICA, INC.	01376890	ORDER 122672	603.00.5300.444.40041	30.14
H&L MESABI	84461	12/29/11	603.00.5300.444.40041	227.53
INVER GROVE FORD	5077027 1 G	12/7/11	603.00.5300.444.40041	193.76
INVER GROVE FORD	5078020 1 G	12/21/11	603.00.5300.444.40041	6.33
INVER GROVE FORD	5078311 1 G	12/27/11	603.00.5300.444.40041	104.35
INVER GROVE FORD	5078378	12/28/11	603.00.5300.444.40041	74.37
SAM'S CLUB	12/23/11 7715 0900 6184 5624	ACCOUNT 7715 0900 6184 5624	603.00.5300.444.40040	29.99
SAM'S CLUB	12/23/11 FIRE DEPT	ACCOUNT 7715 0904 0133 4891	603.00.5300.444.60010	132.48
SERVO SYSTEMS CO	0040247-IN	ORDER 0028620	603.00.5300.444.40041	504.37
SOUTH ST PAUL STEEL SUPPLY CO	01120982	12/16/11	603.00.5300.444.40041	678.45
TRACTOR SUPPLY CREDIT PLAN	56229	12/29/11	603.00.5300.444.60040	24.63
YOCUM OIL COMPANY, INC.	467213	ORDER 467213	603.140.1450060	5,140.26
<b>Fund: 603 - CENTRAL EQUIPMENT</b>				<b>8,735.58</b>
COORDINATED BUSINESS SYSTEMS, LTD	193813581	ACCOUNT 923425	604.00.2200.416.40050	242.81
OFFICE DEPOT	12/16/11	ACCOUNT 6011 5685 1008 8883	604.00.2200.416.60010	7.21
S & T OFFICE PRODUCTS	12/31/11	PUBLIC SAFETY	604.00.2200.416.60010	168.01
S & T OFFICE PRODUCTS	12/31/11	CENTRAL STORES	604.00.2200.416.60005	221.49
S & T OFFICE PRODUCTS	12/31/11	CENTRAL STORES	604.00.2200.416.60010	427.38
S & T OFFICE PRODUCTS	12/31/11	EQUIPMENT MAINTENANCE	604.00.2200.416.60010	43.94
S & T OFFICE PRODUCTS	12/31/11	CUSTOMER S28777 12/31/11	604.00.2200.416.60010	234.77
S & T OFFICE PRODUCTS	12/31/11	FINANCE	604.00.2200.416.60010	625.22
S & T OFFICE PRODUCTS	12/31/11	RECREATION	604.00.2200.416.60010	114.34
US BANCORP EQUIPMENT FINANCE, INC.	193889664	ACCOUNT 923425	604.00.2200.416.40050	1,446.20
US BANCORP EQUIPMENT FINANCE, INC.	193890019	ACCOUNT 923425	604.00.2200.416.40050	2,455.65
<b>Fund: 604 - CENTRAL STORES</b>				<b>5,987.02</b>
CULLIGAN	12/31/11-157985030228	ACCOUNT 157-98503022-8	605.00.7500.460.60011	65.40
HILLYARD INC	600061456	ORDER ISA-12/27/2011	605.00.7500.460.60011	269.98
HUEBSCH SERVICES	2808233	ACCOUNT 100075	605.00.7500.460.40065	49.65
HUEBSCH SERVICES	2815265	100075	605.00.7500.460.40065	75.03
INTEGRA TELECOM	9118140	ACCOUNT 645862	605.00.7500.460.50020	614.60
INTEGRA TELECOM	9125357	ACCOUNT 645866	605.00.7500.460.50020	441.29

Vendor Name	Payable Number	Item Description	Account Number	Amount
INTEGRA TELECOM	120318116	CUSTOMER 002129	605.00.7500.460.60040	8,522.72
KIRBY BUILT	11/14/11	ELAN CC 1/18/12	605.00.7500.460.60065	881.34
LONE OAK COMPANIES	53645	1/4/11	605.00.7500.460.50035	268.41
NEOPOST	48193930	ORDER/CONTRACT E8901286	605.00.7500.460.40050	180.58
NEOPOST	48193933	ORDER/CONTRACT M8901286	605.00.7500.460.40050	1,141.92
NEOPOST	L8901286	ORDER/CONTRACT L891286	605.00.7500.460.40050	3,028.06
NS/I MECHANICAL CONTRACTING CO.	W24340	ORDER 0000113662	605.00.7500.460.40040	374.00
S & T OFFICE PRODUCTS	12/31/11	COMMUNITY DEVELOPMENT	605.00.7500.460.60065	520.54
SAM'S CLUB	12/23/11 ADMIN	ACCOUNT 7715 0900 6117 2300	605.00.7500.460.60065	33.44
USA MOBILITY WIRELESS INC	V0317493A	ACCOUNT 0317493-5	605.00.7500.460.40065	4.93
ZAYO ENTERPRISE NETWORKS LLC	12/31/11 005456	ACCOUNT 005456	605.00.7500.460.50020	378.14
ZEE MEDICAL SERVICE	54180726	1/5/12	605.00.7500.460.60065	114.27

**Fund: 605 - CITY FACILITIES** **16,964.30**

BEST BUY #6	12/9/11	ELAN CC 1/18/12	606.00.1400.413.50020	37.50
CIVICPLUS	95020	QUARTERLY FEE	606.00.1400.413.30700	1,849.50
DELL INC.	12/1/11	ELAN CC 1/18/12	606.00.1400.413.60041	132.81
EASTON, DIANE	12/6/11	REIMBURSE-IMPARK	606.00.1400.413.50080	20.00
IMPARK	12/7/11	ELAN CC 1/18/12	606.00.1400.413.50080	10.00
IMPARK	12/8/11	ELAN CC 1/18/12	606.00.1400.413.50080	10.00
LOGISOLVE LLC	41565	12/31/11	606.00.1400.413.30700	6,540.00
OFFICE OF ENTERPRISE TECHNOLOGY	DV11100398	CUSTOMER 200B00171	606.00.1400.413.30750	311.81
POSGUYS.COM	12/2/11	ELAN CC 1/18/12	606.00.1400.413.40049	244.00
US INTERNET	962614 01/04/2012	1/4/12	606.00.1400.413.30700	440.00
WORKS COMPUTING, INC.	17916	INVER	606.00.1400.413.30700	2,672.50

**Fund: 606 - TECHNOLOGY FUND** **12,268.12**

ARAMARK REFRESHMENT SERVICES	1001303	1/3/12	702.229.2286500	250.47
CARIBOU COFFEE	12/6/11	ELAN CC 1/18/12	702.229.2290200	30.00
CULLIGAN	12/31/11- 157984732428	ACCOUNT 157-98473242-8	702.229.2286300	65.97
EL LORO MEXICAN RESTAURNAT	12/6/11	ELAN CC 1/18/12	702.229.2290200	60.00
EMMONS & OLIVIER RESOURCES	00095-0033-8	JOB 00095-0033 IGH 2011 CONSTRUCTION OBS	702.229.2284600	484.88
EMMONS & OLIVIER RESOURCES	00095-0033-8	JOB 00095-0033 IGH 2011 CONSTRUCTION OBS	702.229.2282200	15,445.45
GOODHUE COUNTY SHERIFF'S OFFICE	11001321	VANG THAO	702.229.2291000	113.00
HENNEPIN COUNTY DISTRICT COURT	10405424	PEDRO ALBERTO CARRERA CASTILLO	702.229.2291000	50.00
HOLIDAY	12/6/11	ELAN CC 1/18/12	702.229.2290200	100.00
JIMMY JOHN'S SANDWICHES	12/6/11	ELAN CC 1/18/12	702.229.2290200	50.00
JOE'S SPORTING GOODS - SKI SHOP	12/7/11	ELAN CC 1/18/12	702.229.2290200	75.00
KOHL'S	12/2/11	ELAN CC 1/18/12	702.229.2290200	50.00
MICHAEL'S	12/2/11	ELAN CC 1/18/12	702.229.2290200	190.24
OLD WORLD PIZZA	12/6/11	ELAN CC 1/18/12	702.229.2290200	50.00
PARTY CITY #767	12/14/11	ELAN CC 1/18/12	702.229.2307200	336.33
PARTY CITY EAGAN	12/2/11	ELAN CC 1/18/12	702.229.2290200	59.67
RUBY TUESDAY-INVER GROVE HEIGHTS	12/6/11	ELAN CC 1/18/12	702.229.2290200	100.00
SAM'S CLUB	12/23/11 RECREATION	ACCOUNT 7715 0900 6570 2540	702.229.2307200	1,740.82
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	702.229.2307200	658.74
SAM'S CLUB	12/23/11 VMCC	ACCOUNT 7715 0900 6160 6950	702.229.2290200	64.42
TARGET BANK	12/18/11	ACCOUNT XX9-370	702.229.2307200	25.76
TARGET STORES	12/7/11	ELAN CC 1/18/12	702.229.2290200	219.16
WAL-MART - IGH	12/16/11	ELAN CC 1/18/12	702.229.2307200	60.86

**Fund: 702 - ESCROW FUND** **20,280.77**

**Grand Total** **763,302.03**

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Consider Pay Voucher No. 9 for City Project No. 2008-18 – Public Safety Addition/City Hall Renovation  
Low Voltage Contractors

Meeting Date: January 23, 2012  
Item Type: Consent  
Contact: Jenelle Teppen, Asst City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Consider Pay Voucher No. 9 for City Project No. 2008-18 – Public Safety Addition/City Hall Renovation – Low Voltage Contractors.

**SUMMARY** This contract was awarded in an amount of \$237,000.00 to Low Voltage Contractors on January 11, 2010 for the project identified above, with subsequent change orders amending the contract total to \$241,806.00.

The contractor has completed the work through November 18, 2010 in accordance with the contract plans and specifications. A 5% retainage will be maintained until the project is completed.

Staff recommends approval of Pay Voucher No. 9 in the amount of \$3,800.00 to Low Voltage Contractors for work on City Project No. 2008-18 – Public Safety Addition/City Hall Renovation.

Attachment: Pay Voucher No. 9

CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAYMENT VOUCHER

ESTIMATE NO: 9 (nine) \_\_\_\_\_  
DATE: January 23, 2012 \_\_\_\_\_  
PERIOD ENDING: November 18, 2010 \_\_\_\_\_  
CONTRACT: Public Safety Addition City Hall Renovation \_\_\_\_\_  
PROJECT NO: 2008-18 – Public Safety Addition/City Hall Renovation \_\_\_\_\_

TO: Low Voltage Contractors  
4200 West 76<sup>th</sup> Street  
Minneapolis, MN 55435

Original Contract Amount .....	\$237,000.00
Total Addition .....	\$4,806.00
Total Deduction .....	\$0.00
Total Contract Amount .....	\$241,806.00
Total Value of Work to Date .....	\$239,000.00
Less Retained (5%) .....	\$11,950.00
Less Previous Payment .....	\$223,250.00
Total Approved for Payment this Voucher .....	\$3,800.00
Total Payments including this Voucher .....	\$227,050.00

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 May 25, 2010.

Signed by: \_\_\_\_\_

January 23, 2012

Signed by: \_\_\_\_\_  
Low Voltage Contractors

\_\_\_\_\_  
Date

Signed by: \_\_\_\_\_  
George Tourville, Mayor

January 23, 2012

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE 1 OF 2 PAGES

TO (OWNER): **City of Inver Grove Heights**  
8150 Barbara Ave, Inver Grove Heights MN 55077

Project: **Public Safety & City Hall**

APPLICATION NO: **9**

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR): **Low Voltage Contractors**  
4200 West 76th Steert  
Minneapolis, MN 55435

Via Architect:

PERIOD TO: **11/18/2010**

PROJECT NOS: **1643.01**

CONTRACT FOR:

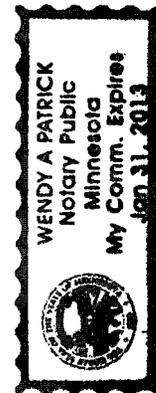
CONTRACT DATE: **2/8/2010**

## 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 . . . . . \$237,000.00
2. Net change by Change Orders . . . . . \$4,806.00
3. CONTRACT SUM TO DATE (Line 1 + 2). . . . . \$241,806.00
4. TOTAL COMPLETED & STORED TO DATE. . . . . \$239,000.00  
(Column G on G703)
5. RETAINAGE
  - a. 5% % of Completed Work \$ \$11,950.00  
(Columns D + E on G703)
  - b. 5% % of Stored Material \$ \_\_\_\_\_  
(Column F on G703)

Total Retainage (line 5a + 5b or  
Total in Column I on G703) . . . . . \$11,950.00
6. TOTAL EARNED LESS RETAINAGE . . . . . \$227,050.00  
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) . . . . . \$223,250.00
8. CURRENT PAYMENT DUE . . . . . \$3,800.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ \$14,756.00



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

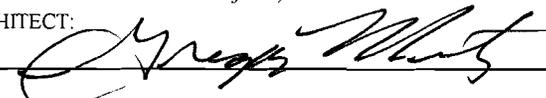
CONTRACTOR:

By: Brian Gould  Date: November 18, 2010  
State of: Minnesota  
County of: \_\_\_\_\_  
Subscribed and sworn to before me this 22nd day of November, 2010  
Notary Public: Wendy A. Patrick  
My Commission expires: Jan 31, 2013

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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 \$ 3,800.00  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  
By:  Date: 11/18/10

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

# CONTINUATION SHEET

AIA DOCUMENT G703

(instructions on reverse side)

PAGE 2 OF 2 PAGES

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

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

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

APPLICATION NO:

9

APPLICATION DATE:

11/18/10

PERIOD TO:

11/18/10

ARCHITECTS PROJECT NO:

1643.01

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G) RETAINAGE (IF VARIABLE) 5%	
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		% (G - C)			
1	Material	175,049.00	\$169,891	3,812.00		173,703.00	99%	1,346.00	8,685.15
2	Wire	17,103.00	\$17,103			17,103.00	100%		855.15
3	Freight	5,388.00	\$5,200	188.00		5,388.00	100%		269.40
4	Labor	39,460.00	\$38,000			38,000.00	96%	1,460.00	1,900.00
5									
6	CO: Vandal Resistant Covers	1,520.00	\$1,520			1,520.00	100%		76.00
7	CO: CR Add Door #1114	1,497.00	\$1,497			1,497.00	100%		74.85
8	CO: Electric Strike Adds	1,100.00	\$1,100			1,100.00	100%		55.00
9	CO: Access Cards	689.00	\$689			689.00	100%		34.45
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
		241,806.00	\$235,000.00	4,000.00		239,000.00		2,806.00	11,950.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider Final Compensating Change Order No. 6, Final Pay Voucher No. 7, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2010-09D – South Grove Urban Street Reconstruction – Area 5.**

Meeting Date: January 23, 2012  
 Item Type: Consent  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

TJK

SAT SB

**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 Fund, Special Assessments, MSA Funds, Water Fund, Sewer Fund

**PURPOSE/ACTION REQUESTED**

Consider Final Compensating Change Order No. 6, Final Pay Voucher No. 7, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2010-09D – South Grove Urban Street Reconstruction – Area 5.

**SUMMARY**

The improvements were ordered as part of the 2010 Pavement Management Program. The contract was awarded in the amount of \$3,149,199.00 to Ryan Contracting Co. on May 3, 2010 for City Project No. 2010-09D South Grove Urban Street Reconstruction, Area 5.

The contractor has completed the work through December 31, 2011 in accordance with the contract plans and specifications. The Final Compensating Change Order No. 6, in the amount of \$425.74 is to balance the final contract amount with the final work completed to date.

I recommend approval of the Final Compensating Change Order No. 6 in the amount of \$425.74 (for a final contract amount of \$3,428,194.74), approval of Final Pay Voucher No. 7 in the amount of \$41,003.92, acceptance of the Engineer's Final Report, and approval of the Resolution Accepting Work for work on City Project No. 2010-09D – South Grove Urban Street Reconstruction Area 5.

TJK/kf

- Attachments: Final Compensating Change Order No. 6  
 Final Pay Voucher No. 7  
 Engineer's Final Report  
 Resolution Accepting Work

**CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAY VOUCHER**

ESTIMATE NO: 7 (Final)  
DATE: January 23, 2012  
PERIOD ENDING: December 31, 2011  
CONTRACT: 2010 Pavement Management Program  
PROJECT NO: 2010-09D – Urban Street Reconstruction - South Grove Area 5

TO: Ryan Contracting Co.  
26350 France Avenue  
P.O. Box 246  
Elko, MN 55020

Original Contract Amount .....	\$3,149,199.00
Total Addition (Change Order No. 1,2,3,4, 5, and 6).....	\$278,995.74
Total Deduction .....	\$0.00
Total Contract Amount.....	\$3,428,194.74
Total Value of Work to Date.....	\$3,428,194.74
Less Retained (0%).....	\$0.00
Less Previous Payment.....	\$3,387,190.82
Total Approved for Payment this Voucher.....	\$41,003.92 <i>SR</i>
Total Payments including this Voucher .....	\$3,428,194.74

**Approvals:**

Pursuant to our field observation, I hereby recommend for payment the above state amount for work performed through December 31, 2011.

Signed by: <u><i>Thomas J. Kaldunski</i></u>	<u>January 23, 2012</u>
Thomas J. Kaldunski, City Engineer	
Signed by: <u><i>[Signature]</i></u>	<u>12/21/11</u>
Ryan Contracting Co.	Date
Signed by: _____	<u>January 23, 2012</u>
George Tourville, Mayor	

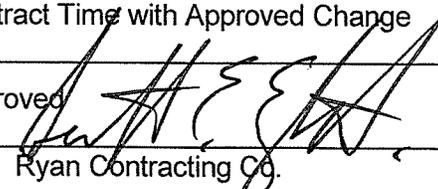
**FINAL COMPENSATING CHANGE ORDER NO. 6**

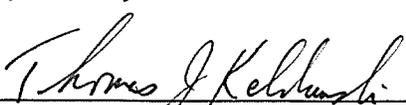
**2010 PAVEMENT MANAGEMENT PROGRAM  
CITY PROJECT NO. 2010-09D  
URBAN STREET RECONSTRUCTION – SOUTH GROVE AREA 5**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: December 16, 2011
Contractor: Ryan Contracting Co. 26350 France Avenue P.O. Box 246 Elko, MN 55020	Engineer: City Engineer

**PURPOSE OF CHANGE ORDER**

See attached.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$3,149,199.00	Original Contract Time:
Previous Change Orders \$278,570.00	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$3,427,769.00	Contract Time Prior to this Change Order
Net Increase of this Change Order \$425.74	Net Increase (Decrease) of Change Order 
Contract Price with all Approved Change Orders \$3,428,194.74	Contract Time with Approved Change
Recommended By: _____ John Schmeling, Engineering Technician	Approved By:  Ryan Contracting Co.

Approved By: \_\_\_\_\_  
  
 Thomas J. Kalunski, City Engineer

Approved By: \_\_\_\_\_  
 George Tourville, Mayor

Date of Council Action:  
 \_\_\_\_\_  
 January 23, 2012

**ATTACHMENT TO FINAL COMPENSATING CHANGE ORDER NO. 6**

**CITY PROJECT NO. 2010-09D – URBAN STREET RECONSTRUCTION  
SOUTH GROVE AREA 5**

Final compensating amount to balance value of work completed and total payments made to Contractor. Accounts for miscellaneous increases and decreases in contract quantities listed in Final Payment Voucher form. The amount is calculated as follows:

Total Value of work completed to date	\$ 3,428,194.74
Contract amount to date	\$ 3,427,769.00
<b>Compensating Change Order Amount</b>	<b>\$ 425.74</b>

**Total of Change Order Number 6 \$425.74**

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

ENGINEER'S REPORT OF FINAL ACCEPTANCE

CITY PROJECT NO. 2010-09D – URBAN STREET RECONSTRUCTION  
SOUTH GROVE AREA 5

January 23, 2012

TO THE CITY COUNCIL  
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have received the work under contract to Ryan Contracting Co.. The work consisted of a street reconstruction.

The contractor has completed the project in accordance with the contract.

It is recommended, herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$3,149,199.00
CHANGE ORDER (Addition)	\$278,995.74
FINAL CONTRACT AMOUNT	\$3,428,194.74
FINAL VALUE OF WORK	\$3,428,194.74
PREVIOUS PAYMENTS	\$3,387,190.82
BALANCE DUE	\$41,003.92

Sincerely,



Thomas J. Kaldunski, P.E.  
City Engineer

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

**RESOLUTION ACCEPTING WORK OF RYAN CONTRACTING CO. AND AUTHORIZING FINAL  
PAYMENT IN THE AMOUNT OF \$41,003.92**

**CITY PROJECT NO. 2010-09D – URBAN STREET RECONSTRUCTION  
SOUTH GROVE AREA 5**

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

**WHEREAS**, pursuant to a written contract with the City of Inver Grove Heights dated May 3, 2010, Ryan Contracting Co., satisfactorily completed improvements and appurtenances for the 2010 Pavement Management Program, City Project No. 2010-09D – Urban Street Reconstruction South Grove – Area 5.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS:** That the work completed under this contract is hereby accepted and approved, and

**BE IT FURTHER RESOLVED:** That the Mayor and the City Clerk are hereby directed to issue a proper order for final payment on such contract, taking the contractor's receipt in full.

Adopted by the City Council of Inver Grove Heights this 23<sup>rd</sup> day of January, 2012.

AYES:

NAYS:

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

ATTEST:

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Accept Proposal from Bergerson-Caswell, Inc. for Well Pump No. 3 Rehabilitation**

Meeting Date: January 23, 2012  
Item Type: Consent  
Contact: Jim Sweeney, 651.450.2565  
Prepared by: Scott D. Thureen, Public Works Director  
Reviewed by: *SDT*

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

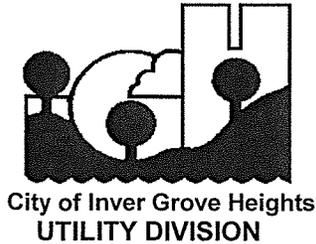
**PURPOSE/ACTION REQUESTED**

Accept proposal from Bergerson-Caswell, Inc. for Well Pump No. 3 rehabilitation.

**SUMMARY**

The Utilities Division has received proposals for reconditioning the pump at Well No. 3. Mr. Sweeney's attached memo provides the background information. I recommend approval of this proposal from Bergerson-Caswell, Inc. with funding from the Water Utility Fund Budget (501.50.7100.512.40042).

SDT/kf  
Attachments



## MEMORANDUM

TO : Scott Thureen

FROM : Jim Sweeney

SUBJECT : **Well Pump # 3 Rehabilitation**

DATE : January 12, 2012

---

Attached are two proposals for the rehabilitation of Wellpump # 3 located at 6857 Cahill Avenue. Well # 3 was constructed in 1970 and is completed in the Jordan Sandstone formation. The wellpump is a vertical turbine type set at 240 feet below grade, and was last rehabilitated in March of 2006.

The costs for this type of work can vary greatly depending on the observed condition of the pump and column piping once they are removed from the well. There is also a remote possibility that some well formation redevelopment could be necessary, however it has never been an issue in this well in the past. I have highlighted the estimated costs that we know will be incurred, and have used them as the basis for our price comparison between the two contractors.

I recommend awarding the work to Bergerson-Caswell Company based on their proposed price of \$ 9180.00 for pump removal, repair ,and reinstallation. The funds for this activity are budgeted in 2012 Water Fund account # 501-50-7100-512-40042.



**Bergerson - Caswell Inc.**  
5115 Industrial Street  
Maple Plain, MN 55359  
(763) 479-3121 Fax: (763) 479-2183

January 6, 2011

**CITY OF INVERGROVE HEIGHTS**

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

Fax # (651) 455-9405

**RE: WELL PUMP #3 PREVENTATIVE MAINTENANCE INSPECTION QUOTE**

Dear Mr. Sweeney;

Bergerson-Caswell Inc. Appreciates the opportunity to assist you and your well pump needs. As per your request we are offering you a project cost estimate to perform the well pump maintenance inspection on pump #3. Below is a breakdown of the associated costs for the labor and equipment to perform, along with the main replacement components for this pump installation that may need replacing. Based on the information you provided this pump installation is a 150 Hp Vertical Line shaft Turbine pump that has 10"x 1.5" column set 240' below grade. Based on these conditions the following project cost estimate will apply.

**PROJECT COST ESTIMATE:**

1) Remove well Pump		\$ 1,320.00
2) Clean & Inspect all pumping equipment; furnish report & recommend repairs, and final costs		\$ 200.00
<b>3) Materials that may need replacement:</b>		
Recondition 150 Hp GE Vertical Holloshaft motor	Est.	\$ 2,500.00
Or clean & replace oil, grease, & test (only) if motor checks ok		\$ 500.00
10"x 10' T & C drop pipe @ 620.00/ea Estimate 1/2 11 each	Est.	\$ 6,820.00
10"x 5' T & C drop pipe @ \$460.00/ea Estimate 1 each	Est.	\$ 460.00
10"x 10' Tail Pipe @ \$		
1-1/2" Line Shaft & coupling; S.S. \$ 375.00/ea	Est.	\$ 0.00
1-1/2" Line shaft Sleeves \$60.00 not installed	Est.	\$ 0.00
Replace 24 Line shaft Bearings @ 25.00/ea	Est.	\$ 600.00
Shop Labor to repair equipment; Rate @ \$75.00/hr (20 hours)		\$ 1500.00
Rebuild Discharge Head to include completed packing gland		\$ 350.00
Rebuild Pump Bowl Assembly Peerless 12 MA-6 stage (Depends on condition of pump)		
Machine impeller and install wear ring \$350.00/stage		\$ 2,100.00
F & I a set of bowl bearings		\$ 600.00
New pump bowl shaft		\$ 650.00
1" poly for level monitoring, 240' @ \$1.00/FT		\$ 240.00
4) Reinstall pumping Equipment		\$ 1,320.00
5) Startup & test reconditioned installation into the system		\$ 300.00

**PROJECT COST TO REMOVE, INSPECT, AND REINSTALL \$ 9180.00**

The above project cost estimate is for the labor to Remove, Inspect, and Reinstall one pump unit that is installed at well #3. The total project cost I would estimate to be in line with the itemized materials break down listed above, and should fall between \$ 15,000.00-20,000.00. This amount will be determined once the pump unit is inspected and our report provided. We will then wait for your approval and only repair the equipment requested by owner. I can also provide you with additional pricing for a replacement pump, motor, well services, etc... if you would like.

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

Sincerely;

**BERGERSON CASWELL INC.**

Tim D. Berquam

Project Manager

Bergerson - Caswell Inc.

