

**INVER GROVE HEIGHTS CITY COUNCIL AGENDA**  
**MONDAY, JANUARY 14, 2013**  
**8150 BARBARA AVENUE**  
**7:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

- A. Oath of Office for Newly Elected Officials
- B. NEA Read Across America Proclamation
- C. Introduction of Police and Fire Members

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. i) Minutes – December 10, 2012 Council Study Session \_\_\_\_\_  
ii) Minutes – December 10, 2012 Regular Council Meeting \_\_\_\_\_  
iii) Minutes – December 17, 2012 Special Council Meeting \_\_\_\_\_
- B. Resolution Approving Disbursements for Period Ending January 9, 2013 \_\_\_\_\_
- C. Final Compensating Change Order No. 4, Final Pay Voucher No. 10, Engineer’s Final Report, and Resolution Accepting Work for City Project No. 2011–09D – South Grove Urban Street Reconstruction, Area 6 \_\_\_\_\_
- D. Final Compensating Change Order No. 1, Final Pay Voucher No. 2, Engineer’s Final Report, and Resolution Accepting Work to Gartzke Construction, Inc. for City Project No. 2012–09D – Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court, for Borden Way Back Yard Storm Sewer Improvements \_\_\_\_\_
- E. Resolution Amending Table Setting Forth License Fees, Administrative Service Fees, and Permit Fees \_\_\_\_\_
- F. Approve Various ADA Policies \_\_\_\_\_
- G. Resolution Authorizing Mutual Aid Agreement for Emergency Management with Dakota County \_\_\_\_\_
- H. Approve 2013 Legislative Agenda \_\_\_\_\_
- I. Approve Social Media Policy \_\_\_\_\_
- J. Resolution Supporting Dakota County’s Request for Funding a Conservation Easement for Marcott Lakes Area \_\_\_\_\_

- K. Resolution Approving Consent Letters Modifying the Water Tower Site Lease Agreement with Sprint Spectrum, L.P. \_\_\_\_\_
- L. Schedule Public Hearing – Temporary On Sale Liquor License (Church of St. Patrick) \_\_\_\_\_
- M. Confirm Appointment to Convention and Visitors Bureau \_\_\_\_\_
- N. Appoint Applicants to Airport Relations Commission \_\_\_\_\_
- O. Accept Donation to Inver Grove Heights Police Department from Drive Right 365 \_\_\_\_\_
- P. Personnel Actions \_\_\_\_\_

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

6. **PUBLIC HEARINGS:**

7. **REGULAR AGENDA:**

**COMMUNITY DEVELOPMENT:**

A. **GERTENS GREENHOUSES;** Consider Resolution relating to a **Wetland Replacement Plan** to Mitigate a total of 25,000 square feet of Wetland with the Purchase of Wetland Bank Credits for property located on the East Side of Blaine Avenue at 5500 Blaine \_\_\_\_\_

**ADMINISTRATION:**

B. **CITY OF INVER GROVE HEIGHTS;** Consider Council Appointments for 2013:

- i) Official Newspaper \_\_\_\_\_
- ii) Official Depositories \_\_\_\_\_
- iii) Acting Mayor \_\_\_\_\_
- iv) Council Delegate to Association of Metropolitan Municipalities \_\_\_\_\_
- v) Northern Dakota County Cable Communications Commission Representatives \_\_\_\_\_
- vi) Dakota Communications Center Board of Directors Representatives \_\_\_\_\_
- vii) Deputy Weed Inspector \_\_\_\_\_

8. **MAYOR & COUNCIL COMMENTS** \_\_\_\_\_

9. **EXECUTIVE SESSION:**

A. Discuss Whistle Tree Woods Litigation

10. **ADJOURN**

\*This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Melissa Kennedy at 651.450.2513 or [mkennedy@invergroveheights.org](mailto:mkennedy@invergroveheights.org)

**CITY OF INVER GROVE HEIGHTS  
PROCLAMATION**

**NEA READ ACROSS AMERICA  
MARCH 1, 2013**

**WHEREAS**, the citizens of Inver Grove Heights, Minnesota Stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

**WHEREAS**, Mayor George Tourville has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well-being and long-term quality of life; and

**WHEREAS**, "NEA's Read Across America," a national celebration of Dr. Seuss's 109<sup>th</sup> birthday on March 2, 2013, sponsored by the National Education Association, promotes reading and adult involvement in the education of our community's student;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Inver Grove Heights calls upon its citizens to assure that every child is in a safe place reading together with a caring adult on March 1, 2013.

**AND BE IT FURTHER RESOLVED** that this body enthusiastically endorses "NEA Read Across America" and recommits our community to join hands with Inver Grove Heights community schools to make our children the best readers in the world.

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George Tourville, Mayor

Attest:

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Melissa Kennedy, Deputy Clerk

**INVER GROVE HEIGHTS CITY COUNCIL STUDY SESSION  
MONDAY, DECEMBER 10, 2012 – 8150 BARBARA AVENUE**

**1. CALL TO ORDER** The City Council of Inver Grove Heights met in study session on Monday, December 10, 2012, in the City Hall Lower Level Training Room. Mayor Tourville called the meeting to order at 5:30 p.m. Present were Council members Grannis, Klein, Madden and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Parks & Recreation Director Carlson, Community Development Director Link, Public Works Director Thureen, Finance Director Smith, Police Chief Stanger, Fire Chief Thill, and Deputy Clerk Kennedy.

**2. 2013 LEGISLATIVE ISSUES**

Ms. Teppen explained the City has established a practice of identifying priorities relating to potential state legislative action prior to the start of the next legislative session. The priorities were split into two (2) categories, initiatives and positions. The initiatives section contained areas in which the City would proactively seek legislation to enable specific actions by the city or state. The positions section contained statements of the City's position relating to measures that could come under consideration by the legislature.

Councilmember Madden objected to the City's position regarding automated citation technology.

Mayor Tourville stated he did not know enough about the technology and how it would be used to object. He commented that it should be discussed with the Police department because they may be in favor of implementing the technology.

Mr. Lynch noted the City's legislative positions would be shared with Senator Metzen and Representative Atkins.

Ms. Teppen stated the City supported two initiatives in their draft form. The first related to Property Maintenance Code Enforcement and authority to issue administrative citations. The second related to funding through MnDOT or special legislation for reimbursement to the City for preliminary design plans for a full interchange at 494 and Argenta.

Mr. Lynch explained it did not appear that there would be enough support at this time to pursue the interchange at Highway 55 and Argenta and the City's time would be better spent if the focus was on 494/Argenta. He stated with respect to the redirection of wastes from landfills to resource recovery facilities, the intent is to make sure that any lost revenue in Host Community Fees is restored to the City.

Councilmember Piekarski Krech stated the City would either lose the landfill and the revenue generated or have to extend the lifetime of the landfills.

Frank Rauschnot Jr. questioned if the fee to make up for lost revenue would be collected from the landfill or from the State.

Mr. Lynch stated the fee would be collected from the haulers who travel outside of the metro area to dump their waste.

Mayor Tourville added the goal is to make things fair with respect to metro versus non-metro facilities.

Mr. Rauschnot commented the danger is that trash will be hauled out of state in order to avoid paying the fees.

Mayor Tourville stated haulers would have to make a business decision.

**3. CONCORD STUDY**

Mr. Link explained the design guidelines focus on the four (4) sites that were identified by Council. The concept plans and drawings were the same as what was previously presented to Council; however text was added to the guideline's overview, area-wide design guidelines, and to the elevations pages. The text additions were meant to expand and refine the principles of each concept plan. The work that was completed provided the City with an idea of how development could occur on the selected redevelopment

sites and what development may look like. The design guidelines will be used as the City seeks redevelopment, considers development proposals, constructs public improvements, and considers potential zoning ordinance amendments. He noted the draft implementation strategies were provided for discussion purposes only and it is anticipated that there will be more in-depth discussions regarding the strategies in 2013. Assuming the City and EDA pursue and encourage private redevelopment in the Concord Neighborhood, the new City Council would determine what the City's role should be in redevelopment and how the City should proceed in that capacity.

Councilmember Madden expressed concerns with how the existing businesses would be affected by potential redevelopment. He stated he received calls from a number of people in the area and he wanted to make sure that the existing business owners were a part of the ongoing discussions so their opinions were accounted for.

Mr. Link stated the feedback that was received during previous neighborhood and business meetings was that people in the area recognize the benefit of redeveloping Concord. He noted the implementation strategy was a Council decision and the study did not change any existing zoning designations.

Frank Rauschnot Jr. stated he was concerned that properties, including his own, would be rezoned thereby limiting their use and creating the potential for non-conforming uses. He opined that the Council needed to slow the process down and look at alternatives in order to avoid situations in which certain businesses are not able to operate because they need outside storage.

Mayor Tourville reiterated that the study did not change any zoning designations and did not commit the City to any action. He noted any rezoning requests would need to be approved by the Council.

Jim Mueller questioned what the feedback was from developers regarding the location of the railroad tracks with respect to development prospects.

Mr. Link stated the developers liked the amenities the site had to offer and felt that the railroad tracks would not be a major deterrent to successful development. He reiterated the design guidelines were simply a rough plan and did not commit the City to any specific concept or limit the options for potential development.

#### **4. UPDATE ON MENDOTA HEIGHTS/LEBANON HILLS REGIONAL GREENWAY**

Mr. Carlson stated Dakota County kicked off their master planning process for the Mendota Heights/Lebanon Hills Greenway in September. In addition to himself, Scott Thureen and Allan Hunting serve on the technical advisory group established by the County to determine the most acceptable route for the greenway. The City included the greenway in the Parks and Trail Master Plan that is a part of the City's Comprehensive Plan. Dakota County will host an open house at the Lebanon Park Nature Center on January 15<sup>th</sup> from 6 – 8 p.m. to provide residents, businesses, and property owners an opportunity to review option for the regional trail between Mendota and Lebanon Hills Park. He noted a portion of the trail is proposed to be routed through Inver Grove Heights. At this time the major City concern is where or how the trail would cross 494 and potential impacts to a future interchange at 494/Argenta. The greenway represents a long-range planning effort funded by Dakota County. Construction, maintenance, or replacement of improvements would be the sole responsibility of the County.

Mayor Tourville commented that the plan covers a large area of the City and there are a number of uncertainties with respect to Argenta Trail.

Mr. Lynch stated a number of alternatives were discussed and the preference would be to run the greenway through Eagan. He noted the County needed feedback from property owners.

Mayor Tourville opined this could help with the discussions regarding the interchange.

Mr. Lynch stated it is likely that the County would ask for a realignment of Argenta Trail.

Councilmember Madden questioned what a greenway was.

Councilmember Piekarski Krech stated the premise is to connect natural areas.

Councilmember Madden stated he did not agree with using taxpayer money for this purpose.

Mr. Lynch stated the intent is to develop the City's position regarding the issue so the expectations are clearly laid out for the County.

#### **5. CENTRAL EQUIPMENT REVIEW**

Mr. Thureen provided an overview of the equipment scheduled to be replaced as reflected in the proposed 2013 budget.

Councilmember Klein questioned why the replacement cost was listed.

Mr. Thureen indicated it was listed for allocation purposes.

Councilmember Piekarski Krech questioned how much of the equipment that was listed was needed. She asked if the F-250 was necessary or if a lesser model of truck would be sufficient for the work performed.

Mr. Thureen responded that the requested equipment was needed from an operational standpoint.

Councilmember Madden stated he was concerned that the squad cars were being replaced too soon. He commented that his understanding was the Crown Victoria squads were running approximately 90,000 to 100,000 miles before being replaced.

Mr. Thureen explained the new squad cars would not be put into service until the existing models were stretched out to their full life expectancy. He noted once the squads are purchased they require a lot more work to install the add-on features and computer software and it takes a while before they are ready to be put into the rotation.

**The meeting was adjourned at 6:50 p.m.**

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, DECEMBER 10, 2012 - 8150 BARBARA AVENUE**

**CALL TO ORDER/ROLL CALL** The City Council of Inver Grove Heights met in regular session on Monday, December 10, 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, Parks & Recreation Director Carlson, Community Development Director Link, Public Works Director Thureen, Finance Director Smith, Police Chief Stanger, Fire Chief Thill and Deputy Clerk Kennedy

**3. PRESENTATIONS:**

Mayor Tourville recognized Council members Grannis and Klein. He stated this would be their last regular meeting as their terms would end in January.

Councilmember Klein stated the moment was bittersweet and he would miss serving on the Council. He felt the Council was able to accomplish a lot of good things for the City and he enjoyed serving the citizens for the past 20 years.

Councilmember Grannis thanked the residents for the privilege of serving them for the past 12 years as a member of the Council.

Mayor Tourville thanked Council members Grannis and Klein on behalf of the Council, City staff, and the residents for their dedication and years of service. He stated their efforts were very much appreciated.

**4. CONSENT AGENDA:**

Councilmember Madden removed Item 4A(i) from the Consent Agenda.

Councilmember Piekarski Krech removed Item 4I from the Consent Agenda.

- A. ii) Minutes – November 13, 2012 Council Study Session
- iii) Minutes – November 26, 2012 Council Study Session
- iv) Minutes – November 26, 2012 Regular Council Meeting
- B. Resolution No. 12-198** Approving Disbursements for Period Ending December 5, 2012
- C.** Pay Voucher No. 1 for City Project No. 2012-15, Sediment Removal from Storm Water Basin at 79<sup>th</sup> Street and Blanchard Way
- D. Resolution Nos. 12-199, 12-208, & 12-209** Receiving Feasibility Report and Scheduling Public Hearings for City Project No. 2011-15, Orchard Trail Storm Water Improvements
- E. Resolution No. 12-200** Approving a Community Development Block Grant Application
- F. Resolution No. 12-201** Approving the Final 2013-2017 CIP
- G. Resolution No. 12-202** Approving Acquisition of Property Located at 8195 Babcock Trail
- H. Resolution No. 12-203** Approving Transfers to City of Inver Grove Heights Economic Development Authority
- J.** Approve Park Maintenance Fund (Fund 444) Funding Transfers
- K. Resolution No. 12-204** Authorizing Payments to Churches Used as Polling Locations for 2012 Elections
- L.** Personnel Actions

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**A. i) Minutes – October 22, 2012 Council Study Session**

Councilmember Madden made a correction on page one (1) to clarify that his statement was “there is too much uncertainty overall”.

**Motion by Klein, second by Madden, to approve the minutes of the October 22, 2012 Council Study Session with the correction as noted****Ayes: 5****Nays: 0      Motion carried.****I. Approve Purchase of Artificial Turf for the VMCC/Grove**

Councilmember Piekarski Krech verified with Mr. Carlson that the bid bond was provided by St. Croix Recreation.

**Motion by Piekarski Krech, second by Klein, to approve the purchase of artificial turf for the VMCC/Grove****Ayes: 5****Nays: 0      Motion carried.****5. PUBLIC COMMENT:**

Allan Cederberg, 1162 82<sup>nd</sup> St. E., stated he enjoyed serving as an election judge and expressed his belief that it is an experience everyone should take part in. He referenced the canvassed election results and opined that more people voted on and were interested in the constitutional amendments than they were the races for City offices. He felt this was not right and thought people should be more involved in issues concerning the City.

**6. PUBLIC HEARINGS:****A. CITY OF INVER GROVE HEIGHTS; Consider Renewal Application of Pawn America for Pawnbroker's License for Premises Located at 5300 South Robert Trail**

Ms. Kennedy explained this item pertained to the renewal of the pawnbroker's license held by Pawn America for the 2013 calendar year. She stated the original license was approved in the early part of 2012. She noted the applicant submitted all required fees, including the corporate surety bond.

Councilmember Piekarski Krech asked if the background investigation was completed.

Ms. Kennedy responded in the affirmative, noting that no basis for denial of the application was found.

**Motion by Klein, second by Madden, to close the public hearing****Ayes: 5****Nays: 0      Motion carried.****Motion by Madden, second by Klein, to approve the renewal application of Pawn America for a Pawnbroker's License for premises located at 5300 South Robert Trail****Ayes: 5****Nays: 0      Motion carried.****B. CITY OF INVER GROVE HEIGHTS; Consider Application of Signature Enterprises, Inc. for the Transfer of an Existing Off-Sale Intoxicating Liquor License for premises located at 5300 South Robert Trail, Suite #600**

Ms. Kennedy explained the applicant entered into a purchase agreement for the existing liquor store located at 5300 South Robert Trail #600. If approved the applicant would take over operations of the existing business beginning on December 17, 2012. The applicant provided liquor liability insurance documentation for the remainder of 2012 and for the entire 2013 calendar year. The police department completed the background investigation and found no basis for denial of the transfer application.

Councilmember Klein questioned if the applicant had ever owned a liquor store.

Erica Lentsch, applicant, responded in the negative.

Councilmember Madden asked the applicant if she was aware of the alcohol server training requirements set forth in the City Code.

Ms. Lentsch responded in the affirmative.

**Motion by Piekarski Krech, second by Klein, to close the public hearing**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Klein, second by Madden, to approve the application of Signature Enterprises, Inc. for the transfer of an existing Off-Sale Intoxicating Liquor License for premises located at 5300 South Robert Trail, Suite #600**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. CITY OF INVER GROVE HEIGHTS; Consider Approval of Liquor License Renewals for 2013 Calendar Year**

Ms. Kennedy stated 32 renewal applications were submitted for approval. Background investigations were completed and no basis for denial was found. She noted that Arbor Pointe Golf Club did not submit an application and asked that Council remove the establishment from the list of licenses eligible for renewal. The golf course is not currently open for business and could submit a renewal application after the first of the year for Council's consideration. She recommended that the Council impose conditions of approval on Eddy's Bar & Grill for the submission of the appropriate liquor liability insurance documentation, and on Ruby Tuesday for the successful completion of a background investigation on the on-site operations manager.

Mayor Tourville clarified with the exceptions that were noted all other applicants submitted insurance certificates and license fees.

Ms. Kennedy responded in the affirmative.

Allan Cederberg, 1162 82<sup>nd</sup> St. E., questioned if the Council had approved the optional 2 am license for the King of Diamonds and why no public hearing was held to consider the license.

Ms. Kennedy stated this issue had been previously discussed several times. She explained the City was not the issuing authority for the optional 2 am license and no formal approval process was required. Eligible license holders make application and payment to the State of MN for the optional license. She stated the City's role in the process is merely to acknowledge to the State that the City allows, by code, for the sale of alcoholic beverages until 2 am. She noted the optional licenses do not run concurrently with the liquor licenses that were being considered for renewal by the Council. She reiterated the optional licenses were applied for and renewed separately with the State. With respect to the establishment in question, the optional 2 am license was renewed with the State of Minnesota in September, 2012.

**Motion by Klein, second by Piekarski Krech, to close the public hearing**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Madden, second by Grannis, to approve liquor license renewals of the 2013 calendar year with the exception of Arbor Pointe Golf Club & to attach the recommended conditions of approval to Eddy's Bar & Grill and Ruby Tuesday.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**7. REGULAR AGENDA:****FINANCE:****A. CITY OF INVER GROVE HEIGHTS; Consider Approval of Final 2013 Tax Levies and 2013 Budgets**

Ms. Smith stated this was the regularly scheduled meeting to discuss the budgets and tax levies set by Council on September 10, 2012. She noted the public must be allowed to speak. She explained complete budgets were provided to the Council at their November 26, 2012 study session. Dakota County mailed the proposed property tax notices to residents and property owners on November 16<sup>th</sup>. She noted she had not received any comments regarding the proposed tax levies or budgets since notices were distributed.

Ms. Smith presented the proposed 2013 budgets and discussed the proposed tax levies. The proposed General Fund Operating Levy, including the special levy for Police and Fire, totaled \$13,093,012. She noted this figure represented a decrease in dollars from the 2012 amended budget by approximately \$400,000, although the tax levy rate increased. The debt levies were almost identical to the 2012 figures due to a subsidy by the Closed Bond fund to keep the debt levies as they were. The watershed management tax levies were also similar to what was adopted in 2012. An overview of the net tax levies and net tax capacity since 2008 was provided. Net tax capacity decreased 5.5% from 2012 to 2013 and the net tax levy (dollars) from 2010 to 2013 decreased by over \$1,000,000. The tax rate increase is the result of the overall decrease in property values.

Ms. Smith explained the General Fund revenues totaled \$16,185,700 and the primary source of revenue (81%) is the collection of property taxes. General Fund expenditures matched revenues. Public Safety accounted for 48% of the expenditures, while Public Works accounted for 21%. The proposed budget for the Recreation Special Revenue Fund had revenues and expenditures similar to previous years. The largest change was due to position reallocations and the reduction of a position. The proposed budget for the Community Center Special Revenue Fund was reviewed and the most significant change related to a decrease in capital outlay. The EDA Special Revenue Fund was implemented in 2012 and the proposed costs for 2013 remained similar to what was budgeted in 2012. The Storm Water Capital Project Fund was initiated in the middle of 2012 and 2013 would be the first full year of receipts, estimated to be \$309,600. The ADA Capital Project Fund was a new addition for 2013 and would remain in the budget for several years to come. The proposed budget for the Water Enterprise Fund had similar revenues and expenses to 2012 and it was noted that 2013 water rates were previously established by the Council. The Sewer Enterprise Fund reflected the 2013 rates previously established by the Council and included a small capital outlay for the River Road lift station. The Golf Course Enterprise Fund budget remained similar to 2012. It was noted that the debt service bonds for the purchase of the property and improvements were paid off in 2012.

Councilmember Klein asked if it was projected that golf course would break even in 2013 since no more debt service payments were required.

Ms. Smith explained in 2013 the contribution from retained earnings, \$280,000, was equivalent to the depreciation. She stated from a cash flow perspective it appears as though it would balance because depreciation is considered a non-cash item and no capital outlay was proposed for 2013.

Ms. Smith reviewed the five internal service funds. She explained with respect to the Risk Management and Central Equipment Funds an effort was made to keep the charges to other funds equivalent to what they were in the past. The Central Stores Fund was decreased after actual expenses were reviewed. City Facilities costs also decreased primarily due to the fact that more operations were under way in the new building which resulted in a better understanding of the actual ongoing costs. The Technology Fund was not able to keep the allocations consistent from 2012 to 2013 and an increase was reflected in the 2013 budget.

Councilmember Grannis questioned why there was no expenditure proposed in the 2013 General Fund budget for street reconstruction. He stated in 2012 an expenditure of \$1,200,000 was budgeted and the same amount was included in the preliminary 2013 budget that was adopted in September. His understanding was that the expenditure was going to be retained in the budget to avoid the problems

previously encountered by not setting aside money specifically for street reconstruction.

Ms. Smith stated the budget did not reflect a transfer from the General Fund into street reconstruction projects for 2013. She explained the City's financial consultant, Ehlers and Associates, raised concerns regarding the utilization of fund balance and potential impacts to the City's bond rating going forward. She noted funds were still available to transfer \$500,000 from the Host Community Fund directly into the street reconstruction piece; however the transfer was not budgeted to flow through the General Fund as it could be transferred directly from the Host Community Fund.

Mr. Lynch clarified rather than being transferred from the General Fund and made a part of the PMP, the funds would be transferred directly from the Host Community Fund. In 2013 it is believed that new projects could be financed internally without having to bond for the funds. He explained the Council would also discuss how to fix the problem going forward and eliminate the continued use of General Fund balance. He noted no projects would be at risk in 2013.

Councilmember Piekarski Krech stated her concern was that the City would not be able to assess enough for projects to cover the full amount of the bond issues.

Ms. Smith stated the percentage of special assessments required to do a bond issuance under M.S. 429 remains the same whether the City puts cash in or actually bonds for those costs. It is based on a percentage of the total cost of the project.

Councilmember Piekarski Krech questioned if Ehlers recommended that the City bond for the entire cost of the projects. She stated her concerns stemmed from the fact that the City started a street reconstruction program to plan for the ongoing maintenance costs to eliminate the deterioration of the infrastructure and avoid the high costs associated with full reconstructions.

Mr. Lynch stated the sources and uses would not change. It is not anticipated that the City would have to increase the amount that is assessed for projects. The amount that is bonded for would depend on the amount of state aid that is available for a project and the assessments that are able to be levied. He explained in bonding the City would only pay a portion of the costs over time rather than being hit with a one-time expenditure that depletes a particular fund and doesn't allow money to be spent in other areas.

Mayor Tourville stated the main concern is to make sure that street reconstruction program is not forgotten.

Mr. Lynch reiterated that the Pavement Management Program would remain the only difference would be the way in which projects are financed.

Allan Cederberg, 1162 82<sup>nd</sup> St. E., stated he was surprised to find out that the storm water was back on the budget. He stated his understanding was that the City wanted to make the storm water a separate fund.

Mr. Lynch explained the storm water was reported as a separate, independent fund. Funds that were previously allocated as an operations expense from the General Fund are now reflected in the recently established Storm Water Utility. The City began to collect those funds in 2012, however only a half year of collections, \$150,000, was realized because the program was not started until mid-2012. In 2013 a full year of collections is anticipated for a total of \$300,000. He reiterated the fund is accounted for separate from the General Fund and operational expenses are cost allocated and tracked to that fund.

Mr. Cederberg stated the water fee was increased 2% and the sewer fee was increased by 6% and questioned where that additional money was accounted for in the budget.

Ms. Smith explained within the water fund budget the water charges reflected a 2% increase and the sewer charges reflected a 6% increase and were listed as separate line items under revenues for both the water fund and sewer fund budgets.

Mr. Lynch stated the City had to show in the proposed 2013 budgets adopted in September what was intended to be collected. He explained the City followed the financial plan that was done in conjunction with a financial planner based on the operational costs of the water and sewer systems. He reiterated the City had to anticipate what the revenue would be in order to get the preliminary budget approved in

September.

Mayor Tourville clarified the increased charges were included in the revenues for each fund and were considered by staff when the preliminary budget was prepared in September.

Mr. Cederberg stated he requested the third quarter investment report and questioned why the City was losing money on several of its investments.

Mr. Lynch noted the City's investments were not part of the budget and tax levy discussion. He clarified the City received principal return on investments. He explained the City had money at higher rates of return and now when the issues are called the City cannot get similar rates of return on the investment. The City has other expenditures that they have to pay for going into the future and investment devices are purchased because they time out with those expenditures.

Ms. Smith stated a written response to the specific question was mailed to Mr. Cederberg. She stated the difference between the two figures is the result of one of two factors, or a combination of both. The first is accrued interest at the time of purchase and/or the fact that the City may have paid a premium because the interest rate being received on the investment was greater than what could be received on any other investment in the market.

Councilmember Klein questioned if any progress had been made with the unions regarding the proposed personnel cuts.

Mr. Lynch stated staff did meet with the union. In one of the situations a resolution was reached to the satisfaction of all parties. In essence two positions would trade roles at the request of an individual employee who would like step down from full-time employment in preparation for retirement. This request fulfilled the operational cut the City was looking for while the other position would return to full time. He explained the department heads would determine if there were other employees that would be interested in similar arrangements that the City would be able to afford from an operational standpoint in order to restore one the proposed cuts to either a full-time or part-time, benefitted status. He stated with respect to the third position the City did not have enough development as economic activity remained seasonal. He noted 67% of the permit revenue and number of inspections performed occurred within a six (6) month period of time and it is believed that the job could be done in a different way going forward.

Councilmember Klein opined for many years the City made cuts from the bottom and it affected a number of employees and he would like to see the City look at organizational restructuring in 2013. He stated he was concerned about the proposed reduction of a full-time, benefitted position to a part-time, non-benefitted position and would like to see the employee's benefits remain intact.

**Motion by Klein to restore the benefits to the proposed part-time, non-benefitted position.**

**Motion died due to lack of a second.**

Councilmember Madden opined now was not the time to consider the issue and felt it should be discussed after the first of the year with the new Council.

Mayor Tourville opined it was not right to make motions regarding individual employees because the Council's role was to make policy, not day-to-day operations. He stated the better approach would be to have staff continue to look at the issue to see if there are other things that could be done to save money and reallocate funds.

Councilmember Klein stated it was an unusual circumstance that should be looked at.

Councilmember Piekarski Krech questioned how staff would find additional money if it wasn't there before and if there were other things that could be done why weren't they proposed before during the budget process. She opined that she didn't want to lose people and that there were other ways the City could cut back to make it a more efficient government body.

Councilmember Madden stated it made more sense to have staff continue to look at the situation and bring back any new options to the Council for approval after the first of the year.

Councilmember Grannis clarified that the budget projections for 2014 were even bleaker than 2013. He stated even if staff was able to find a way to salvage the three (3) positions in 2013 it is likely that even more positions would need to be cut in 2014.

Mr. Lynch stated that was correct. If the City did not see an increase in its taxable market value and if the City continued to reduce the revenue sources that have been utilized to support the General Fund in recent years, a double digit tax levy increase would be needed to balance the budget. He explained during the 2014 budget process the City would need to take a hard look at operations and the services that are provided.

Councilmember Klein opined that sacrifices needed to be made at the top to keep the organization strong.

Mayor Tourville stated the challenge is to balance the operational needs with what the citizens expect and need in terms of services.

Mr. Lynch stated the challenge would be to determine if what is being proposed with respect to the restoration of benefits could be accomplished within the budget that is adopted by the Council. He explained staff could try to accomplish that if Council so directed.

Councilmember Madden stated nobody likes going through this process and they all would like to do everything possible to find a way to help improve the situation.

**Motion by Madden, second by Grannis, to adopt Resolution No. 12-205 Approving the Final 2013 Tax Levies, Resolution No. 12-206 Approving the Final 2013 Budgets, and Resolution No. 12-207 Adopting the Final Watershed Management Taxing Districts' Tax Levies for the Year 2013 and to direct staff to look at operational needs and requirements within the adopted budget.**

**Ayes: 4**

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

#### **COMMUNITY DEVELOPMENT:**

##### **B. CITY OF INVER GROVE HEIGHTS;** Consider Adopting the Concord Neighborhood Design Guidelines

Mr. Link explained a couple of years ago the Council expressed an interest in encouraging private development in the Concord Boulevard neighborhood. The City subsequently undertook a two-year planning study during which the land use plan was updated, potential redevelopment sites were selected, discussions were held with members of the development community, concept site plans were prepared, financial feasibility was analyzed, potential financial tools were identified, and open houses were held for the neighborhood businesses and residents. He stated the design guidelines focused on the four (4) redevelopment sites previously identified by Council. The components of the guidelines included concept plans, elevation cross-sections, and guiding principles for transportation, mixed use, signage, visual character, historical character, and densities. The purpose of the design guidelines is to determine if the City's ideas for redevelopment would actually work on a site and provides an example of what the development may look like and whether it is financially feasible. Planning staff recommended adoption of the design guidelines. He noted adoption of the design guidelines would not commit the City to anything and the Council would continue to discuss potential implementation strategies after the first of the year. He stated the City was not required to adopt the design guidelines in order to receive funding from the Metropolitan Council, however adoption was still recommended so as not to jeopardize future grant opportunities from the Metropolitan Council because they are one of the greatest sources of grants for redevelopment.

Councilmember Klein stated he was in favor of it because adoption of the guidelines would not tie the City's hands and they could be changed going forward. He noted he was concerned that the Metropolitan Council was the biggest source of grant funds.

Mr. Link stated the Metropolitan Council had received funds from the State legislature. He noted that adoption of the design guidelines did not mean that any properties in the area would be rezoned and it would not obligate the City to do anything in the future.

Mayor Tourville stated all of the information needs to be made as public as possible and the neighborhoods need to be updated as often as possible. He suggested that staff compile a summary of the neighborhood and business meetings that were held so it could be made available to those who are interested in the information.

Councilmember Madden stated one his biggest priorities was to look out for the interests of the existing business owners in the Concord area to make sure the redevelopment plans do not negatively affect them.

Councilmember Piekarski Krech stated she wanted to make sure that the concept plans and guidelines were not set in stone and that developers would have flexibility.

Mr. Cederberg commented that the Housing Committee was not listed as part of the program.

Mr. Link stated he made a presentation to the Housing Committee regarding the study.

**Motion by Klein, second by Grannis, to adopt the Concord Neighborhood Design Guidelines**

**Ayes: 5**

**Nays: 0      Motion carried.**

**8. MAYOR & COUNCIL COMMENTS:**

Councilmember Klein advertised for Holiday on Main Street on December 15<sup>th</sup> at the VMCC.

**9. ADJOURN:** Motion by Grannis, second by Klein, to adjourn. The meeting was adjourned by a unanimous vote at 8:30 p.m.