5115 Industrial Street • Maple Plain, MN 55359

Telephone: 763 - 479 - 3121

Fax: 763 - 479 - 2183

E-Mail: [info@BergersonCaswell.com](mailto:info@BergersonCaswell.com)

Equal Opportunity Employer/Contractor

# Keys Well Drilling Company

Quotation

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

651-646-7871 Fax 651-641-0216

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

Date of Quotation: January 12, 2012  
Attention: Mr. Jim Sweeney  
Project: Well Pump # 3  
Location: Cahil-No. of 70th

We are pleased to quote you as follows:

Estimate to remove pump, disassemble, inspect, repair and reinstall well Pump # 3

No.	Description	Unit	Est. Qty	Price	Extension
1	Labor to remove and reinstall	Ls	1	6000	6000.00
2	Shop time- disassemble and inspect	Hr	6	75	450.00
					<b>\$ 6,450.00</b>

**Misc Items**

Machine and replace bowl bearings	Ea	7	90	630.00
Fabricate bowl shaft	Ea	1	400	400.00
Machine and replace impeller wear rings	Ea	6	275	1650.00
Column Pipe 10" x 10'	Ea		625	0.00
Column Pipe 10" x 5'	Ea		445	0.00
Machine Shop	Hr	8	80	640.00
Additional shop time- sandblast, repair and paint	Hr	20	75	1500.00
Lineshaft bearings	Ea	24	26	624.00
SS headshaft	Ea	1	465	465.00
Packing Box bearing and packing	Ls	1	160	160.00
<b>\$ 6,069.00</b>				

Total pump repair est. **\$ 12,519.00**

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

Terms: N-30

Quotation valid for 60 days

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

Jeffrey W. Keys

Accepted \_\_\_\_\_

Date \_\_\_\_\_



**VIDEO INSPECTION LOG**

**INVER GROVE HEIGHTS – MUNICIPAL WELL NO. 3**      **Date Video Logged – March 23, 2006**  
**County: Dakota**    **TRS: 27N, 22W, 3**    **Subsection – CCBCCA**    **Unique Well Number – 00207284**  
**Add. – 6857 Cahill Ave.**    **Purpose – Maintenance Inspection**    **Drilling Method – not specified(Cable Tool)**  
**G.P.S. – N44 deg. 50.998' W093 deg. 02.657'**    **Date Drilled (Comp.) – Feb. 27, 1970**    **Elevation – 855 ft.**  
**Formation – Jordan Sandstone**    **Drilling Co. – Tri-state Well Company**    **Drillers – not specified**  
**Depth Reference – Grade**    **Pump Setting – unknown**    **Reported 30 inch Casing - to 155 feet**  
**Reported 24 inch Casing – to 355 feet**    **Reported ? inch Open Hole (Original) – 355 to 407 feet**  
**Original Drilled Depth – 407 feet**    **Original Completed Depth – 407 feet**    **Reported Depth – unknown**  
**Depth Reference – Top of 24 inch Casing Stickup**    **Stickup – 16 inches above Cement Well House Floor**  
**Static Water Level – 135.2 feet**    **24 inch Casing – 0 to 331.9 feet**  
**24 inch Open Hole – 331.9 to 387.9 feet**    **Depth Logged – 387.9 feet**  
**Well / Pump Maintenance Contractor – Keys Well Drilling Company**    **Representative – Mr. Jeff Keys**  
**City of Inver Grove Heights Utility Superintendent – Mr. Jim Sweeney**    **Inspected By - Jim H. Traen**

**Recording Time**    **Depths(in feet)**    **Remarks/Observations**

**Centering Guides @ 21 inches**

09:38	0:00:00	006.25	Start Inspection (24 inch Casing)
09:41	0:02:16	006.8	Casing Joint – Welded
09:47	0:08:15	036.9	Casing Joint – Welded
09:52	0:13:27	078.8	Casing Joint – Welded
09:56	0:17:40	118.2	Casing Joint – Welded
09:59	0:20:11	135.2	Static Water Level
10:02	0:23:20	159.1	Casing Joint – Welded Coupling Rub
10:07	0:28:51	200.4	Casing Joint – Welded
10:12	0:33:03	206.9	???
10:17	0:38:15	241.2	Casing Joint – Welded
10:22	0:43:15	283.0	Casing Joint – Welded
10:27	0:48:50	326.8	Casing Joint – Welded
10:29	0:50:03	329.6	Casing Joint – Welded
10:32	0:53:13	331.9	End of 24 inch Casing Vertical Fractures
10:37	0:58:11	385	24 inch Open Hole
10:38	0:59:36	386.9 + 1.0 feet	Current Bottom of Well
10:41	1:02:46	333.0	End of 24 inch Casing
10:52	1:12:57	009.9	End of Inspection

JOB NAME: INVER GROVE HGTS JOB # 2006020 DATE 3-9-06

PUMP TYPE: 6 STAGE 12 MA PEERLESS BOWL

BOWLS:	MIC OUT AT:	CONDITIONS			CUSTOMER OK
		BAD	GOOD	QUEST.	
BEARINGS:	TOP .011	-	-	x	
	INT .010 - .011	-	-	x	
	BOT .010	-	-	x	
WEAR RING:	TOP .030	x	-		
	INT .021 - .030	x	-		
	BOT .021	x	-		
COLLETS:	<u>1 1/2" SS (6)</u>	-	x	-	
PACK GLAND:	.022	x	-	-	

SIZE: AMOUNT:

COL-SHAFT:					
TAIL PIPE:	10" x 10' col thd	1	-	-	
COL. PIPE (5)	10" x 5 9/4	1	-	-	
	(10) 10" x 1 1/4	23	18	3	2
	(5) 10" x 5 9/4	1	-	-	
SHAFT:	(5) 1 1/2 SS	1	-	1	-
	(10) 1 1/2 SS	23	-	23	-
HEADSHAFT:	1 1/16 x 73"	1	-	-	
BOWL SHAFT:	1 1/2 x 8 1/2"	1	-	-	
SHAFT COUPLINGS:	1 1/2 10 thd	25	-	25	-
SPIDER BEARINGS:	1 1/2 x 2 1/2 x 3 1/2"	24	24	-	-
BOLTS & NUTS:	F5 B 1 1/2 1/2" x 1 1/2"	72	72	-	-
MOTOR:	150 hp GE (IN OUR SHOP)				
MISC.:	240' of 1" PVC				

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**CONSIDER APPROVAL OF THE 2012 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF INVER GROVE HEIGHTS AND AMERICAN FEDERATION OF STATE AND MUNICIPAL EMPLOYEES, COUNCIL FIVE, LOCAL 1065**

Meeting Date: January 23, 2012  
Item Type: Consent  
Contact: Jenelle Teppen, Asst. City Admin.  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Consider approval of the proposed 2012 labor agreement between the City of Inver Grove Heights and A.F.S.C.M.E. Council 5, Local 1065 effective January 1, 2012, through December 31, 2012.

**SUMMARY** The City of Inver Grove Heights maintains a labor agreement with A.F.S.C.M.E. Council 5, Local 1065, which represents the City's clerical, technical professional positions.

We have negotiated an agreement with the group for 2012 that includes a 1% wage increase. The City's health insurance contribution mirrors that of the Sergeants, Police Officers and Non-Union groups for 2012, and contains no additional increase in the contribution.

The impact to the general fund for this agreement is approximately \$17,000 and is included in the 2012 budget.

The group of employees in the bargaining unit voted to ratify the proposed agreement on Thursday, January 19, 2012.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider a Resolution Revoking a Special Assessment Deferral for City Project No. 2010-09D – South Grove Street Reconstruction Area 5**

Meeting Date: January 23, 2012  
 Item Type: Consent  
 Contact: Kathy Fischer 651-450-2570  
 Prepared by: Kathy Fischer, Support Specialist  
 Reviewed by: Scott D. Thureen, Public Works Director

*SNT*

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Consider a resolution revoking a special assessment deferral for City Project No. 2010-09D – South Grove Street Reconstruction Area 5.

**SUMMARY**

On December 12, 2011, Council approved an assessment deferral for property owned by Lyman and Joann Coombs. Since the property sits among single-family residential homes and the assessment amount was comparable to single-family assessments, it was assumed to be a single-family property. It was recently noticed that the parcel in question is actually a commercial property. Even though the Coombs' meet the age and income guidelines, according to MN State Statute 435.193 and City Council Resolution 09-13, a property can only be deferred if it is a homestead property.

Upon review by the City Attorney, City Council must approve a resolution terminating and revoking the resolution that deferred the assessment. The resolution revoking the deferral will then be sent to the Auditor/Treasurer and recorded with the Dakota County Recorder.

Lyman and Joann Coombs were not yet notified that their assessment would be deferred, but will be notified that the assessment will not be deferred based upon the property's commercial status.

The Engineering Division recommends approval of the attached resolution.

KF

Attachment: Resolution

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

**A RESOLUTION CANCELLING THE DEFERMENT OF SPECIAL ASSESSMENTS BY  
THE CITY OF INVER GROVE HEIGHTS FOR PROPERTY OWNED BY LYMAN AND  
JOANN COOMBS AND REINSTATING THE LEVIED SPECIAL ASSESSMENTS  
AGAINST THE PROPERTY OWNED BY LYMAN AND JOANN COOMBS  
IN CONNECTION WITH CITY PROJECT NO. 2010-09D**

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

**WHEREAS**, Lyman D. Coombs and Joann Coombs own certain real property situated in the City of Inver Grove Heights, County of Dakota, State of Minnesota, according to the deed thereof on file and of record with the Office of the Dakota County Recorder identified as Tax Parcel Number 20-01000-76-010 (the Subject Property) and legally described as: That part of the Northwest Quarter of the Southeast Quarter (NW ¼ of SE ¼) of Section Ten (10), Township Twenty-Seven (27), Range Twenty-Two (22), described as follows: Commencing at the Northwest corner of said quarter section, thence East on the north line thereof 396 feet; thence South parallel west line thereof 150 feet, this being the point of beginning of the tract to be described; thence South parallel said west line 72.5 feet; thence East parallel said north line 125 feet; thence North parallel west line 72.5 feet; thence West parallel said north line to the point of beginning.

**WHEREAS**, on December 12, 2011, the City Council of the City of Inver Grove Heights passed Resolution No. 11-228 (A Resolution and Certificate Pursuant to Minnesota Statute § 435.193 Memorializing Deferment of Special Assessments by the City of Inver Grove Heights for Property Owned By Lyman and Joann Coombs).

**WHEREAS**, a certified copy of Resolution No. 11-228 was recorded with the Dakota County Recorder on December 23, 2011 as Dakota County Document No. 2838425.

**WHEREAS**, upon subsequent investigation and review, it was determined that the applicant does not qualify for deferment of special assessments levied against the Subject Property due to the fact that the Subject Property is classified as "commercial" property and not "homestead" property, making the Subject Property ineligible for deferment of special assessments under Minnesota Statutes § 435.193 and under City Council Resolution No. 09-13.

**WHEREAS**, the City of Inver Grove Heights desires to cancel the deferment of special assessments related to City Project No. 2010-09D for the Subject Property.

**WHEREAS**, the City of Inver Grove Heights desires to reinstate the levied special assessment in the amount of \$6,240.61, together with interest, against the Subject Property in connection with City Project No. 2010-09D.

**NOW, THEREFORE,** the City Council of Inver Grove Heights does hereby resolve, certify and memorialize for recording the following information:

1. The deferment of special assessments memorialized by Resolution No. 11-228, recorded as Dakota County Document No. 2838425 is hereby withdrawn and cancelled.

2. Payment of the annual installments of principal and interest with respect to the above identified special assessments against the Subject Property in connection with City Project No. 2010-09D are hereby fully reinstated as follows:

- The levied assessment amount of \$6,240.61 shall be payable in ten (10) annual equal installments of \$624.06, together with interest on the unpaid principal amount of assessment from September 26, 2011 (the date of levy of the special assessments).
- The principal amount of the special assessments noted above shall accrue interest at the rate of 4.8% per year from and after September 26, 2011.
- The first annual installment is due in calendar year 2012 and the tenth and last installment is due in calendar year 2021.

This Resolution shall be filed with the Dakota County Auditor/Treasurer and recorded with the Dakota County Recorder.

Passed this 23<sup>rd</sup> day of January, 2012, by the City Council of Inver Grove Heights, MN.

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

ATTEST:

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

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Meeting Date: January 23, 2012  
Item Type: Consent  
Contact: Judy Thill, 651-450-2495  
Prepared by: Judy Thill, Fire Chief  
Reviewed by: n/a

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

**PURPOSE/ACTION REQUESTED** Consider awarding contract for purchase and installation of emergency back-up generator at fire station 3 to Prestige Electric.

**SUMMARY**

Presently, fire station #3 does not have any back-up power source in the event of a loss of electrical power. There are many important functions that are electrically powered in the fire station and are no longer useable in a power outage. Overhead door openers, air compressor for filling SCBA bottles, base radios and a host of other devices will not work. Fire station 1 already has a generator but none was ever installed at station 3.

After having several power outages at the fire station, a grant was applied for and received for the purchase and all installation costs of a back-up generator for fire station 3. The following three bids were received for the purchase of one 60 KW natural gas powered generator, all wiring, installation, and concrete pad: \$54,470, \$54,100, and \$41,604. Prestige Electric had the lowest bid of \$41,604.

Staff recommends awarding the purchase and installation of the emergency back-up generator at station 3 to Prestige Electric. They had the lowest bid, but the IGH Fire Department has used them for other work and has been very satisfied with the quality of results. Excel will be upgrading the gas service to the building at no cost.

Funds for this project will be reimbursed through the grant process at 100%.

**Consider Approval of Contract with Braun Intertec for Work on the 66<sup>th</sup> St Project Related to the Rock Island Swing Bridge**

Meeting Date: January 23, 2012  
 Item Type: Consent Agenda  
 Contact: Eric Carlson – 651.450.2587  
 Prepared by: Eric Carlson  
 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**

Approve a contract with Braun Intertec in an estimated amount of \$25,000 to provide implementation of the Response Action Plan and Construction Contingency Plan (RAP/CCP) for the 66<sup>th</sup> St Project.

**SUMMARY**

The MPCA has approved a Response Action Plan for the area around the 66<sup>th</sup> St project/Rock Island Swing Bridge. As a part of that a Construction Contingency Plan must be followed during construction. Braun Intertec will monitor the issues related to the RAP/CCP in accordance with the approved plan by the MPCA. Their scope of work includes:

- On-site monitoring
- Laboratory Analysis
- Project Management/Report

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider Changes to North Valley Disc Golf Operations Agreement**

Meeting Date: January 23, 2012  
 Item Type: Consent Agenda  
 Contact: Tracy Petersen – 651.450.2588  
 Prepared by: Tracy Petersen  
 Reviewed by: Eric Carlson – Parks & Recreation

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

**PURPOSE/ACTION REQUESTED**

Consider changes to North Valley Disc Golf Operations Agreement.

**SUMMARY**

In 2011, the City entered in to an operations agreement with Fairway Flyerz Discs, Inc. to operate a mobile sales unit at North Valley Disc Golf Course. Highlights of the 2011 agreement included:

- Operation open from April-October; seven (7) days a week.
- City retained 50% of the Net Revenue from Admission Sales including daily admission and annual passes totaling \$6,000.
- All persons under the age of twenty one (21) were allowed admission at no charge.
- Daily pass rate \$5; Annual pass rate \$30.
- Agreement similar to contract vendor had at Kaposia Disc Golf Course in South St. Paul.

Overall, in its first year of operation, the agreement terms were a starting point for both parties. While the operations agreement generated revenue for the City, Fairway Flyerz Discs, Inc. saw lower than expected volume at the course.

A significant reason for Fairway Flyerz Discs, Inc. inability to create sustainable revenue at the site was due to allowing youth under the age of 21 in for no charge. Forty (40) percent of the players using North Valley Disc Golf Course were under this age. This is the main target demographic for the up and coming disc golfer population. In addition, over 92% of annual pass holders were not from Inver Grove Heights.

In an effort to continue the agreement with Fairway Flyerz Discs, Inc. in 2012 and make it successful for both parties, the following changes to the 2012 operations agreement are proposed:

**Proposed Changes:**

- Operation open from May 1-Middle September (shorten by a month from 2011).
- City retains 40% (50% in 2011 agreement) of the Net Revenue from Admission Sales including daily admission and season passes.
- Youth under the age of fourteen (14) would receive admission at no charge.
- Youth showing a valid high school I.D. would receive a reduced rate of \$3 (regular rate \$5) on the daily rate.
- Annual passes would be \$30 for Inver Grove Heights residents and \$40 for non-residents (due to demographic use data from 2011).
- Inver Grove Heights and South St. Paul would have identical agreements (age restrictions & fees) with Fairway Flyerz Discs, Inc. and annual pass reciprocity would continue between the two courses.

- City would work to promote the course via local businesses, River Heights Chamber of Commerce and high school to enhance usage.
- City and Fairway Flyerz would provide an Inver Hills Community College Day allowing college students a day each week to play the course at a reduced daily rate (many IHCC students utilized the course in 2011).

These proposed changes provide Fairway Flyerz Discs, Inc. with the potential revenue it needs to sustain its mobile sales operation at the course. The agreement will also still provide youth with a low-cost opportunity to learn the game and utilize the course.

The presence of Fairway Flyerz at the course has begun to increase course visibility and has allowed the City to secure additional revenue opportunities through increased rentals and tournaments.

The City has also received positive comments about the course improvements that have been made (t-pads, course signage, kiosk, official scorecard, etc.). With roughly 6,000 players using the facility in 2011, users appreciated having a consistent presence of the Fairway Flyerz Discs, Inc. staff at the course to help provide disc golf information, knowledge and instruction as well as assistance with identifying the presence of any unwanted activity at the course.

The proposed changes will continue to provide the City with funding to help reduce the Recreation Fund's dependence on general fund dollars and allow dollars for future improvements and maintenance to the course.

The City of South St. Paul has already approved the proposed fee and age changes with Fairway Flyerz Discs, Inc. for the upcoming season.

If the proposed changes are not made, it is unlikely that Fairway Flyerz Discs, Inc. will continue to operate at the course.

The Parks and Recreation Commission approved the proposed changes to the operations agreement at their January 11 meeting.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: January 23, 2012  
 Item Type: Consent  
 Contact:  
 Prepared by: Larry Stanger  
 Chief of Police  
 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:**

Accept the Inver Grove Heights Police Department 2010 Annual Report

**SUMMARY:**

The Inver Grove Heights Police Department is pleased to present for your review our Annual Report for the year 2010. The report provides a summary of the police department activity during the year and describes the many initiatives of the police department. It also showcases the hard work of the men and women of the department that protect our community and keep it safe.

You are receiving this report a little behind schedule. With the move to a new Records Management System (RMS) in the latter part of 2010, there was a need to develop new reports to pull statistical information. Now that we are able to pull the raw data from the RMS, we will refine that information to start providing you monthly statistical information as has been done in the past.

A copy of the Inver Grove Heights Police Department 2010 Annual Report was enclosed in your City Council packet.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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PERSONNEL ACTIONS

Meeting Date: January 23, 2012  
Item Type: Consent  
Contact: Jenelle Teppen, Asst. City Admin  
Prepared by: Amy Jannetto, 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 employment of: Dane Winget, Police Officer.

Please confirm the promotion of: Josh Otis, Police Lieutenant.

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 2012 Pavement Management Program, City Project No. 2011-08 – 66th Street from Concord Boulevard to the Swing Bridge Pier (Option B) and City Project No. 2011-21 – Park Improvements (66th Street Parking Lot and Related Trails)**

Meeting Date: January 23, 2012  
 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

*SJK*

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Pavement Management Fund, Special Assessments, Water Fund, Sewer Fund, County Turn-back Funds, Park Fund, DNR Grant and State Bonding Grant

**PURPOSE/ACTION REQUESTED**

Consider a resolution ordering the project, approving the plans and specifications, and authorizing advertisement for bids for the 2012 Improvement Program, City Project No. 2011-08 – 66th Street from Concord Boulevard to the Swing Bridge Pier (Option B) and City Project No. 2011-21 – Park Improvements (66th Street Parking Lot and Related Trails).

**SUMMARY**

The project was initiated by the City Council as part of the City's Pavement Management Program (PMP). The feasibility study outlined two options for the 66th Street improvements. Staff is recommending the Council order Option B as City Project No. 2011-08 due to its lower cost and use of existing right-of-way.

City Project No. 2011-08 – 66th Street (Option B) involves roadway mill and overlay, including bituminous pavement milling, bituminous patching, curb and gutter installation, driveway construction, trail construction, drainage improvements including storm sewer and filtration pond installation, water main improvements, including water main installation on Doffing Avenue, hydrant/valve installation, installation of sanitary sewer on Doffing Avenue, restoration and appurtenances. The street segments included in City Project No. 2011-08 (66th Street – Option B) are shown on the attached map and are as listed: Mill and overlay will include 66th Street from Concord Boulevard to Donnelly Avenue and Doffing Avenue from 66th Street to 180 feet north.

City Project No. 2011-21 Park Improvements include grading of the 66th Street parking lot, construction of rain gardens, placing concrete curb and gutter, bituminous paving, sand subgrade preparation, class 5 aggregate base, reclaim of bituminous surface from Donnelly Avenue to the Swing Bridge Pier, construction of a trail to the pier, installation of new trail lighting, salvaging railroad artifacts, removal of railroad materials abandoned on right-of-way, construction of a bituminous trail on six-inch class 5 on the old railroad right-of-way from 66th Street to the overview deck to River Road, restoration and appurtenances.

Trail construction for City Project No. 2011-21 will occur on 66th Street from Donnelly Avenue to the Swing Bridge Pier and on old railroad right-of-way from 66th Street to the overview deck near the Swing Bridge Pier and from the overview deck to River Road.

The total estimated project cost is \$921,134 which includes \$392,332 for City Project No. 2011-08 – 66th Street (Option B) and \$528,802 for City Project No. 2011-21 – Park Improvements. The total amount proposed to be assessed for Option B – Street Improvements on Project 2011-08 is estimated at \$208,345 per the Pavement Management Program funding policy. No assessments will be levied on City Project No. 2011-21 – Park Improvements.

A) Project Components of Option B:

- 700 LF of mill and overlay of pavement
- 240 LF of partial street reconstruction
- 732 LF of new curb and gutter
- Installation of a trail on the north side of 66th Street from Concord Boulevard to Doffing Avenue from 70th Street to 66th Street
- Construction of sanitary sewer and water main on Doffing Avenue from the existing utilities to the parking lot on the south side of 66th Street
- Improvements to the storm sewer system
- A rain garden at the parking lot
- Clean up of any contaminated soils encountered on the project
- Installation of a new railroad crossing for 66th Street and the trail per agreements with the Union Pacific Railroad
- Salvaging of the switch gears and other misc. abandoned railroad equipment

B) Park Improvement Components

- New parking lot near 66th and Doffing with bituminous surface and curb and gutter
- Conversion of 66th Street from Donnelly Avenue to the Swing Bridge Pier from a City street to a trail
- Installation of lighting along the new trails on the 66th Street corridor
- Construction of new trails on the old railroad right-of-way from 66th Street to the scenic overview deck and from the deck to River Road
- Sewer and water utilities to serve a future restroom/kiosk to be built near the parking lot

C) Information Meeting

On January 10, 2012 a general information meeting was held for the projects. Information related to the street project and park improvements were discussed. A total of 2 people signed in for the discussion. Three businesses and residents at two homes were invited.

Comments related to the construction project included the following:

- The people in attendance were supportive of the project because the street and park improvements will benefit the area
- The Council policy to consider capping assessments for commercial properties was a major item for the businesses in attendance
- Attendees asked questions related to the street width on 66th Street. It generally matches existing pavement width of 28 feet.
- Parking restrictions on both sides were discussed and supported – no parking occurs at this time.
- One business indicated that the utility improvements on Doffing Avenue would not benefit his lot because it was undevelopable due to the flood plain. Subsequent information was provided to Allied Waste indicating their site is outside the flood plain.
- Allied Waste was concerned about having to pay for the curb being installed on the north side of 66th Street. This curb separates the new trail from the street. Policy assesses 100% for new curb and gutter.
- Allied Waste indicated they would use their access from 65th Street during the project.
- King of Diamonds expressed concern about access during construction. They noted the affect of the Concord Boulevard project and requested the City establish a detour on 65th Street when 66th from Concord to their site is not available (this will be accommodated).
- Both businesses expressed concern that the assessments were high.

On other occasions the City received the following feedback from River Heights Marina:

- Their access needs to be open during the fishing opener (this will be accommodated).
- They inquired about extending sewer and water services to their parcel north of 66th Street, between Doffing Avenue and Donnelly Avenue. Our consultant has reviewed three methods of accomplishing this request. The options range from \$11,000 to \$28,000. These costs would be borne by the Marina, plus the preliminary assessment amounts on Option B of \$26,522.59. An improvement agreement would be prepared if the Marina chooses to extend the sewer and water to their parcel along 66th Street. The City is waiting for their decision.
- Turning movements from 66th Street to Donnelly need to be accommodated. Our consultant will review the turning movements to ensure they can have semi trucks arrive at the Marina or other similar length truck-trailer combinations.

D) Project Financing

The following outlines the proposed funding for City Project No. 2011-08 – 66th Street (Option B) and City Project No. 2011-21 – Park Improvements.

	<b>2011-08 - 66th Street</b>	<b>2011-21 - Parking Lot/Trails</b>
County Turnback Funds	\$154,358	\$ 73,131
Park Funds and Grants		381,151
Water Connection Fund	7,726	
Sanitary Sewer Fund	10,779	
Railroad Contribution	11,126	
Special Assessments	208,345	
<b>SUBTOTALS</b>	<b>\$392,334</b>	<b>\$528,802</b>
<b>TOTAL OF BOTH PROJECTS</b>		<b>\$921,136</b>

(Note that the project costs could go up by \$11,000 to \$28,000 if River Heights Marina wants the sewer and water extension. The special assessments would increase by the same amount.)

E) Potential Assessments

The City will be assessing some of the costs of City Project No. 2011-08 66th Street Option B to the benefitted properties. A copy of the preliminary assessment roll is attached.

No assessments are planned for City Project No. 2011-21 Park Improvements.

The estimated assessments for Option B – Mill and Overlay Street Improvements is \$208,344.54.

The following summarizes the number of parcels to be assessed.

Single-family homes	2
Union Pacific Railroad	1
Commercial/industrial	<u>12</u>
	15

The City has purchase agreements for both single-family homes in the project area. The purchase agreements indicate the City will be responsible for special assessments from the project. Depending on the closing dates for these purchases, they may be assessed directly to the City or assessed to the single-family homes and funded by the City at the time of closing.

The appraisal analysis for this project was completed by Metzen Appraisals and it presents an opinion that an assessment up to \$1.00 per square foot is sustainable for the properties identified in the appraisal report. The proposed assessments for the project range from \$0.05 to \$0.62 per square foot for the affected properties. This includes the potential costs associated with extending sewer and water utilities to the River Heights Marina parcel along 66th Street.

F) Recommendations

I recommend approval of the resolution ordering the project, approving plans and specifications, and authorizing advertisement for bids for City Project No. 2011-08 – 66th Street from Concord to the Swing Bridge Pier (Option B – Mill and Overlay). I also recommend approval of the resolution ordering the project, approving the plans and specifications and authorizing advertisement of bids for City Project No. 2011-21 – Park Improvements (66th Street Parking Lot and Related Trails)

TJK/kf

Attachments:     Option B map  
                      Preliminary assessment roll  
                      Trail map  
                      E-mail dated January 12, 2012 from City Engineer to River Heights Marina  
                      Resolutions

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

**RESOLUTION ORDERING IMPROVEMENTS, APPROVING THE PLANS AND SPECIFICATIONS, AND  
AUTHORIZING ADVERTISEMENT FOR BIDS FOR 2012 PAVEMENT MANAGEMENT PROGRAM, CITY  
PROJECT NO. 2011-08 – 66TH STREET FROM CONCORD BOULEVARD TO THE SWING BRIDGE PIER**

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

**WHEREAS**, a resolution passed by the City Council on the 12th of December 2011 called for a public hearing on the proposed improvement project, 2012 Pavement Management Program, City Project No. 2011-08 – 66th Street from Concord Boulevard to the Swing Bridge Pier.

**WHEREAS**, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on the 23rd day of January 2012, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

**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 January 23, 2012.
2. The plans and specifications of City Project No. 2011-08 are hereby approved.
3. The Public Works Director is hereby authorized to advertise for bids with respect to City Project No. 2011-08 and to work with the Parks and Recreation Director to secure a grant for the park improvements.
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 23rd day of January 2013.

AYES:

NAYS:

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

ATTEST:

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

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

**RESOLUTION ORDERING IMPROVEMENTS, APPROVING THE PLANS AND SPECIFICATIONS, AND  
AUTHORIZING ADVERTISEMENT FOR BIDS FOR 2012 PAVEMENT MANAGEMENT PROGRAM, CITY  
PROJECT NO. 2011-21 – PARK IMPROVEMENTS (66TH STREET PARKING LOT AND RELATED TRAILS)**

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

**WHEREAS**, a resolution passed by the City Council on the 12th of December 2011 established City Project No. 2011-21 – Park Improvements (66th Street parking lot and related trails) separate from City Project No. 2011-08, received the feasibility report, and authorized preparation of plans and specifications.

**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 January 23, 2012.
2. The plans and specifications of City Project No. 2011-21 are hereby approved.
3. The Public Works Director is hereby authorized to advertise for bids with respect to City Project No. 2011-21 and to work with the Parks and Recreation Director to secure a grant for the park improvements.
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.

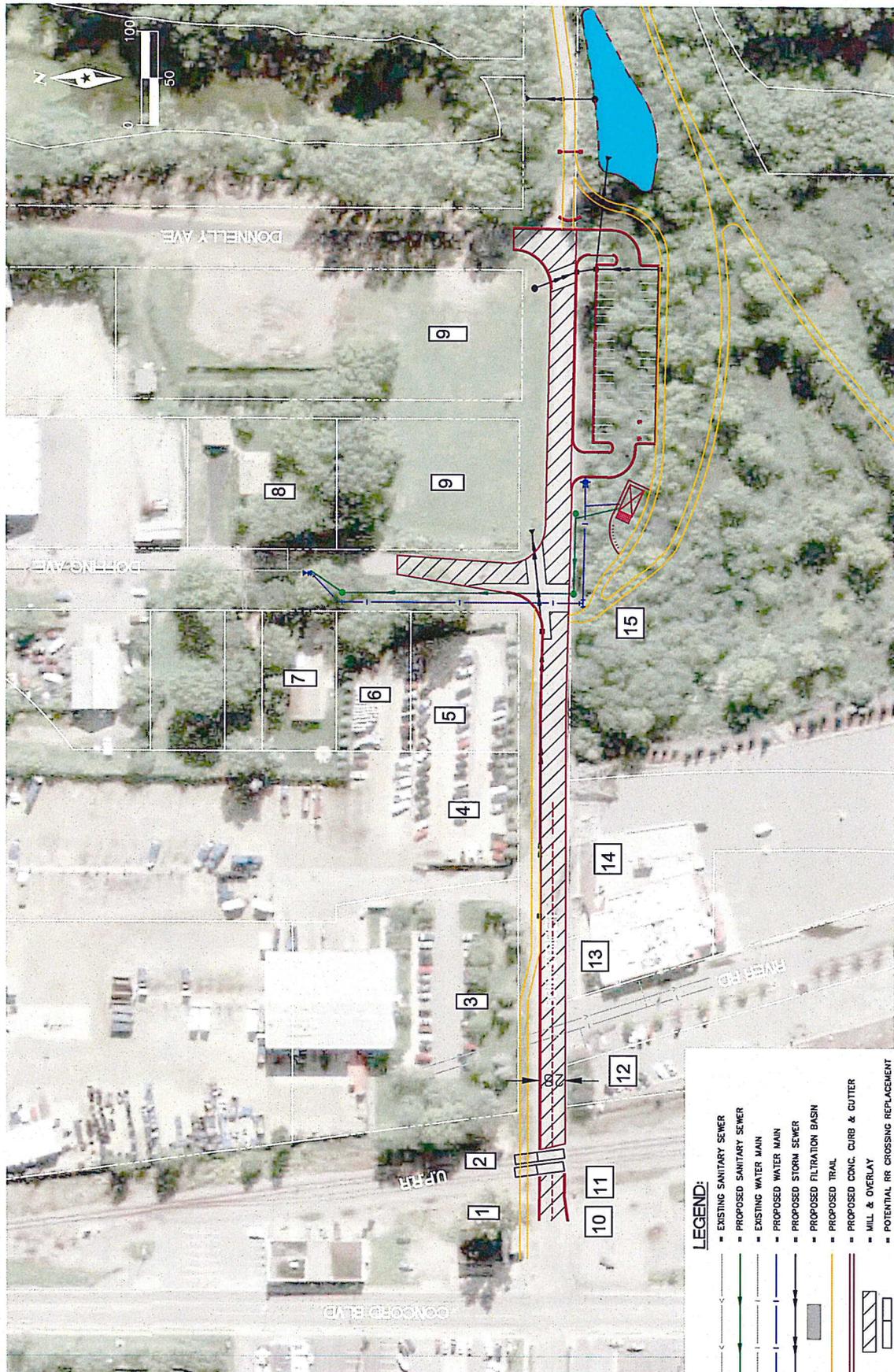
Adopted by the City Council of Inver Grove Heights this 23rd day of January 2013.