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL MEETING  
MONDAY, DECEMBER 17, 2012 – 8150 BARBARA AVENUE**

**1. CALL TO ORDER** The City Council of Inver Grove Heights met in special session on Monday, December 17, 2012, in the City Council Chambers. Mayor Tourville called the meeting to order at 6:00 p.m. Present were Council members Grannis, Klein, Madden and Piekarski Krech, and City Administrator Lynch

**2. PERFORMANCE EVALUATION OF CITY ADMINISTRATOR**

The City Administrator's annual performance review was conducted.

The Council asked Mr. Lynch to coordinate a strategic planning session with the newly elected Council members and to provide an overview of the previous two (2) sessions that were conducted to all Council members.

Mr. Lynch was asked to provide Council with a recap of the work sessions via the Friday Memo on a regular basis.

Council directed Mr. Lynch to carefully review the capital equipment replacement schedule to examine the City's needs going forward.

Overall Council found Mr. Lynch's performance to be adequate and determined he had met expectations.

**3. ADJOURN**

**Motion by Grannis, second by Klein, to adjourn. The meeting was adjourned by a unanimous vote at 6:51 p.m.**

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: January 14, 2013  
 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 December 6, 2012 to January 9, 2013.

**SUMMARY**

Shown below is a listing of the disbursements for the various funds for the period ending January 9, 2013. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$825,217.70
Debt Service & Capital Projects	324,531.04
Enterprise & Internal Service	463,211.88
Escrows	113,198.95
	<hr/>
Grand Total for All Funds	<u><u>\$1,726,159.57</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 December 6, 2012 to January 9, 2013 and the listing of disbursements requested for approval.

**DAKOTA COUNTY, MINNESOTA**

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

**RESOLUTION APPROVING DISBURSEMENTS FOR THE  
PERIOD ENDING January 9, 2013**

**WHEREAS**, a list of disbursements for the period ending January 9, 2013 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	\$825,217.70
Debt Service & Capital Projects	324,531.04
Enterprise & Internal Service	463,211.88
Escrows	113,198.95
Grand Total for All Funds	<u><u>\$1,726,159.57</u></u>

Adopted by the City Council of Inver Grove Heights this 14th day of January, 2013.

Ayes:

Nays:

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

ATTEST:

\_\_\_\_\_  
Melissa Kennedy, Deputy City Clerk



# Expense Approval Report

By Fund

Payment Dates 12/6/2012 - 1/9/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
3M	05004246	12/19/2012	5918140	101.44.6000.451.60045	20.00
ABRAMS & SCHMIDT LLC	12/16/12	01/09/2013	1/23/13 WORKSHOP	101.42.4000.421.50080	330.00
ACE PAINT & HARDWARE	513560/5	12/19/2012	10/15/12	101.42.4200.423.60065	24.57
ACE PAINT & HARDWARE	512228-17	12/12/2012	ENG	101.43.5000.441.60045	4.80
ACE PAINT & HARDWARE	514121/5	12/12/2012	501126	101.42.4200.423.40042	3.40
ACE PAINT & HARDWARE	514227/5	12/31/2012	12/18/12	101.44.6000.451.40040	22.74
AFSCME COUNCIL 5	INV0016086	12/14/2012	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	52.72
AFSCME COUNCIL 5	INV0016087	12/14/2012	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	726.68
AFSCME COUNCIL 5	INV0016088	12/14/2012	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	58.92
AFSCME COUNCIL 5	INV0016410	12/28/2012	UNION DUES (AFSCME FAIR SHARE)	101.203.2031000	39.54
AFSCME COUNCIL 5	INV0016411	12/28/2012	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	648.12
AFSCME COUNCIL 5	INV0016412	12/28/2012	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	58.92
AMAZING GRACE LUTHERN CHURCH	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
AMERICAN PLANNING ASSOCIATION	099679-1285	12/19/2012	MEMBERSHIP	101.45.3200.419.50075	490.00
ARAMARK UNIFORM SERVICES	629-7626612	12/31/2012	15353001	101.44.6000.451.60045	39.66
ARAMARK UNIFORM SERVICES	629-7626612	12/31/2012	15353001	101.43.5200.443.60045	40.58
ARAMARK UNIFORM SERVICES	629-7636214	12/19/2012	PUBLIC WORKS	101.44.6000.451.60045	27.86
ARAMARK UNIFORM SERVICES	629-7636214	12/19/2012	PUBLIC WORKS	101.43.5200.443.60045	145.68
ARAMARK UNIFORM SERVICES	629-7641030	12/19/2012	PUBLIC WORKS	101.43.5200.443.60045	24.08
ARAMARK UNIFORM SERVICES	629-7641030	12/19/2012	PUBLIC WORKS	101.44.6000.451.60045	45.54
ARAMARK UNIFORM SERVICES	629-7650598	12/31/2012	792069636	101.44.6000.451.60045	28.59
ARAMARK UNIFORM SERVICES	629-7650598	12/31/2012	792069636	101.43.5200.443.60045	41.03
ARAMARK UNIFORM SERVICES	629-7645831	12/27/2012	792069636	101.44.6000.451.60045	28.59
ARAMARK UNIFORM SERVICES	629-7645831	12/27/2012	792069636	101.43.5200.443.60045	24.08
ARAMARK UNIFORM SERVICES	629-7655402	01/09/2013	792069636	101.44.6000.451.60045	45.54
ARAMARK UNIFORM SERVICES	629-7655402	01/09/2013	792069636	101.43.5200.443.60045	24.08
ARM OF MINNESOTA	C6K0X82DF30PUCV	12/19/2012	REGISTRANT - J. SCHMELING	101.43.5100.442.50080	400.00
ARM REGISTRATION OFFICE	12/10/12	12/12/2012	MN RECERTIFICATION FOR GRADING & B	101.43.5100.442.50080	200.00
ARROW MOWER, INC.	18378	12/19/2012	4712	101.44.6000.451.60040	31.46
ARROWHEAD SCIENTIFIC, INC.	60346	12/31/2012	12/28/12	101.42.4000.421.60065	317.01
ASPEN MILLS	129046	12/19/2012	78700	101.42.4200.423.60045	297.70
ASSOCIATED MECHANICAL CONTRACTORS	38358	12/31/2012	S26577	101.42.4200.423.60040	600.00
AT & T MOBILITY	28723771092X12122012	12/19/2012	28723771092	101.41.1100.413.50020	26.35
AT & T MOBILITY	28723771092X12122012	12/19/2012	28723771092	101.41.1000.413.50020	52.68
BARNA, GUZY, & STEFFEN LTD	109261	12/31/2012	11/30/12	101.41.1100.413.30430	65.00
BARNA, GUZY, & STEFFEN LTD	109943	12/31/2012	12/31/12	101.41.1100.413.30430	104.00
BELLEISLE, MONICA	11/30/12	12/12/2012	MILEAGE	101.42.4200.423.50065	63.19
BETHESDA LUTHERAN CHURCH	12/11/12	12/12/2012	POLLING PAYMENTS	101.41.1200.414.30700	200.00
BETTER INC	12/6/12	12/12/2012	REFUND PERMIT 10176 CLOMAN PA	101.45.0000.3222000	63.60
BITUMINOUS ROADWAYS, INC.	20465	12/19/2012	35265	101.43.5200.443.60016	73.07
BLOOMINGTON SECURITY SOLUTIONS INC	S80676	12/31/2012	12/17/12	101.44.6000.451.40040	8,309.90
BOTACH TACTICAL	11/20/12	12/18/2012	ELAN CC 12/18/12	101.42.4000.421.60018	19.95
BOTACH TACTICAL	11/20/12	12/18/2012	ELAN CC 12/18/12	101.42.4000.421.60018	319.20
BROCK WHITE COMPANY LLC	12278634-00	12/31/2012	6481	101.43.5200.443.60016	60.35
CAT-PERSONAL SAFETY TRAINING	11357	12/19/2012	SHIRTS ORDER	101.44.6000.451.60045	285.46
CDW GOVERNMENT INC	T561976	12/12/2012	POLICE	101.42.4000.421.60040	3,838.70
CENTURY LINK	11/22/12 651 457 4184 746	12/19/2012	651 457 4184 746	101.44.6000.451.50020	176.12
CENTURY LINK	12/7/12 651 451 0205 745	12/31/2012	651 450 0205 745	101.44.6000.451.50020	57.95
CENTURY LINK	12/19/12 651 455 9072 782	12/31/2012	651 455 9072 782	101.42.4200.423.50020	41.08
CENTURY LINK	12/22/12 651 457 5524 959	12/31/2012	651 457 5524 959	101.44.6000.451.50020	132.65
CENTURY LINK	12/22/12 651 457 4184 746	01/09/2013	651 457 4184 746	101.44.6000.451.50020	57.95
CHURCH OF ST. PATRICK	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
CITY OF BURNSVILLE	2012-00000010	12/12/2012	CJIN STUDY 2012-2013	101.58.9100.580.70650	1,190.86
CITY OF FARMINGTON - MAAG	2012 FORT MCCOY SWAT	12/27/2012	SWAT WEEK SUMMARY	101.42.4000.421.50075	325.50
CITY OF MINNEAPOLIS RECEIVABLES	400413003266-1	12/05/2012	PAWN SHOP TRANS FEE	101.42.4000.421.30700	(1,187.40)
CITY OF MINNEAPOLIS RECEIVABLES	400413003342	12/05/2012	PAWN SHOP TRANS FEES	101.42.4200.423.30700	404.40
CITY OF MINNEAPOLIS RECEIVABLES	400413003342 B	12/19/2012	REVERSE CREDIT MEMO	101.42.4000.421.30700	1,187.40
CITY OF MINNEAPOLIS RECEIVABLES	400413003342 B	12/19/2012	REVERSE CREDIT MEMO	101.42.4000.421.30700	1,187.40
CITY OF MINNEAPOLIS RECEIVABLES	400413003342-A	12/12/2012	DIFFERENCE FROM NOV INVOICE PD TWI	101.42.4000.421.30700	(1,187.40)
CITY OF MINNEAPOLIS RECEIVABLES	400413003408	12/31/2012	APS TRANSACTION FOR NOVEMBER 2012	101.42.4000.421.30700	1,887.00
CITY OF SAINT PAUL	125580	12/19/2012	NOVEMBER 2012	101.43.5200.443.60016	3,170.60
CLAREY'S SAFETY EQUIPMENT	147943	12/15/2012	00103376	101.42.4200.423.60065	225.00
CLAREY'S SAFETY EQUIPMENT	147828	12/31/2012	00103250	101.42.4200.423.60065	3,800.00
CLAREY'S SAFETY EQUIPMENT	147829	12/31/2012	00103251	101.42.4200.423.30700	1,499.00
CLAREY'S SAFETY EQUIPMENT	147830	12/31/2012	00103252	101.42.4200.423.40041	800.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COORDINATED BUSINESS SYSTEMS	CNIN106342	12/12/2012	FIRE	101.42.4200.423.30700	123.75
CRAWFORD DOOR SALES COMPANY	8720	12/31/2012	4373	101.42.4200.423.40040	241.65
CUB FOODS	11/9/12	12/18/2012	ELAN CC 12/18/12	101.42.4000.421.50075	62.04
CUB FOODS	11/17/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.50075	38.05
CUB FOODS	11/27/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.50075	34.49
CUB FOODS	11/27/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.60065	2.68
CULLIGAN	11/30/12 157-98459100-6	12/12/2012	FIRE	101.42.4200.423.60065	55.39
DAKOTA COMMUNICATIONS CENTER	IG2013-01	01/09/2013	JANUARY 2013	101.42.4000.421.70501	38,846.70
DAKOTA COMMUNICATIONS CENTER	IG2013-01	01/09/2013	JANUARY 2013	101.42.4200.423.70501	4,316.30
DAKOTA CTY FINANCIAL SVCS	00004607	12/31/2012	P0001753	101.44.6000.451.70501	21,268.00
DAKOTA CTY FINANCIAL SVCS	DEC-12	12/31/2012	0430	101.42.4000.421.40044	212.00
DAKOTA CTY FIRE CHIEFS ASSN	12/21/12	12/31/2012	2012 MEMBERSHIP DUES	101.42.4200.423.50070	75.00
DAKOTA CTY PHYSICAL DEVELOPMENT	11/1/12 2633	12/19/2012	CUSTOMER 2633 VSQG COLLECTION PRO	101.44.6000.451.40025	143.88
DAKOTA CTY PROP TAXATION & RECORDS	2751	12/19/2012	2012 TRUTH IN TAXATION	101.41.2000.415.30700	2,224.60
DAKOTA CTY PROP TAXATION & RECORDS	2790	12/31/2012	BALLOT PRINTING COST ALLOCATION	101.41.1200.414.50030	259.05
DAKOTA ELECTRIC ASSN	11/27/12 246837-9	12/12/2012	246837-9	101.44.6000.451.40020	802.67
DAKOTA ELECTRIC ASSN	11/27/12 250165-8	12/12/2012	250165-8	101.44.6000.451.40020	449.16
DAKOTA ELECTRIC ASSN	11/27/12 393563-2	12/12/2012	393563-2	101.44.6000.451.40020	168.29
DAKOTA ELECTRIC ASSN	11/27/12 443054-2	12/12/2012	443054-2	101.44.6000.451.40020	10.72
DAKOTA ELECTRIC ASSN	11/27/12 461221-4	12/12/2012	461221-4	101.43.5400.445.40020	22.36
DAKOTA ELECTRIC ASSN	12/6/12 109394-7	12/19/2012	109394-7	101.43.5400.445.40020	1,214.40
DAKOTA ELECTRIC ASSN	12/27/12 246837-9	12/31/2012	246837-9	101.44.6000.451.40020	362.35
DAKOTA ELECTRIC ASSN	12/27/12 250165-8	12/31/2012	250165-8	101.44.6000.451.40020	54.55
DAKOTA ELECTRIC ASSN	12/27/12 393563-2	12/31/2012	393563-2	101.44.6000.451.40020	295.62
DAKOTA ELECTRIC ASSN	12/27/12 426713-4	12/31/2012	426713-4	101.43.5400.445.40020	62.79
DAKOTA ELECTRIC ASSN	12/27/12 443054-2	12/31/2012	443054-2	101.44.6000.451.40020	10.72
DAKOTA ELECTRIC ASSN	12/27/12 461221-4	12/31/2012	461221-4	101.43.5400.445.40020	22.71
DAKOTA ELECTRIC ASSOCIATION	55926657	12/31/2012	297366-7	101.43.5400.445.30700	6,826.78
DOUBLE TAPS INC	12 14	12/12/2012	POLICE	101.42.4000.421.60018	2,892.38
DOUBLE TAPS INC	12 15	12/12/2012	POLICE	101.42.4000.421.60040	1,424.76
EDAM	2013 MEMBERSHIP/CONFEREN	12/19/2012	EDAM MEMBERSHIP/CONFERENCE REGIS	101.45.3000.419.50070	250.00
EDAM	2013 MEMBERSHIP/CONFEREN	12/19/2012	EDAM MEMBERSHIP/CONFERENCE REGIS	101.45.3000.419.50080	225.00
EDWARDS,MICHAEL	12/24/12	12/27/2012	REIMBURSE-CAMERA/MEMORY CARD	101.43.5100.442.60065	206.71
EFTPS	INV0016157	12/07/2012	FEDERAL WITHHOLDING	101.203.2030200	304.27
EFTPS	INV0016159	12/07/2012	MEDICARE WITHHOLDING	101.203.2030500	78.56
EFTPS	INV0016160	12/07/2012	SOCIAL SECURITY WITHHOLDING	101.203.2030400	281.76
EFTPS	INV0016093	12/14/2012	FEDERAL WITHHOLDING	101.203.2030200	38,033.51
EFTPS	INV0016095	12/14/2012	MEDICARE WITHHOLDING	101.203.2030500	10,237.28
EFTPS	INV0016096	12/14/2012	SOCIAL SECURITY WITHHOLDING	101.203.2030400	23,546.63
EFTPS	INV0016414	12/28/2012	FEDERAL WITHHOLDING	101.203.2030200	37,201.39
EFTPS	INV0016416	12/28/2012	MEDICARE WITHHOLDING	101.203.2030500	10,838.86
EFTPS	INV0016417	12/28/2012	SOCIAL SECURITY WITHHOLDING	101.203.2030400	22,268.80
EFTPS	INV0016419	12/28/2012	FEDERAL WITHHOLDING	101.203.2030200	131.18
EFTPS	INV0016421	12/28/2012	MEDICARE WITHHOLDING	101.203.2030500	289.62
EFTPS	INV0016422	12/28/2012	SOCIAL SECURITY WITHHOLDING	101.203.2030400	837.54
EHLERS AND ASSOCIATES, INC.	345622	12/12/2012	CONCORD DEVELOP	101.45.3200.419.30600	3,120.00
EHLERS AND ASSOCIATES, INC.	345624	12/12/2012	FINANCIAL MGMNT PLAN	101.41.2000.415.30700	585.00
EMANUEL LUTHERAN	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
EMBROIDME.COM	5509	12/27/2012	APPAREL STEVE DODGE	101.43.5100.442.60045	119.00
EXTREME LANDSCAPING INC.	11/30/12	12/12/2012	FIRE DEPT	101.42.4200.423.30700	800.00
FELIX, KEN	12/4/12	12/12/2012	DRIVERS TEST RETRY'S	101.44.6000.451.50080	100.00
FIRE EQUIPMENT SPECIALTIES, INC.	7748	12/19/2012	7015-IGHFD	101.42.4200.423.60065	121.41
FIREHOUSE MAGAZINE	120390	12/19/2012	RENEWAL	101.42.4200.423.50070	29.95
FIRST IMPRESSION GROUP, THE	50819	12/31/2012	3022	101.44.6000.451.50030	420.38
FIRST IMPRESSION GROUP, THE	51174-P	12/27/2012	POSTAGE NEWSLETTER JAN/FEB	101.41.1100.413.50035	2,250.00
FIRSTSCRIBE	2458395	12/12/2012	ENG	101.43.5100.442.40044	250.00
FIRSTSCRIBE	2458505	12/12/2012	ENG	101.43.5100.442.40044	250.00
FIRSTSCRIBE	2458721	01/09/2013	1/1/13	101.43.5100.442.40044	250.00
G & M TREE MOVING INC	948	12/19/2012	3 TREE MOVED	101.44.6000.451.30700	330.00
GALLS INC	000205205	12/12/2012	5291308	101.42.4000.421.60065	183.40
GENESIS EMPLOYEE BENEFITS, INC	16465	12/27/2012	COBRA	101.41.2000.415.30700	540.00
GENESIS EMPLOYEE BENEFITS, INC	16860	12/19/2012	COBRA MONTHLY FEE	101.41.2000.415.30700	85.00
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	101.41.1100.413.30550	5.00
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	101.44.6000.451.30550	5.00
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	101.42.4000.421.30550	82.00
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	101.41.2000.415.30550	34.57
GLASSING FLORIST	00325264	12/12/2012	PAUL SCHNEPF'S RETIREMENT	101.42.4000.421.60065	27.74
GOOD SHEPHERD LUTHERAN CHURCH	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
GOODPOINTE TECHNOLOGY, INC.	2013-INVERGROVEH	12/27/2012	ICON SUPPORT 2013	101.43.5100.442.40044	1,750.00
GREG BIENIEK	11/28/12	12/12/2012	INSTALL AUDIO VIDEO	101.42.4200.423.60018	114.80
HAHN, NICHOLAS	12/14/12	12/19/2012	REIMBURSE-WETLANDS CONFERENCE	101.43.5100.442.50080	155.00
HAHN, NICHOLAS	1/2/13	01/09/2013	REIMBURSE-BOOT ALLOWANCE	101.43.5100.442.60045	162.99
HANCE UTILITY SERVICES INC	19338	12/19/2012	PARKS	101.44.6000.451.30700	190.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HENNEPIN TECHNICAL COLLEGE	00276762	12/12/2012	FIRE	101.42.4200.423.60018	900.00
HERREID & ASSOCIATES	IGH-2	12/19/2012	IGH-2	101.41.1000.413.30700	961.25
HINDMAN, PETE	12/4/12	12/19/2012	REIMBURSEMENT - CROW BARS	101.43.5100.442.60065	20.31
HINDMAN, PETE	12/13/12	12/19/2012	REIMBURSEMENT - SHOES	101.43.5100.442.60045	160.00
HOISINGTON KOEGLER GROUP INC.	012-027-6	12/26/2012	PROJECT 012-027	101.45.3200.419.30600	3,453.99
HOME DEPOT CREDIT SERVICES	12/13/12 6035 3225 0255 4813	12/31/2012	6035 3225 0255 4813	101.42.4200.423.40040	61.89
HOME DEPOT CREDIT SERVICES	12/13/12 6035 3225 0255 4813	12/31/2012	6035 3225 0255 4813	101.42.4200.423.60065	378.40
HOMETOWN MEATS	11/26/12	12/18/2012	ELAN CC 12/18/12	101.41.1000.413.50075	119.84
IAFC MEMBERSHIP	82644	12/12/2012	DUES	101.42.4200.423.50070	229.00
ICMA RETIREMENT TRUST - 457	INV0016042	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	135.00
ICMA RETIREMENT TRUST - 457	INV0016043	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	301.65
ICMA RETIREMENT TRUST - 457	INV0016044	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	200.00
ICMA RETIREMENT TRUST - 457	INV0016045	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	604.47
ICMA RETIREMENT TRUST - 457	INV0016046	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0016047	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	329.42
ICMA RETIREMENT TRUST - 457	INV0016048	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	915.00
ICMA RETIREMENT TRUST - 457	INV0016049	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	125.20
ICMA RETIREMENT TRUST - 457	INV0016050	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	250.00
ICMA RETIREMENT TRUST - 457	INV0016051	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	713.05
ICMA RETIREMENT TRUST - 457	INV0016052	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0016053	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	167.61
ICMA RETIREMENT TRUST - 457	INV0016054	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	1,503.84
ICMA RETIREMENT TRUST - 457	INV0016055	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	342.07
ICMA RETIREMENT TRUST - 457	INV0016056	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0016057	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	387.13
ICMA RETIREMENT TRUST - 457	INV0016058	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	690.00
ICMA RETIREMENT TRUST - 457	INV0016059	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	455.68
ICMA RETIREMENT TRUST - 457	INV0016060	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	450.00
ICMA RETIREMENT TRUST - 457	INV0016061	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	145.15
ICMA RETIREMENT TRUST - 457	INV0016062	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0016063	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	37.02
ICMA RETIREMENT TRUST - 457	INV0016064	12/14/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	550.00
ICMA RETIREMENT TRUST - 457	INV0016065	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	204.00
ICMA RETIREMENT TRUST - 457	INV0016066	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	325.00
ICMA RETIREMENT TRUST - 457	INV0016067	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	93.85
ICMA RETIREMENT TRUST - 457	INV0016068	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0016069	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	750.32
ICMA RETIREMENT TRUST - 457	INV0016070	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	872.63
ICMA RETIREMENT TRUST - 457	INV0016071	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	76.54
ICMA RETIREMENT TRUST - 457	INV0016072	12/14/2012	ICMA (AGE 50 & OVER)	101.203.2031400	3,987.19
ICMA RETIREMENT TRUST - 457	INV0016073	12/14/2012	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	70.79
ICMA RETIREMENT TRUST - 457	INV0016082	12/14/2012	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	532.70
ICMA RETIREMENT TRUST - 457	INV0016083	12/14/2012	ROTH IRA (AGE 50 & OVER)	101.203.2032400	230.77
ICMA RETIREMENT TRUST - 457	INV0016365	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	135.00
ICMA RETIREMENT TRUST - 457	INV0016366	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	277.34
ICMA RETIREMENT TRUST - 457	INV0016367	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	200.00
ICMA RETIREMENT TRUST - 457	INV0016368	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	543.18
ICMA RETIREMENT TRUST - 457	INV0016369	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0016370	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	270.51
ICMA RETIREMENT TRUST - 457	INV0016371	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	915.00
ICMA RETIREMENT TRUST - 457	INV0016372	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	116.12
ICMA RETIREMENT TRUST - 457	INV0016373	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	250.00
ICMA RETIREMENT TRUST - 457	INV0016374	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	671.20
ICMA RETIREMENT TRUST - 457	INV0016375	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0016376	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	167.61
ICMA RETIREMENT TRUST - 457	INV0016377	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	1,054.00
ICMA RETIREMENT TRUST - 457	INV0016378	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	407.35
ICMA RETIREMENT TRUST - 457	INV0016379	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0016380	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	365.58
ICMA RETIREMENT TRUST - 457	INV0016381	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	290.00
ICMA RETIREMENT TRUST - 457	INV0016382	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	442.06
ICMA RETIREMENT TRUST - 457	INV0016383	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	450.00
ICMA RETIREMENT TRUST - 457	INV0016384	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	150.60
ICMA RETIREMENT TRUST - 457	INV0016385	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0016386	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	38.41
ICMA RETIREMENT TRUST - 457	INV0016387	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	550.00
ICMA RETIREMENT TRUST - 457	INV0016388	12/28/2012	ICMA (AGE 49 & UNDER)	101.203.2031400	59.48
ICMA RETIREMENT TRUST - 457	INV0016389	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	234.03
ICMA RETIREMENT TRUST - 457	INV0016390	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	325.00
ICMA RETIREMENT TRUST - 457	INV0016391	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	93.85
ICMA RETIREMENT TRUST - 457	INV0016392	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0016393	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	720.26
ICMA RETIREMENT TRUST - 457	INV0016394	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	872.63

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ICMA RETIREMENT TRUST - 457	INV0016395	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	76.54
ICMA RETIREMENT TRUST - 457	INV0016396	12/28/2012	ICMA (AGE 50 & OVER)	101.203.2031400	3,497.19
ICMA RETIREMENT TRUST - 457	INV0016397	12/28/2012	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	70.79
ICMA RETIREMENT TRUST - 457	INV0016406	12/28/2012	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	532.70
ICMA RETIREMENT TRUST - 457	INV0016407	12/28/2012	ROTH IRA (AGE 50 & OVER)	101.203.2032400	230.75
IDENTISYS	97510-INV	12/31/2012	97510T	101.42.4000.421.40042	509.35
INFINITY WIRELESS	32580	12/19/2012	13673	101.42.4200.423.40041	2,174.16
ING DIRECT	INV0016163	12/07/2012	MSRS-HCSP	101.203.2032200	383.20
ING DIRECT	INV0016280	12/21/2012	MSRS-HCSP	101.203.2032200	72,280.63
INVER GROVE FORD	12/26/12 94917	12/31/2012	94917	101.42.4000.421.70300	267.81
INVER HILLS ASSEMBLY OF GOD	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
ITL PATCH COMPANY, INC.	31164	12/12/2012	POLICE	101.42.4000.421.60045	301.21
IUOE	INV0016089	12/14/2012	UNION DUES IUOE	101.203.2031000	1,151.25
JIMMY JOHN'S SANDWICHES	11/5/12	12/18/2012	ELAN CC 12/18/12	101.41.1200.414.50075	26.79
JIMMY JOHN'S SANDWICHES	11/13/12	12/18/2012	ELAN CC 12/18/12	101.41.1000.413.50075	153.40
KEEPRS, INC	196869	12/31/2012	12/14/12	101.42.4000.421.60018	819.19
KEEPRS, INC	204390	12/31/2012	INVGROHTPD	101.42.4000.421.60045	12.83
KENISON, TERRI	DECEMBER 2012	12/31/2012	DECEMBER 2012	101.42.4200.423.30700	908.44
KENNEDY MELISSA	12/10/12	12/19/2012	REIMBURSE-RECEPTION MISC	101.41.1000.413.50075	78.49
LELS	INV0016090	12/14/2012	UNION DUES (LELS)	101.203.2031000	1,300.00
LELS SERGEANTS	INV0016091	12/14/2012	UNION DUES (LELS SGT)	101.203.2031000	225.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	995.96
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	920.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	418.33
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	7,338.13
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	2,814.67
LEVANDER, GILLEN & MILLER P.A.	11/30/12	12/12/2012	POLICE	101.42.4000.421.30410	4,319.58
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.43.5000.441.30420	580.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.43.5100.442.30420	1,232.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.44.6000.451.30420	506.60
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.41.1000.413.30420	965.60
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.45.3200.419.30420	776.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.41.1000.413.30401	120.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.45.3000.419.30420	111.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	48.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	36.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	816.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	424.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	101.42.4000.421.30420	8.00
LILLIE SUBURBAN NEWSPAPERS	11/29/12	12/19/2012	001363	101.41.1100.413.50025	106.26
LINK, THOMAS	9/6/12-12/6/12 MILEAGE	12/19/2012	REIMBURSEMENT-MILEAGE	101.45.3000.419.50065	119.33
LINK, THOMAS	9/26/12	12/19/2012	REIMBURSEMENT-ARROWOOD RESORT C	101.45.3000.419.50065	155.40
LINK, THOMAS	9/26/12	12/19/2012	REIMBURSEMENT-ARROWOOD RESORT C	101.45.3000.419.50080	105.81
LOCAL GOVERNMENT INFORMATION SYSTEM	35231	12/27/2012	5/31/12	101.42.4000.421.70300	1,419.00
LOCAL GOVERNMENT INFORMATION SYSTEM	35946	12/27/2012	11/30/12	101.42.4000.421.70300	1,419.00
M & J SERVICES, LLC	343	01/09/2013	1/3/13	101.43.5200.443.40046	1,005.00
MARTIN-MCALLISTER	8190	12/12/2012	INV001	101.41.1100.413.30500	1,600.00
MARTIN-MCALLISTER	8240	01/09/2013	INV001	101.41.1100.413.30500	800.00
MCGOUGH CONSTRUCTION	12/2/12 A	12/12/2012	DUPL PAYMENT 3 WATER METERS & TAX	101.207.2070300	41.40
MCGOUGH CONSTRUCTION	12/2/12 A	12/12/2012	DUPL PAYMENT 3 WATER METERS & TAX	101.45.0000.3227000	(18.00)
MENARDS - WEST ST. PAUL	11779	12/31/2012	30170270	101.44.6000.451.40047	499.47
METRO CHIEF FIRE OFFICERS ASSOCIATION	2013 DUES	01/03/2013	2013 DUES	101.42.4200.423.50070	200.00
METROPOLITAN COUNCIL ENVIRON SRVCS	12/11/12	12/19/2012	NOVEMBER 2012	101.41.0000.3414000	(118.25)
MINNEAPOLIS OXYGEN CO.	183061850	12/12/2012	113504	101.42.4200.423.40042	34.20
MINNEAPOLIS OXYGEN CO.	171053454	12/19/2012	113504	101.42.4200.423.40042	63.48
MINNEAPOLIS OXYGEN CO.	171053455	12/19/2012	113504	101.42.4200.423.40042	92.88
MINNEAPOLIS OXYGEN CO.	171053456	12/19/2012	113504	101.42.4000.421.60065	28.22
MINNEAPOLIS OXYGEN CO.	183063377	12/19/2012	113504	101.42.4200.423.40042	309.72
MINNESOTA CHIEFS OF POLICE ASSOCIATION	3602	12/12/2012	POLICE	101.42.4000.421.50080	500.00
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0016040	12/14/2012	RICK JACKSON FEIN/TAXPAYER ID: 416005	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0016041	12/14/2012	JUSTIN PARRANTO FEIN/TAXPAYER ID: 41	101.203.2032100	484.54
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0016363	12/28/2012	RICK JACKSON FEIN/TAXPAYER ID: 416005	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0016364	12/28/2012	JUSTIN PARRANTO FEIN/TAXPAYER ID: 41	101.203.2032100	484.54
MN BUREAU-CRIM. APPREHENSION	522	12/31/2012	24315	101.42.4000.421.50080	285.00
MN CHIEFS OF POLICE ASSOCIATION	2013 VOTING/ASSOCIATE MEM	01/09/2013	2013 VOTING MEMBERSHIP	101.42.4000.421.50070	550.00
MN DEPT OF LABOR & INDUSTRY	NOVEMBER 2012 SURCHARGE	12/19/2012	NOVEMBER 2012 SURCHARGE	101.41.0000.3414000	(31.23)