AYES:  
NAYS:

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

ATTEST:

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



SEH  
 PROJECT: (65) 600-2000  
 3333 VAN HORN CENTER DR.  
 ST. PAUL, MN 55110

INVER GROVE HEIGHTS,  
 MINNESOTA

PROJECT NO. 2011-08 - 66TH STREET  
 ASSESSMENT MAP

FIGURE 7  
 Option B

FILE NO.  
 116692  
 DATE  
 11/14/11

City Project No. 2011-08  
 66th Street Improvements from Concord to the Swing Bridge  
 Preliminary Assessment Roll Option B

Map Number	PIN	House No.	Street Name	Owner Name	Overlay Assessment	Curb Assessment	Sanitary Assessment	Water Assessment	Preliminary Assessment
1	203655000011	6592	CONCORD BLVD E	COUNTY OF DAKOTA	\$ 950.26	\$ 608.58	\$ -	\$ -	\$ 1,558.84
2	UP RAILROAD				\$ 11,571.28	\$ -	\$ -	\$ -	\$ 11,571.28
3	203650024081	4325	66TH STREET E	ACTION DISPOSAL SYSTEMS INC	\$ 16,539.77	\$ 10,592.75	\$ -	\$ -	\$ 27,132.52
4	203650033070			ACTION DISPOSAL SYSTEM INC	\$ 8,994.66	\$ 5,760.55	\$ -	\$ -	\$ 14,755.21
5	203650033080			ACTION DISPOSAL SYSTEM INC	\$ 8,688.06	\$ 6,361.50	\$ 8,981.10	\$ 6,650.13	\$ 30,680.79
6	203650033090			ACTION DISPOSAL SYSTEM INC	\$ 993.30	\$ -	\$ -	\$ 4,578.40	\$ 11,754.90
7	203650033101			CITY OF INVER GROVE HEIGHTS	\$ -	\$ -	\$ 2,296.29	\$ 1,700.30	\$ 3,996.59
8	203650034050	6556	DOFFING AVE E	SCOTT K PRIEBE	\$ -	\$ -	\$ 2,300.92	\$ 1,703.74	\$ 4,004.66
*9	203650034181			ELIZABETH J HARMS*	\$ 18,289.96	\$ -	\$ 4,730.15	\$ 3,502.48	\$ 26,522.59
10	200020053010	6620	CONCORD BLVD E	COUNTY OF DAKOTA	\$ 1,515.11	\$ 970.34	\$ -	\$ -	\$ 2,485.45
11	200020053020			COUNTY OF DAKOTA	\$ 1,816.41	\$ 1,163.31	\$ -	\$ -	\$ 2,979.72
12	200020054020			LAWRENCE F KLADEK	\$ 2,909.71	\$ -	\$ -	\$ -	\$ 2,909.71
13	200020054060			LAWRENCE F KLADEK	\$ 4,304.30	\$ -	\$ -	\$ -	\$ 4,304.30
14	200020054041			LAWRENCE F KLADEK	\$ 11,311.70	\$ -	\$ -	\$ -	\$ 11,311.70
15	200020078011	4465	66TH STREET E	CITY OF INVER GROVE HEIGHTS	\$ 40,501.48	\$ 11,874.80	\$ -	\$ -	\$ 52,376.28
Totals:					\$ 128,386.00	\$ 37,331.83	\$ 24,491.66	\$ 18,135.05	\$ 208,344.54

\*The assessment for parcel 9 may increase by \$11,000 to \$28,000 if the owners have a service constructed to the property. The owners would be required to enter into an agreement with the City to have the water and sanitary service installed.



## Tom Kaldunski

---

**From:** Tom Kaldunski  
**Sent:** Thursday, January 12, 2012 1:08 PM  
**To:** Joe  
**Subject:** Utility and No Parking information - city project 2011-08 66th Street from Concord Blvd to the River  
**Attachments:** OptionBassessments.pdf; SERVICE OPTIONS.pdf

Hi Mr. Harms ,

I am getting back to you on your inquiry related to the availability to install city sewer and water to the parcel owned by the River Heights Marina at 66<sup>th</sup> ST and Doffing Ave . I had asked for some direction from you on any preferences regarding the utility stubs to the property . I had not heard any response from you on which option you preferred.

Attached is a copy of the preliminary assessments for Option B. Option B uses existing ROW and it appears to be the likely choice for the project . Assessments for parcel 9 are related to the land owned by the Marina . They include the street improvements and water and sewer main assessments on the plan sent to your previously . The costs to extend the optional pipes from the mains to the property are in addition to the assessments shown in the table .

I have had our consultant review three service options . They can be summarized as follows ;

Option 1A – 6 “ sewer service and 1 inch water service to NW corner. Estimate cost to Marina \$ 11,050 plus permit and connection fees .

Option 1B – 8 “ sewer main with manhole and 8 inch watermain stub w/ hydrant to NW corner . Estimated cost to Marina @\$24,135 plus permit and connection fees . This could be extended with a redevelopment of the parcel between Doffing Ave and Donnelly Ave.

Option 2- Modified utilities along blvd of 66<sup>th</sup> to provide 6 “ sewer and 1” water services to parcels on both sides of the alley . Estimated costs to Marina \$28,000 plus permit and connection fees .

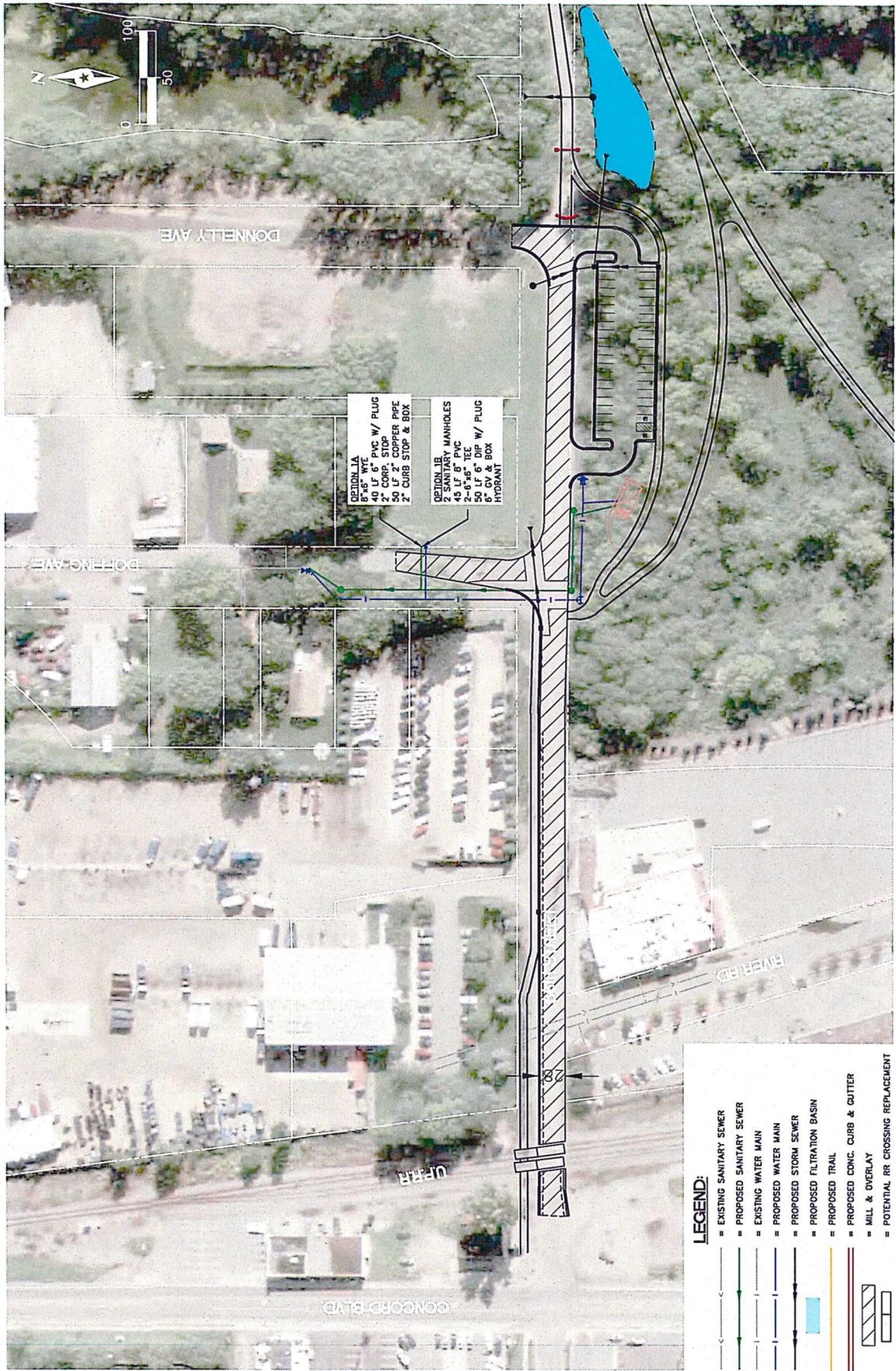
I have attached the consultants estimates and concept plans to this message . In order for the city to install any of these options we would have to execute an improvement agreement between the City and Marina . Let me know if you are interested in these utility improvements .

The city will be considering a No Parking zone along 66<sup>th</sup> street from Concord Blvd to Donnelly Ave . This would be implemented after the improvement project to prohibit parking along the city ROW . Currently , parking does not appear to occur along the street and a 28 foot wide street typically is sign with parking restrictions by the city . A new parking lot on the park property will be available after the project .Feedback from Allied Waste and the King Of Diamonds indicates they are okay with the No Parking zone. Please provide any feedback you feel is needed on this topic also.

Thomas J. Kaldunski, PE  
City Engineer  
City of Inver Grove Heights  
651-450-2572

TABLE 1  
 MARINA UTILITY STUBS COST ESTIMATE  
 66TH ST. RECONSTRUCTION  
 CITY PROJECT NO. 2011-08  
 JANUARY 10, 2012

LINE	ITEM NO.	ITEM DESCRIPTION	UNIT	OPTION 1A		OPTION 1B	
				UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED QUANTITY	ESTIMATED COST
		<b>WATER MAIN:</b>					
1	2105.503	ROCK EXCAVATION	CY	\$150.00	15	15	\$2,250.00
2	2504.602	F&J HYDRANT	EACH	\$5,000.00	1	1	\$5,000.00
3	2504.602	6" GATE VALVE AND BOX	EACH	\$1,250.00	1	1	\$1,250.00
4	2504.602	2" CORPORATION STOP	EACH	\$200.00	1	1	\$0.00
5	2504.602	2" CURB STOP AND BOX	EACH	\$350.00	1	1	\$0.00
6	2504.603	2" COPPER, TYPE K	LF	\$40.00	50	55	\$2,000.00
7	2504.603	6" DIP WM	LF	\$32.00			\$0.00
8	2504.608	DUCTILE IRON FITTINGS (EPOXY COATED)	LB	\$5.00		250	\$1,250.00
				WATER MAIN SUBTOTAL =			\$11,510.00
				+5% CONTINGENCY =			\$575.50
				TOTAL ESTIMATED WATER MAIN COST =			\$12,085.50
		<b>SANITARY SEWER:</b>					
9	2105.503	ROCK EXCAVATION	CY	\$150.00	25	25	\$3,750.00
10	2503.602	8"x6" PVC WYE	EACH	\$175.00	1	1	\$175.00
11	2503.603	8" PVC SANITARY SEWER (SDR 35)	LF	\$40.00	45	45	\$1,800.00
12	2503.603	6" PVC SANITARY SERVICE	LF	\$40.00	45	10	\$400.00
13	2506.516	F&I CASTING AND COVER (SANITARY)	EACH	\$675.00	2	2	\$1,350.00
14	2506.602	CONSTRUCT 48" MANHOLE STRUCTURE	EACH	\$2,000.00	2	2	\$4,000.00
				SANITARY SEWER SUBTOTAL =			\$11,475.00
				+5% CONTINGENCY =			\$573.75
				TOTAL ESTIMATED SANITARY SEWER COST =			\$12,048.75
				TOTAL ESTIMATED PROJECT COST =			\$24,134.25



FILE NO.  
116692

DATE  
01/09/12

DOFFING UTILITY STUBS  
OPTION 1A AND 1B

66TH STREET RECONSTRUCTION

INVER GROVE HEIGHTS,  
MINNESOTA

PROJECT: (661) 400-0000  
355 WASHINGTON CENTER DR.  
ST. PAUL, MN 55103

**SEH**

FIGURE  
1

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider a Resolution Ordering the Project, Authorizing and Approving Plans and Specifications, and Authorizing Advertisement for Bids for the 2012 Pavement Management Program, City Project No. 2012-09D – Urban Street Reconstruction Project (65th Street Neighborhood and Cahill Ct.)**

Meeting Date: January 23, 2012  
 Item Type: Public Hearing  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Steve W. Dodge, Asst. City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

*SJA*

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input checked="" type="checkbox"/>	Other: Pavement Management 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 2012 Pavement Management Program, City Project No. 2012-09D – Urban Street Reconstruction Project (65th Street Neighborhood and Cahill Ct.)

**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 and correction, granular subgrade, aggregate base, bituminous pavement, curb and gutter removal and replacement; driveway reconstruction; concrete sidewalk replacement and repair; drainage improvements including storm sewer and appurtenances; water main repair and replacement as necessary, including hydrant/valve replacement and appurtenances; sanitary sewer repairs and replacement as necessary; soil disposal at various City sites; milling and overlaying of existing pavement; 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: Bordeaux Ct from 65th Street to its north terminus, and 68th Street from Babcock Trail to Barnes Avenue.

The reconstruction portion will include: 65th Street from Babcock Trail to Cahill Avenue, Buckley Way from 65th Street to Cahill Avenue, Buckley Circle from Buckley Way to its south terminus, Borden Way from 65th Street to 65th Street, Borden Court from Borden Way to its south terminus, Bonner Ct south from 65th Street to its south terminus, Bonner Ct north from 65th Street to its north terminus, Barbara Avenue from 65th Street to 67th Street, 67th Street from Babcock Trail to its east terminus, 68th Street from Barnes Avenue to its east terminus, Barnes Avenue from 67th Street to 68th Street, and Cahill Court from Cahill Avenue to its west terminus.

The total estimated project cost is \$6,767,034. The amount of state aid funds currently proposed to be allocated to the project is \$2,734,500. The total amount proposed to be assessed is \$3,391,153 per the PMP policy.

A) Project Components

- 12,567 LF of street reconstruction
- 1,053 LF of mill and overlay of pavement
- Repair or replacement of a sidewalk on the south side of 65<sup>th</sup> Street
- Proper handling and disposal of soils or debris for street reconstruction within the "Rubbish Ranch" area
- Repairs and replacement to the sewer and water systems as necessary
- Replacement of surmountable curb with barrier curb
- Hauling of suitable excess fill to City-owned sites as designated
- Drainage improvements for 65<sup>th</sup> Street to meet state aid requirements
- Drainage improvements and storm sewer replacement for reconstruction streets, outfalls, and pond inlets.
- Addition of drantile to all reconstruction streets
- Sump pump discharge facilities as necessary

B) Public Information Meeting

On January 12, 2012 a general public informational meeting was held for the project. The meeting was conducted in two sessions, from 5:00 to 6:45 pm and then 6:45 to 8:30 pm. During the second session, the City Engineer held a group discussion with the Cahill Court residents present. Information related to street construction was presented by staff and then discussed. A total of 24 residents attended the meeting, 16 in first session and 8 in second session. General comments related to the project included the following:

- the people in attendance were supportive of the 65<sup>th</sup> Street project because the streets are in rough condition
- several residents were concerned that 65<sup>th</sup> Street is being rebuilt after just 20 years in which some residents were assessed for such improvements
- a business owner requested staff to review drainage improvements on his property; staff will review to verify if a drainage credit is warranted
- a resident was disappointed rain gardens are not part of the project
- a resident prefers to have seeding rather than sodding
- four residents from 67<sup>th</sup> Court feel the proposed drainage assessment is excessive in relation to the benefit they are receiving
- residents were concerned about street parking availability at Lions Park during construction
- resident at end of Borden Court is concerned about storm outlet erosion on a slope adjacent to their property; they would like it corrected because the erosion is close to impacting their property
- Borden Court has three graduation parties this spring; they would like the City to take this into consideration when phasing/scheduling the project
- property owners in cul-de-sacs and businesses in the commercial district had concerns about construction impact, access, driveway availability and Saturday work
- Property owners were in favor of the caps being upheld per the appraiser's benefit analysis
- The "Rubbish Ranch" and potential contaminants was brought up by local businesses and discussed
- Concerns over mailbox access and garbage hauling were discussed

- Potential parking availability at Good Shepherd Church (with the church's approval) was discussed
- Discussion concerning the mill and overlay assessment cap being similar to that for the the reconstruction portion of the project

C) Potential Assessments

The estimated assessment for street reconstruction is \$10,881.51 per single family residential parcel, per policy. When the assessment for drainage is added, the total assessment increases up to \$32,200 per single-family and twin home parcels. The commercial property assessments range from \$240 to \$98,000, with a typical range from \$35,000 to \$75,000. Some of the commercial properties are above \$1 per square foot.

The following summarizes the number of parcels to be assessed:

Single-family, Twinhomes, Detached Townhomes (streets and drainage) .....	38
Single-family homes, Twinhomes, Detached Townhomes (drainage only).....	56
Multi-family.....	95
Multi-family (Senior housing) .....	174
Commercial .....	21
City/State parcels.....	8

The appraisal analysis that was completed by Metzen Appraisals presented the following opinion of sustainable benefit to properties:

Single Family: .....	\$4,000/parcel (west of TH 52)
Single Family: .....	\$5,000/parcel (east of TH 52)
Single Family (Indirect Access): .....	\$2,000/parcel (west of TH 52)
Twinhome/Detached Townhome:.....	Same as Single Family
Twinhome (Indirect Access): .....	\$2,500/unit
Duplex with Single PIN:.....	\$7,500/ parcel
Multi-Family:	
Condo/Sr. Housing .....	\$2,000/unit
Attached Townhomes.....	\$2,500/unit
Attached Townhomes (Indirect Access) .....	\$1,250/unit
Commercial:.....	up to \$1/SF
Developable Land: .....	Single Family Equivalent per Potential Parcel(s)
Drainage: .....	100 percent of Appraised Benefit

If these appraisal recommendations are followed, the proposed total project assessment would be reduced to \$2,000,275.

D) Recommendations

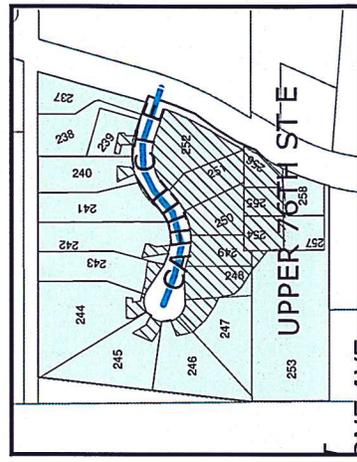
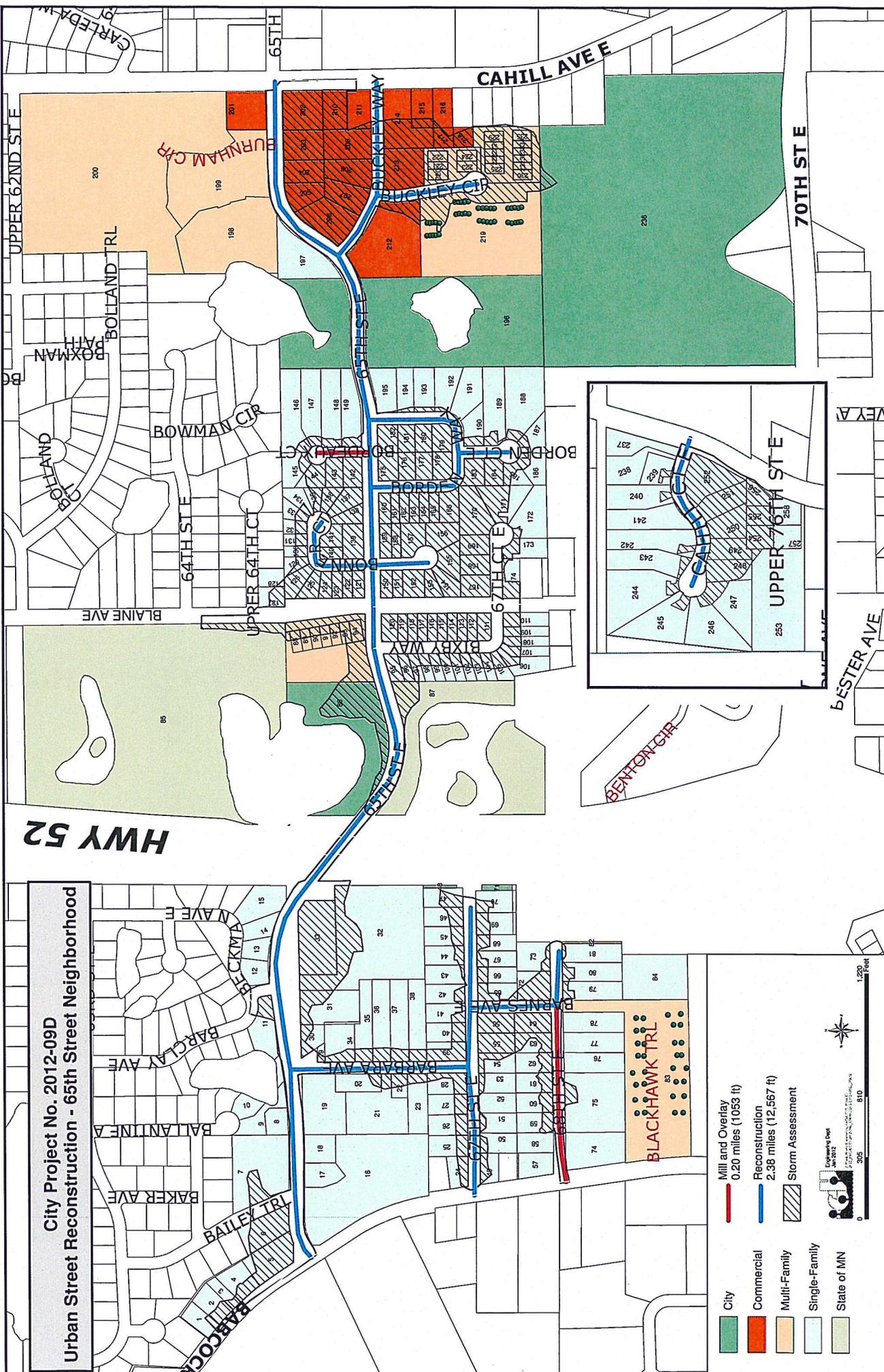
Attached is the preliminary assessment roll showing the cumulative assessment total for each parcel in the project. When the Council considers the assessments for this project, it may want to consider increasing the City contribution for the project to keep the cumulative project per-parcel assessment near the appraiser's recommended amount.

I recommend approval of the resolution ordering the project, authorizing and approving the plans and specifications, and authorizing advertisement for bids for the 2012 Pavement Management Program, City Project No. 2012-09D – Urban Street Reconstruction Project (65th Street Neighborhood and Cahill Ct.).

TJK/kf

Attachments: Area Map  
Preliminary Assessment Roll  
Resolution

**City Project No. 2012-09D**  
**Urban Street Reconstruction - 65th Street Neighborhood**



- City
  - Commercial
  - Multi-Family
  - Single-Family
  - State of MN
- Mill and Overlay (1063 ft)
  - Reconstruction (2,38 miles (12,167 ft))
  - Storm Assessment



Engineering Dept  
 Jan 2012

City Project No. 2012-09D  
 Urban Street Reconstruction - 65th Street Neighborhood and Cahill Ct.  
 Preliminary Assessment Roll (Sorted by House Number)

MAP NO.	PID	HOUSE NO.	STREET NAME	PROPERTY TYPE	DRAINAGE AREA	DRAINAGE ASSESSMENT	RECONSTRUCTION PER LOT STREET ASSESSMENT	RECONSTRUCTION FF STREET ASSESSMENT	MILL AND OVERLAY PER LOT STREET ASSESSMENT	TOTAL ASSESSMENT PER POLICY	PREVIOUS ASSESSMENTS
17	203140001010	1965	65TH ST	SFR	0.00	\$ -	\$ 10,881.51	\$ -	\$ -	\$ 10,881.51	\$ -
18	203140001020	1985	65TH ST E	SFR	0.00	\$ -	\$ 10,881.51	\$ -	\$ -	\$ 10,881.51	\$ -
50	201710003070	1990	67TH ST E	SFR	3029.84	\$ 943.49	\$ 10,881.51	\$ -	\$ -	\$ 11,825.00	\$ -
25	201710002061	1991	67TH ST E	SFR	6028.47	\$ 1,877.26	\$ 10,881.51	\$ -	\$ -	\$ 12,758.77	\$ -
58	201710003110	1995	68TH ST E	SFR	62.59	\$ 19.49	\$ -	\$ -	\$ 3,059.36	\$ 3,078.85	\$ -
51	201710003060	2004	67TH ST E	SFR	2363.71	\$ 736.06	\$ 10,881.51	\$ -	\$ -	\$ 11,617.57	\$ -
26	201710002043	2005	67TH ST E	SFR	6369.19	\$ 1,983.05	\$ 10,881.51	\$ -	\$ -	\$ 12,864.56	\$ -
59	201710003120	2005	68TH ST E	SFR	5729.98	\$ 1,784.32	\$ -	\$ -	\$ 3,059.36	\$ 4,843.68	\$ -
52	201710003050	2020	67TH ST E	SFR	100.06	\$ 31.16	\$ 10,881.51	\$ -	\$ -	\$ 10,912.67	\$ -
75	200040051011	2020	68TH ST E	SFR	5927.58	\$ 1,845.85	\$ -	\$ -	\$ 3,059.36	\$ 4,905.21	\$ -
60	201710003130	2021	68TH ST E	SFR	6094.55	\$ 1,897.84	\$ -	\$ -	\$ 3,059.36	\$ 4,957.20	\$ -
27	201710002031	2023	67TH ST E	SFR	6508.86	\$ 2,026.24	\$ 10,881.51	\$ -	\$ -	\$ 12,907.75	\$ -
61	201710003140	2043	68TH ST E	SFR	6434.72	\$ 2,003.77	\$ -	\$ -	\$ -	\$ 5,063.13	\$ -
53	201710003040	2044	67TH ST E	SFR	2601.37	\$ 810.07	\$ 10,881.51	\$ -	\$ -	\$ 11,691.58	\$ -
28	201710002020	2049	67TH ST E	SFR	10950.08	\$ 3,409.85	\$ 10,881.51	\$ -	\$ -	\$ 14,291.36	\$ -
19	203100003090	2050	65TH ST E	SFR	0.00	\$ -	\$ 10,881.51	\$ -	\$ -	\$ 10,881.51	\$ -
54	201710003030	2064	67TH ST E	SFR	6489.43	\$ 2,020.81	\$ 10,881.51	\$ -	\$ -	\$ 12,902.32	\$ -
62	201710003150	2065	68TH ST E	SFR	6327.83	\$ 1,970.49	\$ -	\$ -	\$ 3,059.36	\$ 5,029.85	\$ -
39	201710001100	2075	67TH ST E	SFR	14575.44	\$ 4,538.79	\$ 10,881.51	\$ -	\$ -	\$ 15,420.30	\$ -
63	201710003160	2075	68TH ST E	SFR	12659.65	\$ 3,942.21	\$ -	\$ -	\$ 3,059.36	\$ 7,001.57	\$ -
77	204765001020	2078	68TH ST E	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ 3,059.36	\$ -
76	204765001030	2080	68TH ST E	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ 3,059.36	\$ -
55	201710003020	2088	67TH ST E	SFR	18520.53	\$ 5,767.29	\$ 10,881.51	\$ -	\$ -	\$ 16,648.80	\$ -
40	201710001090	2105	67TH ST E	SFR	6655.60	\$ 2,072.55	\$ 10,881.51	\$ -	\$ -	\$ 12,954.06	\$ -
64	201710003170	2105	68TH ST E	SFR	18531.46	\$ 5,770.70	\$ -	\$ -	\$ 3,059.36	\$ 8,830.06	\$ -
56	201710003010	2106	67TH ST E	SFR	18533.27	\$ 5,771.26	\$ 10,881.51	\$ -	\$ -	\$ 16,652.77	\$ -
78	204765001010	2108	68TH ST	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ 3,059.36	\$ -
30	203100001010	2116	65TH ST E	SFR	6948.89	\$ 2,163.88	\$ 10,881.51	\$ -	\$ -	\$ 13,045.39	\$ -
41	201710001080	2125	67TH ST E	SFR	3632.11	\$ 1,131.04	\$ 10,881.51	\$ -	\$ -	\$ 12,012.55	\$ -
65	200040050014	2144	67TH ST E	SFR	8539.33	\$ 2,658.84	\$ 10,881.51	\$ -	\$ -	\$ 13,540.35	\$ -
42	201710001070	2145	67TH ST E	SFR	3743.42	\$ 1,165.70	\$ 10,881.51	\$ -	\$ -	\$ 12,047.21	\$ -
31	203100004010	2148	65TH ST E	SFR	15123.13	\$ 4,709.34	\$ 10,881.51	\$ -	\$ -	\$ 15,590.85	\$ -
66	200040050015	2150	67TH ST E	SFR	4212.99	\$ 1,311.93	\$ 10,881.51	\$ -	\$ -	\$ 12,193.44	\$ -
79	201710005070	2150	68TH ST E	SFR	3919.17	\$ 1,220.43	\$ 10,881.51	\$ -	\$ -	\$ 12,101.94	\$ -
80	201710005060	2164	68TH ST E	SFR	4248.16	\$ 1,322.88	\$ 10,881.51	\$ -	\$ -	\$ 12,204.39	\$ -
43	201710001060	2165	67TH ST E	SFR	1137.74	\$ 354.29	\$ 10,881.51	\$ -	\$ -	\$ 11,235.80	\$ -
72	201710004041	2167	68TH ST E	SFR	18920.40	\$ 5,891.81	\$ 10,881.51	\$ -	\$ -	\$ 16,773.32	\$ -
*32	203100004060	2168	65TH ST E	SFR	51984.24	\$ 16,187.89	\$ 54,407.55*	\$ -	\$ -	\$ 70,595.44	\$ -
67	200040050012	2174	67TH ST E	SFR	2859.51	\$ 890.45	\$ 10,881.51	\$ -	\$ -	\$ 11,771.96	\$ -
81	201710005050	2182	68TH ST E	SFR	1260.39	\$ 392.48	\$ 10,881.51	\$ -	\$ -	\$ 11,273.99	\$ -
44	201710001050	2185	67TH ST E	SFR	4123.35	\$ 1,284.01	\$ 10,881.51	\$ -	\$ -	\$ 12,165.52	\$ -
73	201710004042	2185	68TH ST E	SFR	3831.38	\$ 1,193.09	\$ 10,881.51	\$ -	\$ -	\$ 12,074.60	\$ -
33	203100004080	2186	65TH ST E	SFR	68435.01	\$ 21,310.66	\$ 10,881.51	\$ -	\$ -	\$ 32,192.17	\$ -
68	200040050013	2190	67TH ST E	SFR	4343.51	\$ 1,352.57	\$ 10,881.51	\$ -	\$ -	\$ 12,234.08	\$ -

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45	201710001040	2195	67TH ST E	SFR	5863.43	\$ 1,825.87	\$ 10,881.51	\$ -	\$ -	\$ 12,707.38	\$ -
46	201710004030	2210	67TH ST E	SFR	7128.52	\$ 2,219.82	\$ 10,881.51	\$ -	\$ -	\$ 13,101.33	\$ -
69	201710001030	2215	67TH ST E	SFR	7249.41	\$ 2,257.47	\$ 10,881.51	\$ -	\$ -	\$ 13,138.98	\$ -
70	201710004020	2228	67TH ST E	SFR	4631.32	\$ 1,442.19	\$ 10,881.51	\$ -	\$ -	\$ 12,323.70	\$ -
47	201710001020	2235	67TH ST E	SFR	7856.11	\$ 2,446.39	\$ 10,881.51	\$ -	\$ -	\$ 13,327.90	\$ -
105	201420003110	2464	BIXBY WAY	SFR-DETACHED TOWNHOME	4453.16	\$ 1,386.71	\$ -	\$ -	\$ -	\$ 1,386.71	\$ -
106	201420003120	2476	BIXBY WAY	SFR-DETACHED TOWNHOME	5368.44	\$ 1,671.73	\$ -	\$ -	\$ -	\$ 1,671.73	\$ -
107	201420003130	2476	BIXBY WAY	SFR-DETACHED TOWNHOME	4376.05	\$ 1,362.70	\$ -	\$ -	\$ -	\$ 1,362.70	\$ -
108	201420003140	2482	BIXBY WAY	SFR-DETACHED TOWNHOME	4187.02	\$ 1,303.84	\$ -	\$ -	\$ -	\$ 1,303.84	\$ -
109	201420003150	2488	BIXBY WAY	SFR-DETACHED TOWNHOME	4412.97	\$ 1,374.20	\$ -	\$ -	\$ -	\$ 1,374.20	\$ -
110	201420003160	2494	BIXBY WAY	SFR-DETACHED TOWNHOME	6056.12	\$ 1,885.88	\$ -	\$ -	\$ -	\$ 1,885.88	\$ -
127	204860202370	2512	UPPER 64TH CT E	SFR	7370.26	\$ 2,295.10	\$ -	\$ -	\$ -	\$ 2,295.10	\$ -
167	208140101010	2525	67TH CT E	SFR	16407.71	\$ 5,109.36	\$ -	\$ -	\$ -	\$ 5,109.36	\$ -
128	204860202360	2530	UPPER 64TH CT E	SFR	887.23	\$ 276.28	\$ -	\$ -	\$ -	\$ 276.28	\$ -
168	208140101020	2545	67TH CT E	SFR	15000.38	\$ 4,671.12	\$ -	\$ -	\$ -	\$ 4,671.12	\$ -
173	208140101070	2560	67TH CT E	SFR	6503.91	\$ 2,025.32	\$ -	\$ -	\$ -	\$ 2,025.32	\$ -
169	208140101030	2565	67TH CT E	SFR	15000.36	\$ 4,671.11	\$ -	\$ -	\$ -	\$ 4,671.11	\$ -
172	208140101060	2580	67TH CT E	SFR	2030.57	\$ 632.32	\$ -	\$ -	\$ -	\$ 632.32	\$ -
170	208140101040	2585	67TH CT E	SFR	33769.56	\$ 10,515.84	\$ -	\$ -	\$ -	\$ 10,515.84	\$ -
171	208140101050	2590	67TH CT E	SFR	20673.13	\$ 6,437.61	\$ -	\$ -	\$ -	\$ 6,437.61	\$ -
160	208130002080	2612	BORDEN WAY	SFR-LOT ONLY	9189.64	\$ 2,861.65	\$ 10,881.51	\$ -	\$ -	\$ 13,743.16	\$ -
175	208130003020	2615	BORDEN WAY	SFR	13999.99	\$ 4,359.60	\$ 10,881.51	\$ -	\$ -	\$ 15,241.11	\$ -
162	208130002060	2620	BORDEN WAY	SFR-LOT ONLY	7657.98	\$ 2,384.69	\$ -	\$ -	\$ -	\$ 2,384.69	\$ -
163	208130002050	2620	BORDEN WAY	SFR	7657.98	\$ 2,384.69	\$ 10,881.51	\$ -	\$ -	\$ 13,266.20	\$ -
176	208130003030	2623	BORDEN WAY	SFR	12082.01	\$ 3,762.34	\$ 10,881.51	\$ -	\$ -	\$ 14,643.85	\$ -
177	208130003040	2629	BORDEN WAY	SFR	12081.93	\$ 3,762.31	\$ 10,881.51	\$ -	\$ -	\$ 14,643.82	\$ -
164	208130002040	2630	BORDEN WAY	SFR	7658.10	\$ 2,384.73	\$ 10,881.51	\$ -	\$ -	\$ 13,266.24	\$ -
165	208130002030	2630	BORDEN WAY	SFR-LOT ONLY	7658.03	\$ 2,384.71	\$ -	\$ -	\$ -	\$ 2,384.71	\$ -
166	208130002021	2636	BORDEN WAY	SFR	15998.71	\$ 4,982.00	\$ 10,881.51	\$ -	\$ -	\$ 15,863.51	\$ -
178	208130003050	2641	BORDEN WAY	SFR	13656.02	\$ 4,252.48	\$ 10,881.51	\$ -	\$ -	\$ 15,133.99	\$ -
183	208130004130	2644	BORDEN CT	SFR	14481.91	\$ 4,509.67	\$ 10,881.51	\$ -	\$ -	\$ 15,391.18	\$ -
184	208130004120	2648	BORDEN CT	SFR	12847.90	\$ 4,000.84	\$ 10,881.51	\$ -	\$ -	\$ 14,882.35	\$ -
185	208130004110	2652	BORDEN CT	SFR	6346.89	\$ 1,976.42	\$ 10,881.51	\$ -	\$ -	\$ 12,857.93	\$ -
186	208130004100	2656	BORDEN CT	SFR	4343.43	\$ 1,352.55	\$ 10,881.51	\$ -	\$ -	\$ 12,234.06	\$ -
187	208130004090	2660	BORDEN CT E	SFR	3947.77	\$ 1,229.34	\$ 10,881.51	\$ -	\$ -	\$ 12,110.85	\$ -
188	208130004080	2664	BORDEN CT	SFR	3734.37	\$ 1,162.88	\$ 10,881.51	\$ -	\$ -	\$ 12,044.39	\$ -
189	208130004070	2668	BORDEN CT	SFR	4635.57	\$ 1,443.52	\$ 10,881.51	\$ -	\$ -	\$ 12,325.03	\$ -
190	208130004060	2672	BORDEN CT	SFR	4618.10	\$ 1,438.08	\$ 10,881.51	\$ -	\$ -	\$ 12,319.59	\$ -
191	208130004050	2676	BORDEN WAY E	SFR	0.00	\$ -	\$ 10,881.51	\$ -	\$ -	\$ 10,881.51	\$ -
179	208130003060	2677	BORDEN WAY	SFR	13655.99	\$ 4,252.47	\$ 10,881.51	\$ -	\$ -	\$ 15,133.98	\$ -
192	208130004040	2680	BORDEN WAY	SFR	1207.06	\$ 375.88	\$ 10,881.51	\$ -	\$ -	\$ 11,257.39	\$ -
193	208130004030	2684	BORDEN WAY	SFR	2442.65	\$ 760.64	\$ 10,881.51	\$ -	\$ -	\$ 11,642.15	\$ -
180	208130003070	2685	BORDEN WAY	SFR	12082.03	\$ 3,762.34	\$ 10,881.51	\$ -	\$ -	\$ 14,643.85	\$ -

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194	208130004020	2688	BORDEN WAY	SFR	1528.92	\$ 476.10	\$ 10,881.51	\$ -	\$ -	\$ 11,357.61	\$ -
181	208130003080	2689	BORDEN WAY	SFR	12082.08	\$ 3,762.36	\$ 10,881.51	\$ -	\$ -	\$ 14,643.87	\$ -
195	208130004010	2692	BORDEN WAY	SFR	245.10	\$ 76.32	\$ 10,881.51	\$ -	\$ -	\$ 10,957.83	\$ -
182	208130003010	2693	BORDEN WAY	SFR	14000.01	\$ 4,359.60	\$ 10,881.51	\$ -	\$ -	\$ 15,241.11	\$ -
204	208140201020	2900	65TH ST E	COMM	22585.94	\$ 7,033.26	\$ -	\$ 20,246.09	\$ -	\$ 27,279.35	\$ -
205	208140201030	2900	65TH ST E	COMM	21447.13	\$ 6,678.64	\$ -	\$ 28,374.65	\$ -	\$ 35,053.29	\$ -
207	208140001020	2925	BUCKLEY WAY	COMM	25946.61	\$ 8,079.79	\$ -	\$ 26,035.04	\$ -	\$ 34,114.83	\$ -
208	208140001030	2925	BUCKLEY WAY	COMM	28449.61	\$ 8,859.21	\$ -	\$ 26,892.00	\$ -	\$ 35,751.21	\$ -
203	208140201010	2940	65TH ST E	COMM	30000.02	\$ 9,342.01	\$ -	\$ 26,892.00	\$ -	\$ 36,234.01	\$ -
209	208140001040	2945	BUCKLEY WAY	COMM	35879.33	\$ 11,172.82	\$ -	\$ 26,892.00	\$ -	\$ 38,064.82	\$ -
214	208140002033	2980	BUCKLEY WAY	COMM	31279.90	\$ 9,740.56	\$ -	\$ 29,007.50	\$ -	\$ 38,748.06	\$ 2,735.52
254	200100051030	3075	UPPER 76TH ST E	SFR	11375.98	\$ 3,542.48	\$ -	\$ -	\$ -	\$ 3,542.48	\$ -
257	200100051070	3080	UPPER 76TH ST E	SFR	759.97	\$ 236.65	\$ -	\$ -	\$ -	\$ 236.65	\$ -
255	200100051040	3085	UPPER 76TH ST E	SFR	9420.25	\$ 2,933.47	\$ -	\$ -	\$ -	\$ 2,933.47	\$ -
258	200100051060	3090	UPPER 76TH ST	SFR	517.99	\$ 161.30	\$ -	\$ -	\$ -	\$ 161.30	\$ -
256	200100051050	3097	UPPER 76TH ST E	SFR	9125.63	\$ 2,841.72	\$ -	\$ -	\$ -	\$ 2,841.72	\$ -
198	207290001030	6291	CAHILL AVE	COMM	0.00	\$ -	\$ -	\$ 60,524.93	\$ -	\$ 60,524.93	\$ -
200	207290001010	6291	CAHILL AVE E	COMM	0.00	\$ -	\$ 54,407.55	\$ -	\$ -	\$ 54,407.55	\$ -
199	207290001020	6307	BURNHAM CIR	COMM	0.00	\$ -	\$ -	\$ 60,524.93	\$ -	\$ 60,524.93	\$ -
1	200050004020	6410	BABCOCK TRLE	SFR	1940.31	\$ 604.21	\$ -	\$ -	\$ -	\$ 604.21	\$ -
2	200050004032	6422	BABCOCK TRLE	SFR	7038.00	\$ 2,191.63	\$ -	\$ -	\$ -	\$ 2,191.63	\$ -
3	200050004031	6422	BABCOCK TRLE	SFR	2441.98	\$ 760.43	\$ -	\$ -	\$ -	\$ 760.43	\$ -
10	206595101030	6430	BALLANTINE CT	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	206595101010	6440	BALLANTINE CT	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	206595101020	6440	BALLANTINE CT	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	200050004050	6444	BABCOCK TRLE	SFR	8166.28	\$ 2,542.98	\$ -	\$ -	\$ -	\$ 2,542.98	\$ -
88	201420101010	6457	BLAINE AVE	MFR-DETACHED TOWNHOME	7907.55	\$ 2,462.41	\$ -	\$ 5,577.40	\$ -	\$ 8,039.81	\$ 713.11
5	200050004060	6460	BABCOCK TRLE	SFR	33495.69	\$ 10,430.56	\$ -	\$ -	\$ -	\$ 10,430.56	\$ -
6	200050004070	6465	BAILEY TRL	SFR	29377.45	\$ 9,148.14	\$ -	\$ -	\$ -	\$ 9,148.14	\$ 2,244.32
89	201420101020	6465	BLAINE AVE E	MFR-DETACHED TOWNHOME	7849.38	\$ 2,444.30	\$ -	\$ 5,577.40	\$ -	\$ 8,021.70	\$ 713.11
7	200050004080	6470	BAILEY TRL	SFR	11899.10	\$ 3,705.38	\$ -	\$ -	\$ -	\$ 3,705.38	\$ 2,244.32
90	201420101030	6471	BLAINE AVE E	MFR-DETACHED TOWNHOME	7822.49	\$ 2,435.92	\$ -	\$ 5,577.40	\$ -	\$ 8,013.32	\$ 713.11
15	206595103040	6474	BECKMAN AVE	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	206595103030	6476	BECKMAN AVE E	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
133	208130001100	6477	BONNER CT N	SFR-TWINHOME	2945.31	\$ 917.17	\$ 10,881.51	\$ -	\$ -	\$ 11,798.68	\$ -
13	206595103020	6478	BECKMAN AVE	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	201420101040	6479	BLAINE AVE	MFR-DETACHED TOWNHOME	7868.48	\$ 2,450.25	\$ -	\$ 5,577.40	\$ -	\$ 8,027.65	\$ 713.11
132	208130001110	6481	BONNER CT N	SFR-TWINHOME	3794.63	\$ 1,181.65	\$ 10,881.51	\$ -	\$ -	\$ 12,063.16	\$ -
12	206595103010	6480	BECKMAN AVE	SFR	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
131	208130001120	6481	BONNER CT N	SFR-TWINHOME	3560.61	\$ 1,108.77	\$ 10,881.51	\$ -	\$ -	\$ 11,990.28	\$ -
134	208130001090	6482	BONNER CT N	SFR-TWINHOME	1553.08	\$ 483.63	\$ 10,881.51	\$ -	\$ -	\$ 11,365.14	\$ -
130	208130001130	6483	BONNER CT	SFR-TWINHOME	3314.37	\$ 1,032.09	\$ 10,881.51	\$ -	\$ -	\$ 11,913.60	\$ -
135	208130001080	6484	BONNER CT	SFR-TWINHOME	5058.12	\$ 1,575.10	\$ 10,881.51	\$ -	\$ -	\$ 12,456.61	\$ -
92	201420101050	6485	BLAINE AVE	MFR-DETACHED TOWNHOME	7917.44	\$ 2,465.49	\$ -	\$ 5,577.40	\$ -	\$ 8,042.89	\$ 713.11

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129	208130001140	6485	BONNER CT N	SFR-TWINHOME	4223.24	1,315.12	10,881.51	34,369.77	-	12,196.63	-
201	208812001010	6485	CAHILL AVE	COMM	0.00	-	-	-	-	34,369.77	1,305.99
136	208130001070	6486	BONNER CT	SFR-TWINHOME	8906.04	2,773.34	10,881.51	-	-	13,654.85	-
126	208130001150	6487	BONNER CT N	SFR-TWINHOME	14132.30	4,400.80	10,881.51	-	-	15,282.31	-
137	208130001060	6488	BONNER CT	SFR-TWINHOME	15416.19	4,800.60	10,881.51	-	-	15,682.11	-
125	208130001160	6489	BONNER CT	SFR-TWINHOME	11004.07	3,426.67	10,881.51	-	-	14,308.18	-
138	208130001050	6490	BONNER CT	SFR-TWINHOME	10951.10	3,410.17	10,881.51	-	-	14,291.68	-
11	206595101051	6491	BARCLAY AVE	SFR	8931.64	2,781.31	-	-	-	2,781.31	2,244.32
124	208130001170	6491	BONNER CT	SFR-TWINHOME	8227.05	2,561.90	10,881.51	-	-	13,443.41	-
145	208132501040	6491	BORDEAUX CT	SFR	4265.83	1,328.38	-	-	3,059.36	4,387.74	-
141	208130001020	6492	BONNER CT	SFR-TWINHOME	10617.90	3,306.41	10,881.51	-	-	14,187.92	-
146	208132501050	6492	BORDEAUX CT	SFR	3394.40	1,057.02	-	5,577.40	3,059.36	4,116.38	-
93	201420101060	6493	BLAINE AVE	MFR-DETACHED TOWNHOME	7018.11	2,185.44	10,881.51	-	-	13,066.95	713.11
123	208130001180	6493	BONNER CT	SFR-TWINHOME	8647.83	2,132.41	10,881.51	-	-	13,013.92	-
140	208130001010	6494	BONNER CT	SFR-TWINHOME	2968.31	924.33	-	-	-	3,983.69	-
147	208132501060	6494	BORDEAUX CT	SFR	11128.09	3,465.29	-	-	3,059.36	6,524.65	-
144	208132501030	6495	BORDEAUX CT	SFR	4175.57	1,299.65	-	-	3,059.36	4,359.01	-
148	208132501070	6496	BORDEAUX CT	SFR	8153.62	2,539.04	-	-	-	2,539.04	-
121	208130001200	6497	BONNER CT N	SFR-LOT ONLY	6846.30	2,131.94	10,881.51	-	-	13,013.45	-
122	208130001190	6497	BONNER CT N	SFR	12997.72	4,047.49	-	-	3,059.36	7,106.85	-
139	208130001041	6498	BONNER CT	SFR	18374.98	5,721.97	10,881.51	-	-	16,603.48	-
149	208132501080	6498	BORDEAUX CT	SFR	4783.96	1,489.73	-	-	3,059.36	4,549.09	-
94	201420101070	6499	BLAINE AVE	MFR-DETACHED TOWNHOME	12109.53	3,770.91	-	5,577.40	-	9,348.31	713.11
142	208132501010	6499	BORDEAUX CT	SFR	14342.04	4,466.11	-	-	3,059.36	7,525.47	-
150	208130002222	6501	BONNER CT	SFR-TWINHOME	8227.21	2,561.95	10,881.51	-	-	13,443.46	-
159	208130002090	6502	BONNER CT	SFR-TWINHOME	10361.97	3,226.72	10,881.51	-	-	14,108.23	-
95	201420003010	6503	BIXBY WAY	SFR-DETACHED TOWNHOME	9556.11	2,975.77	-	-	-	2,975.77	-
151	208130002111	6503	BONNER CT	SFR-TWINHOME	6880.04	2,142.44	10,881.51	-	-	13,023.95	-
158	208130002100	6504	BONNER CT	SFR-TWINHOME	7771.50	2,420.04	10,881.51	-	-	13,301.55	-
152	208130002201	6505	BONNER CT	SFR	15212.81	4,737.27	10,881.51	-	-	15,618.78	-
202	208140001070	6505	CAHILL AVE E	COMM	39359.88	12,256.67	-	35,282.30	-	47,538.97	1,272.70
120	201420002010	6508	BIXBY AVE	SFR-DETACHED TOWNHOME	11267.85	3,508.81	-	-	-	3,508.81	-
157	208130002121	6508	BONNER CT	SFR	18679.62	5,816.83	10,881.51	-	-	16,698.34	-
153	208130002180	6509	BONNER CT S	SFR-TWINHOME	9574.37	2,981.46	10,881.51	-	-	13,862.97	-
156	208130002141	6510	BONNER CT	SFR	20355.90	6,338.83	10,881.51	-	-	17,220.34	-
154	208130002170	6511	BONNER CT S	SFR-TWINHOME	13190.38	4,107.48	10,881.51	-	-	14,988.99	-
155	208130002161	6512	BONNER CT	SFR	16445.08	5,121.00	10,881.51	-	-	16,002.51	-
96	201420003020	6523	BIXBY WAY	SFR-DETACHED TOWNHOME	7279.98	2,266.98	-	-	-	2,266.98	-
119	201420002020	6528	BIXBY AVE	SFR-DETACHED TOWNHOME	6995.97	2,179.79	-	-	-	2,179.79	-
16	200050076011	6538	BABCOCK TRL E	SFR	0.00	-	-	-	-	-	-
29	203100003080	6538	BARBARA AVE E	SFR	1386.57	431.78	-	-	-	431.78	-
34	203100003100	6538	BARBARA AVE E	SFR	7173.08	2,233.70	10,881.51	-	-	13,115.21	-
97	201420003030	6543	BIXBY WAY	SFR-DETACHED TOWNHOME	5252.61	1,635.66	-	-	-	1,635.66	-

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 Preliminary Assessment Roll (Sorted by House Number)

MAP NO.	PID	HOUSE NO.	STREET NAME	PROPERTY TYPE	DRAINAGE AREA	DRAINAGE ASSESSMENT	RECONSTRUCTION PER LOT STREET ASSESSMENT	RECONSTRUCTION PER LOT STREET ASSESSMENT	MILL AND OVERLAY PER LOT STREET ASSESSMENT	TOTAL ASSESSMENT PER POLICY	PREVIOUS ASSESSMENTS
118	201420002030	6548	BIXBY WAY	SFR-DETACHED TOWNHOME	7000.01	\$ 2,179.80	\$ -	\$ -	\$ -	\$ 2,179.80	\$ -
20	203100003040	6553	BARBARA AVE E	SFR	3251.14	\$ 1,012.40	\$ 10,881.51	\$ -	\$ -	\$ 11,893.91	\$ -
35	203100004050	6554	BARBARA AVE E	SFR	5839.28	\$ 1,818.35	\$ 10,881.51	\$ -	\$ -	\$ 12,699.86	\$ -
210	208140001060	6555	CAHILL AVE E	COMM	23583.43	\$ 7,343.88	\$ -	\$ -	\$ -	\$ 7,343.88	\$ 2,349.60
98	201420003040	6563	BIXBY WAY	SFR-DETACHED TOWNHOME	3186.60	\$ 992.31	\$ -	\$ -	\$ -	\$ 992.31	\$ -
117	201420002040	6568	BIXBY WAY	SFR-DETACHED TOWNHOME	7000.01	\$ 2,179.80	\$ -	\$ -	\$ -	\$ 2,179.80	\$ -
36	203100004020	6572	BARBARA AVE E	SFR	6154.63	\$ 1,916.55	\$ 10,881.51	\$ -	\$ -	\$ 12,798.06	\$ -
211	208140001050	6575	CAHILL	COMM	2390.13	\$ 744.29	\$ -	\$ 11,079.50	\$ -	\$ 11,823.79	\$ 2,349.60
21	203100003051	6579	BARBARA AVE E	SFR	3648.96	\$ 1,136.29	\$ 10,881.51	\$ -	\$ -	\$ 12,017.80	\$ -
37	203100004040	6580	BARBARA AVE E	SFR	5672.90	\$ 1,766.54	\$ 10,881.51	\$ -	\$ -	\$ 12,648.05	\$ -
99	201420003050	6583	BIXBY WAY	SFR-DETACHED TOWNHOME	3142.96	\$ 978.72	\$ -	\$ -	\$ -	\$ 978.72	\$ -
22	203100003060	6585	BARBARA AVE E	SFR	5145.03	\$ 1,602.16	\$ 10,881.51	\$ -	\$ -	\$ 12,483.67	\$ -
116	201420002050	6588	BIXBY WAY	SFR-DETACHED TOWNHOME	6999.99	\$ 2,179.80	\$ -	\$ -	\$ -	\$ 2,179.80	\$ -
220	201550002001	6600	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	9383.86	\$ 2,922.13	\$ -	\$ 10,828.51	\$ -	\$ 13,750.64	\$ -
219	208140302101	6601	BUCKLEY CIR, UNIT 101	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302102	6601	BUCKLEY CIR, UNIT 102	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302103	6601	BUCKLEY CIR, UNIT 103	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302104	6601	BUCKLEY CIR, UNIT 104	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302105	6601	BUCKLEY CIR, UNIT 105	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302106	6601	BUCKLEY CIR, UNIT 106	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302107	6601	BUCKLEY CIR, UNIT 107	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302108	6601	BUCKLEY CIR, UNIT 108	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302109	6601	BUCKLEY CIR, UNIT 109	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302110	6601	BUCKLEY CIR, UNIT 110	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
100	201420003060	6603	BIXBY WAY	SFR-DETACHED TOWNHOME	3259.10	\$ 1,014.88	\$ -	\$ -	\$ -	\$ 1,014.88	\$ -
38	203100004030	6604	BARBARA AVE E	SFR	5386.49	\$ 1,677.35	\$ 10,881.51	\$ -	\$ -	\$ 12,558.86	\$ -
23	203100003110	6605	BARBARA AVE E	SFR	4762.50	\$ 1,483.04	\$ 10,881.51	\$ -	\$ -	\$ 12,364.55	\$ -
115	201420002060	6608	BIXBY WAY	SFR-DETACHED TOWNHOME	6999.99	\$ 2,179.80	\$ -	\$ -	\$ -	\$ 2,179.80	\$ -
221	201550002002	6610	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7883.92	\$ 2,455.05	\$ -	\$ 10,828.51	\$ -	\$ 13,283.56	\$ -
24	201710002063	6620	BARCOCK TRLE	SFR	6788.02	\$ 2,113.79	\$ -	\$ -	\$ -	\$ 2,113.79	\$ -
222	201550002003	6620	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	9383.86	\$ 2,922.13	\$ -	\$ 10,828.51	\$ -	\$ 13,750.64	\$ -
101	201420003070	6623	BIXBY WAY	SFR-DETACHED TOWNHOME	3449.38	\$ 1,074.14	\$ -	\$ -	\$ -	\$ 1,074.14	\$ -
219	208140302201	6625	BUCKLEY CIR, UNIT 201	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302202	6625	BUCKLEY CIR, UNIT 202	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302203	6625	BUCKLEY CIR, UNIT 203	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302204	6625	BUCKLEY CIR, UNIT 204	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302205	6625	BUCKLEY CIR, UNIT 205	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302206	6625	BUCKLEY CIR, UNIT 206	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302207	6625	BUCKLEY CIR, UNIT 207	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302208	6625	BUCKLEY CIR, UNIT 208	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302209	6625	BUCKLEY CIR, UNIT 209	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302210	6625	BUCKLEY CIR, UNIT 210	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
114	201420002070	6628	BIXBY WAY	SFR-DETACHED TOWNHOME	7000.02	\$ 2,179.81	\$ -	\$ -	\$ -	\$ 2,179.81	\$ -
223	201550002005	6630	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	9369.47	\$ 2,917.65	\$ -	\$ 10,828.51	\$ -	\$ 13,746.16	\$ -