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPT OF LABOR & INDUSTRY	NOVEMBER 2012 SURCHARGE	12/19/2012	NOVEMBER 2012 SURCHARGE	101.207.2070100	1,561.40
MN DEPT OF NATURAL RESOURCES	894049	12/31/2012	WAREHOUSE ORDER	101.44.6000.451.60065	80.08
MN DEPT OF REVENUE	INV0016158	12/07/2012	STATE WITHHOLDING	101.203.2030300	141.54
MN DEPT OF REVENUE	INV0016094	12/14/2012	STATE WITHHOLDING	101.203.2030300	15,841.87
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.421.60040	3.20
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.421.60018	1.37
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.421.60018	21.95
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.421.60065	19.15
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.423.30700	13.75
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4200.421.60065	80.03
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4200.423.30700	13.75
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4000.421.60065	15.80
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4200.423.60065	275.14
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.42.4200.423.60065	1.72
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.207.2070300	(0.73)
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND USE TAX	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	101.207.2070300	53.92
MN DEPT OF REVENUE	INV0016415	12/28/2012	STATE WITHHOLDING	101.203.2030300	15,873.33
MN DEPT OF REVENUE	INV0016420	12/28/2012	STATE WITHHOLDING	101.203.2030300	62.16
MN FIRE SERVICE	25613	12/12/2012	RECERTIFICATION	101.42.4200.423.50070	640.00
MN FIRE SERVICE	060046	12/12/2012	FIRE DEPT	101.42.4200.423.50070	600.00
MN GLOVE & SAFETY, INC.	267594	12/19/2012	CTINVP	101.44.6000.451.60045	216.69
MN GLOVE & SAFETY, INC.	268048	12/19/2012	D08837	101.43.5100.442.60045	439.09
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.41.1100.413.20620	50.04
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.43.5100.442.20620	81.30
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.45.3300.419.20620	38.31
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.41.2000.415.20620	72.50
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.43.5000.441.20620	15.16
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.42.4000.421.20620	308.97
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.44.6000.451.20620	54.01
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.42.4200.423.20620	36.58
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.45.3200.419.20620	19.67
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.45.3000.419.20620	19.32
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.43.5200.443.20620	51.59
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	101.203.2030900	2,150.00
MN NCPERS LIFE INSURANCE	JAN 2013	01/09/2013	JAN 2013 PREMIUM	101.203.2031600	320.00
MN SOCIETY OF PROF. ENGINEERS	4876885	12/12/2012	ENGINEERING	101.43.5000.441.50070	335.00
MN SOCIETY OF PROF. ENGINEERS	4877094	12/12/2012	ENG STEVE DODGE	101.43.5100.442.50070	190.00
MN SOCIETY OF PROF. ENGINEERS	4747043	12/12/2012	ENG	101.43.5100.442.50070	190.00
MNFIAM BOOK SALES	1504	12/19/2012	MATERIALS	101.42.4200.423.60018	339.86
MOORE MEDICAL LLC	82007041 EI	12/12/2012	FIRE	101.42.4200.423.60065	878.26
MOORE MEDICAL LLC	82009012 EI	12/19/2012	49399013	101.42.4200.423.60065	164.00
MPFF	2/5/13 CONFERENCE	01/09/2013	2013 FIRE SERVICE DAY AT THE CAPITOL	101.42.4200.423.30700	80.00
MPPOA	2013 LEGAL DEFENSE FEE	01/09/2013	2013 LEGAL DEFENSE FEE	101.42.4000.421.50070	288.00
MPPOA	2013 MEMBERSHIP	01/09/2013	2013 MEMBERSHIP	101.42.4000.421.50070	100.00
NATURE CALLS, INC.	16333	12/19/2012	DEC 2012 SALEM HILLS PK	101.44.6000.451.40065	104.06
NORTHWEST LASERS, INC.	SI000054727	12/31/2012	143033	101.43.5100.442.60065	326.72
NPELRA	JANNETTO 32820	12/19/2012	2013 ANNUAL MEMBERSHIP DUES	101.41.1100.413.50070	150.00
OLD COUNTRY BUFFET	11/15/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.50075	42.78
OLD WORLD PIZZA	11/6/12	12/18/2012	ELAN CC 12/18/12	101.41.1200.414.50075	45.90
OLD WORLD PIZZA	11/11/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.50075	35.03
OPTUMHEALTH FINANCIAL SERVICES	INV0016084	12/14/2012	HSA ELECTION-SINGLE	101.203.2032500	1,854.24
OPTUMHEALTH FINANCIAL SERVICES	INV0016085	12/14/2012	HSA ELECTION-FAMILY	101.203.2032500	3,288.70
OPTUMHEALTH FINANCIAL SERVICES	INV0016408	12/28/2012	HSA ELECTION-SINGLE	101.203.2032500	1,904.24
OPTUMHEALTH FINANCIAL SERVICES	INV0016409	12/28/2012	HSA ELECTION-FAMILY	101.203.2032500	3,225.36
OTIS, JOSHUA M	12/21/12	12/31/2012	REIMBURSE-DC CHARGER	101.42.4000.421.40044	52.02
OTIS, JOSHUA M	1/2/13	01/09/2013	REIMBURSE-MPPOA 2013 DUES	101.42.4000.421.50070	50.00
OXYGEN SERVICE COMPANY, INC	07637406	12/12/2012	POLICE	101.42.4000.421.60065	91.91
PAPA JOHN'S PIZZA	11/16/12	12/18/2012	ELAN CC 12/18/12	101.42.4200.423.50075	51.39
PARTY CITY-EAGAN	11/2/12	12/18/2012	ELAN CC 12/18/12	101.42.4000.421.60065	37.50
PEDERSEN, JONATHAN	PR 12/28/12	12/28/2012	ACH RETURN PR 12/28/12	101.42.4200.423.10300	281.89
PERA	INV0016074	12/14/2012	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,308.58
PERA	INV0016076	12/14/2012	EMPLOYER SHARE (PERA COORDINATED F	101.203.2030600	14,428.56
PERA	INV0016077	12/14/2012	PERA COORDINATED PLAN	101.203.2030600	14,428.56
PERA	INV0016078	12/14/2012	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	44.23
PERA	INV0016079	12/14/2012	PERA DEFINED PLAN	101.203.2030600	44.23
PERA	INV0016080	12/14/2012	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	16,250.87
PERA	INV0016081	12/14/2012	PERA POLICE & FIRE PLAN	101.203.2030600	10,833.87
PERA	INV0016398	12/28/2012	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2,396.84
PERA	INV0016400	12/28/2012	EMPLOYER SHARE (PERA COORDINATED F	101.203.2030600	14,980.39
PERA	INV0016401	12/28/2012	PERA COORDINATED PLAN	101.203.2030600	14,980.39
PERA	INV0016402	12/28/2012	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	44.23
PERA	INV0016403	12/28/2012	PERA DEFINED PLAN	101.203.2030600	44.23
PERA	INV0016404	12/28/2012	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	15,578.41

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PERA	INV0016405	12/28/2012	PERA POLICE & FIRE PLAN	101.203.2030600	10,385.63
PERFORMANCE PLUS LLC	3406	12/19/2012	12/12/12	101.42.4200.423.30700	5,160.00
PERFORMANCE PLUS LLC	3413	12/27/2012	MEDICAL EVALUATION	101.42.4200.423.30700	87.00
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.41.2000.415.50065	17.87
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.45.3300.419.50080	8.00
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.41.1000.413.50075	9.98
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.41.1000.413.50075	9.64
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.41.2000.415.50065	22.34
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.45.3000.419.60065	13.04
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	101.45.3300.419.50080	8.00
PETTY CASH	12/31/12	12/31/2012	PETTY CASH 12/31/12	101.41.2000.415.50065	7.99
PETTY CASH	12/31/12	12/31/2012	PETTY CASH 12/31/12	101.41.2000.415.50065	2.66
PRESTIGE ELECTRIC, INC.	85572	12/27/2012	INVERGRO3	101.42.4200.423.40041	400.00
RIVER HEIGHTS CHAMBER OF COMMERCE	1/9/13	12/27/2012	MN CHAMBER SESSION PRIORITIES DINNER	101.41.1000.413.50080	95.00
RIVER HEIGHTS VINEYARD CHURCH	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
ROSEMOUNT SAW & TOOL CORP	150143	12/19/2012	8206	101.44.6000.451.60045	166.30
ROSEMOUNT SAW & TOOL CORP	150143	12/19/2012	8206	101.44.6000.451.60040	37.72
S & T OFFICE PRODUCTS	PK3597	12/12/2012	ENGINEERING	101.45.3300.419.60040	192.57
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.41.2000.415.60070	44.42
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3300.419.60070	10.14
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.43.5100.442.60070	67.38
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3200.419.60070	60.65
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3200.419.60070	(10.46)
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3000.419.60010	16.35
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3300.419.60040	58.50
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.41.2000.415.60070	(41.60)
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.41.1100.413.60070	22.32
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3300.419.60070	(23.92)
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3300.419.60070	90.09
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3200.419.60010	10.46
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	101.45.3300.419.60040	(12.36)
SENSIBLE LAND USE COALITION	1/30/13 REGISTRATION	01/09/2013	1/30/13 REGISTRATION-A. HUNTING & J.	101.41.1100.413.50080	38.00
SENSIBLE LAND USE COALITION	1/30/13 REGISTRATION	01/09/2013	1/30/13 REGISTRATION-A. HUNTING	101.45.3200.419.50080	38.00
SETS DESIGN	11931	12/19/2012	12/12/12	101.42.4000.421.60018	389.74
SHORT ELLIOTT HENDRICKSON, INC.	261975	12/12/2012	ENG	101.43.5100.442.30300	470.22
SIRCHIE FINGER PRINT LABORATORIES	0647371IN	12/31/2012	00-0055077	101.42.4000.421.60065	5,290.89
SOUTHSIDE BAPTIST CHURCH	12/11/12	12/12/2012	POLLING PAYMENT	101.41.1200.414.30700	200.00
SPRINT	378740559-026	12/12/2012	378740559	101.43.5100.442.50020	141.60
SPRINT	842483314-133	12/31/2012	842483314	101.41.1100.413.50020	52.65
SPRINT	842483314-133	12/31/2012	842483314	101.43.5200.443.50020	270.24
SPRINT	842483314-133	12/31/2012	842483314	101.45.3000.419.50020	71.64
SPRINT	842483314-133	12/31/2012	842483314	101.45.3300.419.50020	189.66
SPRINT	842483314-133	12/31/2012	842483314	101.42.4200.423.50020	609.83
SPRINT	842483314-133	12/31/2012	842483314	101.44.6000.451.50020	287.32
SPRINT	842483314-133	12/31/2012	842483314	101.43.5000.441.50020	51.31
SPRINT	842483314-133	12/31/2012	842483314	101.42.4000.421.50020	1,169.79
SPRINT	842483314-133	12/31/2012	842483314	101.43.5100.442.50020	233.34
SPRINT	641378810-061	12/31/2012	641378810	101.42.4200.423.50020	79.98
STANGER, LARRY	12/28/12	12/31/2012	REIMBURSE-STANDOFF MEAL	101.42.4000.421.50075	204.49
STERLING CODIFIERS	13008	12/12/2012	INO921	101.41.1100.413.30700	1,027.00
STERLING CODIFIERS	13334	01/09/2013	INO921	101.41.1100.413.30700	500.00
STRAIGHT RIVER MEDIA	1275	12/27/2012	JANUARY THRU FEB 2013	101.41.1100.413.50032	900.00
STREAMLINE DESIGN INC	31534	12/27/2012	NAVY TEE	101.42.4200.423.60045	1,350.00
SYLVANDER HEATING, INC.	53621	12/31/2012	7753791	101.44.6000.451.40040	164.00
T MOBILE	11/28/12 494910368	12/12/2012	ENG	101.43.5100.442.50020	99.98
T MOBILE	12/8/12 494910368	12/27/2012	494910368	101.43.5100.442.50020	49.99
TAB PRODUCTS CO. LLC	2146257	12/31/2012	2903609	101.42.4000.421.60065	99.93
TESSMAN COMPANY, THE	S168715-IN	12/19/2012	0090575	101.44.6000.451.60065	212.68
TIMESAVER OFF SITE SECRETARIAL INC	M19468	12/12/2012	CITY COUNCIL MTG	101.41.1100.413.30700	141.00
TONY'S APPLIANCE INC.	45986	12/31/2012	REFUND CONTRACTORS LICENSE	101.45.0000.3219500	50.00
TOTAL CONSTRUCTION & EQUIP.	55762	12/19/2012	00276	101.44.6000.451.40050	335.25
TOTAL CONSTRUCTION & EQUIP.	56084	12/31/2012	CIT001	101.44.6000.451.40050	332.28
TRANS UNION LLC	11216661	12/12/2012	POLICE	101.41.1100.413.30500	12.40
TRUGREEN	402545	12/19/2012	6005159428	101.44.6000.451.60035	565.48
TRUGREEN	411425	12/19/2012	6005159431	101.44.6000.451.60035	260.99
TWIN CITIES OCCUPATIONAL HEALTH PC	101994841	12/19/2012	IFRE	101.41.1100.413.30500	1,676.00
TWIN CITIES OCCUPATIONAL HEALTH PC	101996229	12/19/2012	N26-1251001589	101.41.1100.413.30500	55.00
TYLER TECHNOLOGIES, INC	025-58747	01/03/2013	41443	101.41.2000.415.40044	26,688.23
U OF M - CCE REGISTRATION	12/7/12	12/12/2012	CCE REGISTRATION 2012	101.43.5100.442.50080	600.00
U OF M - CCE REGISTRATION	12/7/12	12/12/2012	CCE REGISTRATION 2013	101.43.5100.442.50070	120.00
U OF M - CCE REGISTRATION	186586	01/03/2013	REGISTER T. KALDUNSKI 186586	101.43.5100.442.50080	75.00
U OF M - CCE REGISTRATION	E617734	01/03/2013	REGISTRATION 1266755	101.43.5000.441.50080	300.00
U OF M - CCE REGISTRATION	E617734	01/03/2013	REGISTRATION 1266755	101.43.5000.441.50070	60.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
UNIFORMS UNLIMITED	144492	12/31/2012	I14866	101.42.4000.421.60045	1,290.40
UNIFORMS UNLIMITED	144762	12/31/2012	I14866	101.42.4000.421.60045	117.00
UNITED WAY	INV0016092	12/14/2012	UNITED WAY	101.203.2031300	160.00
UNITED WAY	INV0016413	12/28/2012	UNITED WAY	101.203.2031300	160.00
UNIVERSITY NATIONAL BANK	INV0016075	12/14/2012	STEVE HER FILE #62-CV-07-3401	101.203.2031900	455.88
UNIVERSITY NATIONAL BANK	INV0016399	12/28/2012	STEVE HER FILE #62-CV-07-3401	101.203.2031900	391.94
US BANK	12/28/12	12/28/2012	JANUARY 2013	101.42.4200.423.70530	648.60
US BANK	12/28/12	12/28/2012	JANUARY 2013	101.42.4000.421.70530	5,837.37
USA MOBILITY WIRELESS INC	V0317409L	12/12/2012	POLICE DEPT	101.42.4000.421.50020	4.89
VANDERHEYDEN LAW OFFICE, P.A.	INV0016039	12/14/2012	BRIAN HENDEL FILE #62-CV-08-11330	101.203.2031900	355.71
VANDERHEYDEN LAW OFFICE, P.A.	INV0016362	12/28/2012	BRIAN HENDEL FILE #62-CV-08-11330	101.203.2031900	369.67
VICTORY CORPS	201467	12/12/2012	FIRE	101.42.4200.423.60065	165.70
WAKOTA MUTUAL FIREMANS AID ASSOC	2012	12/19/2012	2012 DUES	101.42.4200.423.50070	50.00
WHAT WORKS INC	IGH12-08 A	12/12/2012	PROJECT LEAD 2012	101.41.1100.413.30700	1,235.00
WHAT WORKS INC	IGH12-09 A	12/19/2012	PROJECT LEAD 2012	101.41.1100.413.30700	2,755.00
XCEL ENERGY	346028121	12/19/2012	51-5279113-0	101.43.5200.443.40020	260.98
XCEL ENERGY	346028121	12/19/2012	51-5279113-0	101.43.5400.445.40020	10,211.61
XCEL ENERGY	346242447	12/19/2012	51-6431857-4	101.42.4200.423.40010	353.88
XCEL ENERGY	346242447	12/19/2012	51-6431857-4	101.42.4200.423.40020	1,042.80
XCEL ENERGY	346917171	12/27/2012	51-5185446-3	101.42.4000.421.40042	18.71
XCEL ENERGY	347850828	12/19/2012	51-0361045-7	101.43.5400.445.40020	215.11
XCEL ENERGY	347947481	12/27/2012	51-6025596-7	101.43.5400.445.40020	22.39
XCEL ENERGY	347988919	12/27/2012	51-8394358-2	101.43.5400.445.40020	32.34
XCEL ENERGY	347994583	12/19/2012	51-9359857-3	101.43.5400.445.40020	360.39
XCEL ENERGY	348124535	12/19/2012	51-7094669-1	101.43.5400.445.40020	31.99
XCEL ENERGY	348706616	12/27/2012	51-9782436-1	101.43.5400.445.40020	14.70
XCEL ENERGY	348807921	12/27/2012	51-5754364-1	101.43.5400.445.40020	468.42
XCEL ENERGY	349471704	12/19/2012	51-5279113-0	101.43.5200.443.40020	240.14
XCEL ENERGY	349471704	12/19/2012	51-5279113-0	101.43.5400.445.40020	10,522.72
XCEL ENERGY	349495870	12/19/2012	51-6431857-4	101.42.4200.423.40010	1,128.69
XCEL ENERGY	349495870	12/19/2012	51-6431857-4	101.42.4200.423.40020	1,132.05
XCEL ENERGY	349496272	12/27/2012	51-6435129-1	101.43.5400.445.40020	374.38
XCEL ENERGY	350195457	12/27/2012	51-5185446-3	101.42.4000.421.40042	39.64
<b>Fund: 101 - GENERAL FUND</b>					<b>685,716.42</b>
APPLEBEE'S	10/23/12	12/19/2012	10 - \$25.00 GIFTCARDS	201.44.1600.465.50025	250.00
ENSEMBLE CREATIVE & MARKETING	IGH121962012	12/19/2012	NOVEMBER/DECEMBER 2012	201.44.1600.465.50025	3,360.00
GREENSPRING MEDIA GROUP	OV74875	01/09/2013	FULL PAGE DISPLAY	201.44.1600.465.50025	4,600.00
LONE OAK COMPANIES	57663	12/31/2012	MAILING 12/19/12	201.44.1600.465.50035	214.07
MALL OF AMERICA - SALES DEPARTMENT	12/7/12	12/19/2012	GIFT CARDS	201.44.1600.465.50025	1,325.00
RIVER HEIGHTS CHAMBER OF COMMERCE	3194	12/19/2012	9/27/12-12/13/12	201.44.1600.465.40065	125.43
ST PAUL ARENA COMPANY, LLC	SPAC0000728	01/09/2013	JAN-MAR 2013	201.44.1600.465.50025	300.00
TOUR MINNESOTA ASSOCIATION	2013 MEMBERSHIP	01/09/2013	2013 MEMBERSHIP	201.44.1600.465.50070	300.00
TWIN CITIES TOURISM ATTRACTIONS ASSOCIATI	2013 MEMBERSHIP	01/09/2013	2013 MEMBERSHIP	201.44.1600.465.50070	500.00
<b>Fund: 201 - C.V.B. FUND</b>					<b>10,974.50</b>
BROADWAY AWARDS	32477	12/12/2012	PARK & REC	204.44.6100.452.60009	158.68
COMMUNITY EDUCATION	1/3/13	12/31/2012	CHRISTMAS SENIOR TRIP	204.227.2271000	1,005.00
CUB FOODS	11/18/12	12/18/2012	ELAN CC 12/18/12	204.44.6100.452.60009	2.51
CUB FOODS	11/18/12	12/18/2012	ELAN CC 12/18/12	204.44.6100.452.60009	7.44
DOLLAR TREE	11/18/12	12/18/2012	ELAN CC 12/18/12	204.44.6100.452.60009	39.35
FIRST IMPRESSION GROUP, THE	50819	12/31/2012	3022	204.44.6100.452.50030	3,888.48
FIRST IMPRESSION GROUP, THE	50819	12/31/2012	3022	204.44.6100.452.50035	35.16
GOPHER	8574170	12/31/2012	404658	204.44.6100.452.60009	48.15
IDYLVWOOD FARMS	12/6/12	12/12/2012	PARK & REC	204.44.6100.452.30700	4,600.00
IGH SCHOOL DISTRICT 199	1338	12/19/2012	PARK & REC	204.44.6100.452.40065	350.00
IGH SCHOOL DISTRICT 199	1339	12/19/2012	HILLTOP GYN AB 1209-0120	204.44.6100.452.60045	380.00
IGH SCHOOL DISTRICT 199	1340	12/19/2012	IGH PARTICIPATION FEE 1211-0049	204.44.6100.452.40065	240.00
IGH SENIOR CLUB	12/3/12	12/12/2012	SENIOR MEMBERSHIP NOV 2012	204.227.2271000	328.00
IGH SENIOR CLUB	1/3/13	12/31/2012	DECEMBER MEMBERSHIP/HOLIDAY PART	204.227.2271000	1,654.00
IGH/SSP COMMUNITY EDUCATION	12/3/12	12/12/2012	SENIOR TRIPS	204.227.2271000	6,352.00
LISA LYNN CONSULTING	12/5/12	12/12/2012	PROFESSIONAL COACHING	204.44.6100.452.50080	355.00
MAYER ARTS INC	11/16/12	12/31/2012	WISH UPON A BALLET 11/2/12	204.44.6100.452.30700	252.00
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	204.207.2070300	215.75
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	204.44.6100.452.20620	38.92
SAM'S CLUB	2435	12/12/2012	RECREATION	204.44.6100.452.60009	17.88
SAM'S CLUB	2435	12/12/2012	RECREATION	204.44.6100.452.60009	93.92
SAM'S CLUB	2435	12/12/2012	RECREATION	204.44.6100.452.60009	22.78
SAM'S CLUB	9752	12/12/2012	VMCC	204.44.6100.452.60009	7.21
SAM'S CLUB	9752	12/12/2012	VMCC	204.44.6100.452.60009	7.28
SPRINT	842483314-133	12/31/2012	842483314	204.44.6100.452.50020	90.94
TAHO SPORTSWEAR	12TF2704	12/31/2012	VOLLEYBALL CHAMPS	204.44.6100.452.60045	61.00
TAHO SPORTSWEAR	12TF2704	12/31/2012	VOLLEYBALL CHAMPS	204.44.6100.452.60045	61.43

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TARGET CORPORATION	12/18/12 00028954117	12/31/2012	00028954117	204.44.6100.452.60009	6.43
TARGET CORPORATION	12/18/12 00028954117	12/31/2012	00028954117	204.44.6100.452.60009	36.84
TWIN CITY TRUCK & VAN RENTAL INC	14955	12/19/2012	OCTOBER SPARKS TRIP	204.44.6100.452.40050	236.53
<b>Fund: 204 - RECREATION FUND</b>					<b>20,592.68</b>
ABRAHAMSON, TAMMY	12/19/12	12/27/2012	REIMBURSE-BATTERIES	205.44.6200.453.40042	47.11
ACCESS DISPLAY GROUP, INC.	11/9/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60040	355.20
ACE PAINT & HARDWARE	514058/5	12/12/2012	MAINT	205.44.6200.453.60040	14.95
ACE PAINT & HARDWARE	514058/5	12/12/2012	MAINT	205.44.6200.453.60040	14.95
ACE PAINT & HARDWARE	514091/5	12/19/2012	12/6/12	205.44.6200.453.60012	29.35
ACE PAINT & HARDWARE	514181/5	12/31/2012	12/14/12	205.44.6200.453.60016	21.91
ACE PAINT & HARDWARE	514187/5	12/31/2012	12/14/12	205.44.6200.453.60016	(2.52)
AMERICAN CANCER SOCIETY	12/11/12	12/19/2012	REFUND	205.222.2220000	553.20
BUDGET SIGN AND GRAPHICS	54657	12/31/2012	11/19/12	205.44.6200.453.40042	224.44
BUDGET SIGN AND GRAPHICS	54657	12/31/2012	11/19/12	205.44.6200.453.50025	102.60
COMCAST	12/12/12 8772 10 591 0127188	12/31/2012	8772 10 591 0127188	205.44.6200.453.50070	540.98
COMDATA CORPORATION	112914	12/12/2012	PARK & REC	205.44.6200.453.60065	60.85
COMMON SENSE BUILDING SERVICES, INC.	30351	12/31/2012	DECEMBER 2012	205.44.6200.453.40040	7,233.14
DAIRY QUEEN	12/28/12	12/31/2012	300 DILLY BARS	205.44.6200.453.60065	321.00
DAKOTA GLASS & GLAZING INC	2012682	12/31/2012	12/10/12	205.44.6200.453.80200	1,673.00
DRI-DEK.COM	11/14/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60040	939.54
FIRST IMPRESSION GROUP, THE	50819	12/31/2012	3022	205.44.6200.453.50035	35.16
FIRST IMPRESSION GROUP, THE	50819	12/31/2012	3022	205.44.6200.453.50030	5,780.14
GARTNER REFRIGERATION & MFG, INC	40793	12/12/2012	VETEC01	205.44.6200.453.40040	1,039.50
GARTNER REFRIGERATION & MFG, INC	40985	12/12/2012	VETE01	205.44.6200.453.40040	(519.75)
GARTNER REFRIGERATION & MFG, INC	13906	12/31/2012	s3408	205.44.6200.453.40040	1,897.00
GLEWWE DOORS	163478	12/12/2012	INV001-WO	205.44.6200.453.60016	18.00
GLEWWE DOORS	163478	12/12/2012	INV001-WO	205.44.6200.453.60016	18.00
GLEWWE DOORS	163480	12/12/2012	INV001-WO	205.44.6200.453.60016	55.00
GLEWWE DOORS	163480	12/12/2012	INV001-WO	205.44.6200.453.60016	55.00
GOTPRINT.COM	11/30/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.50030	49.34
GRAINGER	9007722383	12/12/2012	806450150	205.44.6200.453.60016	214.18
GRAINGER	9011767150	12/19/2012	806460150	205.44.6200.453.60011	289.52
GRAINGER	9011767150	12/19/2012	806460150	205.44.6200.453.60011	289.53
GRAINGER	9012159993	12/19/2012	806460150	205.44.6200.453.60016	70.06
GRAINGER	9012159993	12/19/2012	806460150	205.44.6200.453.60016	70.05
GRAINGER	9024481120	12/31/2012	806460150	205.44.6200.453.60016	86.04
HAWKINS, INC.	3411758	12/12/2012	VMCC	205.44.6200.453.60024	2,801.56
HENRICKSEN PSG	508124	12/19/2012	CITYIGH 82100257	205.44.6200.453.80800	5,090.35
HILLYARD INC	600504808	12/31/2012	274069	205.44.6200.453.60011	133.93
HILLYARD INC	600504808	12/31/2012	274069	205.44.6200.453.60011	133.92
HILLYARD INC	600512075	12/31/2012	274069	205.44.6200.453.60011	911.66
HILLYARD INC	600512075	12/31/2012	274069	205.44.6200.453.60011	911.65
HIRSHFIELD'S - SHOP AT HOME #24	AM3569V	12/19/2012	VMCC	205.44.6200.453.80200	695.58
HOBBY LOBBY	11/23/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60065	25.74
HORIZON COMMERCIAL POOL SUPPLY	11/7/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.50080	503.00
HUEBSCH SERVICES	2983557	12/12/2012	COMMUNITY CENTER	205.44.6200.453.60065	190.00
JOHNSTONE SUPPLY	499944	12/12/2012	GROVE	205.44.6200.453.60040	11.87
JOHNSTONE SUPPLY	499944	12/12/2012	GROVE	205.44.6200.453.40040	232.16
JOHNSTONE SUPPLY	499944	12/12/2012	GROVE	205.44.6200.453.60040	11.88
JPS ENTERTAINMENT	12/19/12	12/28/2012	DJ SERVICES FOR 12/31/12	205.44.6200.453.30700	100.00
KOHL'S	11/23/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60065	24.11
LILLIE SUBURBAN NEWSPAPERS	11/29/12	12/19/2012	001363	205.44.6200.453.50025	50.00
MERCURY TECHNOLOGIES OF MN, INC.	012856	12/19/2012	JOE REMACKEL	205.44.6200.453.40025	135.37
MERCURY TECHNOLOGIES OF MN, INC.	012856	12/19/2012	JOE REMACKEL	205.44.6200.453.40025	135.37
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	205.44.6200.453.60065	2.93
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	205.44.6200.453.60065	15.41
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	205.44.6200.453.60040	24.42
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	205.207.2070300	6,301.11
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	205.44.6200.453.50030	3.39
MN HOCKEY DISTRICT 8	11/14/12	12/31/2012	11/14/12	205.44.6200.453.50025	115.00
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	205.44.6200.453.20620	7.94
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	205.44.6200.453.20620	7.94
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	205.44.6200.453.20620	18.23
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	205.44.6200.453.20620	15.87
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	205.44.6200.453.20620	15.88
OLD WORLD PIZZA	12/31/12	12/31/2012	12/31/12	205.44.6200.453.76050	38.14
OLD WORLD PIZZA	12/31/12	12/31/2012	12/31/12	205.44.6200.453.76050	38.14
ORIENTAL TRADING COMPANY, INC.	654740470-01	12/19/2012	12/1/12	205.44.6200.453.60065	187.00
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	205.44.6200.453.40042	19.25
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	205.44.6200.453.60065	1.60
PHILIPS HEALTHCARE	925166652	12/31/2012	6301361688	205.44.6200.453.60065	65.35
QUIZNO'S	11/3/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60065	86.10

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
R & R SPECIALTIES OF WI, INC.	0051296-IN	12/19/2012	12/12/12	205.44.6200.453.40042	62.00
R & R SPECIALTIES OF WI, INC.	0051324-IN	12/31/2012	0159128	205.44.6200.453.40042	7.91
RICE SOUND & SERVICE INC	04-2256	12/19/2012	12/11/12	205.44.6200.453.40042	227.69
RY-MAK PLUMBING & HEATING, INC	338	12/19/2012	11/15/12	205.44.6200.453.40040	232.00
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.76050	20.98
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.40042	171.23
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	12.93
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	30.50
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	14.20
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	9.51
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	43.19
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60011	49.63
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60011	49.62
SAM'S CLUB	9752	12/12/2012	VMCC	205.44.6200.453.60065	35.13
SAM'S CLUB	12/23/12 7715 0900 6160 6950	12/31/2012	7715 0900 6160 6950	205.44.6200.453.60065	24.49
SAM'S CLUB	12/23/12 7715 0900 6160 6950	12/31/2012	7715 0900 6160 6950	205.44.6200.453.60065	76.15
SCHINDLER ELEVATOR CORPORATION	8103347195	12/12/2012	VMCC	205.44.6200.453.40040	270.96
SPORTS PROMOTIONS	12/6/12	12/12/2012	2012-2013 HOCKEY TOURNAMENT CONTI	205.44.6200.453.50025	80.00
SPRINT	842483314-133	12/31/2012	842483314	205.44.6200.453.50020	94.03
SPRINT	842483314-133	12/31/2012	842483314	205.44.6200.453.50020	94.04
SPRINT	842483314-133	12/31/2012	842483314	205.44.6200.453.50020	43.14
SPRINT	842483314-133	12/31/2012	842483314	205.44.6200.453.50020	21.57
SPRUNG SERVICES	61991	12/19/2012	12/5/12	205.44.6200.453.40040	630.50
TAHO SPORTSWEAR	12TF2469A	12/31/2012	11/21/12	205.44.6200.453.60065	122.10
TAHO SPORTSWEAR	12TF2469B	12/31/2012	11/21/12	205.44.6200.453.60065	61.80
TARGET CORPORATION	11/18/12 00028954117	12/31/2012	00028954117	205.44.6200.453.60065	22.36
TRADER JOE'S	11/29/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.60065	18.54
VANCO SERVICES LLC	00005299677	12/12/2012	ES12073	205.44.6200.453.70600	81.25
WASHINGTON COUNTY COURT ADMIN	NORTH STAR CLAIM 12/19/12	12/19/2012	CLAIM & SUMMONS NORTH START HOCK	205.44.6200.453.70600	75.00
XCEL ENERGY	346249287	12/19/2012	51-6867948-7	205.44.6200.453.40010	4,986.66
XCEL ENERGY	346249287	12/19/2012	51-6867948-7	205.44.6200.453.40010	830.30
XCEL ENERGY	346249287	12/19/2012	51-6867948-7	205.44.6200.453.40020	12,556.84
XCEL ENERGY	346249287	12/19/2012	51-6867948-7	205.44.6200.453.40020	10,345.89
XCEL ENERGY	349311198	12/19/2012	51-6867948-7	205.44.6200.453.40010	2,176.62
XCEL ENERGY	349311198	12/19/2012	51-6867948-7	205.44.6200.453.40020	11,696.62
XCEL ENERGY	349311198	12/19/2012	51-6867948-7	205.44.6200.453.40020	12,888.52
XCEL ENERGY	349311198	12/19/2012	51-6867948-7	205.44.6200.453.40010	6,839.28
ZEE MEDICAL SERVICE	54181745	12/12/2012	VMCC	205.44.6200.453.60065	697.90
ZUMBA	11/21/12	12/18/2012	ELAN CC 12/18/12	205.44.6200.453.50070	30.00
<b>Fund: 205 - COMMUNITY CENTER</b>					<b>106,369.40</b>
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	290.45.3000.419.30420	1,484.20
RIVER HEIGHTS CHAMBER OF COMMERCE	3010	12/27/2012	2013 YEARLY MEMBERSHIP	290.45.3000.419.50070	80.50
<b>Fund: 290 - EDA</b>					<b>1,564.70</b>
MN STATE ARMORY BUILDING COMMISSION	12/7/12	12/12/2012	#326-NATIONAL GUARD ARMORY DEBT S	326.57.9000.570.90200	16,882.49
MN STATE ARMORY BUILDING COMMISSION	12/7/12	12/12/2012	#326-NATIONAL GUARD ARMORY DEBT S	326.57.9000.570.90100	43,817.51
<b>Fund: 326 - NAT'L GUARD ARMORY D/S</b>					<b>60,700.00</b>
EHLERS AND ASSOCIATES, INC.	63506	12/12/2012	ARBITRAGE MONITORING SVC	349.57.9000.570.30150	2,170.00
<b>Fund: 349 - G.O. IMPROVEMENT 2007B</b>					<b>2,170.00</b>
BRKW APPRAISALS, INC.	6953	12/19/2012	12/3/12	402.44.6000.451.30700	7,000.00
GREAT RIVER GREENING	2030	12/19/2012	HERITAGE VILLAGE PK 4TH INSTALLMENT	402.44.6000.451.30700	3,000.00
JUST RITE CONST INC	485065	12/19/2012	MARK B	402.44.6000.451.80300	16,300.00
WSB & ASSOCIATES, INC.	11/12/12 4	12/31/2012	0702-230	402.44.6000.451.30700	105.00
<b>Fund: 402 - PARK ACQ. &amp; DEV. FUND</b>					<b>26,405.00</b>
METROPOLITAN COUNCIL ENVIRON SRVCS	12/11/12	12/19/2012	NOVEMBER 2012	404.217.2170000	11,825.00
<b>Fund: 404 - SEWER CONNECTION FUND</b>					<b>11,825.00</b>
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	425.72.5900.725.30420	0.49
<b>Fund: 425 - 2005 IMPROVEMENT FUND</b>					<b>0.49</b>
DAHN CONSTRUCTION	12-61-01	12/12/2012	ASHER TOWER FOUNDATION DEMO	426.72.5900.726.30700	14,900.00
SHORT ELLIOTT HENDRICKSON, INC.	262588	12/12/2012	120095	426.72.5900.726.30300	1,955.00
SHORT ELLIOTT HENDRICKSON, INC.	263087	12/12/2012	PROJECT 1121638	426.72.5900.726.30300	362.19
<b>Fund: 426 - 2006 IMPROVEMENT FUND</b>					<b>17,217.19</b>
BKV GROUP, INC.	29060	12/19/2012	1643.01	428.72.5900.728.30420	341.58
<b>Fund: 428 - 2008 IMPROVEMENT FUND</b>					<b>341.58</b>