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215	208140002022	6635	CAHILL	COMM	5072.38	\$ 1,579.54	\$ -	\$ -	\$ -	\$ 1,579.54	\$ 2,153.80
224	201550002006	6640	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	9383.60	\$ 2,922.05	\$ -	\$ 10,828.51	\$ -	\$ 13,750.56	\$ -
102	201420003080	6643	BIXBY WAY	SFR-DETACHED TOWNHOME	3650.31	\$ 1,136.71	\$ -	\$ -	\$ -	\$ 1,136.71	\$ -
113	201420002080	6648	BIXBY WAY	SFR-DETACHED TOWNHOME	7000.02	\$ 2,179.81	\$ -	\$ -	\$ -	\$ 2,179.81	\$ -
225	201550101010	6650	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	8379.78	\$ 2,609.46	\$ -	\$ 1,027.27	\$ -	\$ 3,636.73	\$ -
103	201420003090	6653	BIXBY WAY	SFR-DETACHED TOWNHOME	3851.19	\$ 1,199.26	\$ -	\$ -	\$ -	\$ 1,199.26	\$ -
219	208140302301	6655	BUCKLEY CIR, UNIT 301	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302302	6655	BUCKLEY CIR, UNIT 302	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302303	6655	BUCKLEY CIR, UNIT 303	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302304	6655	BUCKLEY CIR, UNIT 304	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302305	6655	BUCKLEY CIR, UNIT 305	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302306	6655	BUCKLEY CIR, UNIT 306	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302307	6655	BUCKLEY CIR, UNIT 307	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302308	6655	BUCKLEY CIR, UNIT 308	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302309	6655	BUCKLEY CIR, UNIT 309	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302310	6655	BUCKLEY CIR, UNIT 310	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
216	208140002042	6655	CAHILL	COMM	766.70	\$ 238.75	\$ -	\$ -	\$ -	\$ 238.75	\$ 1,957.80
217	208140002043	6655	CAHILL	COMM	8255.23	\$ 2,570.68	\$ -	\$ -	\$ -	\$ 2,570.68	\$ -
112	201420002090	6658	BIXBY WAY	SFR-DETACHED TOWNHOME	6999.99	\$ 2,179.80	\$ -	\$ -	\$ -	\$ 2,179.80	\$ -
226	201550101020	6660	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.25	\$ 2,185.80	\$ -	\$ 1,027.27	\$ -	\$ 3,213.07	\$ -
218	208140002044	6665	CAHILL AVE E	COMM	8333.47	\$ 2,595.04	\$ -	\$ -	\$ -	\$ 2,595.04	\$ -
227	201550101030	6670	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.25	\$ 2,185.80	\$ -	\$ 1,027.27	\$ -	\$ 3,213.07	\$ -
104	201420003100	6670	BIXBY WAY	SFR-DETACHED TOWNHOME	4059.91	\$ 1,264.26	\$ -	\$ -	\$ -	\$ 1,264.26	\$ -
111	201420002100	6678	BIXBY WAY	SFR-DETACHED TOWNHOME	9713.85	\$ 3,024.89	\$ -	\$ -	\$ -	\$ 3,024.89	\$ -
228	201550101040	6680	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.26	\$ 2,185.80	\$ -	\$ 1,027.27	\$ -	\$ 3,213.07	\$ -
229	201550101050	6690	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	8451.74	\$ 2,631.87	\$ -	\$ 1,027.27	\$ -	\$ 3,659.14	\$ -
230	201550101070	6700	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	8451.78	\$ 2,631.89	\$ -	\$ 1,027.27	\$ -	\$ 3,659.16	\$ -
219	208140302401	6701	BUCKLEY CIR, UNIT 401	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302402	6701	BUCKLEY CIR, UNIT 402	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302403	6701	BUCKLEY CIR, UNIT 403	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302404	6701	BUCKLEY CIR, UNIT 404	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302405	6701	BUCKLEY CIR, UNIT 405	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302406	6701	BUCKLEY CIR, UNIT 406	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302407	6701	BUCKLEY CIR, UNIT 407	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302408	6701	BUCKLEY CIR, UNIT 408	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302409	6701	BUCKLEY CIR, UNIT 409	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
219	208140302410	6701	BUCKLEY CIR, UNIT 410	MFR-CONDO	1236.63	\$ 385.09	\$ -	\$ 1,703.16	\$ -	\$ 2,088.25	\$ -
49	201710003080	6710	BARCOCK TRL E	SFR	5764.31	\$ 1,795.00	\$ -	\$ -	\$ -	\$ 1,795.00	\$ -
231	201550101080	6710	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.26	\$ 2,185.80	\$ -	\$ 1,027.27	\$ -	\$ 3,213.07	\$ -
174	200040076012	6712	BLAINE AVE E	SFR	9195.93	\$ 2,863.61	\$ -	\$ -	\$ -	\$ 2,863.61	\$ -
232	201550101090	6720	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.24	\$ 2,185.79	\$ -	\$ 1,027.27	\$ -	\$ 3,213.06	\$ -
233	201550101100	6730	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.27	\$ 2,185.80	\$ -	\$ 1,027.27	\$ -	\$ 3,213.07	\$ -
234	201550101110	6740	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	7019.24	\$ 2,185.79	\$ -	\$ 1,027.27	\$ -	\$ 3,213.06	\$ -
235	201550101120	6750	BUCKLEY CIR	MFR-ATTACHED TOWNHOME	8435.08	\$ 2,626.69	\$ -	\$ 1,027.27	\$ -	\$ 3,653.96	\$ -

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57	201710003101	6780	BABCOCK TRL E	SFR	0.00	\$	-	\$	-	\$	\$
83	201416505001	6842	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505002	6844	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505017	6845	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505004	6846	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505018	6847	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505003	6848	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505019	6849	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
*84	2000400052020	6850	BLACKHAWK TRL	SFR	0.00	\$	21,763.02*	\$	-	\$	21,763.02
83	201416505020	6851	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505021	6853	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505006	6854	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505022	6855	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505005	6856	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505023	6857	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505008	6858	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505024	6859	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505007	6860	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505025	6861	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505010	6862	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505026	6863	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505009	6864	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505012	6866	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505028	6867	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505011	6868	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505029	6869	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505014	6870	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505030	6871	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505031	6872	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505016	6874	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505032	6875	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
83	201416505015	6876	BLACKHAWK TRL	MFR-ATTACHED TOWNHOME	0.00	\$	-	\$	923.40	\$	923.40
237	208145001024	7561	CAHILL CT	SFR	0.00	\$	10,881.51	\$	-	\$	10,881.51
238	208145001023	7565	CAHILL CT E	SFR-TWINHOME	0.00	\$	10,881.51	\$	-	\$	10,881.51
239	208145001151	7569	CAHILL AVE	SFR	30561.42	\$	9,516.83	\$	-	\$	20,398.34
240	208145001022	7571	CAHILL CT	SFR	1667.98	\$	519.41	\$	-	\$	11,400.92
241	208145001080	7575	CAHILL CT E	SFR	1590.72	\$	495.35	\$	-	\$	11,376.86
241	208145001040	7577	CAHILL CT	SFR	0.00	\$	-	\$	-	\$	10,881.51
242	208145001050	7581	CAHILL CT	SFR	2136.04	\$	665.16	\$	-	\$	11,546.67
243	208145001060	7583	CAHILL CT	SFR	2527.18	\$	786.96	\$	-	\$	11,668.47
244	208145001070	7587	CAHILL CT	SFR	2688.95	\$	837.34	\$	-	\$	11,718.85
245	208145001080	7589	CAHILL CT	SFR	2934.00	\$	913.65	\$	-	\$	11,795.16

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246	208145001090	7593	CAHILL CT E	SFR	1902.95	\$ 592.58	\$ 10,881.51	\$ -	\$ -	\$ 11,474.09	\$ -
247	208145001100	7595	CAHILL CT	SFR	6358.54	\$ 1,980.05	\$ 10,881.51	\$ -	\$ -	\$ 12,861.56	\$ -
248	208145001110	7599	CAHILL CT	SFR	15451.57	\$ 4,811.62	\$ 10,881.51	\$ -	\$ -	\$ 15,693.13	\$ -
249	208145001120	7601	CAHILL CT	SFR	15285.44	\$ 4,759.89	\$ 10,881.51	\$ -	\$ -	\$ 15,641.40	\$ -
250	208145001130	7605	CAHILL CT	SFR	18210.19	\$ 5,670.65	\$ 10,881.51	\$ -	\$ -	\$ 16,552.16	\$ -
251	208145001142	7607	CAHILL CT E	SFR	19684.94	\$ 6,129.89	\$ 10,881.51	\$ -	\$ -	\$ 17,011.40	\$ -
253	200100051020	7653	CAHILL AVE E	SFR	1319.09	\$ 410.77	\$ -	\$ -	\$ -	\$ 410.77	\$ -
48	201710001010	0		CITY	0.00	\$ -	\$ -	\$ 2,735.81	\$ -	\$ 2,735.81	\$ -
71	201710004010	0		CITY	0.00	\$ -	\$ -	\$ 5,181.19	\$ -	\$ 5,181.19	\$ -
74	200050079011	0		SFR	202.57	\$ 63.08	\$ -	\$ -	\$ -	\$ 63.08	\$ -
82	201710005040	0		CITY	14.63	\$ 4.56	\$ -	\$ 1,792.80	\$ -	\$ 1,797.36	\$ -
85	200040025030	0		STATE	15619.36	\$ 4,863.87	\$ -	\$ -	\$ -	\$ 4,863.87	\$ -
86	200040056013	0		CITY	60303.31	\$ 18,778.45	\$ -	\$ 130,164.45	\$ -	\$ 148,942.90	\$ -
87	200040056012	0		STATE	17582.90	\$ 5,475.31	\$ -	\$ 128,156.52	\$ -	\$ 133,631.83	\$ -
196	200040075018	0		CITY	0.00	\$ -	\$ -	\$ 162,926.08	\$ -	\$ 162,926.08	\$ -
*197	208140003010	0		SFR	0.00	\$ -	\$ 21,763.02*	\$ -	\$ -	\$ 21,763.02	\$ -
206	208140001010	0		COMM	41405.36	\$ 12,893.63	\$ -	\$ 57,256.65	\$ -	\$ 70,150.28	\$ -
212	208140300020	0		COMM	13245.53	\$ 4,124.66	\$ -	\$ 93,793.92	\$ -	\$ 97,918.58	\$ -
213	208140300010	0		COMM	40079.96	\$ 12,480.90	\$ -	\$ 49,079.69	\$ -	\$ 61,560.59	\$ -
236	200040078011	0		CITY	5563.38	\$ 1,732.44	\$ -	\$ -	\$ -	\$ 1,732.44	\$ -
<b>TOTALS:</b>					2279841.61	\$ 709,942.70	\$ 1,305,781.20	\$ 1,219,367.34	\$ 58,127.84	\$ 3,391,152.67	\$ 25,849.74

\*Map Number 32 is being assessed for 1 single family lot and 4 potentially-developed single family lot (\$10,881.51 per lot per policy and \$4,000 per lot capped). Map Number 84 is being assessed for 1 single family lot and 1 potentially-dev  
 lot (\$10,881.51 per lot per policy and \$2,000 per lot capped). Map Number 197 is being assessed for 1 single family lot and 1 potentially-developed single family lot (\$10,881.51 per lot per policy and \$5,000 per lot capped).

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

**RESOLUTION ORDERING IMPROVEMENTS, AUTHORIZING AND APPROVING PLANS AND SPECIFICATIONS, AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2012 PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2012-09D – URBAN STREET RECONSTRUCTION PROJECT (65TH STREET NEIGHBORHOOD AND CAHILL CT.)**

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

**WHEREAS**, a resolution passed by the City Council on the 12th day of December 2011 called for a public hearing on the proposed improvement project, 2012 Pavement Management Program, City Project No. 2012-09D – Urban Street Reconstruction Project (65th Street Neighborhood and Cahill Ct.); and

**WHEREAS**, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on the 23rd day of January 2012, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

**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 January 23, 2012.
2. The plans and specifications for City Project No. 2012-09D are hereby authorized and approved.
3. The Public Works Director is hereby authorized to advertise for bids with respect to City Project No. 2012-09D.
4. 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 23rd day of January 2012.

AYES:

NAYS:

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

ATTEST

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

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

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ATTORNEYS AT LAW

TIMOTHY J. KUNTZ  
DANIEL J. BEESON  
\*KENNETH J. ROHLF  
◊STEPHEN H. FOCHLER  
◊JAY P. KARLOVICH  
ANGELA M. LUTZ AMANN  
\*KORINE L. LAND  
ANN C. O'REILLY  
◊\*DONALD L. HOEFT  
DARCY M. ERICKSON  
DAVID S. KENDALL  
BRIDGET McCAULEY NASON  
DAVID B. GATES  
•  
HAROLD LEVANDER  
1910-1992  
•  
ARTHUR GILLEN  
1919-2005  
•  
• ROGER C. MILLER  
1924-2009

## MEMO

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

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**TO: Mayor and Councilmembers**  
**FROM: Timothy J. Kuntz & Korine L. Land, City Attorney's**  
**DATE: January 19, 2012**  
**RE: Second Reading of Pawnbroker Ordinance –  
January 23, 2012 City Council Meeting**

---

**Section 1. Background.** At the January 9, 2012 Council meeting, you discussed the changes to the Pawnbroker and Precious Metal Dealer Ordinance. You requested that we add a provision that limits the number of licenses. The attached version states that the City shall issue no more than two (2) pawnbroker licenses and no more than five (5) precious metal dealer licenses. To that end, you will find new language at Section 4-2-3 G (page 18) providing the restrictions on the number of licenses that may be issued.

**Section 2. Council Action.** The Council is asked to consider the second reading of the attached Ordinance Amending Inver Grove Heights City Code, Title 4, Chapter 2, Regarding License Provisions For Pawnbrokers And Precious Metal Dealers And Title 1, Chapter 10 And Title 3, Chapter 2 Eliminating Licenses For Secondhand Goods Dealers at the January 23, 2012 City Council meeting.

Attachment

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

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

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,  
TITLE 4, CHAPTER 2, REGARDING LICENSE PROVISIONS FOR PAWNBROKERS  
AND PRECIOUS METAL DEALERS AND TITLE 1, CHAPTER 10 AND TITLE 3,  
CHAPTER 2 ELIMINATING LICENSES FOR SECONDHAND GOODS DEALERS

---

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS  
FOLLOWS:

**Section One. Amendment.** Title 4, Chapter 2, of the Inver Grove Heights City Code is  
hereby amended to read as follows:

Chapter 2

PAWNBROKERS AND ~~SECONDHAND DEALERS~~ PRECIOUS METAL DEALERS

~~4-2-1: DEFINITIONS:~~

~~4-2-2: CITY AND COUNTY LICENSES REQUIRED:~~

~~4-2-3: INELIGIBILITY FOR LICENSE:~~

~~4-2-4: APPLICATION FOR LICENSE:~~

~~4-2-5: FEES:~~

~~4-2-6: BOND:~~

~~4-2-7: INVESTIGATIONS:~~

~~4-2-8: GRANT OR DENIAL OF LICENSE:~~

~~4-2-9: LIMITATIONS ON LICENSE:~~

~~4-2-10: TERM AND EXPIRATION OF LICENSE; PRO RATA FEE:~~

~~4-2-11: REFUND OF LICENSE FEE:~~

~~4-2-12: DEATH OF LICENSEE:~~

~~4-2-13: HOURS AND DAYS OF OPERATION:~~

~~4-2-14: PROCEDURE TO RECEIVE AND SELL ITEMS:~~

~~4-2-15: WEAPONS PROHIBITED:~~

~~4-2-16: SALES TO, RECEIPT FROM CERTAIN PERSONS PROHIBITED;  
IDENTIFICATION REQUIRED:~~

~~4-2-17: SECURITY REQUIREMENTS:~~

~~4-2-18: RIGHT OF INSPECTION:~~

~~4-2-19: DENIAL OR REVOCATION OF LICENSE:~~

~~4-2-20: EXEMPTIONS:~~

~~4-2-21: VIOLATION; PENALTIES:~~

4-2-1: DEFINITIONS:

For the purpose of this chapter, the terms defined in this section have the meanings given them:

~~PAWNBROKER: A person who loans money on deposit or pledge of personal property, or other valuable thing, or who deals in the purchasing of personal property or other valuable thing on condition of selling the same back again at a stipulated price, or who loans money secured by chattel mortgage on personal property, taking possession of the property or any part so mortgaged.~~

~~SECONDHAND GOODS DEALER: A person whose business includes selling or receiving tangible personal property previously used, rented, owned or leased, including, but not limited to, jewelry, precious metals, watches, rings, cameras, and electronic equipment, but excluding motor vehicles. (1974 Code § 1140.01)~~

#### ~~4-2-2: CITY AND COUNTY LICENSES REQUIRED:~~

##### ~~A. City Licenses:~~

~~1. Required: No person may engage in the business of a secondhand goods dealer or pawnbroker without first having obtained a license.~~

~~2. Separate Licenses Required: A pawnbroker may not conduct, operate or engage in the business of secondhand goods dealer without having obtained a secondhand goods dealer license in addition to a pawnbroker license. A secondhand goods dealer may not conduct, operate or engage in the business of pawnbroker without having obtained a pawnbroker license in addition to a secondhand goods dealer license. (1974 Code § 1140.05)~~

##### ~~3. Multiple Dealers:~~

~~a. Requirements: The owners of a business at which two (2) or more secondhand goods dealers are engaged in business by maintaining separate sales and identifying themselves to the public as individual dealers may obtain a multiple secondhand goods dealer license for that location. A multiple license may not be issued unless the following requirements are met:~~

~~(1) The business must have a single name and address.~~

~~(2) The business must operate in a compact and contiguous space as specified in the license.~~

~~(3) The business must be under the unified control and supervision of one person who holds the license.~~

~~(4) Sales must be consummated at a central point of register operated by the owner of the business, and the owner must maintain a comprehensive account of all sales.~~

~~b. Compliance: The holder of a secondhand goods dealer licensed under this subsection A3 for a business with more than one dealer at the same location must comply with all of the requirements of this chapter, including the responsibility for police reporting and record keeping, in the same manner as any other dealer licensed under this chapter. A dealer licensed under this subsection A3 is responsible to his customers for stolen or misrepresented goods sold at his place of business in the same manner as any other dealer licensed under this chapter. (1974 Code § 1140.07)~~

~~B. County License: Secondhand goods dealers and pawnbrokers dealing in precious metals and gems must be licensed by the county in addition to the city license. (1974 Code § 1140.63)~~

#### ~~4-2-3: INELIGIBILITY FOR LICENSE:~~

~~A. Persons Ineligible: A pawnbroker or secondhand goods dealer license will not be issued to:~~

- ~~1. A person who is not a citizen of the United States or a resident alien, or upon whom it is impractical to conduct a background and financial investigation due to the unavailability of information.~~
- ~~2. A person under eighteen (18) years of age.~~
- ~~3. Subject to the provision of law, a person who has been convicted of any state or federal law relating to receiving stolen property, sale of stolen property or controlled substance, burglary, robbery, theft, damage or trespass to property, operation of an illegal business, or any law or ordinance regulating the business of pawnbrokers or secondhand goods dealers.~~
- ~~4. A person who, within five (5) years of the license application date, had a pawnbroker or secondhand goods dealer license revoked.~~
- ~~5. A person who the city council determines not to be of sufficient good, moral character or repute.~~
- ~~6. If the city council determines, after investigation and public hearing, that the issuance of or the renewal of the license would adversely affect public health, safety or welfare. (1974 Code § 1140.23)~~

~~B. Places Ineligible: A license will not be issued or renewed under this chapter for any place or for any business:~~

- ~~1. If taxes, assessments or other financial claims of the city or the state of Minnesota on the licensee's business premises are delinquent and unpaid;~~
- ~~2. If the premises is located within six hundred feet (600') of a school, church, residence or residentially zoned property, as measured from the property lines;~~

~~3. Where operation of a licensed premises would violate zoning ordinances; or~~

~~4. Where the applicant's present license was issued conditioned upon the applicant making specified improvements to the licensed premises or the property of the licensed premises, which improvements have not been completed. (1974 Code § 1140.25)~~

~~4-2-4: APPLICATION FOR LICENSE:~~

~~A. The license applicant must complete an application form provided by the chief of police. The application must be in a form and request information of the applicant as determined by the chief of police.~~

~~B. If the applicant is a natural person, the application must be signed and sworn by the person; if a corporation, by an agent authorized to sign; if a partnership, by a partner.~~

~~C. C. The application must be accompanied by the required license fee and the established fee for investigation. The annual license fee, but not the investigation fee, will be returned to the applicant if the application is rejected or denied. (1974 Code § 1140.11)~~

~~D. The application for a pawnbroker or secondhand goods dealer license must be accompanied by a site plan drawn to scale. The site plan must contain:~~

~~1. A legal description of the property upon which the proposed licensed premises is situated.~~

~~2. The exact location of the licensed premises on the property, customer and employee parking areas, access onto the property, and entrances into the premises.~~

~~3. The location of and distance from the nearest church, school, and residence.~~

~~4. A floor plan of the licensed premises. (1974 Code § 1140.15)~~

~~It is unlawful to knowingly make a false statement in the license application. In addition to all other penalties, the license may be subsequently revoked by the city council for violation of this subsection. (1974 Code § 1140.11)~~

~~4-2-5: FEES:~~

~~A. License Fees:~~

~~1. Pawnbroker: The annual fee for a pawnbroker shall be set by resolution of the city council.~~

~~2. Secondhand Goods Dealer: The annual license fee for a secondhand goods dealer, not a pawnbroker, shall be set by resolution of the city council.~~

~~3. Multiple Sales: The annual license fee for a secondhand goods dealer for a location where more than one secondhand goods dealer is engaged in business shall be set by resolution of the city council.~~

~~B. Investigation Fee: In addition to the annual fee, the city council may establish by resolution an investigation fee to be paid upon initial application and upon any change in ownership. Change in ownership shall include, in the case of a partnership, a change in identity of any partner; and in the case of a corporation, a change in ownership of more than five percent (5%) of shares. (1974 Code § 1140.09)~~

#### ~~4-2-6: BOND:~~

~~A pawnbroker or secondhand goods dealer license will not be issued unless the applicant files with the city clerk a bond with corporate surety, cash, or a United States government bond in the amount of five thousand dollars (\$5,000.00) for a pawnbroker license or five thousand dollars (\$5,000.00) for a secondhand goods dealer license. The bond must be conditioned on the licensee obeying the laws and ordinances governing the licensed business and paying all fees, taxes, penalties and other charges associated with the business. The bond must provide that it is forfeited to the city upon violation of law or ordinance. (1974 Code § 1140.13)~~

#### ~~4-2-7: INVESTIGATIONS:~~

~~A. Conduct Of Investigation: The city, prior to granting of an initial or renewed pawnbroker or secondhand goods dealer license, must conduct a background and financial investigation of the applicant. Any person having a beneficial interest in the license must be investigated. The chief of police shall cause to be made such investigation of the information requested in this chapter and shall make a written recommendation and report to the city council. The chief of police must verify the facts stated in the application and must report all convicted violations of state, federal or municipal law involving the applicant, interested persons, or the unlicensed premises while under the applicant's proprietorship.~~

#### ~~B. Fees:~~

~~1. At the time of each original application for a license, the applicant shall pay in full the investigation fee.~~

~~2. At any time that an additional investigation is required because of a license renewal, a change in ownership or control of the licensee or because of enlargement, alteration, or extension of premises previously licensed, the licensee shall pay an investigation fee in an amount set by city council resolution. The investigation fee shall accompany the application.~~

~~3. All investigation fees are nonrefundable. (1974 Code § 1140.17)~~

#### ~~4-2-8: GRANT OR DENIAL OF LICENSE:~~

~~A. Public Hearing: A pawnbroker or secondhand goods dealer license will not be issued without a public hearing before the city council. Any person having an interest in or who will be affected by the proposed license will be permitted to testify at the hearing. The public hearing must be preceded by a ten (10) business days' published notice specifying location of the proposed licensed business premises. (1974 Code § 1140.19)~~

~~B. Grant Or Denial: After review of the license application, investigation report and public hearing, the city council may grant or refuse, for one or more of the reasons set forth in section 4-2-19 of this chapter the application for a new or renewed pawnbroker or secondhand goods dealer license. A license will not be effective unless the application fee and bond have been filed with the chief of police. (1974 Code § 1140.21)~~

#### ~~4-2-9: LIMITATIONS ON LICENSE:~~

~~A license will be issued to the applicant only and only for the business premises as described in the application. The license is effective only for the premises specified in the approved license application. A license shall not be transferred to another location or to another person. (1974 Code § 1140.27)~~

#### ~~4-2-10: TERM AND EXPIRATION OF LICENSE; PRO RATA FEE:~~

~~The license is issued for a period of one year beginning on January 1 except that if the application is made during the license year, a license may issued for the remainder of the license year for a monthly pro rata fee. The unexpired fraction of a month will be counted as a complete month. The license expires on December 31. (1974 Code § 1140.29)~~

#### ~~4-2-11: REFUND OF LICENSE FEE:~~

~~The city council may, in its judgment, refund a pro rata share of the license fee to the licensee or the licensee's estate if:~~

~~A. The business ceases to operate because of destruction or damage.~~

~~B. The licensee dies.~~

~~C. The business ceases to be lawful for a reason other than license revocation.~~

~~D. The licensee ceases to carry on the licensed business under the license. (1974 Code § 1140.31)~~

#### ~~4-2-12: DEATH OF LICENSEE:~~

~~In the case of the death of a licensee, the personal representative of the licensee may continue operation of the business for not more than ninety (90) days after the licensee's death. (1974 Code § 1140.33)~~

~~4-2-13: HOURS AND DAYS OF OPERATION:~~

~~From nine o'clock (9:00) P.M. Saturday to seven o'clock (7:00) A.M. Monday, no property shall be received as a pledge, on consignment or purchased by a pawnbroker or secondhand goods dealer, nor shall any property be sold during said hours by any pawnbroker or secondhand goods dealer, nor any other day before seven o'clock (7:00) A.M., nor any other day after nine o'clock (9:00) P.M. Further, no pawnbroker or secondhand goods dealer shall be open for business on Christmas Day or Thanksgiving Day. (1974 Code § 1140.51)~~

~~4-2-14: PROCEDURE TO RECEIVE AND SELL ITEMS:~~

- ~~A. Holding: An item received by a secondhand goods dealer or pawnbroker, for which a report to the police is required, may not be sold or otherwise transferred for a period of twelve (12) business days after the date of such report to the police. However, an individual may redeem an item pawned seventy two (72) hours after it was received on deposit, excluding Sundays and legal holidays. (1974 Code § 1140.43)~~
- ~~B. Receipt Issued: A licensed secondhand goods dealer or pawnbroker must provide a receipt to the seller or consignor of any item which includes:~~
- ~~1. The address and telephone number of the business.~~
  - ~~2. The date.~~
  - ~~3. A description of items purchased.~~
  - ~~4. The purchaser's or consignee's signature. (1974 Code § 1140.45)~~
- ~~C. C. Police Orders: If a city police officer or other law enforcement officer notifies a dealer not to sell an item, the item may not be sold or removed from the licensed premises until authorized to be released by the police, or court order. Said notification, if verbal, should be followed by a written order within seventy two (72) hours of the verbal notice, setting forth the item to be held and the reasons therefor. (1974 Code § 1140.47)~~
- ~~D. Records Kept:~~
- ~~1. A licensed secondhand goods dealer and pawnbroker, at the time of receipt of an item, must immediately record, in ink or other indelible medium, in the English language, in a book or word processing unit, all information required by Minnesota statutes section 325J.04. (1974 Code § 1140.35; amd. 2008 Code)~~
  - ~~2. The books, as well as the goods received, must be open for inspection by the police department during business hours. The records required by this subsection must be stored and maintained by the licensee for a period of at least three (3) years. (1974 Code § 1140.35)~~

~~E. Daily Reports: For the following items, regardless of resale price, a secondhand goods dealer or pawnbroker must make out on forms approved by the police department, and send daily by mail or courier to the police department, a legible description of the goods received during the preceding day, together with the items received and a description of the individual from whom the goods were received:~~

- ~~1. Items with a serial number, or other personal identification number or symbol, or items from which such number or symbol has been, or may have been, removed, altered or obliterated.~~
- ~~2. Cameras.~~
- ~~3. Electronic audio or video equipment.~~
- ~~4. Precious jewelry or gems, and precious metals.~~
- ~~5. Artist signed or artist attributed works of art.~~
- ~~6. Guns and firearms.~~
- ~~7. Items not included in the above, except furniture and kitchen or laundry appliances, which the secondhand goods dealer or pawnbroker intends to sell for two hundred dollars (\$200.00) or more. (1974 Code § 1140.39)~~

~~F. Lost Or Stolen Goods: A licensed pawnbroker or secondhand goods dealer must report to the police any article pledged or received, or sought to be pledged or received, if the licensee has reason to believe that the article was stolen or lost. (1974 Code § 1140.41)~~

~~G. Redemption Period: A person who pawns an item shall have at least one hundred twenty (120) days to redeem the item before it may be sold. (1974 Code § 1140.57)~~

~~H. Payment By Check Only: When a secondhand goods dealer or pawnbroker makes payment for an item pledged or received at the licensed place of business, payment must be made by check only, made payable to the named payee, who is actually the intended seller. (1974 Code § 1140.59)~~

#### ~~4-2-15: WEAPONS PROHIBITED:~~

~~A. A licensed pawnbroker or secondhand goods dealer may not receive, as a pledge, or otherwise accept for consignment or sale, any revolver, pistol, rifle or shotgun unless said dealer also maintains a federal firearms dealer's license.~~

~~B. A licensed pawnbroker or secondhand goods dealer may not receive, as pledge, or otherwise accept for consignment or sale, any sawed off shotgun, automatic rifle, blackjack, switchblade, knife, or other similar weapons or firearms. (1974 Code § 1140.49)~~

~~4-2-16: SALES TO, RECEIPT FROM CERTAIN PERSONS PROHIBITED; IDENTIFICATION REQUIRED:~~

- ~~A. Minors: No person under the age of eighteen (18) years shall sell or consign, or attempt to sell or consign, goods with a secondhand goods dealer or pawnbroker. A secondhand goods dealer or pawnbroker may not receive goods from a person under eighteen (18) years of age. (1974 Code § 1140.53)~~
- ~~B. Unstable, Intoxicated Persons: A secondhand goods dealer or pawnbroker may not receive any goods from an incompetent person or an intoxicated person. (1974 Code § 1140.53; amd. 2008 Code)~~
- ~~C. Identification Required: A secondhand goods dealer or pawnbroker may not receive goods unless the seller presents identification in the form of a valid picture driver's license or official state photo identification, United States passport or military identification. (1974 Code § 1140.53)~~