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EHLERS AND ASSOCIATES, INC.	345625	12/12/2012	ORCHARD TRAILS STORMWATER DISTRIC	431.73.5900.731.30150	292.50
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	431.73.5900.731.30420	94.50
SHORT ELLIOTT HENDRICKSON, INC.	263751	12/27/2012	4340 2011-08	431.73.5900.731.30300	1,175.61
TREE TRUST	12299	12/31/2012	3088 4110-2000	431.73.5900.731.80300	15,285.43
UNION PACIFIC RAILROAD	11/15/12	12/12/2012	49621	431.73.5900.731.70500	19,007.08
<b>Fund: 431 - 2011 IMPROVEMENT FUND</b>					<b>35,855.12</b>
DAHNS CONSTRUCTION	PAYMENT VOUCHER NO	12/07/2012	CITY PROJECT NO 2012-15	432.73.5900.732.80300	111,846.16
DAKOTA COUNTY HISTORICAL SOCIETY	2012-01	12/19/2012	2012-01	432.73.5900.732.30700	6,990.00
DOCUNET CORPORATION	9/31/12	12/31/2012	9/1/12-9/31/12	432.73.5900.732.50030	440.00
HOISINGTON KOEGLER GROUP INC.	012-038-4	12/19/2012	PARK	432.73.5900.732.30700	1,268.75
METROPOLITAN COUNCIL	0001006011	12/27/2012	7116	432.73.5900.732.30700	1,220.00
OLD WORLD PIZZA	12/31/12	12/31/2012	12/31/12	432.73.5900.732.60065	38.14
<b>Fund: 432 - 2012 IMPROVEMENT FUND</b>					<b>121,803.05</b>
AMERICAN ENGINEERING TESTING, INC.	55668	12/12/2012	PROJECT 22-01653	440.74.5900.740.30340	1,786.40
AMERICAN ENGINEERING TESTING, INC.	56678	12/12/2012	ENG	440.74.5900.740.30340	15,292.25
BOLTON & MENK, INC.	0151386	12/12/2012	SEPT SERVICES	440.74.5900.740.30300	17,822.50
BOLTON & MENK, INC.	0152086	12/12/2012	2012-IMP 65TH ST	440.74.5900.740.30300	5,325.00
BRAUN INTERTEC CORPORATION	359295	12/12/2012	PROJECT BL1000834C	440.74.5900.740.30300	529.79
COMMISSIONER OF TRANSPORTATION	P00001158	12/12/2012	ENG	440.74.5900.740.30700	489.76
DOCUNET CORPORATION	9/31/12	12/31/2012	9/1/12-9/31/12	440.74.5900.740.50030	376.04
DOCUNET CORPORATION	9/31/12	12/31/2012	9/1/12-9/31/12	440.74.5900.740.50030	377.71
GORMAN SURVEYING, INC	7760E	12/19/2012	SOUTH GROVE RECON AREA 6	440.74.5900.740.30320	1,812.50
GORMAN SURVEYING, INC	6422	12/19/2012	2008 SOUTH GROVE RECON	440.74.5900.740.30320	95.08
MN DEPT OF TRANSPORTATION	P00001279	12/31/2012	0000001298	440.74.5900.740.30700	211.01
<b>Fund: 440 - PAVEMENT MANAGEMENT PROJ</b>					<b>44,118.04</b>
BROCK WHITE COMPANY LLC	12278634-01	12/31/2012	6481	441.74.5900.741.40066	302.44
DAKOTA CTY FINANCIAL SVCS	00004607	12/31/2012	P0001753	441.74.5900.741.40066	2,126.80
<b>Fund: 441 - STORM WATER MANAGEMENT</b>					<b>2,429.24</b>
DOCUNET CORPORATION	9/31/12	12/31/2012	9/1/12-9/31/12	446.74.5900.746.50030	459.58
WSB & ASSOCIATES, INC.	6 A	12/12/2012	OCT SERVICES	446.74.5900.746.30300	428.00
WSB & ASSOCIATES, INC.	12/28/12 7	12/31/2012	02108-000	446.74.5900.746.30300	778.75
<b>Fund: 446 - NW AREA</b>					<b>1,666.33</b>
ACE PAINT & HARDWARE	510427/5	12/19/2012	501126	501.50.7100.512.60016	7.47
BADGER STATE INSPECTION, LLC	100042	12/27/2012	WI 1054	501.50.7100.512.30300	1,100.00
BRY-AIR INC	65146	12/27/2012	12/21/12	501.50.7100.512.60016	894.68
CAT-PERSONAL SAFETY TRAINING	11356	12/31/2012	10/31/12	501.50.7100.512.60045	45.00
CITY OF BLOOMINGTON	12/1/12-12/27/12	12/31/2012	12/1/12-12/27/12	501.50.7100.512.30700	400.00
DAKOTA AGGREGATES, LLC.	6009746	12/12/2012	9021	501.50.7100.512.60016	472.02
DAKOTA CTY FINANCIAL SVCS	00004607	12/31/2012	P0001753	501.50.7100.512.30700	2,126.80
DALCO CORPORATION	2550894	12/31/2012	1/0001020261	501.50.7100.512.60011	150.89
DIVERSE MACHINE WORKS	28786	12/27/2012	12/14/12	501.50.7100.512.40043	425.00
HACH COMPANY	8082521	12/31/2012	255136	501.50.7100.512.60019	1,075.04
HACH COMPANY	8084944	12/31/2012	255136	501.50.7100.512.60019	990.54
HAWKINS, INC.	3417426	12/27/2012	1650504	501.50.7100.512.60019	569.00
HAWKINS, INC.	3418331	12/27/2012	1653934	501.50.7100.512.60019	4,834.94
HD SUPPLY WATERWORKS LTD	5930181	12/27/2012	099872	501.50.7100.512.75500	471.59
HOME DEPOT CREDIT SERVICES	12/13/12 6035 3225 0269 1268	12/27/2012	6035 3225 0269 1268	501.50.7100.512.60016	49.89
KAT-KEY'S LOCK & SAFE CO.	101313	12/27/2012	12/10/12	501.50.7100.512.40040	515.01
KAT-KEY'S LOCK & SAFE CO.	101612	12/27/2012	12/18/12	501.50.7100.512.40040	110.00
M & J SERVICES, LLC	332	12/19/2012	WATER DEPT	501.50.7100.512.40043	1,196.20
MCGOUGH CONSTRUCTION	11/26/12	12/31/2012	HYDRANT PERMIT REFUND	501.207.2070300	(49.88)
MCGOUGH CONSTRUCTION	11/26/12	12/31/2012	HYDRANT PERMIT REFUND	501.50.0000.3813000	(700.00)
MCGOUGH CONSTRUCTION	12/2/12 A	12/12/2012	DUPL PAYMENT 3 WATER METERS & TAX	501.50.0000.3814000	581.25
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	501.207.2070300	103.19
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	501.207.2070200	1,377.47
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	501.50.7100.512.60016	57.17
MN GLOVE & SAFETY, INC.	267932	12/19/2012	112.98	501.50.7100.512.60045	112.98
MN GLOVE & SAFETY, INC.	267933	12/19/2012	UTILITIES	501.50.7100.512.60045	89.98
MN GLOVE & SAFETY, INC.	267934	12/19/2012	UTILITIES	501.50.7100.512.60045	89.97
MN GLOVE & SAFETY, INC.	267935	12/19/2012	UTILITIES	501.50.7100.512.60045	89.98
MN GLOVE & SAFETY, INC.	267991	12/27/2012	077595	501.50.7100.512.60045	74.80
MN GLOVE & SAFETY, INC.	268211	12/27/2012	d08845	501.50.7100.512.60045	97.98
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	501.50.7100.512.20620	33.16
MN POLLUTION CONTROL AGENCY	CONFERENCE/SEMINAR 2013	01/03/2013	D. MCMANUS, D. HELLING, E. KRAMER, A	501.50.7100.512.50080	1,200.00
MN POLLUTION CONTROL AGENCY	D. HELLING EXAM 1/25/13	01/03/2013	D. HELLING EXAM 1/25/13	501.50.7100.512.50080	55.00
MN POLLUTION CONTROL AGENCY	E. KRAMER 1/25/13 EXAM	01/03/2013	E. KRAMER 1/25/13 EXAM	501.50.7100.512.50080	55.00
NORTHWEST ASPHALT, INC.	12/14/12	12/31/2012	HYDRANT PERMIT REFUND	501.207.2070300	(10.40)
NORTHWEST ASPHALT, INC.	12/14/12	12/31/2012	HYDRANT PERMIT REFUND	501.50.0000.3813000	(146.00)
OTIS ELEVATOR COMPANY	CL65002113	12/27/2012	283520	501.50.7100.512.40040	1,729.61
PETTY CASH	12/26/12	12/27/2012	12/26/12 PETTY CASH	501.50.7100.512.30700	10.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHERWIN-WILLIAMS	3520-3	12/31/2012	6682-5453-5	501.50.7100.512.40040	53.23
SHORT ELLIOTT HENDRICKSON, INC.	262592	12/12/2012	4340	501.50.7100.512.30300	3,570.00
SHORT ELLIOTT HENDRICKSON, INC.	263552	12/31/2012	4340	501.50.7100.512.30300	8,330.00
SPRINT	842483314-133	12/31/2012	842483314	501.50.7100.512.50020	257.26
TGO TECHNOLOGIES INC	1944	12/27/2012	12/19/12	501.50.7100.512.40042	1,611.78
TKDA	002012003692	12/27/2012	0014026.007	501.50.7100.512.30700	1,374.33
TRACTOR SUPPLY CREDIT PLAN	12/4/12 A	12/19/2012	UTILITIES	501.50.7100.512.60016	12.30
VIKING ELECTRIC SUPPLY	6932926	12/27/2012	1376	501.50.7100.512.60016	27.96
VIKING INDUSTRIAL CENTER	314528	12/31/2012	103155	501.50.7100.512.60065	246.80
WOODS CONSTRUCTION & CARPENTRY, INC	12/26/12	12/31/2012	WATER TOWER DOOR	501.50.7100.512.40040	3,998.40
XCEL ENERGY	349176411	12/27/2012	51-6098709-7	501.50.7100.512.40020	23.32
XCEL ENERGY	349176411	12/27/2012	51-6098709-7	501.50.7100.512.40010	1,035.95
XCEL ENERGY	349176411	12/27/2012	51-6098709-7	501.50.7100.512.40020	12,348.12
<b>Fund: 501 - WATER UTILITY FUND</b>					<b>53,174.78</b>
DAKOTA CTY TREASURER	NOVEMBER 2012	12/19/2012	NOVEMBER 2012	502.207.2070100	40.00
METROPOLITAN COUNCIL	0001004555	01/03/2013	5084	502.51.7200.514.40015	128,384.95
METROPOLITAN COUNCIL	0001006698	01/09/2013	5084	502.51.7200.514.40015	128,384.95
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	502.51.7200.514.20620	23.40
VIKING INDUSTRIAL CENTER	314528	12/31/2012	103155	502.51.7200.514.60065	500.00
XCEL ENERGY	349176411	12/27/2012	51-6098709-7	502.51.7200.514.40020	926.35
<b>Fund: 502 - SEWER UTILITY FUND</b>					<b>258,259.65</b>
ACCOLADE USA INC.	137288-51	12/31/2012	129309	503.52.8200.523.76200	1,018.76
ARAMARK REFRESHMENT SERVICES	1054272	01/09/2013	6013-48128X	503.52.8300.524.40042	68.08
CUB FOODS	11/17/12	12/18/2012	ELAN CC 12/18/12	503.52.8300.524.76050	56.75
CUB FOODS	11/20/12	12/18/2012	ELAN CC 12/18/12	503.52.8300.524.76050	27.94
DAKOTA ELECTRIC ASSN	11/27/12 201360-5	12/12/2012	GOLF COURSE	503.52.8600.527.40020	237.28
DAKOTA ELECTRIC ASSN	12/27/12 201360-5	12/31/2012	201360-5	503.52.8600.527.40020	191.61
DEX MEDIA EAST	12/20/12 110360619	12/31/2012	110360619	503.52.8500.526.50025	73.25
G & K SERVICES	1182256205	12/12/2012	GOLF COURSE	503.52.8600.527.60045	99.45
G & K SERVICES	1182267378	12/19/2012	17194	503.52.8600.527.60045	99.45
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	503.52.8500.526.30550	16.00
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	503.52.8000.521.30550	48.00
JOHN DEERE FINANCIAL	P35879	12/31/2012	INVER001	503.52.8600.527.40042	84.67
JOHN DEERE LANDSCAPES/LESCO	63206623	12/12/2012	269520	503.52.8600.527.60030	80.16
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	503.207.2070300	2,781.75
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	503.52.8600.527.20620	28.19
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	503.52.8500.526.20620	16.34
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	503.52.8000.521.20620	(18.12)
MN NURSERY & LANDSCAPING ASSN	11/28/12	12/18/2012	ELAN CC 12/18/12	503.52.8600.527.50080	297.00
MN NURSERY & LANDSCAPING ASSN	11/28/12	12/18/2012	ELAN CC 12/18/12	503.52.8600.527.50070	288.00
NAPA AUTO PARTS - WOODBURY	321371	12/12/2012	GOLF COURSE	503.52.8600.527.40042	6.66
PINKY'S SEWER SERVICE INC	31495	12/12/2012	GOLF COURSE	503.52.8600.527.40015	360.00
SOUTH BAY DESIGN	010113	01/09/2013	JANUARY 2013 QUARTERLY FEE	503.52.8500.526.50025	255.00
SOUTH SUBURBAN RENTAL INC	0325703	12/12/2012	GOLF COURSE	503.52.8600.527.40050	120.62
TARGET-IGH	11/8/12	12/18/2012	ELAN CC 12/18/12	503.52.8300.524.76050	30.68
TDS METROCOM	12/13/12 651 457 3667	12/19/2012	651 457 3667	503.52.8500.526.50020	261.76
TWIN CITY SAW	A 18960	12/12/2012	GOLF COURSE	503.52.8600.527.40042	49.50
USGA	2013 MEMBERSHIP	01/09/2013	2013 MEMBERSHIP	503.52.8500.526.50070	110.00
XCEL ENERGY	348110415	12/19/2012	51-5877512-1	503.52.8600.527.40020	16.82
XCEL ENERGY	348807921	12/27/2012	51-5754364-1	503.52.8500.526.40020	1,013.49
XCEL ENERGY	348807921	12/27/2012	51-5754364-1	503.52.8600.527.40010	213.35
XCEL ENERGY	348807921	12/27/2012	51-5754364-1	503.52.8500.526.40010	72.26
<b>Fund: 503 - INVER WOOD GOLF COURSE</b>					<b>8,004.70</b>
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	602.00.2100.415.30550	0.63
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	602.00.2100.415.20620	1.36
<b>Fund: 602 - RISK MANAGEMENT</b>					<b>1.99</b>
ABM EQUIPMENT & SUPPLY	0134580-IN	12/31/2012	0114978	603.00.5300.444.40041	619.19
ACE PAINT & HARDWARE	514155/5	12/19/2012	12/12/12	603.00.5300.444.40041	20.31
ACE PAINT & HARDWARE	514167/5	12/19/2012	12/13/12	603.00.5300.444.40041	19.45
ACE PAINT & HARDWARE	514306/5	12/31/2012	12/27/12	603.00.5300.444.40040	10.68
ARAMARK UNIFORM SERVICES	629-7626612	12/31/2012	15353001	603.00.5300.444.40065	68.12
ARAMARK UNIFORM SERVICES	629-7626612	12/31/2012	15353001	603.00.5300.444.60045	23.18
ARAMARK UNIFORM SERVICES	629-7636214	12/19/2012	PUBLIC WORKS	603.00.5300.444.60045	26.73
ARAMARK UNIFORM SERVICES	629-7636214	12/19/2012	PUBLIC WORKS	603.00.5300.444.40065	75.91
ARAMARK UNIFORM SERVICES	629-7641030	12/19/2012	PUBLIC WORKS	603.00.5300.444.40065	75.91
ARAMARK UNIFORM SERVICES	629-7641030	12/19/2012	PUBLIC WORKS	603.00.5300.444.60045	26.73
ARAMARK UNIFORM SERVICES	629-7650598	12/31/2012	792069636	603.00.5300.444.60045	26.73
ARAMARK UNIFORM SERVICES	629-7650598	12/31/2012	792069636	603.00.5300.444.40065	75.91
ARAMARK UNIFORM SERVICES	629-7645831	12/27/2012	792069636	603.00.5300.444.40065	75.91
ARAMARK UNIFORM SERVICES	629-7645831	12/27/2012	792069636	603.00.5300.444.60045	43.68

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARAMARK UNIFORM SERVICES	629-7655402	01/09/2013	792069636	603.00.5300.444.60045	26.73
ARAMARK UNIFORM SERVICES	629-7655402	01/09/2013	792069636	603.00.5300.444.40065	75.91
CARQUEST AUTO PARTS STORES	1596-186922	12/19/2012	614420	603.00.5300.444.40041	31.25
CARQUEST AUTO PARTS STORES	1596-186922	12/19/2012	614420	603.140.1450050	11.81
CARQUEST AUTO PARTS STORES	1596-187401	12/19/2012	614420	603.00.5300.444.40041	121.10
CARQUEST OF MSP-ROSEMOUNT	1596-187395	12/12/2012	614420	603.00.5300.444.40041	57.69
CARQUEST OF MSP-ROSEMOUNT	1596-187604	12/27/2012	614420	603.00.5300.444.40041	52.81
CARQUEST OF MSP-ROSEMOUNT	1596-187645	12/19/2012	614420	603.00.5300.444.40041	35.90
CARQUEST OF MSP-ROSEMOUNT	1596-187650	12/12/2012	614420	603.140.1450050	15.48
CARQUEST OF MSP-ROSEMOUNT	1596-187678	12/19/2012	614420	603.00.5300.444.60040	14.19
CARQUEST OF MSP-ROSEMOUNT	1596-187703	12/19/2012	614420	603.00.5300.444.60012	14.14
CARQUEST OF MSP-ROSEMOUNT	1596-187710	12/19/2012	61420	603.00.5300.444.40041	34.16
CARQUEST OF MSP-ROSEMOUNT	1496-187793	12/19/2012	614420	603.00.5300.444.60012	18.17
CARQUEST OF MSP-ROSEMOUNT	1596-187784	12/19/2012	614420	603.00.5300.444.40041	143.98
CARQUEST OF MSP-ROSEMOUNT	1596-187952	12/19/2012	614420	603.140.1450050	30.95
CARQUEST OF MSP-ROSEMOUNT	1596-188001	12/19/2012	614420	603.140.1450050	7.37
CARQUEST OF MSP-ROSEMOUNT	1596-188061	12/19/2012	614420	603.00.5300.444.40041	20.72
CARQUEST OF MSP-ROSEMOUNT	1596-188103	12/19/2012	614420	603.00.5300.444.40041	20.72
CARQUEST OF MSP-ROSEMOUNT	1596-188128	12/19/2012	614420	603.140.1450050	37.56
CARQUEST OF MSP-ROSEMOUNT	1596-188202	12/19/2012	614420	603.140.1450050	14.50
CARQUEST OF MSP-ROSEMOUNT	1596-188345	12/27/2012	614420	603.140.1450050	16.41
CARQUEST OF MSP-ROSEMOUNT	1596-188347	12/27/2012	614420	603.00.5300.444.60040	8.15
CARQUEST OF MSP-ROSEMOUNT	1596-188351	12/27/2012	514420	603.00.5300.444.60040	24.36
CARQUEST OF MSP-ROSEMOUNT	1596-188355	12/31/2012	614420	603.00.5300.444.60012	58.24
CARQUEST OF MSP-ROSEMOUNT	1596-188361	12/27/2012	614420	603.00.5300.444.60012	3.38
CARQUEST OF MSP-ROSEMOUNT	1596-188372	12/27/2012	614420	603.00.5300.444.40041	31.40
CARQUEST OF MSP-ROSEMOUNT	1596-188628	12/31/2012	614420	603.140.1450050	32.87
CARQUEST OF MSP-ROSEMOUNT	1596-188628	12/31/2012	614420	603.00.5300.444.40041	22.43
CARQUEST OF MSP-ROSEMOUNT	1596-188630	12/31/2012	614420	603.00.5300.444.40041	13.59
CARQUEST OF MSP-ROSEMOUNT	1596-188646	12/31/2012	614420	603.00.5300.444.60012	27.84
CAT-PERSONAL SAFETY TRAINING	11358	12/31/2012	10/28/12	603.00.5300.444.60065	134.67
CENTENNIAL GLASS	12/6/12	12/19/2012	STREETS	603.00.5300.444.40041	203.87
COMMON SENSE BUILDING SERVICES, INC.	30351	12/31/2012	DECEMBER 2012	603.00.5300.444.40040	292.58
DALCO CORPORATION	2548612	12/27/2012	CUSTOMER 0001020261 ORDER 580J9/OC	603.00.5300.444.60012	25.65
DON PIEHL	348362	12/31/2012	12/26/12	603.00.5300.444.60040	801.14
EDGE MARKETING	12809	12/19/2012	STREETS	603.00.5300.444.60045	438.20
ELECTRIC FIRE & SECURITY	82067	12/12/2012	124570	603.00.5300.444.40040	113.55
ELECTRIC FIRE & SECURITY	82509	12/31/2012	125048	603.00.5300.444.40040	90.84
ELECTRIC FIRE & SECURITY	82582	12/31/2012	125230	603.00.5300.444.40040	140.27
EMERGENCY APPARATUS MAINTENANCE	65042	12/19/2012	SERVICE 65042	603.00.5300.444.40041	258.93
EMERGENCY APPARATUS MAINTENANCE	WK ORDER 65041	12/12/2012	FIRE	603.00.5300.444.40041	547.92
EMERGENCY APPARATUS MAINTENANCE	WK ORDER 65043	12/12/2012	FIRE	603.00.5300.444.40041	533.54
EMERGENCY APPARATUS MAINTENANCE	WK ORDER 65044	12/12/2012	FIRE	603.00.5300.444.40041	547.92
EMERGENCY APPARATUS MAINTENANCE	WK ORDER 65047	12/12/2012	FIRE	603.00.5300.444.40041	837.88
FACTORY MOTOR PARTS COMPANY	1-4041607	11/21/2012	STREETS	603.00.5300.444.40041	(25.65)
FACTORY MOTOR PARTS COMPANY	CM0000373	12/19/2012	STREETS	603.00.5300.444.40041	(12.83)
FACTORY MOTOR PARTS COMPANY	CM0000371	12/12/2012	10799	603.00.5300.444.40041	(12.83)
FACTORY MOTOR PARTS COMPANY	1-4048512	12/12/2012	10799	603.00.5300.444.40041	389.29
FACTORY MOTOR PARTS COMPANY	1-4048918	12/12/2012	10799	603.140.1450050	83.96
FACTORY MOTOR PARTS COMPANY	1-4048918	12/12/2012	10799	603.00.5300.444.40041	12.83
FACTORY MOTOR PARTS COMPANY	1-4058320	12/31/2012	3417675	603.00.5300.444.40041	(29.73)
FACTORY MOTOR PARTS COMPANY	1-4058693	12/27/2012	10799	603.00.5300.444.40041	(12.83)
FACTORY MOTOR PARTS COMPANY	1-4064861	12/31/2012	10799	603.00.5300.444.40041	345.27
FACTORY MOTOR PARTS COMPANY	1-4065254	12/31/2012	10799	603.00.5300.444.40041	434.75
FLEETPRIDE	51193400	12/12/2012	RICK	603.00.5300.444.40041	645.75
FORCE AMERICA, INC.	01396069	12/19/2012	366100	603.140.1450050	231.19
FORCE AMERICA, INC.	01396805	12/27/2012	147466	603.00.5300.444.40041	304.23
FORCE AMERICA, INC.	01396806	12/27/2012	147713	603.00.5300.444.40041	176.19
FORCE AMERICA, INC.	01396979	12/27/2012	147939	603.00.5300.444.40041	37.45
FORCE AMERICA, INC.	01397319	12/31/2012	148302	603.00.5300.444.40041	2,324.71
GENESIS EMPLOYEE BENEFITS, INC	17199	12/31/2012	COBRA	603.00.5300.444.30550	0.80
H&L MESABI	86562	12/31/2012	12/21/12	603.140.1450050	6,889.59
HANCO CORPORATION	650775	12/19/2012	STREETS	603.00.5300.444.60012	38.75
HOSE / CONVEYORS INC	00033197	12/31/2012	CIT300	603.00.5300.444.40041	84.22
INVER GROVE FORD	11/30/12	12/12/2012	921023	603.00.5300.444.40041	149.99
INVER GROVE FORD	5101373	12/19/2012	STREETS	603.00.5300.444.40041	21.12
INVER GROVE FORD	5101449	12/19/2012	STREETS	603.00.5300.444.40041	16.74
INVER GROVE FORD	5101491	12/19/2012	STREETS	603.00.5300.444.40041	7.24
INVER GROVE FORD	5101909	12/19/2012	12/11/12	603.00.5300.444.40041	52.30
INVER GROVE FORD	5102473	12/27/2012	12/18/12	603.00.5300.444.40041	442.11
INVER GROVE FORD	5103010	12/31/2012	12/27/12	603.00.5300.444.40041	337.63
INVER GROVE FORD	5103336	01/09/2013	1/2/12	603.00.5300.444.40041	(218.91)
INVER GROVE FORD	8103318	01/09/2013	1/2/13	603.00.5300.444.40041	218.91

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
I-STATE TRUCK CENTER	C242235482	12/19/2012	STREETS	603.00.5300.444.40041	25.68
KIMBALL MIDWEST	2737592	12/19/2012	222006	603.00.5300.444.60012	259.07
KIMBALL MIDWEST	2743816	12/27/2012	222006	603.00.5300.444.60012	32.68
KREMER SERVICES LLC	0000022132	12/19/2012	0000026316	603.00.5300.444.40041	100.24
LARSON COMPANIES	F-223200049 B	12/19/2012	14649	603.140.1450050	20.53
LITTLE FALLS MACHINE INC	00049863	12/27/2012	00012315	603.00.5300.444.40041	163.16
MASTER TRANSMISSION	216966	12/31/2012	3177	603.00.5300.444.40041	3,894.79
METRO JANITORIAL SUPPLY INC	11011922	12/27/2012	12/17/12	603.00.5300.444.60012	194.54
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	603.00.5300.444.50020	1.84
MN DEPT OF REVENUE	NOVEMBER 2012 PETROLEUM	12/19/2012	NOV	603.00.5300.444.60021	274.46
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	603.00.5300.444.20620	13.46
MOBILE KARMA	11/20/12	12/18/2012	ELAN CC 12/18/12	603.00.5300.444.50020	26.74
NELSON AUTO CENTER	F3165	12/12/2012	POLICE	603.00.5300.444.80700	26,783.82
OXYGEN SERVICE COMPANY, INC	07611126	12/31/2012	8	603.00.5300.444.60012	225.34
POMP'S TIRE SERVICE, INC.	450003503	12/27/2012	4502557	603.00.5300.444.40041	214.25
R & R CARPET SERVICE	4266	12/19/2012	STREETS	603.00.5300.444.40065	41.15
SECURITY ACCESS SYSTEMS INC	2561	12/27/2012	12/6/12	603.00.5300.444.40040	2,200.00
SHAPCO PRINTING	193294-01	12/19/2012	500 WORK ORDER PADS	603.00.5300.444.60065	235.68
SOUTH ST PAUL STEEL SUPPLY CO	01126014	12/27/2012	0100202	603.00.5300.444.60012	521.02
SPRINT	842483314-133	12/31/2012	842483314	603.00.5300.444.50020	103.22
TICKETEK	10/28/12 RETURN	12/18/2012	ELAN CC 12/18/12	603.00.5300.444.60021	(327.55)
TITAN MACHINERY	156712PC	12/27/2012	PT100 FAN/RICK 6239910	603.00.5300.444.40041	392.92
TOWMASTER TRAILERS INC	344100	12/19/2012	2946	603.00.5300.444.40041	255.19
TOXALERT INTERNATIONAL INC	15968	12/19/2012	RICK JACKSON	603.00.5300.444.40040	589.19
TRACTOR SUPPLY CREDIT PLAN	12/4/12	12/04/2012	STREETS	603.00.5300.444.60040	109.61
TRACTOR SUPPLY CREDIT PLAN	84301	12/19/2012	84301	603.00.5300.444.40041	235.66
TRACTOR SUPPLY CREDIT PLAN	84854	12/19/2012	84854	603.00.5300.444.40041	63.40
TRACTOR SUPPLY CREDIT PLAN	84858	12/19/2012	84858	603.00.5300.444.40041	15.61
TRACTOR SUPPLY CREDIT PLAN	95230	12/31/2012	12/17/12	603.00.5300.444.40041	11.87
TRACTOR SUPPLY CREDIT PLAN	96227	12/31/2012	12/17/12	603.00.5300.444.60040	51.39
TRENCHERS PLUS, INC.	IT77962	12/19/2012	R03634	603.00.5300.444.40041	67.37
WESTERN PETROLEUM COMPANY	97111393-41801	12/19/2012	112741	603.140.1450050	2,127.56
WESTERN PETROLEUM COMPANY	9711889-41601	12/27/2012	112741	603.00.5300.444.40041	91.74
XCEL ENERGY	346028121	12/19/2012	51-5279113-0	603.00.5300.444.40020	1,647.56
XCEL ENERGY	346028121	12/19/2012	51-5279113-0	603.00.5300.444.40010	278.96
XCEL ENERGY	349471704	12/19/2012	51-5279113-0	603.00.5300.444.40010	785.51
XCEL ENERGY	349471704	12/19/2012	51-5279113-0	603.00.5300.444.40020	1,474.78
YOCUM OIL COMPANY, INC.	527307	12/12/2012	502860	603.140.1450060	5,871.11
YOCUM OIL COMPANY, INC.	530394	12/31/2012	530394	603.140.1450060	11,958.62
YOCUM OIL COMPANY, INC.	530395	12/31/2012	502860	603.140.1450060	5,802.66
YOCUM OIL COMPANY, INC.	530396	12/31/2012	502860	603.140.1450060	3,697.92
YOCUM OIL COMPANY, INC.	532586	12/31/2012	502860	603.140.1450060	6,434.33
<b>Fund: 603 - CENTRAL EQUIPMENT</b>					<b>97,078.53</b>
COORDINATED BUSINESS SYSTEMS	CNIN105128	12/19/2012	4502512	604.00.2200.416.40050	123.75
COORDINATED BUSINESS SYSTEMS	CNIN107142	12/31/2012	573-521-00	604.00.2200.416.40050	371.25
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	604.00.2200.416.60010	7.28
OFFICEMAX INC	067277	12/27/2012	687054	604.00.2200.416.60005	54.93
OFFICEMAX INC	067277	12/27/2012	687054	604.00.2200.416.60010	70.96
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	604.00.2200.416.60010	7.62
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	604.00.2200.416.60005	381.81
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	604.00.2200.416.60010	179.28
S & T OFFICE PRODUCTS	12/1/12	12/31/2012	DECEMBER STATEMENT	604.00.2200.416.60010	11.19
<b>Fund: 604 - CENTRAL STORES</b>					<b>1,208.07</b>
BLOOMINGTON ELECTRIC CO.	00032473	12/31/2012	12/26/12	605.00.7500.460.40040	170.00
COMMON SENSE BUILDING SERVICES, INC.	30351	12/31/2012	DECEMBER 2012	605.00.7500.460.40040	3,717.55
CULLIGAN	12/31/12 157-98503022-8	12/31/2012	157-98503022-8	605.00.7500.460.60011	159.51
HILLYARD INC	600499852	12/19/2012	274069	605.00.7500.460.60011	388.97
HILLYARD INC	600512089	12/31/2012	274069	605.00.7500.460.60011	46.27
HOME DEPOT CREDIT SERVICES	3444963	11/21/2012	DENNIS HALVERSON	605.00.7500.460.60016	(21.06)
HORWITZ NS/I	C002487	12/12/2012	7146-R2	605.00.7500.460.40040	2,580.00
HORWITZ NS/I	W27233	12/31/2012	CTYOFIGH	605.00.7500.460.40040	394.25
HUEBSCH SERVICES	2989275	12/19/2012	10075	605.00.7500.460.40065	102.03
HUEBSCH SERVICES	2996314	12/31/2012	100075	605.00.7500.460.40065	102.03
HUEBSCH SERVICES	3003775	01/09/2013	100075	605.00.7500.460.40065	102.03
INTEGRA TELECOM	10432930	12/31/2012	887115	605.00.7500.460.50020	1,032.45
INTEGRA TELECOM	120333970	12/31/2012	002129	605.00.7500.460.40040	483.69
KENNEDY & GRAVEN	111722	12/12/2012	NV125-00045	605.00.7500.460.40040	8,740.45
LONE OAK COMPANIES	12/27/12 FIX ERROR	12/27/2012	HOLD CHECK FOR RECON	605.00.7500.460.50035	1,370.80
LONE OAK COMPANIES	12/28/12	12/28/2012	POSTAGE UTILITY BILLING 12/28/12	605.00.7500.460.50035	2,174.28
LONE OAK COMPANIES	12/28/12 B	12/28/2012	POSTAGE UTILITY BILLS	605.00.7500.460.50035	490.05
MAS COMMUNICATIONS	1065	01/09/2013	MONITOR 1 QTR	605.00.7500.460.40040	50.02

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MINNESOTA ELEVATOR, INC	262514	12/31/2012	5395	605.00.7500.460.40040	226.00
MN BUREAU-CRIM. APPREHENSION	12/18/12	12/19/2012	CHECK REQUEST	605.00.7500.460.30700	43.00
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	605.00.7500.460.20620	5.41
P&D MECHANICAL CONTRACTING CO.	9051	12/31/2012	11/30/12	605.00.7500.460.40040	720.00
SAM'S CLUB	12/23/12 7715 0900 6358 0633	12/31/2012	7715 0900 6358 0633	605.00.7500.460.60011	85.65
TDS METROCOM	12/13/12 651 451 1944	12/19/2012	651 451 1944	605.00.7500.460.50020	259.96
USA MOBILITY WIRELESS INC	V0317493L	12/19/2012	0317493-5	605.00.7500.460.40065	9.92
USA MOBILITY WIRELESS INC	W0317493A	12/31/2012	0317493-5	605.00.7500.460.40065	4.89
XCEL ENERGY	346028121	12/19/2012	51-5279113-0	605.00.7500.460.40020	6,557.41
XCEL ENERGY	349471704	12/19/2012	51-5279113-0	605.00.7500.460.40020	6,023.05
ZEE MEDICAL SERVICE	54181620	12/27/2012	11/6/12	605.00.7500.460.60065	295.69
ZEE MEDICAL SERVICE	54181676	12/27/2012	11/21/12	605.00.7500.460.60065	72.14
ZEE MEDICAL SERVICE	54181727	12/27/2012	12/3/12	605.00.7500.460.60065	80.43
<b>Fund: 605 - CITY FACILITIES</b>					<b>36,466.87</b>
ADVANCED TECHNOLOGY SYSTEMS, INC.	67508	12/12/2012	DIANE EASTON	606.00.1400.413.60010	729.62
ADVANCED TECHNOLOGY SYSTEMS, INC.	67673	12/31/2012	12/20/12	606.00.1400.413.60010	314.60
APPLE STORE	11/14/12	12/18/2012	ELAN CC 12/18/12	606.00.1400.413.60041	267.11
AT & T MOBILITY	28723771092X12122012	12/19/2012	28723771092	606.00.1400.413.50020	26.35
BEST BUY - INVER GROVE HEIGHTS	11/9/12	12/18/2012	ELAN CC 12/18/12	606.00.1400.413.60041	160.61
BEST BUY - INVER GROVE HEIGHTS	11/15/12	12/18/2012	ELAN CC 12/18/12	606.00.1400.413.60041	39.62
CIVICPLUS	103750	01/03/2013	JANUARY - MARCH 2013	606.00.1400.413.30700	2,257.20
DASCOM SYSTEMS GROUP LLC	S002972	12/31/2012	0000061360	606.00.1400.413.40044	262.50
DELL MARKETING	XFXPPP634	12/19/2012	ORDER 205537638	606.00.1400.413.40049	527.86
EASTON, DIANE	DECEMBER PARKING REIMBURS	12/19/2012	REIMBURSEMENT - PARKING	606.00.1400.413.50080	45.48
GTS	1041027-48686941	12/27/2012	4868941	606.00.1400.413.50080	1,360.00
LOGISOLVE LLC	45100	12/12/2012	STORM WATER	606.00.1400.413.30700	263.50
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	606.00.1400.413.20620	13.00
NEW HORIZONS COMPUTER LEARNING CTR	INV-83790-BX3DVD	12/31/2012	11/30/12	606.00.1400.413.50080	1,382.50
O'DONNELL, SCOTT	12/4/12-12/6/12	12/19/2012	REIMBURSE-PARKING	606.00.1400.413.50065	45.48
OFFICE MAX-IGH	11/2/12	12/18/2012	ELAN CC 12/18/12	606.00.1400.413.60041	14.98
OFFICE OF ENTERPRISE TECHNOLOGY	DV12110443	12/19/2012	CITY HALL	606.00.1400.413.30750	311.81
SPRINT	842483314-133	12/31/2012	842483314	606.00.1400.413.50020	50.07
WORKS COMPUTING, INC.	19073	12/19/2012	9/13/12-10/12/12	606.00.1400.413.30700	945.00
<b>Fund: 606 - TECHNOLOGY FUND</b>					<b>9,017.29</b>
AMAZING GRACE LUTHERN CHURCH	12/20/12	12/31/2012	ESCROW RELEASE 702.229.2292100	702.229.2292100	1,500.00
ARAMARK REFRESHMENT SERVICES	79949	12/12/2012	39398	702.229.2286500	94.17
BARR ENGINEERING COMPANY	23190218.00-207	12/31/2012	10/6/12-11/2/12	702.229.2294000	3,829.98
BOTACH TACTICAL	11/20/12	12/18/2012	ELAN CC 12/18/12	702.229.2291000	119.90
BRIO BRASS	12/10/12	12/12/2012	HOLIDAY ON MAIN ST	702.229.2307200	425.00
BUCA DIBEPP0	12/19/12	12/19/2012	HOLIDAY LUNCHEON	702.229.2290200	1,934.54
COSTUME CHARACTERS	12/10/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	990.00
CULLIGAN	12/31/12 157-98473242-8	12/31/2012	157-98473242-8	702.229.2286300	110.34
DEAN JOHNSON CONSTRUCTION	12/20/12 ESCROW RELEASE	12/27/2012	ESCROW BALANCE ACCOUNT 702.229.2292100	702.229.2295100	30,115.09
DOMINICKS PIZZA	12/2/12	12/12/2012	HOLIDAY ON MAIN ST	702.229.2307200	269.23
DOUBLE TAPS INC	12 16	12/12/2012	POLICE	702.229.2291000	926.63
EARL F ANDERSEN INC	0101068-IN	12/26/2012	0004094	702.229.2289901	879.87
EHLERS AND ASSOCIATES, INC.	345623	12/12/2012	MGT ARGENTA HILLS	702.229.2283800	195.00
EMMONS & OLIVIER RESOURCES	00095-0035-11	12/27/2012	IGH 2012 CONSTRUCTION OBSERVATION	702.229.2289901	26.25
EMMONS & OLIVIER RESOURCES	00095-0035-11	12/27/2012	IGH 2012 CONSTRUCTION OBSERVATION	702.229.2282200	2,940.00
EMMONS & OLIVIER RESOURCES	00095-0035-11	12/27/2012	IGH 2012 CONSTRUCTION OBSERVATION	702.229.2284600	4,344.95
HEMKER PARK & ZOO	12/10/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	825.00
IGH DEVELOPMENT LLC	12/19/12	01/03/2013	ESCROW RELEASE 7022292284500	702.229.2284500	15,445.82
KLEIN, WILLIAM	12/16/12	12/19/2012	REIMBURSE-HOLIDAY ON MAIN STREET	702.229.2307200	123.43
L&D SIGN INC	12/31/12	01/03/2013	ESCROW RELEASE 7022292282001	702.229.2282001	1,000.00
LA DONNAY	12/19/12 ESCROW RELEASE	12/27/2012	ESCROW BALANCE ACCOUNT 702.229.2294400	702.229.2294400	30,767.54
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	702.229.2288701	22.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	702.229.2284901	2,534.00
LEVANDER, GILLEN & MILLER P.A.	11/30/12-A	12/12/2012	CITY HALL	702.229.2283800	3,553.60
LILLIE SUBURBAN NEWSPAPERS	11/29/12	12/19/2012	001363	702.229.2290301	21.88
MAX STEININGER, INC.	12/14/12	12/19/2012	ESCROW BALANCE	702.229.2289600	1,749.12
MCGOUGH CONSTRUCTION	11/26/12	12/31/2012	HYDRANT PERMIT REFUND	702.229.2294300	1,000.00
MN DEPT OF REVENUE	NOVEMBER 2012 SALES AND US	12/19/2012	NOVEMBER 2012 SALES AND USE TAX	702.229.2291000	8.24
NORTHWEST ASPHALT, INC.	12/14/12	12/31/2012	HYDRANT PERMIT REFUND	702.229.2294300	1,000.00
OLD WORLD PIZZA	12/2/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	246.97
ORIENTAL TRADING COMPANY, INC.	654614182-01	12/19/2012	11/28/12	702.229.2307200	456.81
PAPA JOHN'S PIZZA	12/2/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	115.00
PIZZA MAN	12/2/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	260.00
SAM'S CLUB	12/23/12 7715 0900 6160 6950	12/31/2012	7715 0900 6160 6950	702.229.2307200	68.38
SAM'S CLUB	12/23/12 7715 0900 6160 6950	12/31/2012	7715 0900 6160 6950	702.229.2307200	464.91
SAM'S CLUB	12/23/12 7715 0900 6160 6950	12/31/2012	7715 0900 6160 6950	702.229.2307200	39.39
SAM'S CLUB	12/23/12 7715 0900 6184 5624	12/31/2012	7715 0900 6184 5624	702.229.2290200	145.31

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTH EAST TOWING	12-3892	01/03/2013	CASE #12-3892	702.229.2291000	200.00
STONE COTTAGE CONSTRUCTION, INC.	21915 ESCROW REFUND	01/09/2013	1949 77TH ST W ESCROW REFUND	702.229.2299800	2,500.00
TARGET CORPORATION	12/18/12 00028954117	12/31/2012	00028954117	702.229.2307200	40.01
TURITTO'S PIZZA	12/2/12	12/12/2012	HOLIDAY ON MAIN STREET	702.229.2307200	250.00
TWIN CITY TROLLEYS-MINNEAPOLIS	11/28/12	12/31/2012	HOM TROLLEY RIDES	702.229.2307200	200.00
WASHINGTON COUNTY COURT ADMIN	11300414	01/09/2013	CONNOR PAUL MCGILLIVRAY	702.229.2291000	150.00
WIPAIRE	12/19/12 ESCROW BALANCE	12/19/2012	ESCROW BALANCE	702.229.2288001	1,228.12
<b>Fund: 702 - ESCROW FUND</b>					<b>113,116.48</b>
JR'S APPLIANCE DISPOSAL	80092	12/27/2012	11/26/12	703.43.5500.446.40025	81.00
MN LIFE INSURANCE CO	JAN 2013	01/09/2013	POLICY 0027324	703.43.5500.446.20620	1.47
<b>Fund: 703 - LANDFILL ABATEMENT</b>					<b>82.47</b>
<b>Grand Total</b>					<b>1,726,159.57</b>

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

**Consider Final Compensating Change Order No. 4, Final Pay Voucher No. 10, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2011-09D – South Grove Urban Street Reconstruction – Area 6.**

Meeting Date: January 14, 2013  
 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

SB

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, MSA Funds, Water Fund, Sewer Fund

**PURPOSE/ACTION REQUESTED**

Consider Final Compensating Change Order No. 4, Final Pay Voucher No. 10, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2011-09D – South Grove Urban Street Reconstruction – Area 6.

**SUMMARY**

The improvements were ordered as part of the 2011 Pavement Management Program. The contract was awarded in the amount of \$2,661,044.70 to S. M. Hentges and Sons, Inc. on May 9, 2011 for City Project No. 2011-09D South Grove Urban Street Reconstruction, Area 6.

The contractor has completed the work through December 31, 2012 in accordance with the contract plans and specifications. The Final Compensating Change Order No. 4, in the amount of (\$384,809.42) is to balance the final contract amount with the final work completed to date.

I recommend approval of the Final Compensating Change Order No. 4 in the amount of (\$384,809.42) (for a final contract amount of \$2,277,622.75), approval of Final Pay Voucher No. 10 in the amount of \$37,181.33, acceptance of the Engineer's Final Report, and approval of the Resolution Accepting Work for work on City Project No. 2011-09D – South Grove Urban Street Reconstruction Area 6.

TJK/kf

- Attachments: Final Compensating Change Order No. 4  
 Final Pay Voucher No. 10  
 Engineer's Final Report  
 Resolution Accepting Work

CITY OF INVER GROVE HEIGHTS  
CONSTRUCTION PAY VOUCHER

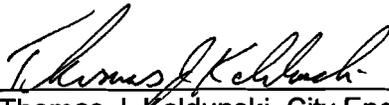
ESTIMATE NO: 10 (Final)  
DATE: January 14, 2013  
PERIOD ENDING: December 31, 2012  
CONTRACT: 2011 Pavement Management Program  
PROJECT NO: 2011-09D – Urban Street Reconstruction - South Grove Area 6

TO: S. M. Hentges and Sons, Inc.  
650 Quaker Ave.  
Jordan, MN 55352

Original Contract Amount ..... \$2,661,044.70  
Total Addition (Change Order No. 1 and 2).....\$17,542.53  
Total Deduction (Change Order No. 3 and 4) .....(\$400,964.48)  
Total Contract Amount.....\$2,277,622.75  
Total Value of Work to Date.....\$2,277,622.75  
Less Retained (0%) .....\$0.00  
Less Previous Payment.....\$2,240,441.42  
Total Approved for Payment this Voucher.....\$37,181.33  
Total Payments including this Voucher .....\$2,277,622.75

**Approvals:**

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

Signed by:  January 14, 2013  
Thomas J. Kaldunski, City Engineer

Signed by: \_\_\_\_\_  
S. M. Hentges and Sons, Inc. Date

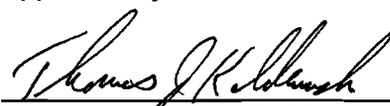
Signed by: \_\_\_\_\_  
George Tourville, Mayor January 14, 2013

**FINAL COMPENSATING CHANGE ORDER NO. 4**

**2011 PAVEMENT MANAGEMENT PROGRAM  
CITY PROJECT NO. 2011-09D  
URBAN STREET RECONSTRUCTION – SOUTH GROVE AREA 6**

<p>Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077</p> <p>Contractor: S. M. Hentges and Sons, Inc. 650 Quaker Avenue Jordan, MN 55352</p>	<p>Date of Issuance: January 4, 2013</p> <p>Engineer: City Engineer</p>
<p><b><u>PURPOSE OF CHANGE ORDER</u></b></p> <p>See attached.</p>	
<p><b>CHANGE IN CONTRACT PRICE</b></p>	<p><b>CHANGE IN CONTRACT TIME</b></p>
Original Contract Price: \$2,661,044.70	Original Contract Time:
Previous Change Orders \$1387.47	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$2,662,432.17	Contract Time Prior to this Change Order
Net Increase (Decrease) of this Change Order (\$384,809.42)	Net Increase (Decrease) of this Change Order
Contract Price with all Approved Change Orders \$2,277,622.75	Contract Time with Approved Change
Recommended By:  Nick Hahn, Engineering Technician	Approved By: _____ S. M. Hentges and Sons, Inc.

Approved By:

  
Thomas J. Kaldunski, City Engineer

Approved By:

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

Date of Council Action:

January 14, 2013

**ATTACHMENT TO FINAL COMPENSATING CHANGE ORDER NO. 4**  
**CITY PROJECT NO. 2011-09D – URBAN STREET RECONSTRUCTION**  
**SOUTH GROVE AREA 6**

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 the Final Payment Voucher form. The amount is calculated as follows:

Total Value of work completed to date	\$2,277,622.75
Contract amount to date	\$2,662,432.17
<b>Compensating Change Order Amount</b>	<b>(\$384,809.42)</b>

**Total of Change Order Number 4 (\$384,809.42)**

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

ENGINEER'S REPORT OF FINAL ACCEPTANCE

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

January 14, 2013

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 S. M. Hentges and Sons, Inc. 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	\$2,661,044.70
CHANGE ORDER (Deduction)	(\$383,421.95)
FINAL CONTRACT AMOUNT	\$2,277,622.75
FINAL VALUE OF WORK	\$2,277,622.75
PREVIOUS PAYMENTS	\$2,240,441.42
BALANCE DUE	\$37,181.33

Sincerely,



Thomas J. Kaldunski, P.E.  
City Engineer

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

**RESOLUTION ACCEPTING WORK OF S. M. HENTGES AND SONS, INC. AND AUTHORIZING  
FINAL PAYMENT IN THE AMOUNT OF \$37,181.33**

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

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

**WHEREAS**, pursuant to a written contract with the City of Inver Grove Heights dated May 9, 2011, S. M. Hentges and Sons, Inc., satisfactorily completed improvements and appurtenances for the 2011 Pavement Management Program, City Project No. 2011-09D – Urban Street Reconstruction South Grove – Area 6.

**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 14<sup>th</sup> day of January, 2013.

AYES:  
NAYS:

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

ATTEST:

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Final Compensating Change Order No. 1, Final Pay Voucher No. 2, Engineer's Final Report, and Resolution Accepting Work to Gartzke Construction, Inc. for City Project No. 2012-09D – Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court, for Borden Way Back Yard Storm Sewer Improvements

Meeting Date: January 14, 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

DK  
SOT 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. 1, Final Pay Voucher No. 2, Engineer's Final Report, and Resolution Accepting Work to Gartzke Construction, Inc. for City Project No. 2012-09D – Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court, for Borden Way Back Yard Storm Sewer Improvements.

SUMMARY

The improvements were ordered as part of the 2012 Pavement Management Program. The contract was awarded in the amount of \$23,149.14 to Gartzke Construction Inc., on August 13, 2012 for City Project No. 2012-09D – Urban Street Reconstruction, 65<sup>th</sup> Street Neighborhood and Cahill Court, for Borden Way Back Yard Storm Sewer Improvements.

Final Compensating Change Order No. 1 is to reconcile the fact that the contract cost to date came in \$300.00 less than the original contract amount.

I recommend approval Final Compensating Change Order No. 1 in the amount of (\$300) for a revised final contract amount of \$22,849.14, of Final Pay Voucher No. 2 in the amount of \$1,142.46, Engineer's Final Report, and Resolution Accepting Work to Gartzke Construction, Inc. for City Project No. 2012-09D – Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court, for Borden Way Back Yard Storm Sewer Improvements.

TJK/kf

- Attachments: Final Compensating Change Order No. 1
- Final Pay Voucher No. 2
- Engineer's Final Report
- Resolution Accepting Work

**FINAL COMPENSATING CHANGE ORDER NO. 1**

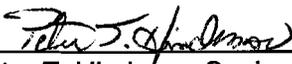
**CITY PROJECT 2012-09D**

**2012 URBAN STREET RECONSTRUCTION, 65TH STREET NEIGHBORHOOD  
AND CAHILL COURT FOR BORDEN WAY BACK YARD STORM SEWER IMPROVEMENTS**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: December 31, 2012
Contractor: Gartzke Construction 2177 Highland Drive Hastings, MN 55033	Engineer: City of Inver Grove Heights

The contract has been modified to include the following.

Final compensating amount to balance value of work completed and total payments made to contractor

<b>CHANGE IN CONTRACT PRICE</b>	<b>CHANGE IN CONTRACT TIME</b>
Original Contract Price: \$23,149.14	Original Contract Time:
Previous Change Orders \$ 0.00	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$23,149.14	Contract Time Prior to this Change Order
Net <u>Decrease</u> of this Change Order \$300.00	Net Increase (Decrease) of Change Order
Contract Price with all Approved Change Orders \$22,849.14	Contract Time with Approved Change Order
Recommended Approved	
By:  Peter T. Hindman, Senior Engineering Tech.	By: _____ Gartzke Construction

Approved By:

  
Thomas J. Kaldunski, City Engineer

Approved By:

George Tourville, Mayor

Date of Council Action

January 14, 2013



CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

ENGINEER'S REPORT OF FINAL ACCEPTANCE

CITY PROJECT NO. 2012-09D

2012 URBAN STREET RECONSTRUCTION, 65TH STREET NEIGHBORHOOD AND CAHILL  
COURT FOR BORDEN WAY BACK YARD STORM SEWER IMPROVEMENTS

January 14, 2013

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 with Gartzke Construction for City Project 2012-09D Borden Way backyard storm sewer improvements.

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 Amount .....	\$23,149.14
Total Addition .....	\$0.00
Total Deduction (Final Change Order No. 1).....	(\$300.00)
Total Contract Amount.....	\$22,849.14
Total Value of Work to Date.....	\$22,849.14
Less Previous Payment.....	\$21,706.68
Total Approved for Payment this Voucher .....	\$1,142.46
Total Payments including this Voucher .....	\$22,849.14

Sincerely,



Thomas J. Kaldunski, P.E.  
City Engineer

TJK/kf

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

**RESOLUTION ACCEPTING WORK OF GARTZKE CONSTRUCTION AND AUTHORIZING FINAL  
PAYMENT IN THE AMOUNT OF \$1,142.46**

**CITY PROJECT NO. 2012-09D**

**2012 URBAN STREET RECONSTRUCTION, 65TH STREET NEIGHBORHOOD AND CAHILL  
COURT FOR BORDEN WAY BACK YARD STORM SEWER IMPROVEMENTS**

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

**WHEREAS**, pursuant to a written contract with the City of Inver Grove Heights dated August 13, 2012, Gartzke Construction satisfactorily completed improvements and appurtenances for City Project No. 2012-09D – 2012 Urban Street Reconstruction, 65th Street Neighborhood and Cahill Court for Borden Way Back Yard Storm Sewer Improvements.

**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 14th day of January 2014.

AYES:

NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Kennedy, Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER ATTACHED RESOLUTION THAT AMENDS THE AND TABLE SETTING FORTH LICENSE FEES, ADMINISTRATIVE SERVICE FEES AND PERMIT FEES

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: JTeppen, Asst City Admin  
 Prepared by:  
 Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Amend the previously approved 2013 Fees table.

**SUMMARY** Each year Staff submits to Council recommendations on various license fees, administrative service fees and permit fees after internal review and review with what other Metro area cities are charging for the same things. Council adopted the 2013 Fees in November of 2012.

Staff was recently notified by the Minneapolis Police Department that they will be raising their per transaction charge for APS. As a requirement of the Pawnbrokers and Precious Metal License regulations, the Inver Grove Heights Police Department submits a transaction record to Minneapolis.

Minneapolis is raising the rates that they charge the City from \$0.60 per transaction to \$0.90 per transaction. We are responsible for not only submitting the transaction records, but in recordkeeping, and invoicing and mailing the Pawnbroker or Precious Metal Dealer.

Staff recommends that the Council raise the per transaction fee to \$1.90.

Attached is a resolution setting license, administrative and permit fees for 2013.

Type of License	Section of City Code Requiring License	License Expires	Fee (annual unless otherwise noted)
Garbage Collection	8-6-2	31-Dec	\$150.00 plus \$3.00 per truck
Dogs	5-4-2-1	April 30 two year lic	\$20 male/female \$12 spay/neuter
Non-Commercial Kennels	5-4-2-10	February 28 two year lic	\$100.00
Commercial Kennels		February 28 two year lic	\$500.00
Duplicate Dog ID Tag			\$1.00
Dog License Transfer Fee (to transfer ownership or from another City)			
Automobile Sales	4-5A-5	1 yr after date of issuance	1/2 cost of new license \$300 Class A \$100 Class B
Service Station	4-5B-4	31-Dec	\$60 first pump \$8 each add pump
Junk Yard	4 - 5C - 4	10-Jan	\$1,000
Contractor	4-6-2	31-Dec	\$50.00
Dance Halls	4-4-4	1-Jun	\$150 Public Hall \$75 Cabaret
Bowling Alleys	4-3-5	1 yr after date of issuance	\$50.00
Trade or Business	4-6-2	31-Dec	\$50.00
Pawnbroker	4-2-5	31-Dec	\$8,000
Saunas, Massage Parlors, Escort Services and Employees	4-8-5	31-Dec	Business License \$1,050 Personal Service \$400 Investigation \$250

Type of License	Section of City Code Requiring License	License Expires	Fee (annual unless otherwise noted)
Message Therapist	4 - 8A - 4	31-Dec	\$500 Initial Investigation of therapeutic massage business; includes investigation for one (1) massage therapist. \$100 annual license fee of therapeutic massage license business; includes annual license fee for one massage therapist. \$175 initial investigation of massage therapist. \$50 annual license fee for massage therapist
Peddler's License		31-Dec	\$50.00
Liquor:			
3.2 Beer	4 - 1C - 6	31-Dec	
On-Sale			\$350.00
Off-Sale	4 - 1A - 10	31-Dec	\$100.00
Temporary On Sale	4 - 1A - 17	Period not to exceed 7 days	\$25.00
Liquor:			
On-Sale	4 - 1A - 10	31-Dec	
Gross Annual Liquor Sales		Annual License Fee	
\$0 - \$250,000			\$3,500
\$250,001 - \$500,000			\$4,500
\$500,001 - \$1,000,000			\$7,000
\$1,000,001 and above			\$10,000
Temporary On Sale			\$30
Off-Sale	4 - 1A - 10	31-Dec	\$200 pro-rated qtrly
On-Sale Wine	4 - 1A - 10	31-Dec	\$650 pro-rated qtrly

Special Club	4 - 1A - 10	31-Dec	\$225 pro-rated qtrly
Sunday On-Sale	4 - 1A - 10	31-Dec	\$200 pro-rated qtrly
Bottle Club	4 - 1A - 10	30-Jun	\$300 pro-rated qtrly

Payment for these on-sale licenses may be paid semi-annually. No holder of a license may engage in the activity conveyed by such license without having made payment to the City in advance of the period covered. Any license holder who engages in the activity permitted by the license and who has not paid a semi-annual fee shall be closed by the Police Department, subject to violation of 4-1A-19 of the City Code and Revocation or Suspension of License pursuant to 4-1A-19 of the City Code.