~~4-2-17: SECURITY REQUIREMENTS:~~

- ~~A. Burglar Alarm: A licensed pawnbroker or secondhand goods dealer shall maintain an electronic burglar alarm system for the licensed premises. Such burglar alarm system must be duly registered by the city and maintained in good working order. (1974 Code § 1140.37)~~
- ~~B. Surveillance Camera: Licensed secondhand goods dealers and pawnbrokers shall be required to videotape all transactions and maintain a dated copy of the recording for thirty (30) days. The video recording shall include a clear view of the customer and shall display the date and time of the transaction. All videotape recordings shall be provided to the police or license inspector upon request. This requirement shall become effective as to each licensed secondhand goods dealer and pawnbroker and remain in full force and effect thereafter as to each such licensee when, during any sixty (60) day period, more than one percent (1%) of all transactions involve stolen property. The term "transaction", for the purposes of this subsection, shall mean the purchase or redemption of property, issuance of pawn tickets or similar receipts and all other pawn transactions between the licensee and any other person. Multiple transactions by one member of the public or transactions involving more than one item of property by one member of the public occurring on the same or successive days shall be deemed to be one transaction. The term "stolen property", for purposes of this subsection, shall mean and include any form of tangible property as to which the owner or possessor of such property has made oral or written complaint to a law enforcement authority that such property has been stolen from; or provided, however, that there need not be proof of the crime or theft or other criminal offense nor the conviction of any person for the theft or other criminal offense in order to establish that the property was stolen. The license inspector, or his or her successor, shall give notice to a licensee that the requirement for camera surveillance has become effective, and said licensee shall, within thirty (30) days after the receipt of such notice, begin to comply. Failure to comply after receipt of such notice shall be grounds for adverse action against the licensee. (1974 Code § 1140.41)~~

#### 4-2-18: RIGHT OF INSPECTION:

~~Any peace officer or properly designated employee of the city or the state may enter, inspect and search business premises licensed under this chapter during normal business hours without a warrant. (1974 Code § 1140.61)~~

#### 4-2-19: DENIAL OR REVOCATION OF LICENSE:

~~A license under this chapter may be denied or revoked by the city council, after a public hearing where the licensee is granted the opportunity to be heard, for one or more of the following reasons:~~

- ~~A. The operation of the business is in conflict with any provision of this chapter.~~
- ~~B. The operation of the business is in conflict with any health, building, maintenance, zoning, or other provision of this code.~~
- ~~C. The licensee or the business premises fails to conform with the standards for license application contained in this chapter.~~
- ~~D. The licensee has failed to comply with one or more provisions of this chapter or any statute, rule or ordinance pertaining to the business of pawnbroker or secondhand goods dealer.~~
- ~~E. Fraud, misrepresentation or bribery in securing a license.~~
- ~~F. Fraud, misrepresentation or false statements made in the course of the applicant's business.~~
- ~~G. Subject to the provisions of law, the licensee has been convicted of any state or federal law relating to receiving stolen property, sale of stolen property or controlled substances, burglary, robbery, theft, damage or trespass to property, operation of a business, or any law or ordinance regulating the business of pawnbroker or secondhand goods dealer. (1974 Code § 1140.55)~~

#### 4-2-20: EXEMPTIONS:

~~This chapter shall not apply to or include the following:~~

- ~~A. The sale of secondhand goods where all the following are present:
  - ~~1. The sale is held on property occupied as a dwelling by the seller or owned, rented or leased by a religious, charitable, nonprofit, or political organization.~~
  - ~~2. That no sale exceeds a sale of ninety six (96) consecutive hours.~~
  - ~~3. That no more than four (4) sales are held in any twelve (12) month period.~~~~

~~4. That none of the items offered for sale shall have been purchased for resale or received on consignment for the purpose of resale.~~

~~B. The sale of goods at an auction held by an auctioneer.~~

~~C. The business of buying or selling only those secondhand goods taken as part or full payment for new goods and where such business is incidental to and not the primary business of a person.~~

~~D. A bulk sale of property from a merchant, manufacturer or wholesaler having an established place of business, or goods sold at open sale from bankrupt stock.~~

~~E. Goods sold at an exhibition, provided the exhibition does not last longer than ten (10) days in any twelve (12) month period.~~

~~F. Sales by a licensed automobile dealer.~~

~~G. Firearms, including antique firearms, sold by firearms dealers holding current valid federal firearms dealer licenses permitting them to deal in such sales.~~

~~H. Sale made by the county sheriff or other public officials in the discharge of their official duties.~~

~~I. Sales made by assignees or receivers appointed in the state to make sales for the benefit of creditors.~~

~~J. Sales of the following secondhand goods when such sales are conducted as part of a business operation in a business zoning district:~~

~~1. Clothing.~~

~~2. Sporting goods.~~

~~3. Films, videos, books, magazines, video games, trading cards.~~

~~4. Household furniture, such as tables, chairs, lamps and bedding, but not electronic equipment such as televisions, radios, VCRs, tape recorders, and compact disc players. (1974 Code § 1140.03)~~

#### ~~4-2-21: VIOLATION; PENALTIES:~~

~~Any person violating any provision of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punishable as provided in section 1-4-1 of this code, together with the cost of prosecution. (1974 Code § 1140.67; amd. 2008 Code)~~

#### 4-2-1: PURPOSE:

- 4-2-2: DEFINITIONS:
- 4-2-3: LICENSE REQUIRED:
- 4-2-4: BACKGROUND INVESTIGATIONS:
- 4-2-5: RENEWAL OF LICENSE:
- 4-2-6: EXEMPTIONS:
- 4-2-7: PERSONS AND LOCATIONS INELIGIBLE FOR A LICENSE:
- 4-2-8: GENERAL LICENSE RESTRICTIONS AND CONDITIONS:
- 4-2-9: RECORDKEEPING:
- 4-2-10: DAILY REPORTS TO POLICE DEPARTMENT USING APS:
- 4-2-11: INSPECTION OF PREMISES AND ITEMS:
- 4-2-12: HOLDING PERIOD FOR PAWNBROKERS:
- 4-2-13: HOLDING PERIOD FOR PRECIOUS METAL DEALERS:
- 4-2-14: RELEASE OF PROPERTY:
- 4-2-15: PAWNING OF MOTOR VEHICLE TITLES:
- 4-2-16: POLICE ORDER TO HOLD PROPERTY:
- 4-2-17: CITY COUNCIL ACTION:
- 4-2-18: DENIAL, SUSPENSION, OR REVOCATION:
- 4-2-19: PROHIBITED ACTS:
- 4-2-20: VIOLATION; PENALTIES:
- 4-2-21: ADOPTION OF STATUTES BY REFERENCE:

**4-2-1: PURPOSE:**

The city council finds that consumer protection regulation is warranted in transactions involving pawnbrokers and precious metal dealers. The city council further finds that the pawnbroker and precious metal industries have outgrown the City’s current ability to effectively or efficiently identify potential criminal activity related to pawnshops and precious metal dealers. The purpose of this Title 4, Chapter 2 is to prevent pawnbroker and precious metal businesses from being used as facilities for the disposition of illegally-obtained property, to aid in the identification of individuals involved in criminal activities through the timely collection and sharing of transaction information, and to ensure that such businesses comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens of the City.

To help the City better regulate current and future pawnbroker and precious metal businesses, and stabilize costs associated with the regulation of the pawnbroker and precious metal industries, and increase identification of criminal activities in the pawnbroker and precious metal industries through the timely collection and sharing of pawnbroker and precious metal transaction information, this Title 4, Chapter 2, also implements and establishes the required use of the Automated Pawn System.

**4-2-2: DEFINITIONS:**

For purposes of this Title 4, Chapter 2 of the city code, the terms defined herein have the following meanings:

“APS” means the Automated Pawn System records management system operated by the Minneapolis Police Department.

“BILLABLE TRANSACTION” means a reportable transaction conducted by a pawnbroker or precious metal dealer except renewals, redemptions or extensions of existing pawns on items previously reported and continuously in the licensee’s possession, voided transactions, and confiscations.

“ITEM CONTAINING PRECIOUS METAL” means an item made in whole or in part of metal and containing more than one percent by weight of silver, gold or platinum.

“LICENSEE” means the person to whom a license is issued under this Title 4, Chapter 2, including any employees or agents of the person.

“PAWNBROKER” means a person engaged in whole or in part in the business of lending money on the security of pledged goods left in pawn, or in the business of purchasing tangible personal property to be left in pawn on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time. Notwithstanding the foregoing, the following are exempt from this definition: any bank, savings and loan association, or credit union.

“PAWNSHOP” means the location at which or premises in which a pawnbroker regularly conducts business.

“PERSON” means an individual, partnership, corporation, limited liability company, joint venture, trust, association, or any other legal entity, however organized.

“POLICE CHIEF” means the Inver Grove Heights Police Chief.

“POLICE DEPARTMENT” means the Inver Grove Heights Police Department.

“PRECIOUS METAL DEALER” means a person engaging in the business of buying secondhand items containing precious metals, including but not limited to, coins, jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.

“PRECIOUS METAL” means silver, gold, platinum, or sterling silver, whether as a separate item or in combination, or as a piece of jewelry or other crafted item, except items plated with

precious metal or metals when the plating equals less than one percent (1%) of the item's total weight.

“REPORTABLE TRANSACTION” means every transaction conducted by a pawnbroker or precious metal dealer in which items are received through a pawn, purchase, consignment or trade, or in which a pawn is renewed, extended or redeemed, except:

- a. The bulk purchase or consignment of new or used merchandise from a merchant, manufacturer or wholesaler having an established permanent place of business, and the retail sale of said merchandise, provided the licensee maintains a record describing the items in each transaction and marks each item in a manner that relates it to the particular transaction record; and
- b. Retail and wholesale sales of merchandise originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.

“SECONDHAND ITEM” means tangible personal property, excluding a motor vehicle, that has been previously used, rented, owned, or leased.

#### **4-2-3: LICENSE REQUIRED:**

- A. General Rule: No person shall engage in the business of pawnbroker or precious metal dealer within the City unless the person is currently licensed under this Title 4, Chapter 2, and in the case of a precious metal dealer, a license must be obtained from both Dakota County and the City. The applicant must also comply with Title 3 of the city code.
- B. Application Requirements: Application for a license must be made to the city clerk upon forms provided by the City. After the City has received a completed application, including all required documentation, the appropriate fees, and a completed background investigation, the license will be submitted to the city council for consideration. Incomplete applications will be rejected by the city clerk and will not be submitted to the city council. At least 10 days before the city council considers the application, the city clerk shall mail notice to the applicant and to each property owner within 350 feet of the property for which the license is sought.
  1. Natural person: If the applicant is a natural person, the applicant must provide the following information:
    - a. Name, place, and date of birth.
    - b. Street resident addresses of where the applicant has lived during the past five (5) years and telephone numbers.

- c. Whether the applicant is a citizen of the United States or a resident alien.
  - d. Whether the applicant has ever been known by a name other than the applicant's name and, if so, the name or names used and information concerning dates and places used.
  - e. The type, name, and location of every business or occupation in which the applicant has been engaged during the preceding five (5) years and the names and addresses of the applicant's employers and partners, if any, for the preceding five (5) years.
  - f. Whether the applicant has ever been convicted of a felony, gross misdemeanor, misdemeanor, including violations of a municipal ordinance, but excluding minor traffic violations, directly related to the business for which a license is sought. If so, the applicant must furnish information as to the date, time, place of conviction, and nature of the offenses.
  - g. If the applicant does not manage the business, the name of the managers or other persons in charge of the business and all information concerning each of them pursuant to subsection 4-2-3 B.1. a-h.
2. Partnership, Limited Liability Company: If the applicant is a partnership or limited liability company, the applicant must provide the following information.
- a. The names and addresses of all general and limited partners or members and all information concerning each general partner and chief manager pursuant to subsection 4-2-3 B.1. a-h.
  - b. The names of the general partners, chief manager and the interest of each partner or member in the licensed business.
  - c. A copy of the partnership agreement or articles of organization. If the partnership is required to file a certificate as to a trade name pursuant to Minnesota Statutes, Section 333.01, a certified copy of the certificate must be attached to the application.
  - d. The applicant's federal tax identification number and Minnesota employer identification number.
  - e. If the applicant does not manage the business, the name of the managers or other persons in charge of the business and all information concerning each of them pursuant to subsection 4-2-3 B.1. a-h.
3. Corporation: If the applicant is a corporation or other organization, the applicant must provide the following information:

- a. The name of the corporation or business and the state of incorporation.
  - b. A copy of the Articles of Incorporation or Association Agreement, and Bylaws. If the applicant is a foreign corporation, a Certificate of Authority as required by Minnesota Statutes, Section 303.06 must be attached.
  - c. The applicant's federal tax identification number and Minnesota employer identification number.
  - d. The name of the managers or other persons in charge of the business and all information concerning each manager, proprietor, or agent pursuant to subsection 4-2-3 B.1. a-h.
  - e. A list of all persons who control or own an interest in excess of 5% in such organization or business or who are officers of the corporation or business and all information concerning the persons pursuant to subsection 4-2-3 B.1. a-h. This provision, however, does not apply to a corporation whose stock is publicly traded on a stock exchange and the corporation is applying for a license to be owned and operated by itself.
4. Additional Information From All Applicants: All applicants must provide the following additional information:
- a. Whether the applicant holds a current license or has ever held a license from any governmental unit, including the City.
  - b. Whether the applicant has ever had a license in any city or state denied, revoked, or suspended and the reason for the denial, revocation, or suspension.
  - c. The name of the business, if it is to be conducted under a designation, name, or style other than the name of the applicant and a certified copy of the certificate as required by Minnesota Statutes, Section 333.01.
  - d. The street addresses and telephone numbers of the premises at which the business will be conducted.
  - e. The exact legal description of the premises to be licensed, if applicable.
  - f. If the applicant does not own the business premises, a true and complete copy of the executed lease for the premises.
  - g. If the applicant is applying for a personal business license, a copy of the independent contractor, employment agreement or executed statement from the

business owner that the applicant is authorized to conduct business at the business premises.

- h. Whether all real estate and personal property taxes that are due and payable for the premises have been paid and, if not paid, the years and amounts that are unpaid.
  - i. A written declaration by the applicant, under penalty of perjury, that the information contained in the application is true. If the applicant is a corporation, an officer must sign the written declaration. If the applicant is a partnership or limited liability company, a general partner or chief manager must sign the written declaration. If the applicant is an unincorporated association, the manager or managing officer must sign the written declaration.
  - j. Where the approval of any city or State officer or the Council is required prior to the issuance of a license, evidence of that approval.
  - k. Such other information as the City may require.
- C. License Fee: The fees for such licenses shall be paid at the office of the city clerk before the granting of the license. The fee may be pro-rated for the portion remaining in the license term.
- D. Bond: A pawnbroker or precious metal dealer license will not be issued unless the applicant files with the city clerk a bond with corporate surety, cash, or a United States government bond in the amount of five thousand dollars (\$5,000.00) for a pawnbroker license or five thousand dollars (\$5,000.00) for a precious metal dealer license. The bond must be conditioned on the licensee obeying the laws and ordinances governing the licensed business and paying all fees, taxes, penalties and other charges associated with the business. The bond must provide that it is forfeited to the city upon violation of law or ordinance.
- E. Insurance Coverage: The applicant must file with the city clerk a Certificate of Insurance from an insurance company duly licensed and qualified to do business in Minnesota, on a form approved by the City Attorney.
- 1. Coverage Requirements: The insurance policy must provide the following coverage in not less than the amounts hereinafter provided:
    - a. Comprehensive General Liability
      - i. Bodily injuries, including death resulting therefrom sustained by any one person - \$100,000 and \$300,000 per any one occurrence;
      - ii. Property Damage Liability - \$100,000 per occurrence; and

b. Worker's Compensation: Coverage as required by Minnesota Statutes, Section 176.181, subd. 2.

2. Coverage Changes and Cancellation: The applicant may not cancel or change the insurance without fifteen (15) days prior written notice to the city clerk by certified mail. The Certificate of Insurance must be continuously in effect until fifteen (15) days after receipt of the written notice of cancellation or change, provided however, the Certificate must not extend for more than two (2) years.

F. Dual Licenses Required: A person conducting both pawnbroker and precious metal dealer activity at the same location shall be required to obtain both a pawnbroker's license and a precious metal dealer's license. In such instance when dual licensure is sought, only the license fee for a pawnbroker license shall be required. The license fee for the precious metal dealer license shall be waived.

F.G. Number of Licenses Issued: The maximum allowable number of pawnbroker licenses in the city at any one time shall be two (2). The maximum number of allowable precious metal dealer licenses in the city at any one time shall be five (5).

G.H. License Transfer Not Allowed: Each license issued under this Title 4, Chapter 2 shall be issued to a specific person and for a specific location. Such license is not transferable.

H.I. License Display: The licensee must display a sign of sufficient size and in a location that makes it visible to all patrons which informs all patrons that all pawn and precious metal transactions are reported to the Police Department.

#### **4-2-4: BACKGROUND INVESTIGATIONS:**

In order to protect the general welfare of the public, certain license applications may require a personal background and/or a business background investigation. If so required, the investigations will be conducted pursuant to this subsection 4-2-4, as well as section 1-10-2 of the city code.

A. Authorization: At the time of making an initial or renewal license application that requires a personal or business background investigation, the applicant must provide written authorization to the City to investigate all facts set out in the application and to do a personal and business background investigation on the applicant. A criminal background investigation shall be conducted as part of a personal background investigation. The information obtained from the investigation shall be used to assist the Police Chief in making a recommendation as to whether the applicant should be granted a license. Such recommendation may be based on any of the following criteria:

1. Whether the applicant was convicted of a crime or offense in the last five (5) years involving or directly relating to the business for which a license is sought;
2. Whether there is a material misrepresentation in the application;
3. Whether the applicant is of good moral character.

B. Investigation Fee: All applicants who must undergo a background investigation must pay an investigation fee with the license application. Separate fees shall be charged for personal background investigations and business background investigations. The city council establishes the investigation fee by city council resolution. An applicant applying for both licenses shall only be required to pay one background investigation fee. If there is a manager in charge of the business, the manager must also undergo a background investigation. A separate fee shall be required for each background investigation conducted.

#### **4-2-5: LICENSE TERM AND RENEWAL OF LICENSE:**

The license is issued for a period of one (1) year beginning on January 1 and expiring on December 31. License renewals are issued in the same manner and subject to the same conditions as a new license application. Licensees must submit their applications for renewal of their licenses at least thirty (30) days prior to its expiration.

#### **4-2-6: EXEMPTIONS:**

- A. The following persons shall be exempt from the licensing requirements regarding precious metal dealers:
1. Transactions at occasional “garage” or “yard” sales, or estate sales or farm auctions held at the decedent’s residence, except that precious metal dealers must comply with the requirements of Minnesota Statutes, Sections 325F.734 to 325F.742 for these transactions;
  2. Transactions regulated by Minnesota Statutes, Chapter 80A;
  3. Transactions regulated by the Federal Commodity Futures Commission Act, Public Law 93-463;
  4. Transactions involving the purchase of precious metal grindings, filings, slag, sweeps, scraps, or dust from a dental lab, dentist, or agent thereof;
  5. Transactions involving the purchase of precious metal grindings, filings, slag, sweeps, scraps, or dust from an industrial manufacturer with whom the precious metal dealer has a contractual relationship;

6. Transactions in which a secondhand item containing precious metal is exchanged for a new item containing precious metal and the value of the new item exceeds the value of the Secondhand Item, except that a natural person, partnership, or corporation who is a precious metal dealer by engaging in a transaction that is not exempted by this subsection 4-2-6 A must comply with the requirements of Minnesota Statutes, Sections 325F.734 to 325F.742;
  7. Transactions between precious metal dealers if both dealers are licensed under Minnesota Statutes, Section 325F.733 or if the seller's business is located outside of the state and the item is shipped from outside the state to a dealer licensed under Minnesota Statutes, Section 325F.733;
  8. Transactions in which the buyer of a secondhand item containing precious metal is engaged primarily in the business of buying and selling antiques, and the items are resold in an unaltered condition except for repair, and the items are resold at retail, and the buyer paid less than \$2,500 for secondhand items containing precious metals purchased within any period of twelve (12) consecutive months.
  9. Transactions in which the secondhand item containing precious metal is exchanged for an in-store credit to be used only for merchandise offered for sale at the business where the transaction occurs.
- B. The following persons shall be exempt from the licensing requirements for pawnbrokers:
1. Persons selling used personal property or items in connection with an occasional "garage" or "yard" sale, estate sale, or farm auction.
  2. Repurchasers of agricultural machinery or implements pursuant to Minnesota Statutes, Sections 325E.05 and 325E.06;
  3. Recyclers, including but not limited to motor oil, aluminum, iron, scrap metal, glass, plastic and paper recyclers;
  4. Dealers of used motor vehicles;
  5. Retail stores in connection with the repurchase of returned merchandise by a customer after the initial retail sale from the retail store;
  6. Dealers of secondhand items for consignment or for resale only;
  7. Dealers of wire and cable pursuant to Minnesota Statutes, Section 325E.21;
  8. Persons making occasional private purchases or sales of secondhand items;

9. Licensed auctioneers;
10. Retail or wholesale businesses who purchase secondhand items as part of payment, in full or a portion thereof, for new goods or personal property purchases from the business when such business transactions are incidental to and not the primary business;
11. Banks, savings and loan associations or credit unions.

**4-2-7: PERSONS AND LOCATIONS INELIGIBLE FOR A LICENSE:**

No license shall be issued to an applicant if:

1. The applicant is a minor at the time of the application is filed.
2. The applicant has been convicted of a felony, gross misdemeanor, or misdemeanor punishable by jail, the crime is directly related to the license sought and the applicant has not shown by competent evidence of sufficient rehabilitation and present fitness to perform the duties of the business.
3. The applicant is not a citizen of the United States or a resident alien of the United States.
4. The applicant, general partner, managing partner of a partnership, or manager, proprietor or agent in charge of a business or a corporation holds an intoxicating liquor license under Title 4, Chapter 1 of the city code, or an intoxicating liquor license has been issued to the same location as the proposed premises to be licensed as a pawnbroker or precious metal dealer.
5. The applicant is not of good moral character and repute.
6. In the judgment of the city council, the applicant is not the real party in interest or beneficial owner of the business operated under the license.
7. The applicant has had a pawnbroker or precious metal dealer's license issued by any governmental authority revoked anywhere within five (5) years of the license application.
8. The place or business is ineligible for a license under city ordinance or state law.
9. Real estate taxes, assessments, personal property taxes or other financial claims of the city or any other governmental entity for the premises are delinquent and unpaid.

**4-2-8: GENERAL LICENSE RESTRICTIONS AND CONDITIONS:**

- A. Conduct: Every licensee is responsible for the conduct of his or her place of business and the conditions of order in it. The act of any employee of the licensed premises is deemed the act

of the licensee as well, and the licensee will be liable for all penalties provided by this ordinance equally with the employee, except for criminal penalties.

- B. Zoning Requirements Met: No pawnbroker or precious metal dealer license shall be granted until all applicable zoning requirements are met or until all conditions for approval of the use have been satisfied.
- C. A licensee is only authorized to carry on its business at the permanent place of business designated in the license. No building or leased space other than that mentioned in the license application may be used in conjunction with the licensed business. No off-site storage facilities shall be allowed.
- D. Gambling: No licensee under this Title 4, Chapter 2 of the city code may keep, possess, operate or permit the keeping, possession, or operation of dice, slot machines, roulette wheels, punchboards, blackjack tables, or pinball machines that return coins or slugs, chips, or tokens of any kind, which are redeemable for merchandise or cash. No gambling equipment authorized under Minnesota Statutes, Sections 349.11-349.61, may be kept or operated and no raffles may be conducted on the licensed premises and/or adjoining rooms. The purchase of lottery tickets may take place on the licensed premises as authorized by the director of the lottery pursuant to Minnesota Statutes, Sections 349A.01-349A.15.
- E. Hours of Operation: Monday through Saturday, a licensee may not be open for business before 7:00 a.m. or after 10:00 p.m. On Sundays, a licensee may not be open for business before 12:00 p.m. or after 10:00 p.m. A licensee may not be open for business on Thanksgiving Day or Christmas Day.
- F. Stolen or Lost Property: A pawnbroker or precious metal dealer must report to the Police Department an item pledged, received, purchased or traded, or sought to be pledged, received, purchased or traded, if the pawnbroker or precious metal dealer has reason to believe that the article was stolen or lost.

#### **4-2-9: RECORDKEEPING:**

- A. At the time of receipt of an item of property, whether sold or pawned, the licensee shall immediately and legibly record, in English, the following information by computerized, electronic or digital record, including storage on a computerized storage medium, according to the standards and procedures approved by the Police Chief:
  - 1. An accurate and complete description of the item of property, including, but not limited to, brand name, model name, serial number, trademark, identification number, or any other identifying mark on the item.

2. The date, time and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records.
  3. The purchase price or loan amount and the means by which the money was advanced or paid, or the nature of the transaction if not a loan or sale. For pawnbrokers conducting a pawn transaction, the information must include:
    - a. The maturity date of the transaction and the amount due, including monthly and annual interest rates; and
    - b. All pawn fees and charges and the last regular date of business by which the item must be redeemed by the pledgor without risk that the item will be sold, and the amount necessary to redeem the pawned item on that date.
  4. Full name, residence address, residence telephone number, date of birth and accurate physical description of the person from whom the item of the property was received, including: gender, height, weight, race, color of eyes and color of hair.
  5. The identification number and state or agency of issue from one of the following forms of identification of the person from whom the item was received:
    - a. A current valid Minnesota driver's license;
    - b. A current valid Minnesota identification card; or
    - c. A current, valid photo driver's license or identification card issued by another state or province of Canada, and one other form of identification.
  6. The signature or unique identifier of the licensee or employee that conducted the transaction; and
  7. The signature of the person identified in the transaction.
- B. Photographic record: A licensee must obtain a digital color photograph or digital color recording of:
1. Each customer involved in a billable transaction; and
  2. Every item pawned or purchased that does not have a unique serial or identification number permanently engraved or affixed.

If a photograph is taken, it must be at least two inches in length by two inches in width and must be maintained in such a manner that the photograph can be readily referenced with the information regarding the person and the item sold or pawned. Such photographs must be in video or digital format and must be made available to the Police Department, upon request. The major portion of the photograph must include an identifiable front facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The licensee must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must retain the video or digital images for ninety (90) days from the date of the transaction.

- C. Labeling Requirement: A label must be attached to every item at the time it is pawned, purchased or received in inventory from any reportable transaction. Permanently recorded on this label must be the number or name that identifies the transaction in the licensee's records, the transaction date, the name of the item and the description or the model and serial number of the item as reported to the Police Department, and the date the item can be sold, if applicable. The labels shall not be re-used.
- D. Receipts: The licensee shall provide a receipt to the seller or pledgor of any item of property received, containing the following information:
1. The name, address and telephone number of the licensee;
  2. The date and time on which the item was received by the licensee;
  3. A description of the item received and amount paid to the pledgor or seller in exchange for the item pawned or sold;
  4. The signature of the pledgor or seller and the licensee or designee;
  5. For pawnbrokers, the information must include the last regular business day, if any, by which the item must be redeemed by the pledgor or seller without risk that the item will be sold and the amount necessary to redeem the transaction goods on that date and the monthly and annual interest rates charged by the licensee, if any, including all pawn fees and charges;
  6. The full name and address of the seller or pledgor, and a blank line for the pledgor's signature;

7. The following statements shall be printed on all pawn transaction receipts:

“Any personal property pledged to a pawnbroker within this State is subject to sale or disposal when there has been no payment made on the account for a period of not less than sixty (60) days past the date of the pawn transaction, renewal or extension; no further notice is necessary. There is no obligation for the pledgor to redeem pledged goods. The pledgor of this item attests that it is not stolen, that it has no liens or encumbrances against it, and the pledgor has the right to sell or pawn the item. This item is redeemable only by the pledgor to whom the receipt was issued, or any person identified in a written and notarized authorization to redeem the property identified in the receipt, or a person identified in writing by the pledgor at the time of the initial transaction and signed by the pledgor. Written authorization for release of property to persons other than the original pledgor must be maintained along with the original transaction record.”

G. Disposition of Pawned Articles:

1. When any article is sold or disposed of by the licensee, the records shall contain the article sold with the date, the amount for which the article was sold, interest and charges accrued, and identification of the person to whom sold.
2. For renewals, extensions and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.

**4-2-10: DAILY REPORTS TO POLICE DEPARTMENT USING APS:**

- A. All required transaction record data must be transmitted electronically to the Minneapolis Police Department at the close of each business day using the current version of APS. If the licensee is unable to report using APS due to technology failures or interruptions, then all required records, including printed copies of all reportable transactions along with the required photographs or video tape for that day, must be maintained at the licensed premises and be made immediately available for inspection upon request by a police officer. If the electronic transmission failure is determined to be in the licensee’s system, the licensee must take all reasonable steps including the replacement of its computer system and related components in order to return the electronic reporting system to working condition as soon as possible. If the nonfunctioning system or repair will require more than ten (10) days to return the system to a working condition, the licensee must notify the Inver Grove Heights Police Department. Failure by the licensee to correct a problem with its computer or other systems causing the licensee’s inability to electronically transmit required transaction data to APS or failing to notify the Inver Grove Heights Police Department of the malfunction within ten

(10) days is a violation of this subsection 4-2-10. Regardless of the origin of the technical problems that prevented the licensee from transmitting the required reports electronically, upon correction of the problem, the licensee must electronically transmit every reportable transaction to APS from each business day that the problem existed.