Type of License	Section of City Code Requiring License	License Expires	Fee (annual unless otherwise noted)
Investigations, New	4-1-9		
Single natural person			\$250.00
Partnership			\$400.00
Corporation			\$500.00
Club			\$325.00
Change of Ownership			\$250.00
Clearance Letter for Records Check			\$15.00
Pawnbroker			\$150.00
Peddler/Solicitor			\$20.00
Investigations, Police - Renewal			\$50.00

Sales/Fees (all taxable)	Fee
Copies (per page)	\$.25 per page
State Accident Report	\$.25 per page
Background for DCSS foster care/day care	\$5.00
<b>APS Transaction fee</b>	<b>\$1.90</b>
Photos	\$1.00 each \$5.00 min
CD Rom	\$20.00
DVD CD	\$20.00
All other police reports/data (no cost for victim of domestic assault)	\$.25 per page fees for data requests other than photocopy requests of 100 or more pages will be based on the actual cost of retrieving the data
Hunting Permit Fee	\$20.00
Peddler's Photo ID Badge	\$10.00
Comprehensive Annual Financial Report	\$25.00
Proposed Budget	\$25.00
Annual Budget	\$25.00
Capital Improvement Plan	\$25.00
Code Book	\$200.00
Comprehensive Guide Plan	\$100.00
Comprehensive Plan Technical Appendices	\$16.00
Water Resources Management Plan	\$290.00
Construction Plan Sheet (22" x 34")	\$3.00
Microfilm Report	\$1.00
Zoning and Related Land Use Regulations Manual	\$25.00
Subdivision Regulations Manual	\$6.00
Standard Printed Maps	
Fees for maps are based on size. Custom map sizes are available upon request	
Letter (8.5" x 11")	\$5.00
Tabloid (11" x 17")	\$10.00
C-size (18" x 24")	\$15.00
D-size (24" x 36")	\$20.00
E - size (36" x 48")	\$25.00

Sales/Fees (all taxable)	Fee
Custom Map Production Using Existing Data	is subject to an hourly fee of \$50.00 (one-half hour minimum) in addition to the size-based map fee
Custom Map Production with Data Development	is subject to an hourly fee of \$100.00 (one-half hour minimum) in addition to the size-based map fee
Electronic Data	cost provided per request
Vector: shapefile or CAD	
Raster: IMG, TF, SID	
Graphic Files: JPG, PDF, TIFF, AVI	
GIS Data or Graphic Files	
Delivery on CD	\$10.00
Delivery by email	\$5.00
Additional Shipping/Handling Fees apply to map products by delivered by mail	
Mailed in Envelope (large maps folded):	
Letter or Tabloid	\$1.00
C or D size	\$2.00
E size	\$3.00
Mailed in Tube:	
Letter or Tabloid	\$2.00
C-size (18" x 24")	\$3.00
D-size (24" x 36")	\$4.00
E-size (36" x 48")	\$5.00
CD Mailed	\$2.00
Subdivision Code	\$5.00
Computer Readouts	\$4.00
Fire Marshal's Report	\$ .25 per page
MFIRS Report	\$ .25 per page

Sales/Fees (all taxable)	Fee
Photographs (negatives or digital)	\$1.00 each \$5.00 min
Cemetery Lots	\$120.00
City Council Minutes	\$80.00
City Council Agendas	\$50.00
Assessment Search	\$15.00
Finger Printing	\$20.00
Pound Redemption Fees	\$35.00
Potentially Dangerous/Dangerous Dog Registration	\$500.00
Animal Cage Rental	\$5.00
Police Officer and Squad Cart Off Duty Charge	\$66.00/hour
Returned Check/ACH/Credit/Debit Card Charge	\$30.00
Grove Membership Late Fee	\$25.00
Reissued Permits during calendar year for Police, Fire and Combination	
Police/Fire Alarm System:	
First issued permit	\$100.00
Second issued permit	\$200.00
Third issued permit	\$300.00
Sewage Tank Maintenance Permit (Commercial)	\$35.00
Wetland Conservation Act Certification	\$75.00
Wetland Replacement Plan	\$200 (escrow \$2,500)
Zoning Letter	\$75.00
Meter Testing:	
5/8" meter	\$75.00
3/4" meter	\$75.00
1" meter	\$75.00
1 1/2" meter	\$100.00
2" meter	\$100.00
Compound meter	\$350.00
Water Turn-Offs and Turn-Ons	\$25.00

Sales/Fees (all taxable)

Fee

**Land Alteration Permit (Plan Checking):**

0 up to 30 Cubic Yards	No fee
30 up to 500 Cubic Yards	\$25 plus \$0.25 per Cubic Yard
500 up to 10,000 Cubic Yards	\$150 plus \$0.03 per Cubic Yard
10,000 up to 100,000 Cubic Yards	\$950 plus \$0.005 per Cubic Yard
100,000 Cubic Yards or more	\$1150 plus \$0.003 per Cubic Yard

Sales/Fees (all taxable)	Fee
<b>Land Alteration Permit (Grading Inspection) :</b>	
0 up to 30 Cubic Yards	No fee
30 up to 500 Cubic Yards	\$25 plus \$0.25 per Cubic Yard
500 up to 10,000 Cubic Yards	\$150 plus \$0.02 per Cubic Yard
10,000 up to 100,000 Cubic Yards	\$550 plus \$0.005 per Cubic Yard
100,000 Cubic Yards or more	\$800 plus \$0.002 per Cubic Yard
All land alteration permits require a surety, based on the area disturbed, to guarantee final site restoration	
Annual Renewal	\$75.00
<b>Building Permit Fees</b>	
*Plan Review Fee	
	65% of the building permit fee when determined by valuation
Decks	Based on valuation x.0005 of valuation*
Roofing (new and existing homes)	\$100.00
Siding (new and existing homes)	\$100.00
Garage	Based on valuation x.0005 of valuation*
Porch	Based on valuation x.0005 of valuation*
Moving of Buildings	\$300.00

Sales/Fees (all taxable)	Fee
Building Demolition	
Accessory Structures	\$100.00
Single Family Homes	\$100.00
Commercial	Based on valuation x.0005 of valuation
Mobile Home Installation	Based on valuation x.0005 of valuation*
Retaining Walls	Based on valuation x.0005 of valuation*
Above Ground Swimming Pools (includes fence)	Based on valuation x.0005 of valuation*
In Ground Swimming Pools	Based on valuation plus plan review fee x.0005 of valuation*
Fences (around pools and property)	\$50.00
Inspections when no permit is issued	\$100.00
Inspections outside of normal business hours when approved by the Director	\$150.00/hour
Right-of-Way (Street Opening) Permit - surety may be required to ensure that the street is properly restored	\$75.00
Overweight Load Permit	\$50.00 per load
Driveway Permit	\$25.00
Plumbing Single-Family Residential	
Base Fee	\$80.00
Each Fixture	\$3.00

Sales/Fees (all taxable)	Fee
Plumbing Commercial and Multi-Family	\$80.00 base fee plus 2% of contracted work value in dollars
Plumbing Installation or Replacement of single fixture	\$80.00
Water Heater Replacement	\$50.00
Water Softener (New or Replacement)	\$50.00
Utilities	
1. On-Site Septic Systems (includes site review and \$40 County fee):	
Single-family - new and existing	\$500. flat fee + \$5.00 state surcharge = \$505.00
Commercial Systems less than 4,999 Gallons Per Day	\$750 flat fee + \$5.00 state surcharge = \$755.00
Commercial Systems more than 5,000 Gallons Per Day	\$1,500 flat fee + 5.00 state surcharge = \$1,505.00
2. Sewer and Water Connection Inspection (together or separately)	\$125.00
3. Commercial and Multi-Family Sewer and Water Connection Inspection (together or separately)	\$80.00 base fee plus 2% of contracted work value in dollars
Tank Replacement	\$250.00 flat fee
Mechanical	
1. Single-family residential:	
New Construction	\$100.00
Furnace replacement	\$80.00
Gas Fireplace or other single gas appliance	\$80.00
A/C (New or Replacement)	\$80.00
2. Commercial and Multi-Family	
	\$80.00 base fee plus 2% of contracted work value in dollars
Gas Piping and Air Test Only	\$50.00

Sales/Fees (all taxable)	Fee
Signs and Billboards	
1. Permanent Business Signs regardless of size	\$40.00
2. Billboards up to 100 s.f. in area Billboards over 100 s.f.	\$200.00 \$300.00
3. Temporary Portable Signs	\$15.00
4. Monument/Pylon Signs	based on valuation
Fire Prevention Permits	
1. Fire Permits	\$25 each to maximum of \$150 per occupancy
2. Burning Permits	
a. Recreational Bonfire	\$5.00
b. Permanent recreational fire ring	\$15.00
c. Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights of way	\$0.50/cubic yard, \$100.00 minimum
d. Open burning permit as defined in Minnesota Rules related to open burning	\$25.00
3. Ventilation System Cleaning Permit	
Hydrant, meter or valve damage deposit	\$1,000.00
Daily hydrant/meter rental fee	\$2.00

**Consider Approval of Various American with Disabilities Policies**

Meeting Date: January 14, 2013  
 Item Type: Consent Agenda  
 Contact: Eric Carlson – 651.450.2587  
 Prepared by: Eric Carlson  
 Reviewed by: Eric Carlson – Parks & Recreation

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

**PURPOSE/ACTION REQUESTED**

The Council is asked to review and approve the following policy related to the American with Disabilities Act:

- Public Notice

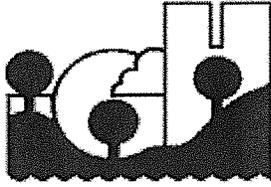
**SUMMARY**

**Public Notice**

The 2010 ADA standards – formally known as Revisions to Title II and III of the Americans with Disabilities Act – took effect March 25, 2011 with compliance required by March 15, 2012.

The City hired Julee Quarve-Peterson Inc to assist us with a Self Evaluation and provide us with a Transition Plan. The plan was completed in early 2012 and will be implemented over the course of the next few years. Generally speaking the City of Inver Grove Heights is in a very good position related to accessibility but we do have some areas that we can improve accessibility.

It has been recommended by our consultant that the attached policy be reviewed annually by the Council.



American with Disabilities Act Policy & Procedure	
Department	Administration
Specific Policy	Public Notice
Approved by Council	August 27, 2012
Date Revised by Council	

**Purpose**

All public entities, regardless of size, must provide information to applicants, participants, beneficiaries, employees and other interested parties regarding the rights and protections afforded by the Americans with Disabilities Act.

**Objectives**

The City of Inver Grove Heights does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices.

<b>Employment</b>	The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.
<b>Effective Communication</b>	The City of Inver Grove Heights will generally, upon request, and without cost to the requestor, provide appropriate aids and services leading to effective communication for qualified persons with disabilities, so they can participate equally in the City’s programs, services, and activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.
<b>Modifications to Policies and Procedures</b>	The City of Inver Grove Heights will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a City program, service or activate, should contact the ADA Coordinator as soon as possible, but no later than 3 business days before the scheduled event.

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Eric Carlson at 651.450.2587 or [ecarlson@invergroveheights.org](mailto:ecarlson@invergroveheights.org)

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden on the City.

Complaints that a City program, service or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons using mobility devices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act.

Questions, concerns, complaints, or request for additional information regarding the ADA may be forwarded to:

Name	Eric Carlson – Accessibility Coordinator
Address	8055 Barbara Ave., Inver Grove Heights, MN 55077
Office Telephone	651.450.2587
Cell Phone	763.350.8850
Email	<a href="mailto:ecarlson@invergroveheights.org">ecarlson@invergroveheights.org</a>
Website	<a href="http://www.invergroveheights.org">www.invergroveheights.org</a>
Hours Available	8:00am – 4:30pm Central Standard Time
Services Available	Large print, Braille, or audio

**Procedure**

- Adopted by the City Council during the first meeting in January
- Posted on the City’s official website
- Posted in the City newsletter “InSights” in the first issue of the year
- Posted on the City Bulletin Board at City Hall

This document is available upon 3 business day request in alternate formats such as Braille, large print, audio recording, etc. Please contact Eric Carlson at 651.450.2587 or [ecarlson@invergroveheights.org](mailto:ecarlson@invergroveheights.org)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: Lt. Sean Folmar (651) 450-2465  
 Police Department  
 Prepared by: Lt. Sean Folmar  
 Reviewed by: Chief Larry Stanger

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

**PURPOSE/ACTION REQUESTED:**

Authorization to execute a mutual aid agreement for emergency management between the City of Inver Grove Heights and Dakota County

**SUMMARY:**

It is not unusual during emergency, disaster and recovery operations for local resources to be overwhelmed or for additional specialized resources to be required for local governments to respond effectively to the situation. It has been an established practice in situations involving law enforcement and fire department operations to supplement local resources through mutual aid agreements. The attached mutual aid agreement has been developed to cover the sharing of resources outside of law enforcement and fire department operations. It is not the purpose of this agreement to provide for or address in any way requests to make equipment, personnel and other resources available for routine, day-to-day business operations.

The Dakota County Domestic Preparedness Committee identified the potential need for developing a mutual aid agreement to cover emergency situations that do not rise to the level of a State Declared Emergency under Minnesota Statutes Chapter 12. Local governments often lend their support their local government partners impacted by an emergency, but that support has been on an informal basis. The purpose of this mutual aid agreement is to provide a framework for resource sharing during emergencies that are not covered by existing law enforcement and fire department mutual aid. All 21 cities within the County and Dakota County are potential parties to the agreement. There are many resources that could be accessed under this agreement during an emergency. Some examples include emergency management, public works, building inspection, geographic information systems, information technology, financial management, and public health.

Liabilities during the period of mutual aid have been clearly defined. For purposes of liability under the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees of the responding party are deemed to be employees of the requesting party as defined in Minn. Stat 466.01, subdivision 6, but only for purposes of addressing general liability. In addition the requesting party shall defend, indemnify and hold harmless the responding party and its employees against any and all claims brought or actions filed against the responding party under the agreement. Each participant to the agreement is responsible for injuries to their own employees and for damage that may be sustained to equipment they provide responding to a request for assistance. This distribution of liability is consistent with Minn. Stat. 12.331, Local

Assistance between Political Subdivisions. The language of this agreement has been reviewed by the League of Minnesota Cities Insurance Trust (LMCIT).

In order to coordinate the request for resources under this agreement, the participating parties' Chief Executive Officer shall be the contact person to request assistance. A participating party may designate someone other than the Chief Executive as the contact person by providing written notice to the Dakota County Emergency Preparedness Coordinator.

Implementation of this mutual aid agreement will provide a framework for resource sharing during emergencies by the Cities and Dakota County. This framework will eliminate the need to develop and implement such agreements at the time of the emergency.

#### **EXPLANATION OF FISCAL/FTE IMPACT**

The requesting party under this mutual aid agreement will not be billed or charged by the responding party unless the assistance continues for a period of more than 24 hours. Reimbursements are based on actual costs for the assistance provided and equipment charges will be based on the Federal Emergency Management Agency equipment rates whenever possible. Claims for reimbursements must be made within 90 days from the date they are incurred.

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

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

**RESOLUTION TO AUTHORIZE A MUTUAL AID AGREEMENT FOR EMERGENCY  
MANAGEMENT BETWEEN THE CITY OF INVER GROVE HEIGHTS AND DAKOTA  
COUNTY**

Whereas, the possibility of the occurrence of natural and other disasters or emergencies of major size and destructiveness exists and is increasing; and

Whereas, the County of Dakota desires to improve the capacity of government entities located in Dakota County to respond to natural and other disasters or emergencies occurring within Dakota County; and

Whereas, the Dakota County Domestic Preparedness Committee has coordinated the preparation of a Mutual Aid Agreement for Emergency Management, which would allow for any kind of mutual aid appropriate in situations of natural and other disasters or emergencies, excluding law enforcement and fire suppression aid; and

Whereas, the City of Inver Grove Heights participated with the County of Dakota in preparing the Mutual Aid Agreement for Emergency Management; and

Whereas, Minn. Stat. §12.27 authorizes local government units to develop mutual aid agreements for reciprocal emergency management and assistance in an emergency or disaster too great to be dealt with unassisted.

Now, therefore, be it resolved that the City Council of Inver Grove Heights hereby authorizes its Mayor to execute the Mutual Aid Agreement for Emergency Management, substantially as presented to the City Council on January 14, 2013, and authorizes submittal of the resolution of adoption to Dakota County and its' Emergency Preparedness Coordinator; and

Be it further resolved that the City Administrator is authorized to appoint such additional contact persons for purposes of the Mutual Aid Agreement for Emergency Management as he deems appropriate and to disseminate such information to the parties to the Agreement.

Adopted by the City Council of the City of Inver Grove Heights on January 14, 2013

Ayes:  
Nays:

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George Tourville, Mayor

Attest:

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Melissa Kennedy, Deputy Clerk

# **MUTUAL AID AGREEMENT FOR EMERGENCY MANAGEMENT**

THIS AGREEMENT is made and entered into between the Parties, governmental units of the State of Minnesota, pursuant to authority granted to them by Minnesota Statutes, Section 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties, and Section 12.27 which authorizes mutual aid arrangements for reciprocal emergency management.

In consideration of the mutual promises and Agreements contained herein, and subject to the provisions of Minnesota Statutes, Sections 471.59 and 12.27, the Parties agree to the following:

## **Article 1 ENABLING AUTHORITY**

Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 12.27 authorizes the director of each county emergency management organization to collaborate with other public agencies within the state to develop mutual aid arrangements between local units of government for reciprocal emergency management aid and assistance in an emergency or disaster too great for any one local unit of government to deal with unassisted.

## **Article 2 PURPOSE**

During periods of Emergency, Disaster and Recovery Operations the Parties to this Agreement intend to make equipment, personnel and other resources available, upon request, to any Party who has signed this Agreement. It is not the purpose of this agreement to provide for or address in any way requests to make equipment, personnel and other resources available for routine, day-to-day business operations.

The undersigned Parties intend that this Agreement shall serve as a valid written request for mutual aid as required by FEMA for any unit of government requesting reimbursement funds for those reasonable eligible costs incurred as a result of a qualifying emergency.

## **Article 3 DEFINITIONS**

For the purposes of this Agreement, the following terms shall be defined as follows:

- A. "Assistance" means any services, excluding law enforcement and fire suppression services, useful to a Requesting Party that has requested Assistance from one of more parties to this agreement, including, but not limited to, emergency management, public works, building inspection, geographic information systems, information technology, financial management, and public health.
- B. "Employee" means those personnel currently working for a Party, including elected and appointed officials, officers, volunteers deemed to be employees for workers compensation purposes under Minn. Stat. § 176.011, subd. 9, and volunteers assisting a Party under this Agreement who are registered with and who are under the direction and control of the Party pursuant to Minn. Stat. § 12.2., Subdivision. 2a (a).
- C. "Participating Party or Party" means a governmental unit that is a Party to this Agreement.
- D. "Requesting Official" means the person designated by a Participating Party who is responsible for requesting Assistance from the other Participating Parties.
- E. "Requesting Party" means a unit of government which is also a participating Party to this Agreement, who requests Assistance from other Participating Parties.
- F. "Responding Official" means the person designated by a Participating Party who is responsible to determine whether and to what extent the Participating Party should provide Assistance to a Requesting Party.
- G. "Responding Party" means a Participating Party who provides Assistance to a Requesting Party.
- H. "Disaster" Means a situation that creates an actual or imminent threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss, as defined in Minn. Stat. § 12.03, subd. 2 as it may be amended from time to time.
- I. "Emergency" means a combination of circumstances that calls for immediate action to prevent a Disaster from developing or occurring.
- J. "Recovery Operations" means activities that will bring the Requesting Agency back to a pre-Emergency or pre-Disaster condition.

**Article 4**  
**PARTIES**

The Parties to this Agreement shall consist of as many of the following governmental units as have approved and executed this Agreement:

City of Apple Valley	City of Mendota Heights
City of Burnsville	City of Miesville
City of Coates	City of New Trier
City of Eagan	City of Northfield
City of Farmington	City of Randolph
City of Hampton	City of Rosemount
City of Hastings	City of South St. Paul
City of Inver Grove Heights	City of Sunfish Lake
City of Lakeville	City of Vermillion
City of Lilydale	City of West St. Paul
City of Mendota	County of Dakota

**Article 5**  
**PROVISIONS OF MUTUAL AID**

- A. Request for Assistance Whenever a Party, in the opinion of a Requesting Official, determines that conditions within its jurisdiction cannot be adequately addressed by the jurisdiction's personnel and resources because of an Emergency or Disaster or the need for Recovery Operations, the Requesting Official may request the Responding Official of any other Party to furnish Assistance. The Requesting Party, within a reasonable period of time, shall provide the Responding Party/ies with a written confirmation of the need for Assistance including details regarding requested resources, timelines/schedules and location(s) for assistance.
- B. Response to Request. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct his/her Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources. A Party may decline to make its personnel and resources available in response to any such request. Being a Party to this Agreement does not obligate a Responding Party to provide personnel and/or resources to a Requesting Party, if it jeopardizes the Responding Party's ability to provide services to its own jurisdiction. Once Assistance has been authorized, the Responding Party shall, in a reasonable amount of time, provide to the authorizing Party a written confirmation of Assistance including details regarding the personnel, resources to be provided and a timeline/schedule of availability.

- C. Recall and Release of Assistance The Responding Official may recall such Assistance at any time if the Responding Official or the governing body of the Responding Party determines it is in the best interest of the Responding Party to do so. The Requesting Party may at any time release a Responding Party or an individual from providing any further assistance.
- D. Command of Scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Assistance is withdrawn.
- E. State Declared Emergency If the State of Minnesota or an authorized state agency declares an emergency, the statutes and administrative rules pertaining to state declared emergencies shall prevail where they conflict with the provisions of this Agreement.
- F. Volunteer Registration Any volunteers who participate on behalf of the Responding Party shall register with the Requesting Party.

## **Article 6**

### **HOLD HARMLESS AND INDEMNIFICATION**

- A. For purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the Employees of the Responding Party are deemed to be Employees of the Requesting Party as defined in Minn. Stat 466.01, subdivision 6, but only for purposes of addressing liability under this Agreement. The Employees of the Responding Party shall not be considered Employees of the Requesting Party for any other purpose.
- B. The Requesting Party shall defend, indemnify and hold harmless the Responding Party and its Employees against any and all claims brought or actions filed against the Responding Party or its Employees for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement. However, nothing herein shall be construed to provide insurance coverage or indemnification to any Employee of any Party for any act or omission for which the Employee is guilty of malfeasance in office, willful neglect of duty or bad faith.
- C. To the full extent permitted by law, this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a). Nothing herein shall be construed to waive or limit any immunity from or limitation on, liability available to any Party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise. Under no circumstances shall a Party be required to pay on behalf of itself

and other Parties, any amounts in excess of the limits of liability established in Minnesota Statutes Chapter 466 applicable to any third party claim. The statutory limits of liability for some or all of the Participating Parties may not be added together or stacked to increase the maximum amount of liability for any third party claim.

- D. Each Responding Party agrees to promptly notify the other Requesting Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the Requesting Party, and it arises out of acts or omissions related to this Agreement.
- E. There shall be no liability to any Participating Party for failure to furnish Assistance, or for recalling or releasing Assistance as described in this Agreement.

## **Article 7**

### **WORKERS COMPENSATION**

For the purposes of workers compensation insurance, the Employees of each Participating Party are considered to be acting within the scope of and in the course of their regular employment, as Employees of the Responding Party. Each Participating Party shall be responsible for any injuries or death(s) of its own Employees in connection with Assistance provided pursuant to this Agreement. Each Participating Party will maintain workers compensation insurance or self-insurance coverage, covering its own Employees while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers compensation benefits paid to its own Employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its Employees.

## **Article 8**

### **DAMAGE TO EQUIPMENT**

Each Participating Party shall be responsible for damage to or loss of its equipment provided pursuant to this Agreement. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages were caused wholly or partially by the negligence of any other Party or its Employees.

## **Article 9**

### **CHARGES TO THE REQUESTING PARTY**

- A. A Requesting Party shall not be billed or charged by a Responding Party for Assistance rendered unless the Assistance continues for a period of more than twenty-four (24) hours, as

measured from the time Responding Party begins to provide Assistance after being specifically directed by the Requesting Party to perform a task or tasks. The charges for Assistance provided pursuant to this Agreement will be based upon the actual costs incurred by the Responding Party, including salaries or wages, overtime, materials, supplies and other necessary expenses, except that the Parties agree that the Federal Emergency Management Agency equipment rates will be used as the basis for equipment charges whenever possible. The Requesting Party is responsible to take all steps it deems necessary to seek reimbursement from the United States of America, the State of Minnesota or other sources, to the extent that such reimbursement is available, for expenses it incurs for services provided pursuant to this Agreement.

- B. If Assistance provided under this Agreement continues for more than twenty-four (24) hours, the Responding Party shall submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial twenty-four (24) hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party shall reimburse the Responding Party. Any claims for reimbursement by the Responding Party must be made to the Requesting Party within 90 days after the expense is sustained or incurred.
- C. The Parties acknowledge that charges may be assessed without regard to the availability of federal or state or other funds to reimburse the charges.

## **Article 10**

### **EFFECTIVE DATE AND TERM**

This Agreement shall be effective as of the date that any two Parties have executed it. As long as there are at least two Parties participating in this agreement, the Agreement shall be in effect until such time as the Agreement is terminated pursuant to Article 12. The Parties agree to review the terms of the Agreement every 5 years and to propose amendments deemed necessary. This Agreement will only apply to those Parties whose governing boards have lawfully executed the document.

## **Article 11**

### **MERGER AND MODIFICATION**

- A. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Participating Parties hereto.

## **Article 12**

### **WITHDRAWAL**

Any Party may withdraw from this Agreement with or without cause by providing thirty (30) days' prior written notice to the Dakota County Emergency Preparedness Coordinator. Withdrawal by any Participating Party shall not terminate this Agreement with respect to any Participating Parties who have not withdrawn. Withdrawal shall not act to discharge any liability incurred by any Participating Party prior to withdrawal. Such liability shall continue until discharged by law or agreement.

The terms of Article 6, 7, 8, 13 and 14 shall survive the expiration, termination or withdrawal from this Agreement.

## **Article 13**

### **RECORDS – AVAILABILITY AND ACCESS**

To the extent required by Minn. Stat. § 16C.05, Subd. 5, as it may be amended from time to time, the Parties agree that any Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve only these transactions relating to the performance of activities pursuant to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for seven (7) years after its termination or cancellation. A Party that withdraws shall maintain the above materials for seven (7) years beyond the Party's withdrawal date.

## **Article 14**

### **DATA PRIVACY**

Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Governmental Data Practices Act, Minnesota Statutes Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy of confidentiality, and as any of the same may be amended from time to time.

**Article 15**  
**COMPLIANCE**

Participating Parties shall comply with all applicable federal, state, and local statutes, regulations, rules and ordinances in force or hereafter enacted.

**Article 16**  
**COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each counterpart for all purposes being deemed an original and all such counterparts shall together constitute one and the same agreement. Counterparts shall be filed with the Dakota County Emergency Preparedness Coordinator, together with a certified copy of the resolution evidencing approval of the Agreement, as follows:

Dakota County Emergency Preparedness Coordinator  
Dakota County Law Enforcement Center  
1580 Highway 55  
Hastings, MN 55033-2343

**Article 17**  
**CONTRACT ADMINISTRATION**

In order to coordinate the services so as to accomplish the purposes of this Agreement, each Participating Party's Chief Administrative Officer shall be the contact person for each Participating Party under this Agreement. A Participating Party may designate someone other than the Chief Administrative Officer as the contact person(s) by providing written notice to the Dakota County Emergency Preparedness Coordinator.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates indicated below.

Approved as to form:

**COUNTY OF DAKOTA**

\_\_\_\_\_  
Assistant County Attorney/Date

By \_\_\_\_\_

County Attorney File # KS-10-38

Title: Chair of the Board

Date of Signature \_\_\_\_\_

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

Kelly Olson  
Sr. Administrative Coordinator to the Board

**CITY OF INVER GROVE HEIGHTS**

By \_\_\_\_\_

Mayor

Printed Name: \_\_\_\_\_

Date of Signature \_\_\_\_\_

By \_\_\_\_\_

City Clerk

Printed Name: \_\_\_\_\_

Date of Signature \_\_\_\_\_

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

APPROVE 2013 LEGISLATIVE PRIORITIES

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: JTeppen, Asst City Admin  
 Prepared by:  
 Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Approve the City’s 2013 Legislative Priorities.

**SUMMARY** At the work session on December 10, 2012, the City Council reviewed the City’s Legislative Priorities for 2013. Upon approval by the City Council, we’ll meet with Legislative representatives to share and discuss those priorities, and as the 2013 legislative session unfolds, we will monitor legislation and its impacts on Inver Grove Heights.

Staff recommends approval of the following

City Legislative Priorities:

1. Fiscal Disparities
2. Levy Limits
3. Local Government Aid (LGA)
4. State Property Taxes
5. Sales Tax on Local Government Purchases
6. Public Employees Retirement Association (PERA)
7. Creating and Implementing Local Partnerships
8. Transportation Funding Statement
9. Cable Service Providers
10. Reseller Legislation
11. Automated Citation Technology (Photo Cop)
12. Local Land Use Controls
13. Residential Care Facilities
14. Affordable Housing
15. Development and Redevelopment
16. Metropolitan Governance
17. Public Employee Labor Relations Act Arbitrations
18. Redirection of Wastes from Landfill to Resource Recovery Facilities
19. Private Well Drilling
20. Modernizing Bid Publication Requirement
21. Temporary Holding of Juveniles
22. Broadband Priorities
23. Indoor Air Quality for Ice Arenas

City Legislative Initiatives

24. Property Maintenance Code Enforcement
25. Funding through MnDOT or sponsor special legislation for reimbursement to the City for preliminary design plans for a full interchange at Highway 55 and/or at 494 and Argenta.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**ACCEPT SOCIAL MEDIA POLICY**

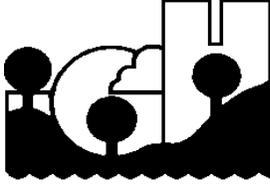
Meeting Date: January 14, 2012  
Item Type: Consent  
Contact: JTeppen, Asst City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Accept the attached draft of a Social Media Policy.

**SUMMARY** Staff has drafted the attached policy regarding social media. Council considered this in late 2012, but felt that the new Council should have input into it.

This policy focuses on the City's efforts with respect to social media. This policy does not regulate how employees make use of social media in their personal time.



## **CITY OF INVER GROVE HEIGHTS**

### **POLICY FOR COMMUNICATIONS AND SOCIAL MEDIA**

#### **SUMMARY**

Social media is gaining popularity in private, non-profit and public sector communications. City participation in social media may fall into one of two categories – professional participation in city developed and managed social media sites and professional participation in social media outlets not managed by the city. Development and use of social media to promote city programs and services needs approval from the Assistant City Administrator and must demonstrate alignment with established communications strategies. Professional participation in social media where an employee is representing the City of Inver Grove Heights must be authorized by the employee's direct supervisor.

#### **PURPOSE**

The City of Inver Grove Heights strives to provide the public with accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

This policy provides guidelines for all external communications from the City using various mediums including:

- Printed materials such as newsletters, articles and brochures.
- Electronic materials such as email, postings to web sites or social media sites.
- Media relations such as requests for interviews, news releases and media inquiries.

Social media is popular in private, non-profit and public sector communications. While social media may present new avenues for communication the City of Inver Grove Heights wants to ensure that social media tools are treated with the same consideration as traditional methods of communications – being used only when it is an appropriate method to reach desired goals and outcomes.

The City also recognizes that employees may sometimes comment on city matters outside of their official role as an employee of the City of Inver Grove Heights. Therefore, this policy also provides guidelines for employees when communicating as a private citizen on matters pertaining to city business.

#### **GENERAL GUIDELINES FOR ALL COMMUNICATIONS (OFFICIAL AND PERSONAL)**

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to their Supervisor or other appropriate supervisory staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc. Employees must also follow all City policies that may apply. Examples of relevant policies include:

- **Technology and Computer Use Policy.** For example, City employees may use City technology for personal reasons on a limited basis provided it doesn't interfere with normal work. The City reserves the right to inspect any electronic data made by a City-owned computer or related system. This policy should be reviewed and complied with in full.
- **Respectful Workplace Policy.** For example, employees cannot publish information that is discriminatory, harassing, threatening or sexually explicit. This policy should be reviewed and complied with in full.
- **Data Practices Policy.** For example, employees cannot disclose private or confidential information and must route data practices requests to the responsible authority. This policy should be reviewed and complied with in full.
- **Political Activity Policy.** For example, employees cannot use City resources or participate in personal political activity while on City time or while discharging City responsibilities. No employee may act in a manner that suggests that the City either supports a particular political issue, or endorses the personal political opinions of the employee. This policy should be reviewed and complied with in full.

## ADDITIONAL GUIDELINES FOR OFFICIAL CITY COMMUNICATIONS

### Handling General Requests

All staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

### Handling Media Requests

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as meeting time or agenda) provide the information.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if you are unsure if it is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
3. Ask the media representative's name, specific question, deadline and contact information.

### Development and use of city managed social media

Development and use of city managed social media must be approved by the Assistant City Administrator. This approval can happen in one of two ways. Communication may include social media in an strategic communications plan for a specific department or initiative. If social

media is not included in an existing strategic communications plan, the department or initiative must submit a business case for development and use to the Assistant City Administrator. A complete business case must include:

- **Need and justification for using social media** – What will the use of social media achieve that is not currently or could not be achieved through existing communications methods? What is the challenge that using social media will overcome and how will social media work to overcome that challenge more effectively than other communication tools?
- **Main purpose** – What on a broad scale are you are trying to do. For example, inform an audience, drive an audience to take action i.e. participate in a program or service, increase awareness.
- **Goal(s)** – What specifically are you trying to achieve through the use of social media? Good goals will be tangible and measurable. For example, to increase program attendance by 10 percent, to increase facility use by five percent, to increase participation by 15 percent.
- **Target audience(s)** – Who specifically are you trying to reach: existing or new participants; teens, adults, children; men, women; stakeholders. The “general public” is not an acceptable target audience.
- **Message(s)** – What do you want the target audience to know?
- **Social media tool(s) to be developed/used** – What tools will you use i.e. blog, Facebook, wiki, etc.?
- **Description of tool(s) if not outlined in this policy** – What category of tool is it (i.e. blog, message board, content sharing site, etc.), how does participation take place, what kinds of information are shared, what is the role of the content/site administrator, etc.?
- **Outreach proposal** – How do you propose to drive people to the social media tool(s) to participate?
- **Work plan (workflow, content creation, timelines/schedules, staff allocation, etc.)** – Who from your department will be the project lead? Who will be responsible for content creation? What kind of content will be included? When and how will content be created and approved? How much staff time do you anticipate devoting to this social media tool? What other departments (apart from Communications) need to be involved in creation or approval of content?
- **Measures and evaluation methods** – How are you going to measure whether or not the identified social media tool(s) is successful? And, what are the timelines for evaluation?

#### **Single representation of department or initiative**

Only one social media site of a specific kind – i.e. Facebook – will be developed per department or initiative. For instance, multiple Facebook sites for parks and recreation activities (i.e. youth activities, park activities) is not acceptable. The parks and recreation Facebook will promote all parks and recreation programs and activities.

#### **Social Media Site Standards**

1. Social media sites must be monitored daily during working hours to ensure the comments meet certain criteria. Procedures will be put in place to ensure these standards are met. Some

mediums such as Facebook allow instant commenting while others like YouTube allow for a moderated/approved process.

2. City-created social media forums (blogs, message boards, etc.) must be structured narrowly to focus discussions on particular services, projects and programs of the City of Inver Grove Heights rather than creating a “public forum” of broad topic areas. In these forums, the City determines the topic and direction of the forum in order to create a more purposeful conversation.

For example, if a transportation blog was created, entries must be focused on specific projects and issues as opposed to broad topics like the benefits of transportation.

3. The City will remove postings that do not meet the narrow focus of a City media forum.

4. All sections of social media Web sites that allow comments must include either a link to the following comments policy published on the public Web site or the complete text published on the social media site:

The purpose of this site is to present matters of public interest in the City of Inver Grove Heights, including its many residents, businesses and visitors. We encourage you to submit your questions, comments and concerns, but please note this is a moderated online discussion site and not a public forum.

Once posted, the City reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City also reserves the right to delete comments that are:

- Spam or include links to other sites
- Clearly off topic
- Advocate illegal activity
- Promote particular services, products, or political organizations
- Infringe on copyrights or trademarks

Please note that the comments expressed on this site do not reflect the opinions and position of the City of Inver Grove Heights government or its officers and employees. If you have any questions concerning the operation of this social media site, please contact the City at [cityhall@invergroveheights.org](mailto:cityhall@invergroveheights.org).

5. Links to more information should direct users back to the City’s official Web site for information, forms, documents or online services necessary to conduct business with the City unless otherwise agreed to by department representative and the City Administrator.

Communicating on behalf of the City

The City Administrator and Department Heads are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. Other employees may represent the City if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of the City:

- Employees must identify themselves as representing the City. Account names on social media sites must clearly be connected to the City and approved by the Assistant City Administrator.

- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Personal opinions generally don't belong in official City statements. One exception is communication related to promoting a City service. For example, if an employee posted on the City's Facebook page, "My family and I visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the Assistant City Administrator.
- Employees need to notify their Department Head if they will be using their personal technology (cell phones, home computer, cameras, etc) for city business. Employees should be aware that the data transmitted or stored may be subject to the data practices act.

### **ADDITIONAL GUIDELINES FOR PERSONAL COMMUNICATIONS**

It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc) letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- The City of Inver Grove Heights expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling, or personal attacks.
- If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Inver Grove Heights. However, these are my own opinions and do not represent those of the City of Inver Grove Heights."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber.
- Personal social media account names or email names should not be tied to the City (e.g. MosquitoHeightsCop)

### **QUESTIONS**

Questions related to this policy should be directed to the Assistant City Administrator or your Department Head.

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

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

**RESOLUTION SUPPORTING DAKOTA COUNTY'S REQUEST FOR FUNDING OF A CONSERVATION  
EASEMENT FOR MARCOTT LAKES AREA**

**Whereas**, Marcott Lakes and the adjacent wetlands, oak forest, and grasslands in Inver Grove Heights provide regionally significant wildlife habitat and open space (Conservation Property) and should be conserved [see attached map]; and

**Whereas**, the not-for-profit Darvan Acres Outdoor Skills and Environmental Education Center (Center) has been established to provide programs and classes for environmental education, hunting, fishing, and other outdoor recreation activities and, at the same time, provide for improved wildlife habitat; and

**Whereas**, Dakota County, using a combination of County and state grant funds, acquired a 16.8-acre permanent natural area conservation easement on a portion of the Conservation Property in 2011 as the first phase of protecting the land including and surrounding Marcott lakes [see attached map]; and

**Whereas**, Dakota County utilized \$1.93 million of state grant and \$285,000 of County funds to acquire a 103-acre permanent, natural area conservation easement on a portion of the Conservation Property in 2012 as the second phase to protect, restore and enhance the quality of this unique natural area [see attached map]; and

**Whereas**, acquisition of a conservation easement on the remaining approximately 135 acres of the Conservation Property is essential to protecting, restoring and enhancing the wildlife habitat including and surrounding Marcott Lakes, and for ensuring the continued existence of the Center; and

**Whereas**, the owners of the Conservation Property are willing to sell a permanent natural area conservation easement on their property to Dakota County; and

**Whereas**, the Dakota County Board of Commissioners approved submission of funding requests to the Lessard-Sams Outdoor Heritage Council (LSOHC) and to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) which included protection, restoration and enhancement of the remaining portions of the Conservation Property; and

**Whereas**, both the LSOHC and the LCCMR Environmental and Natural Resources Trust Funding have approved Dakota County's plan to protect the natural area around and including Marcott Lakes by acquiring a permanent easement and working with landowners to restore and enhance priority portions of the property, and have included the Marcott Lakes protection and restoration/enhancement project in their respective Outdoor Heritage and Environment and Natural Resource Trust funding recommendations to the Minnesota Legislature; and

**Whereas**, both the 2012 LSOHC and LCCMR funding recommendations will be reviewed by the Minnesota Legislature during its 2013 session and must be approved by both the Legislature and the

Governor before state funds can be appropriated to Dakota County for protecting, restoring and enhancing the Conservation Property; and

**Whereas**, successful protection of the Conservation Property will allow and assist the Center in providing opportunities for thousands of people to use the Conservation Property for compatible educational and recreational activities; and.

**Whereas**, anticipated programs and activities will require additional facilities and improvements on the Conservation Property in the future; and

**Whereas**, the Center will apply to the City of Inver Grove Heights for any necessary zoning changes, permits and approvals for such facilities and improvements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS**, that the City of Inver Grove Heights supports Dakota County's 2012 request for state funding in state fiscal year 2014 to acquire a conservation easement on the remaining Conservation Property and for future restoration and enhancement of priority areas within the Conservation Property; and

**BE IT FURTHER RESOLVED**: that the City of Inver Grove Heights urges the Minnesota Legislature to approve Dakota County's Outdoor Heritage and Environment and Natural Resource Trust Fund funding requests to protect, restore and enhance the Marcott Lakes area.

Adopted by the City Council of Inver Grove Heights this \_\_\_\_ day of January, 2013.

Ayes:

Nays

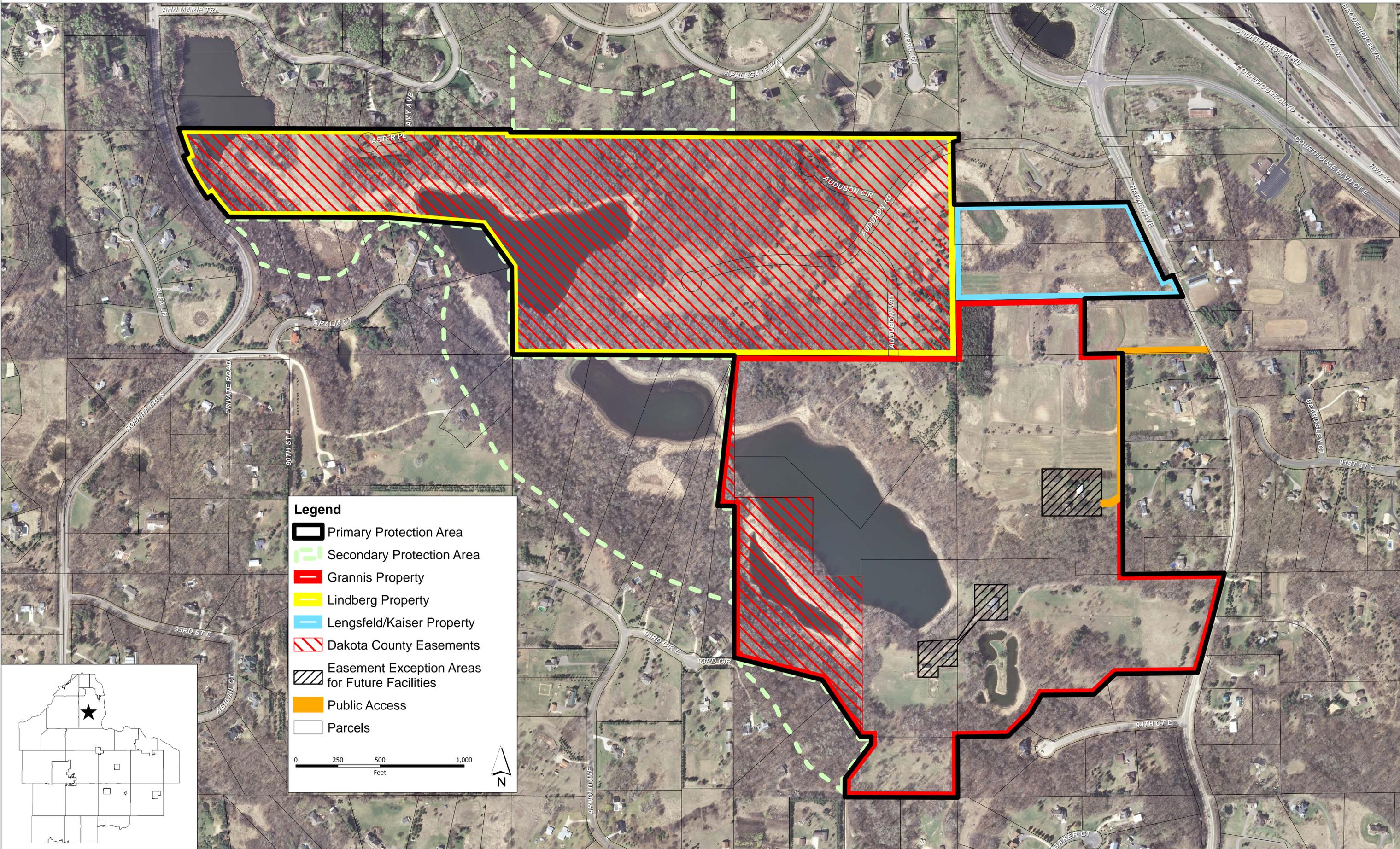
\_\_\_\_\_  
George Tourville, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Kennedy, Deputy City Clerk

# Marcott Lakes Protection Project

Total Acres: 310.47



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

# MEMO

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

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**TO: Mayor and City Councilmembers**  
**FROM: Timothy J. Kuntz, City Attorney**  
**DATE: January 10, 2013**  
**RE: Consent Letters - Sprint Lease**  
**50th Street Water Tower**  
**File No. 81000.09000**

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**Section 1. Background.** Sprint Spectrum, L.P., a Delaware limited partnership (“Sprint”), has leased antenna space on the 50th Street Water Tower since November 12, 1996, which was further amended in December 2001. Sprint now seeks the City’s consent to:

1. Replace old equipment at the site, including three of its existing antennas;
2. Continue using the old equipment while it tests the new equipment, for up to 1 year; and
3. Upgrade the cable used in these facilities.

For a period of up to one year, there will be redundancy of some of Sprint’s equipment on the water tower. The consent letters for the City Council’s consideration require removal of the replaced equipment and restoration of the water tower with the removal of that equipment. Additionally, the proposed consent letters would permit the City to remove that equipment in the event Sprint fails to remove its equipment and bill Sprint for the City’s expense of removal or restoration.

The process will not change the amount of space used by Sprint or change the term of the existing lease. After the end of the twelve month testing period, there will be the same number of antennas on the water tower as before the testing period.

**Section 2. Requested Action.** The Council is requested to approve the attached resolution, which authorizes the Mayor and City Administrator to execute the attached consent letters and allow Sprint to install the new equipment and cable, and continue using the old equipment for the next year, while it completes testing of the new improvements, with a deadline for the removal of the redundant equipment.

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

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

**A RESOLUTION APPROVING CONSENT LETTERS MODIFYING THE WATER  
TOWER SITE LEASE AGREEMENT WITH SPRINT SPECTRUM, L.P.**

**WHEREAS**, The City of Inver Grove Heights (the “City”) and Sprint Spectrum L.P., a Delaware limited partnership (SSLP) (“Tenant”), entered into a Water Tower Site Lease Agreement, dated November 12, 1996, which was subsequently amended by a First Amendment to Water Tower Site Lease Agreement, dated December 4, 2001 (together, the “Water Tower Site Lease Agreement”);

**WHEREAS**, Tenant wishes to modify and replace equipment within its leased premises at the 50th Street East Water Tower, in order to ensure the continued technical and economic feasibility of the facility and to make optimal use of the leased premises;

**WHEREAS**, Tenant specifically wishes to replace obsolete electronics cabinets, antenna and other equipment at the leased premises, including the addition of three (3) new antennas and accompanying cables, replacement of cabling and mounting apparatus, as more thoroughly described in the attached Consent Letter regarding “obsolete electronics cabinets, antenna and other equipment” and Exhibits T-1, GN-1 through GN-3, A-1 through A-7, RF-1, RF-2, E-1 through E-4, G1 through G-3, S-1, S-2;

**WHEREAS**, Tenant specifically wishes to install fiber optics and Alternative Access Vendor equipment to service the modifications described above, as more thoroughly described in the attached Consent Letter regarding “Fiber Optic and Alternate Access Vendor (“AAV”) equipment” and Exhibits FT-1, FN-1, FN-2, and F-1 through F-6;

**WHEREAS**, Tenant specifically wishes to maintain and continue to use existing equipment within the leased area, even if redundant, as necessary to facilitate testing of the new equipment for up to twelve (12) months from the date of execution of the Consent Agreement;

**WHEREAS**, Tenant has requested the City to execute the consent letters attached hereto as Exhibits A and B (the “Consent Letters”) concerning its modifications of the equipment and redundancy of the equipment;

**WHEREAS**, the Consent Letters will not increase the size or amount of space used by Tenant under the Water Tower Site Lease Agreement and after the end of the twelve month testing period, there will be the same number of antennas on the water tower as before the testing period;

**WHEREAS**, the Consent Letters will require Tenant to remove the redundant antennas and equipment and allow the City to remove the redundant antennas and equipment in the event Tenant fails to do so and recover the City’s costs of the removal in the event Tenant fails to do so.

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

- 1) The attached Consent Letters are approved and the Mayor and Deputy City Clerk are authorized to execute the Consent Letters on behalf of the City, along with any

additional documents necessary or appropriate to effectuate, carry out, and perform all of the terms, provisions, and conditions of the Consent Letters and the transactions contemplated hereby.

- 2) That the Director of Public Works shall administer the Consent Letters.

Passed this \_\_\_\_\_ day of January, 2013.

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

Attest:

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



Monday, January 14, 2013 ~~Thursday, January 10, 2013~~

City of Inver Grove Heights  
8150 Barbara Ave.  
Inver Grove Heights, MN 55077  
Attn: City Administrator

RE: WATER TOWER SITE LEASE AGREEMENT between City of Inver Grove Heights (“Landlord”) and Sprint Spectrum Realty Company, L.P., a Delaware limited partnership, successor in interest to Sprint Spectrum, L.P. (“Tenant”), dated November 12, 1996 and first Amended by FIRST AMENDMENT TO WATER TOWER SITE LEASE AGREEMENT, dated December 4, 2001 (“Site Agreement”), with respect to the real property located at 1770 50<sup>th</sup> Street East Inver Grove Heights, MN 55077 (“Site”), Cascade No. MS03XC303.

To Whom it May Concern:

This letter is to advise you that it will be necessary within the near future for Sprint Nextel to make certain physical modifications to equipment within Tenant’s premises at the Site. These improvements are being undertaken in order to ensure the continued technical and economic feasibility of Tenant’s facility, and are needed for Tenant to make optimal use of the Site for the purposes intended by the Site Agreement. As described below, these modifications should have no significant impact on Landlord’s property or operations. However, in accordance with the Site Agreement, Tenant requests that Landlord acknowledge notice of, and consent to, the following modifications:

Swap out of obsolete electronics cabinets, antenna and other equipment at the site, as described in the attached Exhibits T-1, GN-1 through GN-3, A-1 through A-7, RF-1, RF-2, E-1 through E-4, G1 through G-3, S-1, and S-2, including the addition of three (3) new antennas and accompanying cables, and may also include replacement of cabling and mounting apparatus and the temporary redundancy of equipment within the Leased Premises necessary for testing of the new equipment for up to twelve (12) months. Tenant must promptly remove the replaced antennas and other replaced equipment at the end of the twelve (12) month testing period. Tenant must also repair any damage caused to the Leased Premises during or by Tenant’s physical modifications and improvements, including but not limited to holes or other exterior surface damage, and must restore the premises to good order and their condition prior to Tenant’s physical modifications and improvements. Should Tenant fail to do so within sixty (60) days, Landlord may enter the Leased Premises and repair them and restore them to good order and their original condition, and/or remove the replaced antennas and other replaced equipment., at Tenant’s expense. If Landlord repairs or restores the Leased Premises, or removes the replaced antennas or other replaced equipment, Landlord must give written notice to the Tenant in accordance with Paragraph 18 of the Lease.

Landlord’s acknowledgement of notice and consent will not increase the size or amount of space being used by Tenant under the Site Agreement.

Please indicate your acknowledgement and consent by signing below and returning one copy of this letter to me at the address set forth below.

Thank you in advance for your prompt attention to this matter.

Regards,

Adam Luebke  
FMHC Corporation  
7400 Metro Blvd., Suite 260  
Edina, MN 55439  
P: (952) 831-1043, ext. 3108  
M: (952) 237-5815  
E: [ALuebke@FMHC.com](mailto:ALuebke@FMHC.com)

ACKNOWLEDGED AND AGREED TO:  
**The City of Inver Grove Heights, MN**

\_\_\_\_\_  
By: George Tourville, Its Mayor  
Title: Mayor of the City of Inver Grove Heights  
Date: \_\_\_\_\_, 2013  
**(Date must be completed)**



~~Thursday, January 10, 2013~~ ~~Monday, January 14, 2013~~

City of Inver Grove Heights  
8150 Barbara Ave.  
Inver Grove, MN 55077

RE: WATER TOWER SITE LEASE AGREEMENT between The City of Inver Grove Heights and Sprint Spectrum Realty Company, L.P, dated November 12, 1996 as amended by the First Amendment to Water Tower Site Lease Agreement dated December 4, 2001, (collectively, "Site Agreement"), with respect to the real property located at 1770 50th Street East in Inver Grove Heights, MN and Cascade No. MS03XC303

Dear Sir or Madam:

This letter is to advise you that it will be necessary within the near future for Sprint Nextel to make certain physical modifications to equipment within Tenant's premises at the Site. These improvements are being undertaken in order to ensure the continued technical and economic feasibility of Tenant's facility, and are needed for Tenant to make optimal use of the Site for the purposes intended by the Site Agreement. As described below, these modifications should have no significant impact on Landlord's property or operations. However, in accordance with the Site Agreement, Tenant requests that Landlord acknowledge notice of, and consent to, the following modifications:

Install Fiber Optic and Alternate Access Vendor ("AAV") equipment at the Leased Premises, as described in the attached Exhibits FT-1, FN-1, FN-2, and F-1 through F-6. Tenant must repair any damage caused to the Leased Premises during or by Tenant's installation of fiber and AAV equipment and improvements, including but not limited to holes or other exterior surface damage, and must restore the Leased Premises to good order and their condition prior to Tenant's installation of fiber and AAV equipment and improvements. Should Tenant fail to do so within sixty (60) days, Landlord may enter the Leased Premises and repair them and restore them to good order and their original condition, at Tenant's expense. If Landlord repairs or restores the Leased Premises, Landlord must give written notice to the Tenant in accordance with Paragraph 18 of the Lease.

Landlord's acknowledgement of notice and consent will not increase the size or amount of space being used by Tenant under the Site Agreement.

Please indicate your acknowledgement and consent by signing below and returning one copy of this letter to me at the address set forth below.

Thank you in advance for your prompt attention to this matter.

Regards,

Adam Luebke  
FMHC Corporation  
7400 Metro Blvd., Suite 260  
Edina, MN 55439  
P: (952) 831-1043, ext. 3108  
M: (952) 237-5815  
E: [ALuebke@FMHC.com](mailto:ALuebke@FMHC.com)

ACKNOWLEDGED AND AGREED TO:

**The City of Inver Grove Heights, MN**

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

Title: Mayor of the City of Inver Grove Heights

Date: \_\_\_\_\_, 2013

**(Date must be completed)**

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**SCHEDULE PUBLIC HEARING – Temporary On-Sale Intoxicating Liquor License**

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: 651.450.2513  
 Prepared by: Melissa Kennedy  
 Reviewed by: N/A

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED:**

Schedule public hearing on February 11, 2013 at 7:00 p.m. to consider the application of the Church of St. Patrick for a Temporary On-Sale Intoxicating Liquor License for premises located at 3535 72<sup>nd</sup> Street East.

**SUMMARY:**

St. Patrick’s Catholic Church submitted an application for a Temporary On-Sale Intoxicating Liquor License for an event scheduled on May 3, 2013. The City Code was previously amended to allow for the issuance of temporary on-sale intoxicating liquor licenses to qualified organizations for a period not to exceed four consecutive days. Council is required to hold a public hearing to consider approval of the license.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**CONFRIM APPOINTMENT TO CONVENTION AND VISITORS BUREAU**

Meeting Date: January 14, 2012  
Item Type: Consent  
Contact: JTeppen, Asst City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Confirm appointment of Regina Barr to Convention and Visitors Bureau Board.

**SUMMARY** There is a vacancy on the CVB Board for an Inver Grove Heights Business Representative. After soliciting applications through various forms, including advertisement in the Insights Newsletter, the CVB received an application from Regina Barr,

Ms. Barr wrote in her application: I'm interested in the opportunity to serve on the Inver Grove Heights Convention and Visitor's Bureau board. First, I'm interested in getting more involved in the Inver Grove Heights community. Second, I think my background and experience are a good fit for your organization in that I have a sales, marketing and product management background with extensive non-profit board experience. In my consulting business I help companies or individuals get the right focus (strategic planning, strategy development), get the right resources (resource development & management) so they can get the right results (project execution, executive coaching, training, speaking).

In December the CVB Board voted unanimously to appoint Ms. Barr to this vacant term that expires in May of 2013.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

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APPOINT APPLICANTS TO THE AIRPORT RELATIONS COMMISSION

Meeting Date: January 14, 2012  
Item Type: Consent  
Contact: JTeppen, Asst City Admin  
Prepared by:  
Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Appoint applicants to the Airport Relations Commission (ARC).

**SUMMARY** Following the resignation of two members of the ARC, applicants were sought through an article in Insights. Two applications have thus far been received.

Those applications are attached; staff recommends the Council appoint the applicants to the ARC for terms expiring in 2014 and 2015.

## Jenelle Teppen

---

**From:** support@civicplus.com  
**Sent:** Wednesday, November 14, 2012 9:34 PM  
**To:** Jenelle Teppen  
**Subject:** Online Form Submittal: Commissioner's Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Commissioner's Application

---

Please indicate which Commission you are applying for. List only those you would be seriously interested in serving on.

1st Choice*	Airport Relations Commission	2nd Choice	
3rd Choice		4th Choice	
Name*	Kenneth L. Johnson	Date	11/14/2012
Address	3894 Upper 73 St. E.	Zip Code	55076
Home Phone*	450-0131	Work Phone*	n/a
Email Address*	<a href="mailto:vvusmc3-9@comcast.net">vvusmc3-9@comcast.net</a>		

In order that they Mayor and Councilmembers can have a better understanding of your background and interests, please provide the following information.

How long have you lived in Inver Grove Heights?

Years/Months 33/8

Employment, occupation, or other experience

11 yrs as photographer. 31 years restoration carpenter(CR).(DuAll Services).ICC cert. building inspector. Job coordinator. 2 three year terms on my church council. Several years on other church commissions. Now retired

Please provide a short paragraph summarizing why you are seeking an appointment to an Advisory Commission.

I feel it is my time to give back to the community where I have lived for 33 plus years.

Briefly describe your background and any other information not previously given which you believe should be considered regarding the appointment you are seeking.

Being here for 33 years, I love to watch the planes land and take off. (I'm right on there final approach for landing) Espically the older ones. It doesn't bother me. I know that it bothers some. I would to be a part of trying to keep a balance so all are happy.

They City of Inver Grove Heights is committed tot he policy that all persons shatt have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, age, national origin, or handicap.

\* indicates required fields.

The following form was submitted via your website: Commissioner's Application

1st Choice: Airport Relations Commission

2nd Choice:

3rd Choice:

4th Choice:

Name: Kenneth L. Johnson

Date: 11/14/2012

Address: 3894 Upper 73 St. E.

Zip Code: 55076

Home Phone: 450-0131

Work Phone: n/a

Email Address: [vvusmc3-9@comcast.net](mailto:vvusmc3-9@comcast.net)

Years/Months: 33/8

---

Employment, occupation, or other experience: 11 yrs as photographer. 31 years restoration carpenter(CR).(DuAll Services).ICC cert. building inspector. Job coordinator. 2 three year terms on my church council. Several years on other church commissions. Now retired

Please provide a short paragraph summarizing why you are seeking an appointment to an Advisory Commission.: I feel it is my time to give back to the community where I have lived for 33 plus years.

Briefly describe your background and any other information not previously given which you believe should be considered regarding the appointment you are seeking.: Being here for 33 years, I love to watch the planes land and take off. (I'm right on there final approach for landing) Espically the older ones. It doesn't bother me. I know that it bothers some. I would to be a part of trying to keep a balance so all are happy.

Additional Information:

Form submitted on: 11/14/2012 9:33:56 PM

Submitted from IP Address: 75.73.162.92

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.invergroveheights.org/Forms.aspx?FID=41>

## Jenelle Teppen

---

**From:** support@civicplus.com  
**Sent:** Friday, November 16, 2012 6:19 PM  
**To:** Jenelle Teppen  
**Subject:** Online Form Submittal: Commissioner's Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Commissioner's Application

---

Please indicate which Commission you are applying for. List only those you would be seriously interested in serving on.

1st Choice*	Airport Relations Commission	2nd Choice	
3rd Choice		4th Choice	
Name*	Hanna Icenogle	Date	11/16/2012
Address	8832 River Heights Way	Zip Code	55076
Home Phone*	651 457-5946	Work Phone*	651 456-2018
Email Address*	<a href="mailto:hanna.e.icenogle@gmail.com">hanna.e.icenogle@gmail.com</a>		

In order that they Mayor and Councilmembers can have a better understanding of your background and interests, please provide the following information.

How long have you lived in Inver Grove Heights?

Years/Months            27years

Employment, occupation, or other experience

I am employed with Lockheed Martin Corporation. I am a Sr. Manager of the Planning & Scheduling Department, responsible for planning of large government contracts.

Please provide a short paragraph summarizing why you are seeking an appointment to an Advisory Commission.

I will be retiring soon and would like to become more involved with my community.

Briefly describe your background and any other information not previously given which you believe should be considered regarding the appointment you are seeking.

I have experience with analysing situations in a large corporation to make recommendations for changes that will improve efficiencies and productivity. I also have affiliations with the aviation community. My husband and I own an airplane and are involved in aviation environment.

The City of Inver Grove Heights is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, age, national origin, or handicap.

\* indicates required fields.

The following form was submitted via your website: Commissioner's Application

1st Choice: Airport Relations Commission

2nd Choice:

3rd Choice:

4th Choice:

Name: Hanna Icenogle

Date: 11/16/2012

Address: 8832 River Heights Way

Zip Code: 55076

Home Phone: 651 457-5946

Work Phone: 651 456-2018

Email Address: [hanna.e.icenogle@gmail.com](mailto:hanna.e.icenogle@gmail.com)

Years/Months: 27years

---

Employment, occupation, or other experience: I am employed with Lockheed Martin Corporation. I am a Sr. Manager of the Planning & Scheduling Department, responsible for planning of large government contracts.

Please provide a short paragraph summarizing why you are seeking an appointment to an Advisory Commission.: I will be retiring soon and would like to become more involved with my community.

Briefly describe your background and any other information not previously given which you believe should be considered regarding the appointment you are seeking.: I have experience with analysing situations in a large corporation to make recommendations for changes that will improve efficiencies and productivity. I also have affiliations with the aviation community. My husband and I own an airplane and are involved in aviation environment.

**Additional Information:**

Form submitted on: 11/16/2012 6:19:28 PM

Submitted from IP Address: 75.72.152.176

Referrer Page: <http://www.ci.inver-grove-heights.mn.us/Index.aspx?NID=368>

Form Address: <http://www.ci.inver-grove-heights.mn.us/Forms.aspx?FID=41>

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: Lt. Joshua Otis (651) 450-2528  
 Prepared by: Lt. Joshua Otis  
 Police Department  
 Reviewed by: Chief Larry Stanger  
 Chief of Police

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

**PURPOSE/ACTION REQUESTED:**

Consider request to accept a \$1000.00 donation to the Inver Grove Heights Police Department from Drive Right 365.

**SUMMARY:**

Drive Right 365 has generously donated \$1000.00 to the Inver Grove Heights Police Department. Drive Right 365 is a non-profit organization and its purpose is to provide education to prevent impaired or distracted driving and also promote safe driving practices including the use of seat belts. Drive Right 365 has asked that the funds be used to assist our officers toward "Zero Death" campaign.



**Education & Advocacy for Life**

December 10, 2012

Larry Stanger  
Chief of Police  
City of Inver Grove Heights  
8150 Barbara Ave.  
Inver Grove Heights, MN 55077

Dear Chief Stanger,

Drive Right 365 is a non-profit organization. Our purpose is to provide education to prevent impaired or distracted driving and to promote safe driving practices including the use of seat belts, on our roads.

On behalf of Drive Right 365, we would like to present a check for \$1000 to be used in your department to assist your officers or staff toward "Zero Death" Campaign.

We appreciate your service and effort to keeping our roads safe for all of us.

Sincerely,

A handwritten signature in black ink that reads "Catherine Casey". The signature is written in a cursive, flowing style.

Catherine Casey  
President

Enclosure

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**PERSONNEL ACTIONS**

Meeting Date: January 14, 2013  
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 temporary/seasonal employment of: Nicholas Gallahue, Steven Sauro, and Nicholas Beaudion.

Please confirm the reclassification of: Shannon Battles to Sr. Accountant.

Please confirm the temporary/seasonal termination of employment of: Juanita Morgan, Joe Costa, Sue Schaumann, and Patrick Popa.

Please confirm the termination of employment of: Katie Ohlhauser, Office Support.

**GERTEN GREENHOUSES**

**REQUEST FOR COUNCIL ACTION**

**CITY OF INVER GROVE HEIGHTS**

Meeting Date: January 14, 2013  
 Item Type: Regular Agenda  
 Contact: Allan Hunting 651.450.2554  
 Prepared by: Allan Hunting, City Planner  
 Reviewed by:

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED**

Consider a Resolution approving a Wetland Replacement Plan to mitigate a total of 25,000 square feet of wetland through wetland banking for property located on the east side of Blaine Avenue at 5500 Blaine Avenue:

- Requires 3/5th's vote.
- 60-day Deadline: March 6, 2013 (second 60 days)

As part of the greenhouse expansion project that was approved in 2011, some of the runoff from the roof of the greenhouses will be directed into a wetland labeled as T-22. Under Wetland Conservation Act regulations, this is considered a wetland impact and the wetland must be mitigated. The applicant is proposing to mitigate the wetland impact with the purchase of wetland banking credits. Based on the required 2:1 replacement ratio, a total of 25,000 square feet of wetland would be purchased from a wetland bank located in Dakota County.

**ANALYSIS**

The wetland is governed under the Wetland Conservation Act and therefore any direct runoff (considered filling) must be mitigated in a form consistent with WCA rules. The applicant has submitted a wetland replacement plan to replace 25,000 square feet through the wetland banking system. A required evaluation of the request has been conducted by the Technical Evaluation Panel established by WCA. All parties find the wetland mitigation acceptable with approval by BWSR for the wetland bank purchase. The application was reviewed by the Environmental Commission on December 17 and they recommended approval of the plan as presented. If Council approves the plan, Gertens must provide proof to BSWR that the wetland bank credits have been purchased. Staff finds the replacement plan acceptable as part of the overall site plan and grading improvements.

**RECOMMENDATION**

Planning Division: Recommends approval of the wetland replacement plan resolution subject to the condition listed.

Environmental Commission: Recommends approval of the wetland replacement plan as presented (6-0).