- B. Monthly Transaction Fee: In addition to the annual license fee, a licensee must pay a monthly transaction fee based on the actual number of billable transactions conducted by the licensee at the rate established by city council resolution. The transaction fee will reflect the cost of processing a transaction and other regulatory expenses related to processing transaction information, including the cost of participating in the APS. The transaction fee will be billed monthly to the licensee and must be paid by the due date shown on the billing. Any charges unpaid at the close of business on the due date shall be deemed delinquent and the licensee shall be charged interest at the rate of one and one-half percent (1.5%) per month on all delinquent charges. Interest charges shall be added to, or become a part of, the delinquent balance. Whenever any charges are more than thirty (30) days delinquent, the City may suspend the license until all delinquent charges are paid in full, pursuant to the process in subsection 3-2-10 of the city code.
- C. Inspection of Records: The records referred to in this subsection 4-2-10 shall be open to the inspection of the Police Department at all reasonable times and shall be retained by the licensee on the licensed premises for at least four (4) years, except the video or digital images, which must be retained for ninety (90) days.

#### **4-2-11: INSPECTION OF PREMISES AND ITEMS:**

At all times during the terms of the license, the licensee must allow law enforcement officials to enter the premises where the licensed business is located during normal business hours, except in an emergency, for the purpose of inspecting such premises and inspecting the items, merchandise and records to verify compliance with this Title 4, Chapter 2 or other applicable laws.

#### **4-2-12: HOLDING PERIOD FOR PAWNBROKERS:**

- A. Pawned items: A person pledging, pawning, or depositing an item for security must have a minimum of sixty (60) days from the date of that transaction to redeem the item before it may be forfeited and sold, or in the case of precious metal, traded, melted down or dismantled. During the sixty (60) days following the date of the pawn, pledged items may not be sold or otherwise removed from the licensed location, unless it is redeemed by the person who pawned or pledged the items.
- B. Purchased items: Any item purchased or accepted in trade by the licensee must not be sold or otherwise removed from the premises for thirty (30) days from the date of the transaction, except gold and silver coins, as noted in subsection 4-2-13.

**4-2-13: HOLDING PERIOD FOR PRECIOUS METAL DEALERS:**

- A. General Rule: Every precious metal dealer shall hold the following items for a period of fourteen (14) days from the time of the transaction:
  - 1. Coins that are purchased because of their numismatic or antique value. (i.e. rare coin collection)
  - 2. All other secondhand items containing precious metal purchased by the precious metal dealer.
- B. Exception: Gold and silver coins that are purchased with the intent to refine (melt) or sell them to a refiner because of their precious metal value, are not subject to the fourteen (14)-day holding period requirement.
- C. During the holding period, items shall not be removed from the licensed premises or altered from their original state.

**4-2-14: RELEASE OF PROPERTY:**

Pawnbroker licensees are prohibited from redeeming any pawned item to anyone other than to:

- 1. The person to whom the receipt was issued;
- 2. Any person identified in a written and notarized authorization to redeem the property; or
- 3. Any person identified in writing by the pledgor at the time of the initial transaction and signed by the pledgor.

**4-2-15: PAWNING OF MOTOR VEHICLE TITLES:**

In addition to the other requirements of this subsection Title 4, Chapter 2, a pawnbroker who holds a title to a motor vehicle as part of a pawn transaction must:

- 1. Be licensed as a used motor vehicle dealer under Minnesota Statutes, Section 168.27, and post such license on the pawnshop premises;
- 2. Verify that there are no liens or encumbrances against the motor vehicle with the Minnesota Department of Public Safety; and
- 3. Verify that the pledgor has automobile insurance on the motor vehicle as required by law.

4. Not sell a motor vehicle covered by a pawn transaction until ninety (90) days after recovery of the motor vehicle.
5. Not store any pawned, pledged or purchased vehicles at the license premises in violation of the zoning code.

#### **4-2-16: POLICE ORDER TO HOLD PROPERTY:**

- A. Investigative Hold: Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed, from the premises or melted or dismantled. The investigative hold shall be confirmed in writing by the originating agency within ninety-six (96) hours and will remain in effect for fifteen (15) days from the date of initial notification, until the investigative order is canceled, or until an order to hold/confiscate is issued, pursuant to this subsection 4-2-16.
- B. Order to Hold: Whenever the Inver Grove Heights Police Department notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the Police Department. The order to hold expires ninety (90) days from the date it is placed, unless the Police Department determines additional time is necessary and notifies the licensee in writing to continue the hold.
- C. Order to Confiscate: If an item is identified as stolen or evidence in a criminal case, the Police Department may:
  1. Physically confiscate and remove the item from the licensed premises, pursuant to a written order from the Police Department; or
  2. Place the item on hold or extend the hold pursuant to this subsection 4-2-16, and leave it on the licensed premises. When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation. The Police Department shall provide the licensee with a property receipt for the item confiscated.
- D. Notification of release. When an order to hold/confiscate is no longer necessary, the Police Department will so notify the licensee.

#### **4-2-17: CITY COUNCIL ACTION:**

The city council must take action on each new and renewal license application within a reasonable time following receipt of the recommendation from city staff regarding the application.

- A. Public Hearing: A pawnbroker or precious metal dealer license will not be issued without a public hearing before the city council. Any person having an interest in or who will be

affected by the proposed license will be permitted to testify at the hearing. The public hearing must be preceded by ten (10) business days' published notice specifying the location of the proposed licensed business premises.

- B. License with Reasonable Conditions: The city council may add reasonable conditions upon approval of a license, if deemed appropriate.

#### **4-2-18: DENIAL, SUSPENSION, OR REVOCATION:**

The city council or its designee may hold a hearing to take action on a business license or licensed activity to deny, suspend, or revoke a license or to consider other actions against the business. Any license may be denied, suspended, or revoked for one or more of the following reasons:

1. The proposed use does not comply with the zoning code.
2. The proposed use does not comply with a health, building, maintenance, or other provisions of the city code or state law.
3. The applicant has failed to pay all of the appropriate fees related to the license, or is delinquent on any other City fees.
4. The applicant has made fraudulent statements, misrepresentations, or false statements in the application or investigation for or in the course of the applicant's business.
5. Conviction of any crime or offense in the previous five (5) years involving or relating to the business that is licensed or the type of licensed activity and failed to show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the business.
6. The licensed activity has been operated in such a manner as to constitute a breach of the peace, a menace to the health, safety, and welfare of the public, or a disturbance of the peace or comfort of the residents of the City, upon recommendation of the Police Chief or an appropriate city official.
7. Expiration or cancellation of any required insurance or failure to notify the City within a reasonable time of changes in terms of the insurance or the carriers.
8. The licensee has acted in an unauthorized manner or beyond the scope of the license granted.
9. The applicant's license has been denied, revoked, or suspended by the City, the State, or another government unit.

10. Failure to allow inspections of the licensed premises, for the purpose of ensuring compliance with the law, at any time it is occupied or open for business.
11. Failure to continuously comply with all conditions required as precedent to the approval of the license.
12. Real estate taxes, assessments, or personal property taxes on the business premises have become delinquent and the property owner and the applicant are the same person or entity, or have any common ownership between the property owner and the applicant when they are a different person or entity.
13. Violation of any regulation or provision of the city code or zoning code applicable to the activity for which the license has been granted, or any regulation or state law that may be applicable.
14. The applicant or licensee has been found guilty of professional misconduct, either criminally or civilly.
15. Based on the findings of a background investigation, granting a license would be a menace to the safety, health, morals and welfare of the public.
16. The applicant or licensee is not of good moral character.
17. The activity has been conducted without a license.
18. Other good cause.

**4-2-19: PROHIBITED ACTS:**

- A. Minors: Persons under the age of eighteen (18) years may not pawn, sell, or attempt to pawn or sell goods with any licensee, nor may any licensee receive any goods from a person under the age of eighteen (18) years.
- B. Incapacitated persons: Licensees may not receive or accept any goods from a person of unsound mind or who is intoxicated.
- C. Proper Identification Required: Licensees may not receive or accept any goods without proper identification of the seller pursuant to the requirements of this Title 4, Chapter 2.
- D. Tampered Serial Numbers: Licensees may not receive or accept any item of property that possesses an altered or obliterated serial number or “operation identification” number or any item of property that has had its serial number removed.

E. Firearms: Licensees may not receive or accept firearms, including antique firearms, without a valid federal firearm dealer license.

F. Requirements of Pledgors:

1. No person may pawn, pledge, sell, consign, leave or deposit any article of property with a licensee unless the person is the owner of the property and the property is free from any security interests.
2. No person seeking to pawn, pledge, sell, consign, leave, or deposit any article of property with any licensee shall give false information to the licensee.

G. Requirements of licensees: A pawnbroker or precious metal dealer or an agent or employee of a pawnbroker or precious metal dealer must not:

1. Make a false entry in the records of pawn or precious metal transactions;
2. Falsify, obliterate, destroy, or remove from the place of business the records, books, or accounts relating to the licensee's pawn transactions or transactions involving precious metals;
3. Refuse to allow the appropriate law enforcement agency, the attorney general, or any other duly authorized state or federal law enforcement officers to inspect the pawn or precious metal records or pawn or precious metal goods in the person's possession during the ordinary hours of business or other times acceptable to both parties;
4. Fail to comply with any of the requirements of this Title 4, Chapter 2, or other relevant city code provisions or State Statutes related to pawnbrokers and precious metal dealers.
5. Sell or lease, or agree to sell or lease, pledged or purchased goods back to the pledgor or seller in the same, or a related, transaction.

#### **4-2-20: VIOLATION; PENALTIES:**

Any person violating any provision of this Title 4, Chapter 2, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punishable as provided in section 1-4-1 of this code, together with the cost of prosecution.

#### **4-2-21: ADOPTION OF STATUTES BY REFERENCE:**

Minnesota Statutes, Sections 325J, et seq., regarding pawnbrokers and Minnesota Statutes, Sections 325F.73, et seq., regarding precious metal dealers, are hereby adopted by reference.

Wherever this Title 4, Chapter 2 is more restrictive than said statutes, this chapter will control. Wherever said statutes are more restrictive than this chapter, said statutes shall control.

**Section Two. Amendment.** Title 1, Chapter 10, Section 2, of the Inver Grove Heights City Code is hereby amended to read as follows:

**1-10-2: CRIMINAL HISTORY FOR LICENSE BACKGROUND INVESTIGATIONS:**

- A. Purpose: The purpose and intent of this section is to establish regulations that will allow law enforcement to access Minnesota's computerized criminal history information for the specific noncriminal purpose of licensing background investigations for the licenses described in subsection B of this section.
- B. Background Investigation Required: The city's police department is hereby required, as the exclusive entity within the city, to conduct a criminal history background investigation on the applicants for the following licenses or permits within the city:
  - 1. Alcoholic beverages.
  - 2. Massage therapy/sauna/escort service - individual license.
  - 3. Massage therapy/sauna/escort service - business license.
  - 4. Pawnbrokers/~~secondhand goods dealers~~ precious metal dealers.
  - 5. Peddlers.
  - 6. Solicitors.
  - 7. Canada goose hunt permits.
  - 8. Motor vehicle sales.
  - 9. Rubbish haulers.
  - 10. Adult use businesses.
  - 11. Automobile service stations.
  - 12. Tattoo and body piercing establishments.
  - 13. Charitable gambling premises permits.
- C. BCA Data: In conducting the criminal history background investigation in order to screen license applicants, the police department is authorized to access data maintained in the

Minnesota bureau of criminal apprehension computerized criminal history information system (BCA data) in accordance with BCA policy. Any BCA data that is accessed and acquired shall be maintained at the police department under the care and custody of the police chief or the police chief's designee. A summary of the results of the BCA data may be released by the police department to the council, city administrator, city attorney, city clerk or other city staff involved in the license approval process.

D. Written Authorization: Before the investigation is undertaken, the applicant must authorize the police department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota statutes chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota statutes section 364.09, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor punishable by jail. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

1. The grounds and reasons for the denial.
2. The complaint and grievance procedure set forth in Minnesota statutes section 364.06.
3. The earliest date the applicant may reapply for the license.
4. That all competent evidence of rehabilitation will be considered upon reapplication. (Ord. 1216, 7-26-2010)

**Section Three. Amendment.** Title 3, Chapter 2, Section 5, of the Inver Grove Heights City Code is hereby amended to read as follows:

**3-2-5: APPROVAL OR REFUSAL OF LICENSE:**

Where the approval of any city officer or state officer or the city council is required prior to the issuance of a license, the approval must be presented to the clerk before the license is issued. No license may be approved by any city officer or issued by the clerk if it appears that the conduct of the activity for which a license is sought will be contrary to the health, safety or welfare of the public or any regulation, law or ordinance applicable to such activity. The following licenses will not be approved if there are any outstanding debts or delinquencies on taxes or special assessments due to the city:

Automobile sales.

Automobile service stations.

Bowling alleys.

Contractors.

Dance halls.

Garbage collection.

Liquor sales.

Pawnbrokers and ~~secondhand goods dealers~~ precious metal dealers.

Saunas, massage parlors, escort services and employees.

Tattoo and body piercing establishments.

Therapeutic massage businesses. (1974 Code § 1005.09; amd. 2008 Code)

**Section Four. Effective Date.** This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the city council on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville, Mayor

ATTEST:

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

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**CONSIDER APPROVAL OF AN AGREEMENT WITH DASCOM SYSTEMS GROUP FOR PURCHASE AND INSTALLATION OF A STAND ALONE DIGITAL SIGNAGE SYSTEM**

Meeting Date: January 23, 2012  
Item Type: Regular  
Contact: Jenelle Teppen, Asst. City Admin.  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Consider approval of an agreement with Dascom Systems Group for the purchase and installation of a stand alone digital signage system.

**SUMMARY** Dascom Systems Group has proposed a digital signage system solution for two displays here at City Hall; one for the monitor directly outside the Council Chambers, and the other for the monitor along the concourse adjacent to the main desk.

Both monitors will have the capability to display regular television channels, either alone or in a split screen version with programmable messaging.

The messaging would be generated by City Staff and generally show upcoming events like Council and Commission meetings, employment or volunteer opportunities, community events and activities, etc.

The total of the proposal is \$4,221.00 and is comparable to other similar systems on the market.

Staff proposes to fund this from the Public Safety Addition/City Hall Renovation project budget. The funds for this do not come out of the construction contract (the bonds). The funds come from the internal sources the Council previously discussed; the MIS Fund, the City Facilities Fund, the Water and Sewer Funds, the Closed Bond Fund and the Host Community Fund.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**CONSIDER APPROVAL OF AN AGREEMENT WITH DASCOM SYSTEMS GROUP FOR PURCHASE AND INSTALLATION OF A VIDEO DISTRIBUTION SYSTEM IN THE POLICE DEPARTMENT**

Meeting Date: January 23, 2012  
Item Type: Regular  
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

**PURPOSE/ACTION REQUESTED** Consider approval of an agreement with Dascom Systems Group for the purchase and installation of a video distribution system in the Police Department.

**SUMMARY** Dascom Systems Group has proposed a video distribution system solution for the Police Department which would provide for several of the video display monitors located in the Police Department to split the screen between CAD (Computer Aided Dispatch), Cable TV (for the Weather Channel or News programs), internal cameras (holding cell, interview rooms, etc) and squad car location via GPS.

The total of the proposal is \$8,333.40 and includes the various pieces of equipment, the installation and training time.

The Architect's technology consultant, Elert and Associates has worked closely with Dascom and City Staff to ensure the proposed solution is cost effective and contains all the necessary components.

Staff proposes to fund this from the Public Safety Addition/City Hall Renovation project budget. The funds for this do not come out of the construction contract (the bonds). The funds come from the internal sources the Council previously discussed; the MIS Fund, the City Facilities Fund, the Water and Sewer Funds, the Closed Bond Fund and the Host Community Fund.

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

ATTORNEYS AT LAW

- TIMOTHY J. KUNTZ
- DANIEL J. BEESON
- \*KENNETH J. ROHLF
- ◊STEPHEN H. FOCHLER
- \*JAY P. KARLOVICH
- ANGELA M. LUTZ AMANN
- \*KORINE L. LAND
- ANN C. O'REILLY
- ◊\*DONALD L. HOEFT
- DARCY M. ERICKSON
- DAVID S. KENDALL
- BRIDGET McCAULEY NASON
- ELIZABETH HALL MURTHY
- HAROLD LEVANDER  
1910-1992
- ARTHUR GILLEN  
1919-2005
- ROGER C. MILLER  
RETIRED

**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: January 19, 2012**  
**RE: Second Reading of an Ordinance Amending Inver Grove Heights City Code,  
 Title 9, Chapter 4 Regarding Excavation and Fills – January 23, 2012 City  
 Council Meeting**

**Section 1. Background.** Section 9-4-1 of the City Code deals with excavation, filling and removal of material. The ordinance is structured to essentially create three categories:

1. Unless the work is exempted by Section 9-4-1-3, excavation, fill and removal of material involving more than 10,000 cubic yards requires a land alteration permit from the Council.
2. Unless the work is exempted by Section 9-4-1-3, excavation, fill and removal of material involving less than 10,000 cubic yards requires an approval from the Director of Public Works and does not require a land alteration permit from the Council.
3. Certain work is exempted by Section 9-4-1-3.

**Section 2. Exemptions.** At the first reading of the ordinance amendment, the Council asked that the Engineering staff pay particular attention to the exemptions. The Council asked that the Engineering staff solicit input from landscaping companies and from excavators. In general, the input was to exempt small projects that did not impact drainage. In response to the input, the attached ordinance amendment creates the following exemptions:

- A. **Exemption Relating To Excavation Incident to Building Permit.** The excavation, removal or storage of rock, sand, dirt, gravel, clay or other like materials for the purpose of foundation, cellar or basement of some immediate pending superstructure to be erected, built or placed thereon contemporaneously with, or immediately following, such excavation, removal or storage, provided that a building permit has been issued.

- B. **Exemption Relating to Excavation By Government Authorities Within Public Easements.** Such excavation, removal or storage of rock, dirt, gravel, sand, clay or other like material by the state, county, or city authorities in connection with the construction or maintenance of roads or highways or utilities or other public improvements, provided such activity is conducted within public easements or public rights of way.
- C. **Exemption Relating to Excavation Regarding Street Openings.** Curb cuts, utility hookups or street openings for which another permit is required from the city. Where another permit is not required or obtained, a land alteration permit or approval of the director of public works shall be required.
- D. **Exemption Relating to Excavation Regarding Plat Development.** Excavation or installation of public utilities upon platted property pursuant to a Development Contract after an approved plat has been filed with the county and where a Development Contract with the city governs development on the property.
- E. **Exemption Relating to Filling Below 30 Cubic Yards.** The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:
1. No demolition debris is used.
  2. The total amount of material does not exceed 30 cubic yards.
  3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.
  4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.
- F. **Exemption Relating to Finished Landscaping.** The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:
1. No demolition debris is used.
  2. The material is for finished grade or finished landscaping purposes or for gardening. Finished landscaping includes such matters as spreading topsoil, placement of sod and backfilling of retaining walls.
  3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.

4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.
- G. **Exemption Relating to Quantities.** The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:
1. No demolition debris is used.
  2. The total amount of material does not exceed:
    - a. five hundred (500) cubic yards for a 5.00 acre or larger “lot” (the term “lot” is defined in Title 10, Chapter 2, Section 10-2-2); or
    - b. one hundred (100) cubic yards of material per acre for the acres within a 1.00 acre to a 4.99 acre “lot”; or
    - c. thirty (30) cubic yards for a “lot” smaller than 1.00 acre.
  3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.
  4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.
- H. **Exemption Relating to Agricultural Purposes.** Excavating or grading for agricultural purposes.
- I. **Exemption Relating to Subsurface Sewage Treatment Systems.** Making any excavation or grading for any purpose for which a subsurface sewage treatment system permit has been obtained under Title 8, Chapter 5 of the City Code.
- J. **Exemption Relating to Cemeteries.** Cemetery graves.
- K. **Exemption Relating to Water Wells.** Excavation for water wells when a permit has been obtained from the County.
- L. **Exemption Relating to Non-Conforming Use Permits for Landfills.** Excavation and grading pursuant to plans approved in a Non-Conforming Use Certificate issued for a landfill.

M. **Exemption Relating to Re-graveling of Driveway.** Re-graveling of an existing gravel driveway provided the grade of the driveway is not significantly changed.

**Section 3. Other Cities.** The Engineering staff reviewed the excavation and filling regulations of other cities that vary widely, as shown below:

Apple Valley: less than 20 cubic yards or less than 3,500 sq. ft. disturbed does not require a permit.

Burnsville: less than 90 cubic yards does not require a permit.

Eagan: less than 10,000 sq. ft disturbed or less than 5 ft. in depth does not require a permit.

Lakeville: less than 1,000 cubic yards or less than 100 sq. ft disturbed or less than 6 inches of topsoil does not require a permit.

Mahtomedi: less than 10 cubic yards does not require a permit, 10 to 100 cubic yards requires an administrative zoning permit, over 100 cubic yards requires a conditional use permit.

Minnetrissa: less than 30 cubic yards does not require a permit.

Rosemount: no specified minimum found.

Savage: less than 15 cubic yards or less than 1 ft of fill does not require a permit, more than 15 cubic yards or 1 to 3 ft of fill requires a minor grading permit, more than 2,000 yards requires a major grading permit.

South St. Paul: less than 100 cubic yards does not require a permit.

**Section 4. Council Action.** The Council is asked to consider the second reading of the attached Ordinance Amending Inver Grove Heights City Code, Title 9, Chapter 4 Regarding Excavation and Fills at the January 23, 2012 City Council meeting.

City Engineer Tom Kaldunski is providing a separate memo regarding the input Engineering staff received from landscape companies and excavators.

Attachment

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

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

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE  
TITLE 9, CHAPTER 4 REGARDING EXCAVATION AND FILLS

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THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 9, Chapter 4 of the Inver Grove Heights City Code is hereby amended to read as follows: The underlined text shows the proposed additions to the Ordinance and the ~~struck-out~~ text shows the deleted wording:

**9-4-1: LAND ALTERATION PERMIT AND APPROVAL REQUIREMENTS:**

**9-4-1-1: PERMIT REQUIRED:**

Except as provided in sections 9-4-1-2 and 9-4-1-3 of this chapter, it is unlawful for any person to displace, remove, store or excavate rock, sand, dirt, gravel, clay, or other like material within the city, or to fill or raise existing surface grades without first obtaining a land alteration permit from the council. (1974 Code § 420.01; amd. 2008 Code)

**9-4-1-2: APPROVAL BY DIRECTOR OF PUBLIC WORKS:**

A. Approval Required: Approval in writing by the director of public works is required, but a land alteration permit granted by the city council is not required (unless the total amount of material excavated or filled exceeds ten thousand (10,000) cubic yards), for filling or raising of existing surface grade by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all the following circumstances exist:

- ~~1. The total amount of material exceeds five hundred (500) cubic yards but does not exceed ten thousand (10,000) cubic yards.~~
1. The total amount of material does not exceed ten thousand (10,000) cubic yards.
2. The exceptions stated in section 9-4-1-3 of this chapter do not apply.
3. The total scope of work is to be completed within two (2) years.

4. Applicant meets the standards and requirements set forth in this section 9-4-1-2.

B. Application For Approval: The application for the director's approval shall be made in writing on such form as the city may from time to time designate and shall include such information as may be required by the city, and shall contain, among other things:

1. The correct legal description of the premises;
2. The name and address of the applicant and owner of the land;
3. The purposes of the removal, storage, excavation or filling;
4. The estimated time required to complete the work;
5. The highways, street or other public roadways within the city upon or along which the material shall be transported;
6. Method and schedule for restoration and measures to control erosion during and after the work;
7. A topographical map or plat of any proposed pit or excavation to be made showing the confines or limits thereof, together with the existing and proposed finished elevations based upon seal level readings;
8. Method of controlling dust;
9. Hours of operation; and
10. Evidence that the material to be excavated or filled does not pose an environmental hazard and does not include any hazardous materials or contaminated soils, including the identification of the origin of imported fill from within or outside Dakota County together with a certification that the imported fill is clean pursuant to Dakota County regulation; and-
11. Estimated quantity of excavation or filling.

C. Conditions of Approval:

1. The director may grant approval if the applicant meets all of the following standards and requirements:
  - a. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.

- b. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.
  - c. Dust control measures are adequate and commensurate with the location of work.
  - d. All banks shall be left with a slope not greater than one foot (1') vertical to four feet (4') horizontal, except that greater slope shall be permitted if it is in substantial conformity with the immediate surrounding area, and in the judgment of the director, it is not expected to adversely affect future development of the site. All excavated areas shall be finally graded in substantial conformity with the surrounding natural topography.
  - e. The property shall be so graded that stagnant water will not be permitted to collect thereon.
  - f. When and any open excavation has a depth of twenty feet (20') or more, or a slope of one foot (1') vertical to two feet (2') horizontal or steeper, a fence effectively controlling access to the area shall be erected. Said fence may be "snow fence" or similar temporary type of fence unless otherwise required by the director. (1974 Code § 420.01)
  - g. The maximum hours of operation shall be seven o'clock (7:00) A.M. to seven o'clock (7:00) P.M., Monday through Saturday, unless the director of public works or council provides otherwise. (1974 Code § 420.01; amd. 2008 Code)
  - h. Applicant pays the fee established by resolution of the city council.
  - i. The applicant must secure an annual review and pay any applicable fee for said review pursuant to the City's fee schedule.
2. The director's approval is conditioned upon the work being completed within the time noted in the application and upon the applicant fulfilling the standards and requirements established herein.
- D. Time For Completion Of Work: No work allowed under this section shall be authorized for more than two (2) years' duration, except that the director may approve one and only one extension of a permit for up to two (2) years' duration provided that there is a showing by the applicant of extenuating circumstances

~~that caused unavoidable delays and there shall be no renewal or extension of the director's approval.~~

If an extension is approved, the applicant must pay any applicable fee for said extension pursuant to the City's fee schedule.

- E. Misdemeanor Violation: Any person who fails to obtain the director's approval as herein required, or who fails to comply with any of the conditions upon which the same is issued, or who fails to complete the work within the time prescribed by the director's approval is guilty of violating this section and is guilty of a misdemeanor. Each day that a violation exists constitutes a separate offense. (1974 Code § 420.01)
- F. Suspension and Revocation: The director of public works has the right to suspend or revoke approval upon a violation; and upon suspension or revocation, the continuance of such work shall be a violation of this chapter; and if the director of public works orders any act to be done to conform with the work being done with that authorized by the director's approval, the same shall be completed before any further filling, excavating or grading is done and within ten (10) days from the mailing of a notice to do said acts, to the person to whom the approval was issued.

#### 9-4-1-3: EXEMPTIONS FROM PERMIT OR APPROVAL

Neither an ~~excavation~~ land alteration permit granted by the council nor the approval of the director of public works is required for:

- A. Exemption Relating To Excavation Incident to Building Permit. The excavation, removal or storage of rock, sand, dirt, gravel, clay or other like materials for the purpose of foundation, cellar or basement of some immediate pending superstructure to be erected, built or placed thereon contemporaneously with, or immediately following , such excavation, removal or storage, provided that a building permit has been issued.
- B. Exemption Relating to Excavation By Government Authorities Within Public Easements. Such excavation, removal or storage of rock, dirt, gravel, sand, clay or other like material by the state, county, or city authorities in connection with the construction or maintenance of roads or highways or utilities or other public improvements, provided such activity is conducted within ~~said road or highway~~ right-of-way public easements or public rights of way.
- C. Exemption Relating to Excavation Regarding Street Openings. Curb cuts, utility hookups or street openings for which another permit is required from the city. Where another permit is not required or obtained, ~~an excavation a land alteration~~ permit or approval of the director of public works shall be required.

- D. **Exemption Relating to Excavation Regarding Plat Development.** Excavation or installation of public utilities upon platted property pursuant to a Development Contract within two (2) years after an approved plat has been filed with the county and where a Development Contract with the city governs development on the property. Where a plat is pending or more than two (2) years has elapsed since the filing of a plat, an excavation permit shall be required.
- E. **Exemption Relating to Filling Below 30 Cubic Yards.** The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:
1. No demolition debris is used.
  2. The total amount of material does not exceed 30 cubic yards.
  3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.
  4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.
- F. **Exemption Relating to Finished Landscaping.** The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:
1. No demolition debris is used.
  2. The material is for finished grade or finished landscaping purposes or for gardening. Finished landscaping includes such matters as spreading topsoil, placement of sod and backfilling of retaining walls.
  3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.
  4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.

G. Exemption Relating to Quantities. The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:

1. No demolition debris is used.
2. The total amount of material does not exceed:
  - a. five hundred (500) cubic yards for a 5.00 acre or larger "lot" (the term "lot" is defined in Title 10, Chapter 2, Section 10-2-2); or
  - b. one hundred (100) cubic yards of material per acre for the acres within a 1.00 acre to a 4.99 acre "lot"; or
  - c. thirty (30) cubic yards for a "lot" smaller than 1.00 acre.
3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land.
4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.

~~E. The filling or raising of existing surface grades by rock, sand, dirt, gravel, clay or other like material or the displacement, excavation, removal or storage of rock, sand, dirt, gravel, clay or other like material when all of the following conditions are met:~~

- ~~1. The total amount of material does not exceed five hundred (500) cubic yards and no demolition debris is used;~~
- ~~2. The material is for finished grade or finished landscaping purposes or for gardening;~~
- ~~3. Existing drainage and ponding patterns are not significantly altered so as to adversely affect adjoining land; and~~
- ~~4. The resultant grade and slopes at the property line are in substantial conformity to the surrounding natural topography, are set so as to minimize erosion, and provide for sufficient drainage so that both natural and storm water enter and leave the property at the original or natural drainage points.~~

- F. H. Exemption Relating to Agricultural Purposes. Excavating or grading for agricultural purposes.
- G. ~~Filling for any purpose for which a dump permit shall have been previously applied for and obtained.~~
- H. I. Exemption Relating to Subsurface Sewage Treatment Systems. Making any excavation or grading for any purpose for which a subsurface sewage treatment system ~~sewage disposal system~~ permit shall have been previously applied for and obtained has been obtained under Title 8, Chapter 5 of the City Code.
- J. Exemption Relating to Cemeteries. Cemetery graves.
- K. Exemption Relating to Water Wells. Excavation for water wells when a permit has been obtained from the County.
- L. Exemption Relating to Non-Conforming Use Permits for Landfills. Excavation and grading pursuant to plans approved in a Non-Conforming Use Certificate issued for a landfill.
- M. Exemption Relating to Re-graveling of Driveway. Re-graveling of an existing gravel driveway provided the grade of the driveway is not significantly changed.

**9-4-1-4: DETERMINATION OF LAND ALTERATION PERMIT OR APPROVAL:**

Under this section 9-4-1, for purposes of determining whether the amount of fill material requires the approval of the director of public works or a land alteration permit from the council, the fill material shall be measured in an uncompacted state. (1974 Code § 420.21)

Unless exempted by Section 9-4-1-3, if the excavation or filing activity involves the transfer of material from one "lot" to another "lot," a council issued permit or a director's approval, as the case may be, shall be required for each "lot" (the term "lot" is defined in Title 10, Chapter 2, Section 10-2-2).

**9-4-1-5: APPLICATION FOR PERMIT:**

The application for the land alteration permit shall be made in writing on such form as the city may from time to time designate, and shall include such information as may be required by the city, and shall contain, among other things, unless previously submitted in order to obtain sand and gravel district zoning classification:

- A. The correct legal description of the premises.
- B. The name and address of the applicant and owner of the land.

- C. The purpose of the removal, storage, excavation or filling.
- D. The estimated time required to complete the work.
- E. The highways, streets or other public roadways within the city upon or along which the material shall be transported.
- F. Method and schedule for restoration and measures to control erosion during and after the work.
- G. A topographical map or plat of any proposed pit or excavation to be made showing the confines or limits thereof, together with the existing and proposed finished elevations based upon sea level readings.
- H. For sand and gravel excavation, the following additional information; except that any information submitted in obtaining sand and gravel district zoning shall not have to be resubmitted:
  - 1. An overall development plan, to be approved by the council, which shall indicate:
    - a. Site analysis information such as trees, depth of topsoil, adjacent and on site buildings and land uses, flood levels, watercourses, elevations and percent slope within and one hundred feet (100') beyond the perimeter of the site and such other existing information necessary to analyze the site.
    - b. An analysis of deposit information and cross sections indicating the depth and quantities of existing sand and gravel deposits, certified by a licensed soil testing service.
    - c. A master plan, drawn accurately to scale, illustrating the ultimate land uses projected for the property (i.e., streets, building lots, water bodies and elevations). The master plan shall be similar in detail to a preliminary plat, and proposed elevations shall be shown at two foot (2') intervals. (1974 Code § 420.03)
    - d. A plan indicating the operating pattern, the location on the property of any existing or anticipated buildings and equipment, and staging or time sequence schedule for excavation and restoration of the site. For operations on land of less than twenty (20) acres, the processing of sand, gravel, rock or similar material is prohibited. Processing, for purposes of this section, shall include, but not be limited to, crushing, washing, compounding or treating of rock, sand, gravel or similar material. This prohibition shall also apply to asphalt plants or operations. (Ord. 914, 2-23-1998)
    - e. Such geological and hydrological data as is necessary to determine the feasibility of the proposed development plan.

2. Landscape plan for setback areas.
3. Location and surface of access roads.
4. Method of controlling dust.
5. Hours of operation.
6. Method of maintaining security on premises.
7. Method of controlling access to open excavation.
8. Method of controlling weeds.
9. Show evidence that such excavation is not harmful to the health, safety or welfare of the citizens of the city, and such excavation shall leave the property in at least an equally suitable condition as that immediately prior to such excavation.
10. Refer the application to the planning commission no more than sixty (60) days for subsequent recommendation to the council where the council deems such a review appropriate. (1974 Code § 420.03)

**9-4-1-6: GRANT OF PERMIT; CONDITIONS:**

Upon receipt of the application, the council, by majority vote of the members present, may, when deemed appropriate, order a public hearing to be conducted by the council except where a previous hearing was held to consider sand and gravel district zoning which resulted in existing sand and gravel district zoning for the same property. The notification of public hearing shall be the same as that required for a rezoning. The council shall examine the same with the purpose of protecting and preserving the health, safety, and general welfare of the inhabitants of the city. The council, after a permit has been granted, shall require the applicant or owner of the premises to do the following unless otherwise governed by the sand and gravel district provisions of the zoning regulations: (Ord. 914, 2-23-1998)

- A. Fencing: Properly fence any pit or excavation.
- B. Slopes: Slope the banks, fill, level off any pit or excavation or otherwise place in such condition at any time so as not to be dangerous because of sliding or caving banks and so as to minimize or stop erosion or dust during or after excavation. Maximum depth and slopes shall be the same as required by the city sand and gravel district provisions of the zoning regulations.
- C. Drainage: Properly drain, fill or level off any pit or excavation so as to make the same safe and healthful as the council may determine.

D. Inspection Costs: Reimburse the city for the cost of periodic inspections by the city engineer, building official or other city employee, for the purpose of seeing that the terms under which the permit has been issued are being complied with. (1974 Code § 420.05)

E. Bond: Post a letter of credit or cash escrow of a minimum of five thousand dollars (\$5,000.00) per acre with a total minimum not less than ten thousand dollars (\$10,000.00), unless a lesser amount is set by the council, running to the city, conditioned to pay the city the cost and expense of restoration of an excavated area and expense of grading, providing topsoil and seeding where the applicant or owner shall fail to complete an excavation or restoration within the conditions under which the excavation permit was issued. (1974 Code § 420.05; amd. 2008 Code)

F. Insurance: Furnish certificate of comprehensive general liability insurance issued by insurers duly licensed within the state of Minnesota in an amount of at least two hundred fifty thousand dollars (\$250,000.00) for injury or death of any one person in any one occurrence, bodily injury liability in an amount of at least seven hundred fifty thousand dollars (\$750,000.00) for injuries or death arising out of one occurrence, and property damage liability in an amount of at least one hundred thousand dollars (\$100,000.00) arising out of any one occurrence. In the alternative to the above, a combined bodily injury and property damage liability policy of at least five hundred thousand dollars (\$500,000.00) for any one occurrence may be submitted.

G. Other Permissions: Approval of the state of Minnesota, its subdivisions and agencies including, but not limited to, evidence of having obtained all required permits and licenses.

H. Records: When specifically required by the city, maintain accurate records of site operations. Intake of materials in tons or cubic yards shall be recorded in a manner acceptable to the city and shall include the type of materials extracted and the source of same. These records shall be available at all times for the confidential review and inspection by the city.

I. Other Conditions: Comply with such other requirements of the council as it shall from time to time deem proper and necessary for the protection of the citizens and their general welfare. (1974 Code § 420.05)

**9-4-1-7: FEES:**

Fees for the director's approval or the land alteration permits required by this section 9-4-1 are established by resolution of the city council. In addition, the petitioner shall receive and pay within thirty (30) days an itemized bill for all additional reasonable expenses incurred which exceed the fees by the city in processing the initial application, annual renewal and annual inspection. Said itemized bill shall include, but not be limited to, expenses for such items as legal, planning or engineering consulting services, other city

officials or staff, mileage, materials, advertising for public hearings and similar expenses. (1974 Code § 420.13)

**9-4-1-8: TERM OF PERMIT:**

The ~~excavation~~ land alteration permit shall run from January 1 to December 31 of each year or for a lesser period of time as the council may specify when the permit is issued. (1974 Code § 420.09; amd. 2008 Code).

The applicant must secure an annual review and renewal of each permit and pay any applicable fee for said review and renewal pursuant to the City's fee schedule.

**9-4-1-9: RENEWAL OF PERMIT:**

A. Application for renewal of the ~~excavation~~ land alteration permit shall be made in writing not less than thirty (30) days before the expiration of the permit. Application for renewal shall contain a statement of any changes in the information submitted in the last approved permit application or renewal. Failure to submit such information shall be grounds for revocation or for not granting renewal of the permit. If there are no changes, it shall be so stated in the renewal application.

B. Renewals may be made by the ~~administrator~~ director of public works, provided the operation is in conformance with the provisions under which the permit was granted. If the ~~administrator~~ director of public works is of the opinion that the operation, as conducted, is not in accordance with the terms of the permit, or that the renewal application indicates substantial changes in the operation, the renewal application shall be referred to the council. The council may refer the renewal application to the planning commission for review, order a public hearing, or approve or deny the permit in accordance with the provisions of this section 9-4-1. (1974 Code § 420.11)

**9-4-1-10: POSTING LAND ALTERATION PERMIT:**

Whenever, under this section 9-4-1, any approval of the director of public works or permit from the council is required to be obtained, then such written approval or permit shall be conspicuously posted by the applicant at the major entrance to the excavation or fill site before any excavation or filling is performed and shall remain posted for the duration of the excavation or filling operation. (1974 Code § 420.21)

**9-4-2: EXCAVATION BELOW END USE GRADE:**

A. Prohibited: Except as provided in subsections B and C of this section, it shall be unlawful for any person to displace, remove or excavate any rock, sand, dirt, gravel, clay, or other like material within the city, if such displacement, removal or excavation extends below the future end use grade as approved by the city council.

B. Parcels Less Than Twenty Acres: Displacement, removal or excavation of any rock, sand, dirt, gravel, clay, or other like material below the future end use grade within the city shall be prohibited on parcels (or multiple parcels) with a total area of less than twenty (20) acres, except as follows:

1. Removal of materials unsuitable for development.
2. Earthwork directly associated with the construction of on site storm water ponds.
3. Those excavations identified under section 9-4-1-3 of this chapter.

C. Parcels Greater Than Twenty Acres: Displacement, removal or excavation of any rock, sand, dirt, gravel, clay, or other like material below the future end use grade within the city shall be prohibited on parcels (or multiple parcels) with a total area of twenty (20) acres or more, except as follows:

1. Removal of materials unsuitable for development.
2. Earthwork directly associated with the construction of on site storm water ponding.
3. Those excavations identified under section 9-4-1-3 of this chapter.
4. Displacement, removal or excavation of sand and gravel if the parcel or multiple parcels involved have been rezoned to sand and gravel zoning district in accordance with title 10, chapter 13, article G of this code. (Ord. 914, 2-23-1998)

#### **9-4-3: SAND AND GRAVEL PROCESSING:**

A. Prohibited: Except as provided in subsection B of this section, it shall be unlawful for any person to process sand, gravel, rock or similar material. Processing, for purposes of this section, shall include, but not be limited to, crushing, washing, compounding or treating of rock, sand, gravel or similar material. This prohibition shall also apply to asphalt plants or operations.

B. Processing In Sand And Gravel Overlay District: Processing sand and/or gravel is allowed only if the subject property is rezoned to sand and gravel overlay zoning district in accordance with title 10, chapter 13, article G of this code, and a conditional use permit is approved by the city council in accordance with title 10, chapter 3, article A and section 10-13G-4 of this code. (Ord. 914, 2-23-1998)

#### **9-4-4: USE OF DEMOLITION DEBRIS FOR FILL:**

A. Definitions: For purposes of this section, the following terms shall have the meanings as set forth below:

COVER MATERIAL: Is characterized by low permeability, uniform texture, cohesiveness and compactibility and is free of putrescible materials. Suitable cover materials include, but are not limited to, sandy loam, loam, silty loam, sandy clay, silty clay loam, clay loam, sandy clay and loamy sand.

DEMOLITION DEBRIS: Solid waste resulting from the demolition of buildings, roads, and other manmade structures including concrete, brick, bituminous concrete, untreated wood, masonry, glass, trees, rock, and plastic building parts. Demolition debris does not include asbestos waste. (1974 Code § 420.19; amd. 2008 Code)

B. Prohibited; Exceptions: Demolition debris shall not be used as fill material; provided, however, that concrete bricks, stone facing, blacktop and concrete blocks may be used as fill material under the following conditions:

1. Such materials contain no metal or metal substances; provided, however, that reinforcing steel bar no more than eighteen inches (18") in length and completely enveloped in concrete is acceptable.
2. Such materials are used as fill only in the parking or driveway areas of the property or in the setback areas of the property as those areas are defined by the city zoning regulations.
3. The depositor obtains any necessary permits from the county.
4. The materials are used to cover a surface area of one acre or less.
5. If such materials are used in the setback areas, then such materials shall be covered by at least two feet (2') of cover materials within two (2) months after deposit.
6. If such materials are used in the parking or driveway areas, then, within two (2) months after deposit, such materials shall be covered by at least two feet (2') of cover materials, or such materials shall first be crushed to appropriate aggregate base size and then, within two (2) months after deposit, covered by at least six inches (6") of class 5 base course or bituminous surface pavement or concrete surface pavement, or a combination thereof.
7. The depositor obtains an approval or filling permit from the director of public works or the city council, as the case may be, and complies with all the conditions imposed thereon.
8. The depositor shall provide evidence that the demolition debris to be utilized does not pose an environmental hazard and does not include hazardous materials or contaminated soils.
9. The use of concrete bricks, stone facing, blacktop and concrete block as specified herein does not constitute a final disposal facility for "demolition debris" as defined in

subsection A of this section. A final disposal facility for demolition debris (i.e., demolition landfill) is only permitted as a conditional use permit, as approved by the city council, within the general industrial (I-2) zoning district as specified in section 10-6-2 of this code.

- C. Violations; Removal Of Debris: Any person who uses demolition debris as fill material without first obtaining the approval of the director of public works or a permit from the council, as the case may be, and any person who fails to comply with the conditions imposed by this chapter or the conditions imposed by the director or the council shall be guilty of violating this chapter and shall be guilty of a misdemeanor. Each day that a violation exists shall constitute a separate offense. When such a violation occurs, in addition to any other remedies and means of enforcement afforded to the city, the director of public works, or other designee, may order the demolition debris removed from the site. Within ten (10) days after such an order, the depositor shall remove the demolition debris and provide satisfactory evidence that the same has been deposited at an approved site. (1974 Code § 420.19)

#### **9-4-5: INSPECTIONS:**

At least once a year, and no more than twice each year unless approved by the council, the administrator shall instruct the staff to inspect all areas where a land alteration permit has been issued and report such findings to the council. (1974 Code § 420.09)

#### **9-4-6: VARIANCES:**

~~Where the council finds that hardships may result from strict compliance with these regulations or that unusual topographical conditions exist, it may vary these regulations so that substantial justice may be done and the public interest secured, provided that such variation will not have the effect of nullifying the intent and purpose of this chapter. (1974 Code § 420.15)~~

The council may grant a variance from the strict application of these regulations and may impose conditions on the variance in situations where the reasons for the variance meet the same criteria and requirements that the council has established for a zoning variance under the zoning ordinance.

#### **9-4-7: VIOLATIONS; SUSPENSION OR REVOCATION OF LAND ALTERATION PERMIT:**

- A. Any person who fails to obtain a land alteration permit as herein required, or who shall fail to comply with any of the conditions upon which the same is issued, or who fails to complete the filling, excavating or grading within the time prescribed by the permit, is guilty of violating this chapter.
- B. The council hereby reserves the right to suspend or revoke such land alteration permit upon a violation; and upon suspension or revocation, the continuance of such work

shall be a violation of this chapter; and if the council orders any act to be done to conform with the work being done with that authorized by the permit, the same shall be completed before any further filling, excavating or grading is done and within ten (10) days from the mailing of a notice to do said acts, to the person to whom the permit was issued.

C. Each day that a violation of this chapter exists constitutes a separate offense. (1974 Code § 420.17)

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2012.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
George Tourville, Mayor

ATTEST:

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

## MEMO

### CITY OF INVER GROVE HEIGHTS

**TO:** Mayor and Council, City Administrator, Public Works Director  
**FROM:** Thomas J. Kaldunski, City Engineer  
**DATE:** January 18, 2012  
**SUBJECT:** Contractor Feedback on Excavation/Fill Ordinance

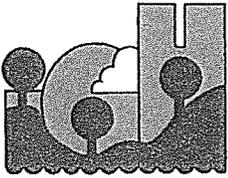
The City of Inver Grove Heights has been reviewing modifications to the City's ordinance that regulates filling and excavation activities. The City conducted the first reading of the ordinance revision on October 24, 2011. At the November 14, 2011 Council meeting, the City Council decided to table the second reading to allow time for staff to seek additional feedback from local contractors and landscape companies.

On November 30, 2011, a letter was sent to a list of 28 local contractors and landscaping companies. A copy of the letter is attached. The City received feedback from six local companies. The following summarizes the feedback received:

- 1) The respondents understood and supported a threshold of less than 500 CY of earthwork on smaller sized lots; however, they suggested the City consider using a guideline of 100 CY/acre for lots from 13,000 SF to 4.99 acres. This guideline would require land alteration permits issued administratively from 30 CY to 500 CY. They suggested activities less than 30 CY should be exempt unless drainage is affected.
- 2) A number of exemptions were discussed as follows:
  - Exempt activities related to other permits issued by the City such as building permits, demolition permits, SSTS permits, retaining wall permits, right-of-way permits, City street and utility projects
  - Exempt activities related to maintaining existing gravel driveways by placing additional gravel
  - Exempt activities approved by the City Council related to land use and development when conditional use permits, variances and improvement agreements are put in place.
  - Exempt activities related to finish landscaping such as placing topsoil before seeding/sodding, backfilling low retaining walls (>3.5 ft). They suggested allowing topsoil activities to a six-inch thickness less than 100 CY be exempt.
  - Exempt filling needed after removal of a swimming pool
  - Exempt on-site activities at landfills that have other regulatory permits in place. Also exempt on-site activities at mines or other aggregate related businesses.
- 3) One contractor suggested that the City consider raising the 10,000 CY threshold for administrative permit approval by the City Engineer.
- 4) Several businesses suggested keeping fees and expenses lower on small projects. This was incorporated into the fee structure approved by the Council in January 2012.
- 5) Feedback from a landscaper indicated his preference for less government regulation. He also indicated that enforcement and fines should not be levied toward the landscaper especially since they may have limited knowledge on proper drainage. He suggested the City have skilled people to evaluate drainage and relate that information to the homeowner. This is the intent of the new ordinance as it relates to requiring homeowners to interact with the City before implementing projects on smaller lots. He supports having the homeowners pull the permits.

Meetings were held with the City's team working on the ordinance revisions. This feedback was taken into account in developing the ordinance being considered for the second reading as outlined in the January 19, 2012 memo from the City Attorney.

TJK/kf



# City of Inver Grove Heights

[www.ci.inver-grove-heights.mn.us](http://www.ci.inver-grove-heights.mn.us)

November 30, 2011

**Subject:** Proposed Revisions to Ordinance Requiring Land Alteration Permits for Excavation/Fill Activities

**Local Contractors/Landscapers:**

The City of Inver Grove Heights is seeking your feedback on proposed revisions to the City ordinance requiring permits for excavation and fill activities in the City. Your feedback by 4:30 p.m. on Wednesday, December 7, 2011 would be appreciated. The Council will be discussing this ordinance modification at its December 12, 2011 Council meeting. The City hopes to enact modifications to the ordinance for the 2012 construction season.

The City has been experiencing an increase in calls and complaints related to excavation and fill activities in recent years. These have prompted a review of the City's existing ordinance with regard to the excavation and/or fill quantity that triggers the need for a permit. A copy of the proposed modification to the ordinance and a memo outlining some exceptions that will be considered in the final version are attached to this letter.

The current ordinance allows up to 500 CY of material to be moved without a permit, unless the activity would alter drainage patterns. The City Engineer can require a permit if drainage is adversely affected.

The proposed ordinance modification would include the following thresholds:

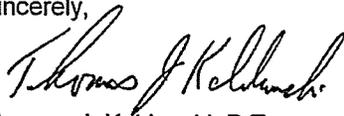
1. Rural areas with lots greater than 5.0 acres will be allowed up to 500 CY without a land alteration permit. Any cumulative grading over 500 CY will require a land alteration permit. Any activity greater than the 500 CY, but less than 10,000 CY, can receive a land alteration approval administratively. Activity over 10,000 CY requires Environmental Commission review and Council approval.
2. Areas with lot sizes from 1.0 acres to 4.99 acres will be required to secure a land alteration permit for any activity greater than 30 CY. This permit would be approved administratively unless the quantity exceeds 10,000 CY.
3. Acres with lot sizes less than 1.0 acre will be required to secure a land alteration permit for any activity greater than 10 CY. This permit would be approved administratively unless the activity exceeds 10,000 CY. Drainage issues, adverse impacts to adjacent or downstream parcels, or potential wetland impacts can cause the City Engineer to require a land alteration permit.

The City will be seeking to clarify the ordinance by adding some exceptions to the land alteration permit requirement for items such as grading associated with building permits, Council authorized work, grave digging, and street and utility construction done by the City or its agents. A list of exemptions as included in the packet for your review. The Council has also discussed providing an exemption for spreading up to 6 inches of topsoil over a limited area for lawn replacement provided no drainage issues will be created.

The City has done a survey of over 20 municipalities in the State to see what other communities require. The quantities in the current draft reflect the results of our review of other municipalities. Please note that the Uniform Building Code did provide guidance for fill/excavation activities in the 1990s based on the quantity of material moved (50 CY), the depth of fill or the area affected. Since then, many cities have modified their ordinances on the fill/excavation requirements similar to the current ordinance modifications being considered.

As a business that conducts activities that will be affected by this modification, your feedback is important. Please take some time to review the packet of information and provide feedback by contacting Steve Dodge, Assistant City Engineer, at 651-450-2541 or me at 651-450-2572 before 4:30 p.m., Wednesday, December 7.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas J. Kaldunski". The signature is written in a cursive style with a large, prominent initial "T".

Thomas J. Kaldunski, P.E.  
City Engineer

TJK/kf  
Enclosures

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Consider a Resolution Prohibiting Parking on 66th Street East from Concord Boulevard to Donnelly Avenue**

Meeting Date: January 23, 2012  
 Item Type: Regular  
 Contact: Thomas J. Kaldunski, 651.450.2572  
 Prepared by: Thomas J. Kaldunski, City Engineer  
 Reviewed by: Scott D. Thureen, Public Works Director

*SJT*

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

**PURPOSE/ACTION REQUESTED**

Consider a resolution prohibiting parking on 66th Street East from Concord Boulevard to Donnelly Avenue.

**SUMMARY**

Policy restricts parking to one side of the street whenever the width is 28 feet or less. In 2012, the City will reconstruct 66th Street to a 28-foot-wide street with curb and trail from Concord Boulevard to Doffing Avenue. A resolution should be passed that prohibits parking on 66th Street from Concord to Doffing Avenue to one side of the street (see attached map).

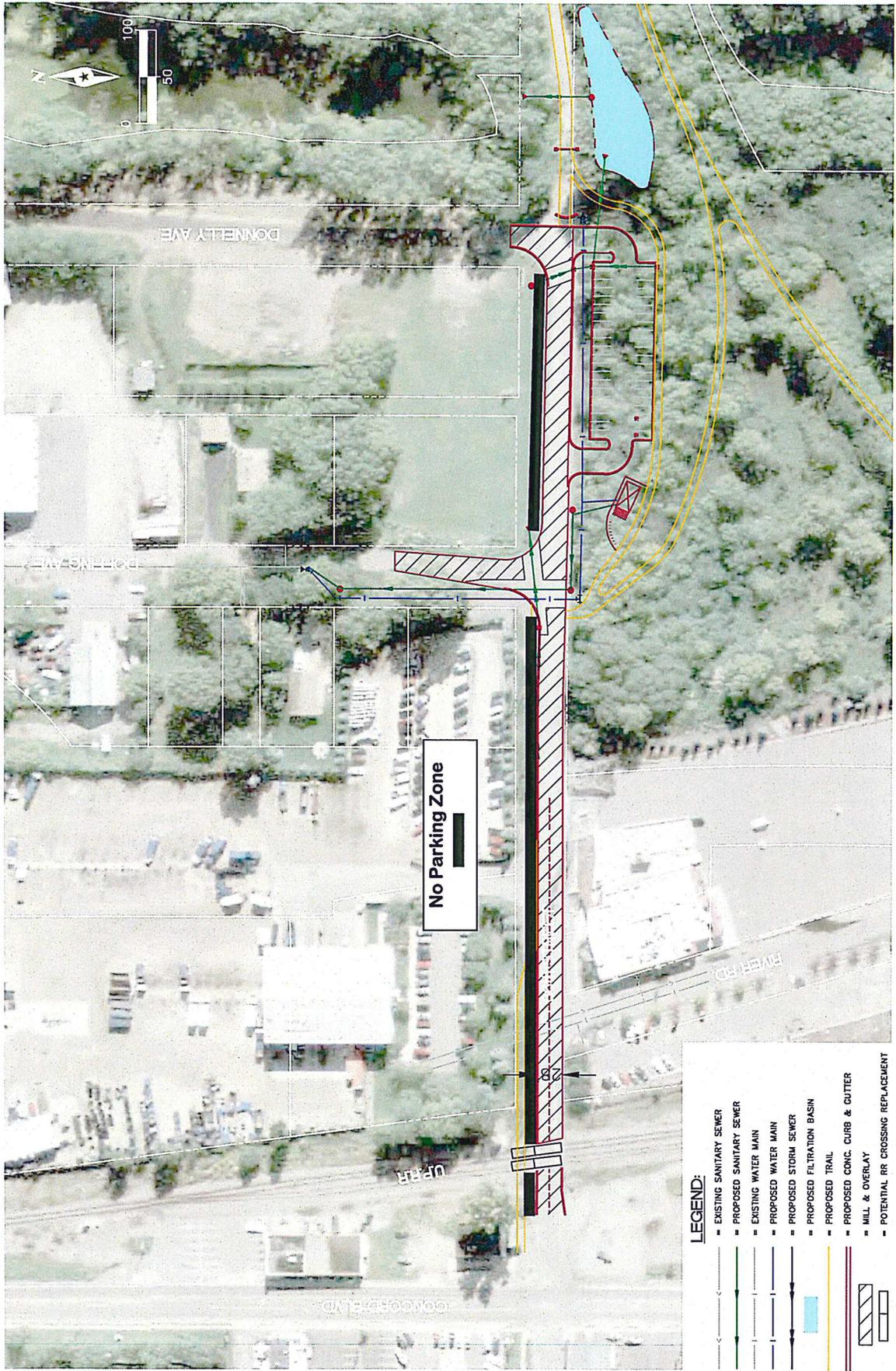
The three businesses that are affected were contact by e-mail and at the project information meeting. We indicated that the street would be posted no parking on the north side of the street.

The City has received comments from businesses supporting the no parking zone. The no parking sign will be installed with City Project No. 2011-08.

Staff recommends adopting the attached resolution which would authorize posting the north side of 66th Street, from Concord Boulevard to Donnelly Avenue, "No Parking."

TJK/kf

Attachment: Map  
 Resolution



No Parking Zone

**LEGEND:**

- - - - - EXISTING SANITARY SEWER
- - - - - PROPOSED SANITARY SEWER
- - - - - EXISTING WATER MAIN
- - - - - PROPOSED WATER MAIN
- - - - - EXISTING STORM SEWER
- - - - - PROPOSED STORM SEWER
- - - - - PROPOSED FILTRATION BASIN
- - - - - PROPOSED TRAIL
- - - - - PROPOSED CONC. CURB & GUTTER
- - - - - HILL & OVERLAY
- - - - - POTENTIAL RR CROSSING REPLACEMENT

FILE NO.  
116692

DATE  
11/01/11

NO PARKING ZONE  
OPTION B

66TH STREET RECONSTRUCTION

INVER GROVE HEIGHTS,  
MINNESOTA

PROJECT (65) 496-2000  
116692  
375 PALM AVE  
ST. PAUL, MN 55110

FIGURE  
4

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

**RESOLUTION RELATING TO PARKING RESTRICTIONS ON THE NORTH SIDE OF 66TH  
STREET EAST FROM CONCORD BOULEVARD TO DONNELLY AVENUE**

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

**WHEREAS**, this resolution was passed this 23rd day of January 2012 by the City of Inver Grove Heights in Dakota County, Minnesota. The municipal corporation shall hereinafter be called the "City", WITNESSETH:

**WHEREAS**, the City will complete the improvements of 66th Street East from Concord Boulevard to Donnelly Avenue in 2012 as part of City Project No. 2011-08 in the City of Inver Grove Heights, Minnesota; and

**WHEREAS**, City policy restricts parking to one side of a street 28 feet, or less, in width; and

**WHEREAS**, this 28-foot-wide street improvement does not provide adequate width for parking on both sides of the street; and

**WHEREAS**, City Code Title 6, Chapter 3 and Minnesota Statute 169.04 does authorize "Regulatory and Warning Sign Placement; and

**WHEREAS**, Minnesota Statutes, Chapter 169.04, has been adopted by the City Council of Inver Grove Heights by reference as part of said City Code.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the City shall ban the parking of motor vehicles on the north side of 66th Street East from Concord Boulevard to Donnelly Avenue as part of City Project No. 2011-08.

All such signs, upon placement following City Project No. 2011-08 shall be in full force and effect under the Laws of the State of Minnesota, Chapter 169.04, and the Highway Traffic Regulation Act.

Adopted by the City Council of Inver Grove Heights this 23rd day of January 2012.

AYES:

NAYS:

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

ATTEST:

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