Attachment: Wetland Replacement Plan Resolution  
Wetland Replacement Plan Planning Report to Environmental Commission

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

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

**A RESOLUTION APPROVING A WETLAND REPLACEMENT PLAN APPLICATION  
FOR THE IMPACT OF WETLANDS  
ON PROPERTY LOCATED NORTH OF UPPER 55<sup>TH</sup> STREET, EAST OF BLAINE AVENUE**

**CASE NO. 12-35W  
(Gerten Greenhouses)**

**WHEREAS**, a complete Wetland Replacement Plan Application ("The Application") was submitted to the City for Wetland described as T-22 and located in Section 33, Township 28N, Range 22W;

**WHEREAS**, "The Application" requested City approval of a wetland impact and replacement plan that involved impacting 12,500 square feet of wetlands and replacement with 25,000 square feet of new wetland through a wetland banking credit;

**WHEREAS**, copies of "The Application" were distributed to the following agencies for review and comment: Dakota County Soil & Water Conservation District; Minnesota Board of Water & Soil Resources; Department of Natural Resources Regional Office, DNR Wetlands Coordinator; Department of the Army, Corps of Engineers, St. Paul District; and the Lower Mississippi River WMO; and

**WHEREAS**, written and oral comments were received at, before and after the public comment period concerning "The Application", record of the comments being found in the file for Case No. 12-35W;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that**, "The Application" is considered compliant with the Minnesota Wetland Conservation Act and is hereby approved with the following condition:

1. The City (LGU) shall receive written confirmation from BWSR that the wetland credits proposed for use have been officially withdrawn from the wetland bank.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

AYES:

NAYS:

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

ATTEST:

\_\_\_\_\_  
Melissa Kennedy, Deputy Clerk

**P L A N N I N G     R E P O R T**  
**C I T Y   O F   I N V E R   G R O V E   H E I G H T S**

---

**REPORT DATE:** December 12, 2012

**CASE NO:** 12-35W

**APPLICANT:** Gerten Greenhouses

**PROPERTY OWNER:** Gerten Greenhouses

**REQUEST:** Approval of a Wetland Replacement Plan

**MEETING DATE:** December 20, 2012

**LOCATION:** 5500 Blaine Avenue

**COMPREHENSIVE PLAN:** RC, Regional Commercial

**ZONING:** PUD, Bishop Heights Planned Unit Development

**REVIEWING DIVISIONS:** Planning  
WCA TEP

**PREPARED BY:** Allan Hunting  
City Planner

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**BACKGROUND**

Gerten Greenhouses was granted approval by the City Council to construct additional greenhouses in 2010. There are 3 wetlands near the greenhouse project. Gertens was approved to fill one of the wetlands as part of the original approval. As the storm water plans evolved, they were designed such that the runoff from the greenhouse roof is proposed to be directed to the storm water system that conveys water to Wetland T-22 (the subject wetland and also known as wetland #2 in the wetland report). Water runoff being directed to T-22 is considered a wetland impact per the wetland conservation act (WCA). The total area of the wetland is 12,500 square feet. Since the proposed runoff would impact the entire wetland, the applicant is proposing to mitigate the wetland impact with a purchase of wetland bank credits.

One of the tasks of the Environmental Commission is to review wetland replacement plans and make recommendation to the City Council.

**EVALUATION OF THE REQUEST**

A wetland delineation was done for the site in 2010 and it indicated three wetlands on site. Wetland #2 would be impacted with this application (see attached wetland permit application).

A historical aerial review was done by representatives from BSWR and DCSWCD which indicated that Wetland #2 has been impacted over time. More water has been directed to the wetland over time and its volume has increased. The Technical Evaluation Panel, under WCA

rules, met on site and determined that the historical size of the wetland prior to 1992 was 12,500 square feet.

Based on the type of wetland, a 2:1 replacement would be required. The applicant is proposing to purchase wetland credits equal to wetland replacement of 25,000 square feet. An application for wetland bank credits has been applied for by the applicant. Wetland banking is a process that is reviewed and approved by BSWR.

A notice of wetland application was processed and distributed on November 13, 2012. Because this item had already been discussed by the TEP, no comments were received by the technical evaluation panel members from Minnesota Board of Water and Soil Resources and Dakota County Soil and Water Conservation District. The City Planner is also on the TEP. The panel finds that all requirements of the wetland conservation act have been addressed and recommend approval of the wetland replacement.

### **ALTERNATIVES**

The Environmental Commission has the following actions available on the following requests:

- A. **Approval.** If the Environmental Commission finds the application to be acceptable, the following action should be taken:
- Recommend Approval of the **Wetland Replacement Plan** as proposed.
- B. **Denial.** If the Environmental Commission does not favor the proposed application the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

### **RECOMMENDATION**

City Staff, as part of the WCA Technical Evaluation Panel, recommends approval of the wetland replacement.

Attachments: Location Map  
Wetland Permit Application



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# **Gertens Greenhouse Expansion Phase II**

**Inver Grove Heights, Minnesota**

**Wetland Permit Application**

*Prepared for*  
**Lew Gerten**

*by*  
**Kjolhaug Environmental Services Company, Inc.**  
(KES Project No. 2012-036)

November 1, 2012

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**Figures:**

- Figure 1 – Site Location Map
- Figure 2 – 2009 Aerial Photograph
- Figure 3 – Wetland Survey
- Figures C3-2 and C3-3 – Project Plan

**Appendices:**

- Appendix A – Joint Application Forms
- Appendix B – Incidental Wetland and Replacement Plan Notice of Decisions
- Appendix C – Wetland Banking Forms

# Gertens Greenhouse Expansion Phase II

## Wetland Permit Application

### I. INTRODUCTION

Previously, Gertens was permitted to fill 10,509 square feet of fill within an isolated, wetland (Wetland 3 of the delineation report) to expand an existing greenhouse building located in Inver Grove Heights, Minnesota (Gertens Greenhouse Expansion Phase I). That project involved grading to construct an aggregate pad and bituminous driveway for an approximately 5-acre greenhouse. Stormwater from the bituminous footprint is directed to a newly constructed stormwater pond located in the southeast corner of the site.

Phase II of the project involves constructing the new 5-acre greenhouse. Runoff from the greenhouse roof is proposed to be directed to storm sewer that conveys it to Wetland T-22 (Wetland 2 of the delineation report). This additional hydrologic input to T-22 is considered to be a wetland impact. Impacts are proposed for replacement via the purchase of wetland bank credits.

The following text provides a brief site description and history, a sequencing discussion, and a wetland replacement plan. Figures and appendices referenced in the application are included. The Minnesota Local/State/Federal Application Forms for Water/Wetland Projects is included as **Appendix A**.

### II. SITE DESCRIPTION

The subject property was located in Section 33, Township 28N, Range 22W, City of Inver Grove Heights, Dakota County, Minnesota. More specifically, the project boundaries were located east of Blaine Ave, south of 52<sup>nd</sup> Street East, and north of Blackbird Trail (**Figure 1**). The site consisted of a large plant/tree/shrub nursery and landscaping store. Retail buildings, greenhouses, and outdoor plant irrigations areas were found throughout (**Figure 2**).

Three (3) wetlands (**Figure 3**) were identified and delineated within project boundaries on April 14, 2010 by Kjolhaug Environmental Services, Inc. (KES). The delineated wetlands are described in the Wetland Delineation Report previously provided. Wetland boundaries were reviewed and approved in the field by Allan Hunting of the City of Inver Grove Heights. Wetlands were determined to be isolated and non-jurisdictional by the Army Corps of Engineers Section 404 program.

In October 2010, Kjolhaug Environmental Services submitted documentation to support an Incidental Wetland Determination for portions of Wetland 3. A Notice of Decision

(NOD) for this application was approved on October 8, 2010 (**Appendix B**). The NOD stated that 41,540 square feet of Wetland 3 was incidental wetland, with the remaining 10,509 square feet of Wetland 3 regulated under WCA. A replacement plan to impact the remaining portion of Wetland 3 was approved by the City on December 3, 2012 (**Appendix B**). Wetland impacts occurred in April/May 2012 and were mitigated at a 2:1 ratio via the purchase of wetland bank credits prior to impact.

In September 2012, Kjolhaug Environmental Services submitted documentation to support an Incidental Wetland Determination for portions of Wetland T-22 (Wetland 2). A Notice of Decision (NOD) for this application was approved on October 10, 2010 (**Appendix B**). The NOD stated that 19,127 square feet of Wetland 2 was incidental wetland, with the remaining 12,500 square feet of Wetland 2 regulated under WCA.

### III. SEQUENCING DISCUSSION

The following discussion addresses wetland avoidance, impact minimization, impact reduction and elimination over time, and replacement in compliance with Minnesota Wetland Conservation Act (WCA) requirements. Specifically, the sequencing discussion includes a summary of plan alternatives considered and changes made to the plan to minimize wetland impacts.

All avoidance and minimization options considered met the following goals for the development:

1. Minimize direct, indirect, and long-term impacts to wetlands on the site.
2. Provide adequate stormwater treatment to meet NPDES and City requirements.
3. Provide sufficient greenhouse space for landscape operations.
4. Provide a drive isle for delivery trucks and Gertens landscape vehicles.

The following alternatives were evaluated within the criteria and constraints described above.

#### **Wetland Avoidance**

Per WCA guidelines, wetland avoidance alternatives evaluated included no-build and alternate project designs that avoid all wetland impacts.

The *no-build alternative* would avoid impact to the historic area of T-22 (Wetland 2), but would not allow Gertens to meet the demand for their product. Construction of a greenhouse represents safe and efficient use of available property, while abandoning the proposed project fails to meet the goals of the owner.

A greenhouse is consistent with current land use because the site is already used for landscape nursery purposes. For this reason, the no-build alternative was rejected.

An *alternative project design* that completely avoids discharge of greenhouse runoff into the historic area of Wetland T-22 (Wetland 2) is not feasible. The Gertens site is already highly developed. There is not enough room on the site to create a new stormpond that could contain the amount of proposed discharge as well as treat the water to stormwater standards.

Because an alternate design that completely avoids wetland impacts was not available to meet the applicant's goal and ensure long-term viability of the wetland, it was determined that prudent and feasible alternative designs that completely avoid impacts to wetlands do not exist within the context of the scope of the development, project goals, and site constraints.

#### **Sequencing Flexibility & Section 404 Flexibility**

Although the wetland to be impacted has been degraded to the point where replacement of it would very likely result in a certain gain in function and public value, sequencing flexibility was not used as an additional justification for impact at this time. The specific plant community composition, outlet characteristics, and adjacent upland composition and land use of the wetland bank to be used are not readily available from the bank owner and therefore a MnRAM comparison cannot be easily performed.

Additionally, the proposed impact to Wetland T-22 (Wetland 2) would likely be allowed within the context of WCA sequencing flexibility as this wetland is a depression that receives its primary source hydrology via surface runoff. Eliminating or reducing runoff to Wetland T-22 would result in secondary impacts to the wetland.

Because Wetland 2 is an isolated wetland, Section 404 Flexibility does not apply.

#### **Wetland Impact Minimization**

The existing wetland basin is very large, deep hole that has a broad and flat bottom. The entire bottom of the basin is wetland (historic and incidental); therefore wetland impact minimization does not apply.

#### **Wetland Impact Rectification**

No temporary impacts are proposed with this plan. Impact rectification does not apply.

#### **Wetland Impact Reduction or Elimination Over Time**

No portion of historic Wetland T-22 (Wetland 2) will remain after project implementation; therefore wetland impact reduction or elimination over time does not apply.

#### **Summary of Proposed Impacts**

The project plan (**Figures C3-2 and C3-3**) will result in 12,500 square feet of unavoidable wetland impact within a shallow open-water, Type 4 wetland.

### **Replacement Requirement**

Because the site is already highly modified and developed, the existing wetland impact is proposed for replacement via the purchase of credits from a wetland bank. According to Minnesota Rules 8420.0522, Subpart 4A(1) the replacement ratio is 2.5 replacement credits for each acre of wetland impacted. The replacement ratio may be reduced by 0.5:1 when the replacement consists of withdrawal of available credits from an approved wetland bank within the same bank service area as the impacted wetland.

The replacement calculations for the project are as follows:

$$\begin{array}{r} 12,500 \text{ sq. ft. of proposed fill} \\ \times \quad 2.0 \text{ (2:1 ratio)} \\ \hline 25,000 \text{ sq. ft. of required replacement credit} \end{array}$$

Because Wetland 2 is isolated, a 404 permit from the U.S. Army Corps of Engineers is not required.

## **IV. WETLAND REPLACEMENT PLAN**

As explained previously, the Gertens site has been highly modified for landscape nursery purposes. Furthermore, natural wetlands located within this landscape region are often found to be small, isolated pockets that have developed over a long period of time under a combination of specific soil conditions and watershed characteristics. Duplicating this formula is difficult in an unaltered landscape, and nearly impossible in a highly modified landscape. Wetland creation on this site is further complicated by stormwater requirements that require a high rate of infiltration to occur within stormwater features (hence decreased discharge to potential downstream created wetlands).

Therefore, the applicant proposes to purchase 25,000 square feet (12,500 sf x 2:1 ratio = 25,000 sf) of standard wetland credit (SWC) from a wetland bank located within the same bank service area as the proposed project (Bank Service Area 7). Wetland banking forms are included in **Appendix C**.

## **Gertens Greenhouse Expansion Phase II**

### **Wetland Permit Application**

#### **Figures:**

- Figure 1 – Site Location Map
- Figure 2 – 2009 Aerial Photograph
- Figure 3 – Wetland Survey
- Figures C3-2 and C3-3 – Project Plan

Note: Site boundaries on this figure are approximate and do not constitute an official survey product.

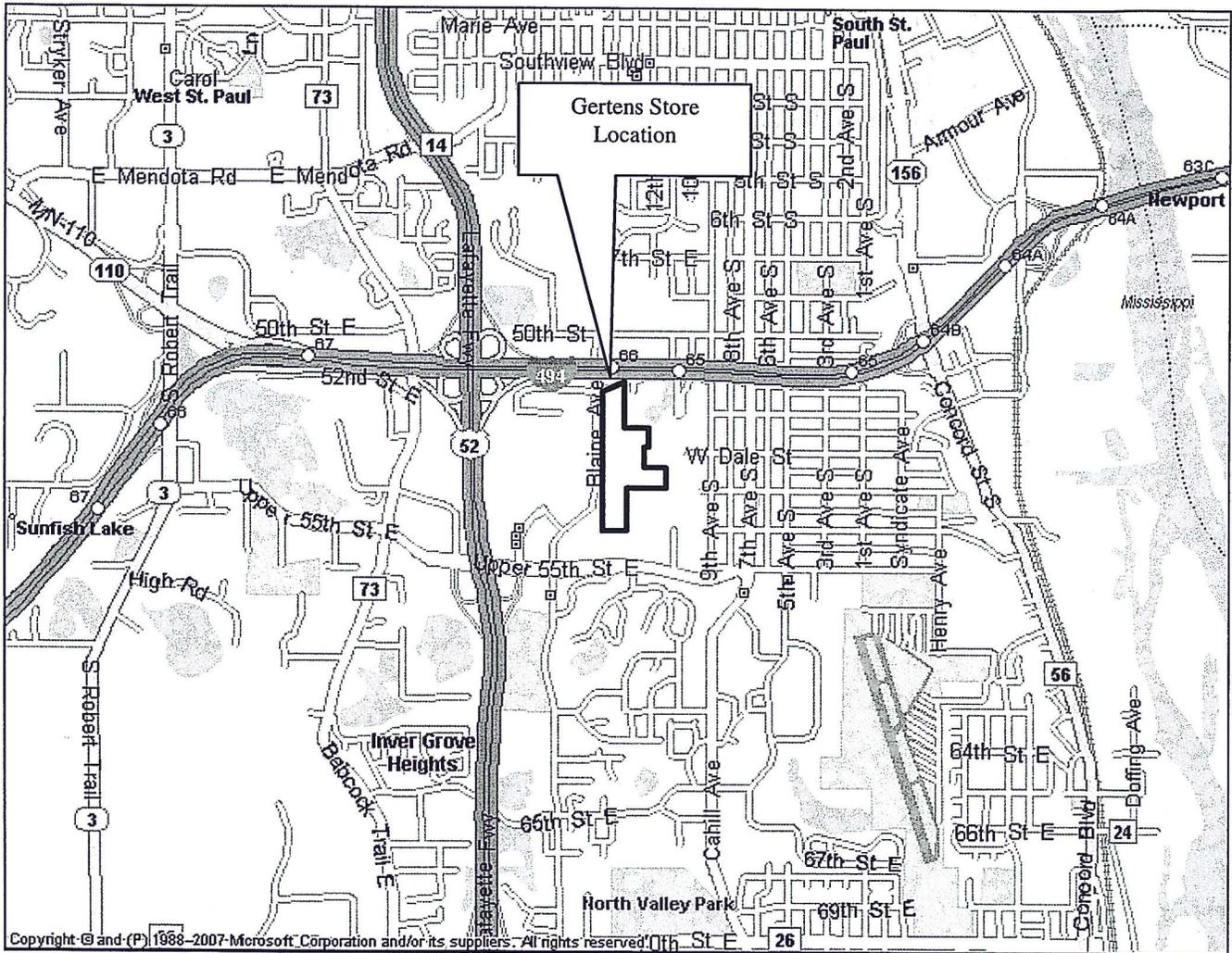


Figure 1 – Site Location Map



**KJOLHAUG** ENVIRONMENTAL SERVICES COMPANY

Gertens (KES No. 2012-036)  
Inver Grove Heights, Minnesota



No Scale

Note: Site boundaries on this figure are approximate and do not constitute an official survey product.

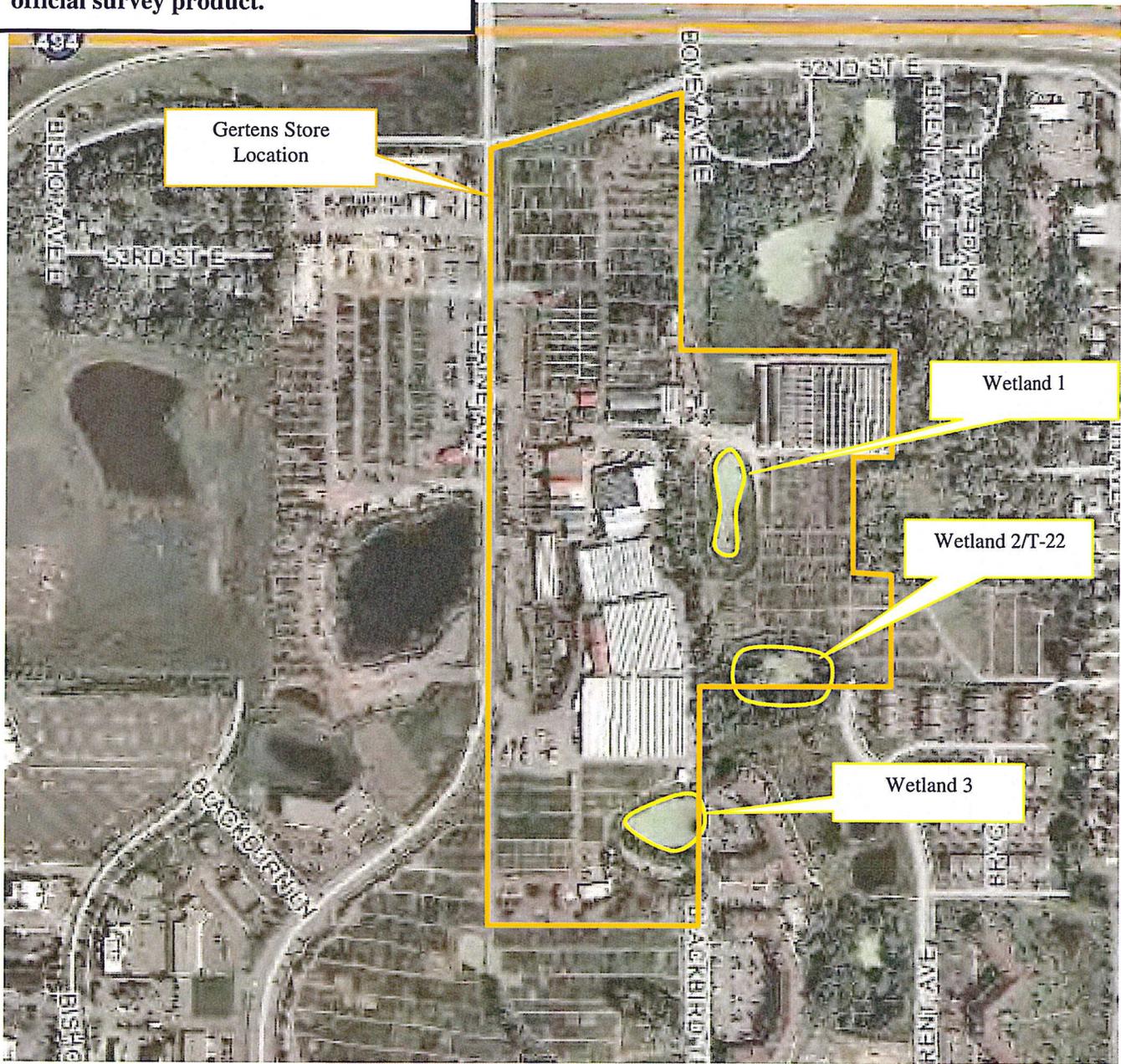


Figure 2 – 2009 Aerial Photograph (Dakota County GIS)

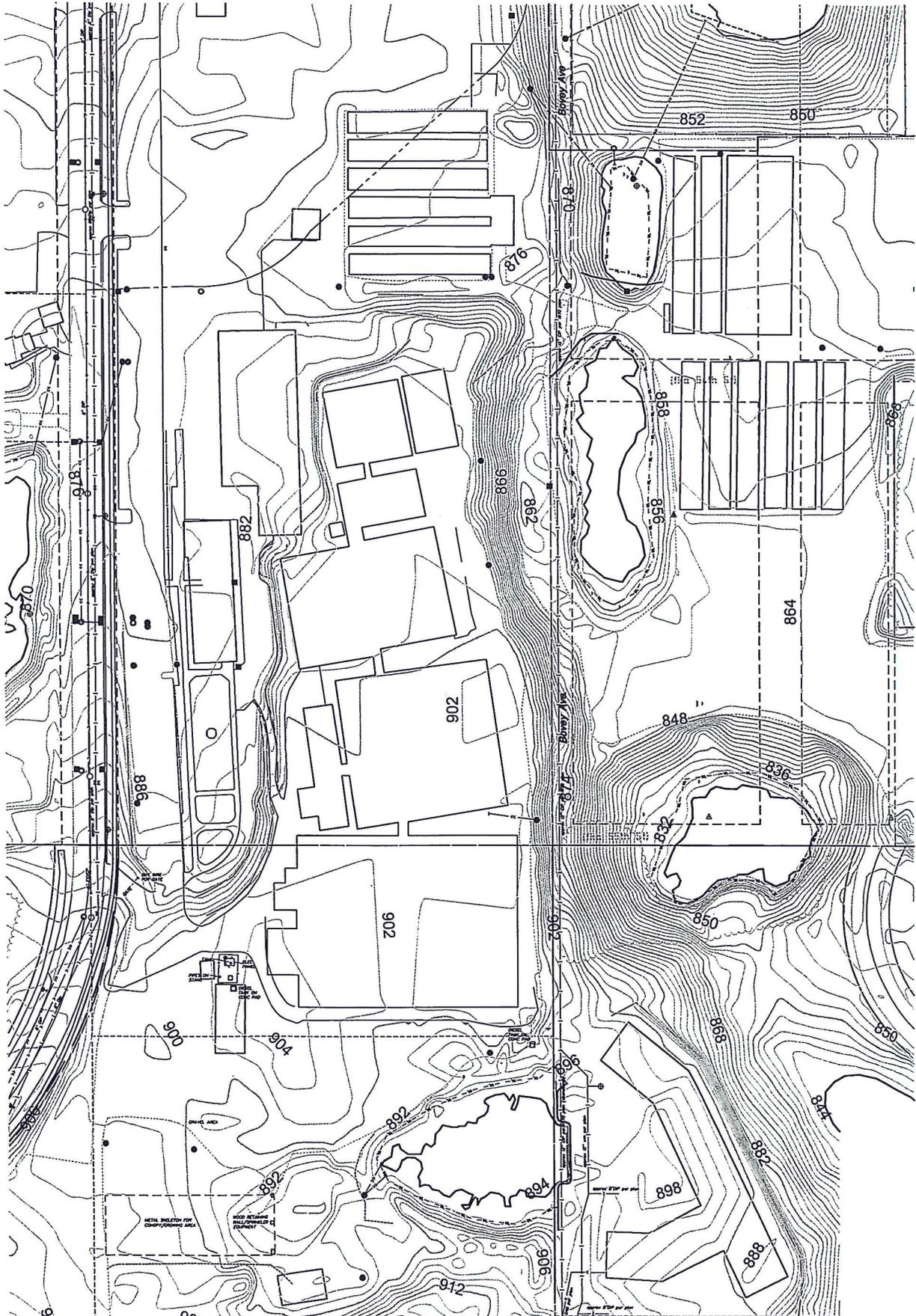


**KJOLHAUG** ENVIRONMENTAL SERVICES COMPANY

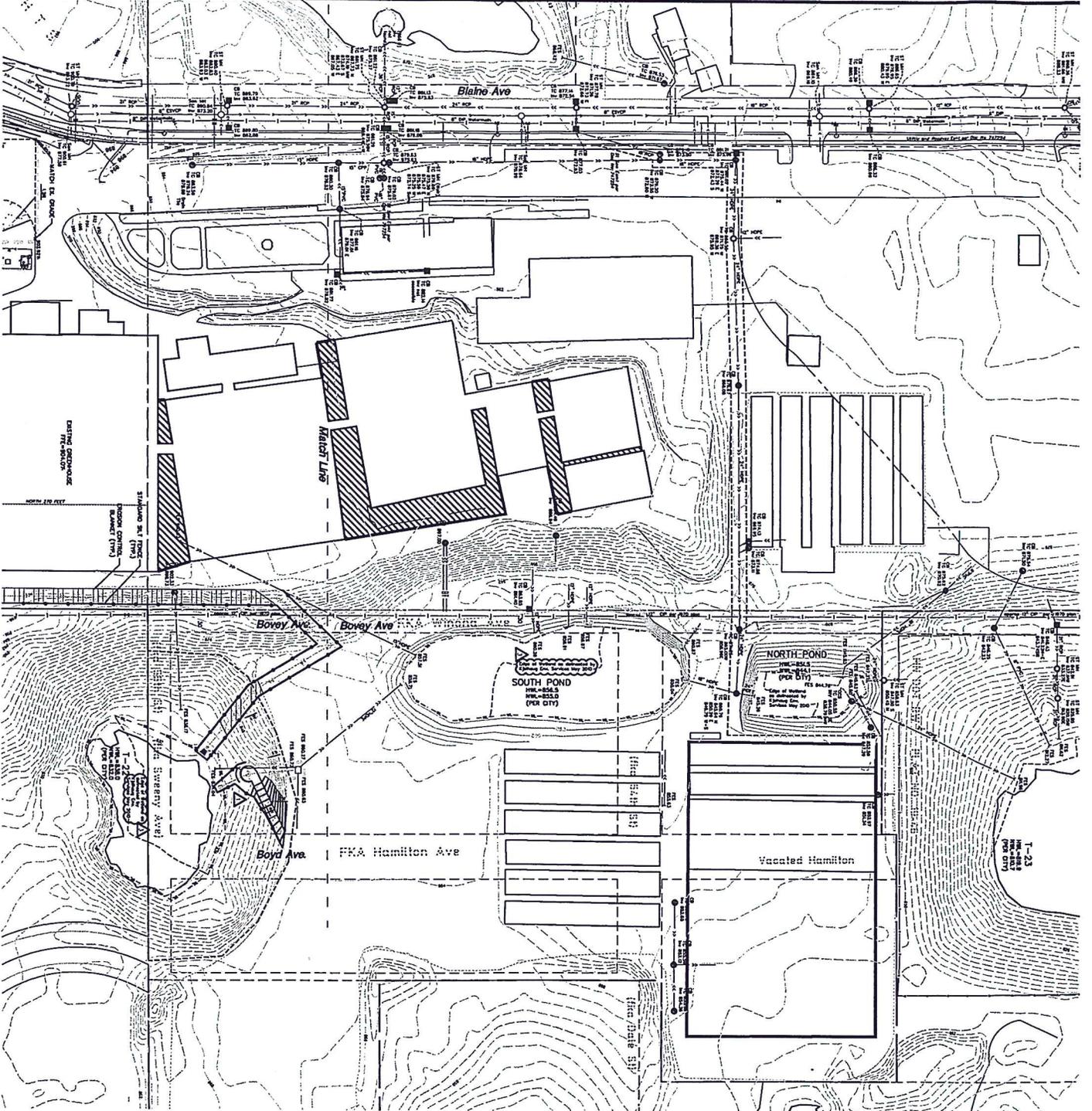
Gertens (KES No. 2012-036)  
Inver Grove Heights, Minnesota



1 inch ~ 391 feet







**GREENS GREENHOUSE EXPANSION**

1100 Green Heights, Minneapolis  
 Green  
 5300 Blaine Avenue  
 1100 Green Heights, MN 55515

**LOUISAS ASSOCIATES**

1100 Green Heights, Minneapolis  
 5300 Blaine Avenue  
 1100 Green Heights, MN 55515

**STORM WATER POLLUTION PREVENTION PLAN**

98864G  
 C3-3

**Gertens Greenhouse Expansion Phase II**

**Wetland Permit Application**

**Appendix A – Joint Application Form**

# Minnesota Local/State/Federal Application Form for Water/Wetland Projects

Application No.	Field Office Code	<b>For Internal Use Only</b> Date Initial Application Received	Date initial Application Deemed Complete
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## PART I: BASIC APPLICATION

"See HELP" directs you to important additional information and assistance in Instructions. Page 1

### 1. LANDOWNER/APPLICANT CONTACT INFORMATION (See Help 1)

Name: Lew Gerten Phone: 651-450-1501 E-mail: lgerten@gertens  
 Complete mailing address: 5500 Blaine Ave, IGH, MN 55076

### 1A. AUTHORIZED AGENT (See Help 1.A) (Only if applicable; an agent is not required)

Name: Kjolhaug Environmental Phone: 952-401-8757 E-mail: melissa@kjolhaugenv.com  
 Complete mailing address: 26105 Wild Rose Lane, Shorewood, MN 55331

### 2. NAME, TYPE AND SIZE OF PUBLIC WATERS or WETLANDS IMPACTED (Attach Additional Project Area sheets if needed)

Name or I.D. # of Waters Impacted (if applicable; if known):

(Check all that apply):  Lake  River  Circular 39 Wetland type:  1,  1L,  2,  3,  4,  5,  6,  7,  8

Wetland plant community type<sup>1</sup>:  shallow open water,  deep marsh,  shallow marsh,  sedge meadow,  fresh meadow.

wet to wet-mesic prairie,  calcareous fen,  open bog or coniferous bog,  shrub-carr/alder thicket,

hardwood swamp or coniferous swamp,  floodplain forest,  seasonally flooded basin

Indicate size of entire lake or wetland (check one):  Less than 10 acres (indicate size: 12,500sf)  10 to 40 acres  Greater than 40 acres

### 3. PROJECT LOCATION (Information can be found on property tax statement, property title or title insurance):

Project street address: 5500 Blaine Ave Fire #: City (if applicable): IGH

1/4 Section: Section: 33 Township #: 28 Range #: 22 County: Dakota

Lot #: Block: Subdivision: Watershed (name or #): 20 UTM location: N E

Attach a simple site locator map. If needed, include on the map written directions to the site from a known location or landmark, and provide distances from known locations. Label the sheet *SITE LOCATOR MAP*.

### 4. TYPE OF PROJECT: Describe the type of proposed work. Attach TYPE OF PROJECT sheet if needed.

Greenhouse roof installation.

**5. PROJECT PURPOSE, DESCRIPTION AND DIMENSIONS:** Describe what you plan to do and why it is needed, how you plan to construct the project with dimensions (length, width, depth), area of impact, and when you propose to construct the project. **This is the most important part of your application. See HELP 5 before completing this section; see What To Include on Plans (Instructions, page 1).** Attach *PROJECT DESCRIPTION* sheet.

See attached application text.

Footprint of project: \_\_\_\_\_ acres or 12,500 square feet drained, filled or excavated.

**6. PROJECT ALTERNATIVES:** What alternatives to this proposed project have you considered that would avoid or minimize impacts to wetlands or waters? List at least **TWO** additional alternatives to your project in Section 5 that avoid wetlands (one of which may be "no build" or "do nothing"), and explain why you chose to pursue the option described in this application over these alternatives. Attach *PROJECT ALTERNATIVES* sheet if needed.

See attached application text.

**7. ADJOINING PROPERTY OWNERS:** For projects that impact more than 10,000 square feet of water or wetlands, list the complete mailing addresses of adjacent property owners on an attached separate sheet. (See HELP 7)

**8. PORTION OF WORK COMPLETED:** Is any portion of the work in wetland or water areas already completed?  Yes  No. If yes, describe the completed work on a separate sheet of paper labeled **WORK ALREADY COMPLETED**. (See HELP 8)

**9. STATUS OF OTHER APPROVALS:** List any other permits, reviews or approvals related to this proposed project that are either **pending** or **have already been approved or denied on a separate attached sheet**. See HELP 9.

**10. I am applying for state and local authorization** to conduct the work described in this application. I am familiar with the information contained in this application. To the best of my knowledge and belief, all information in Part I is true, complete, and accurate. I possess the authority to undertake the work described, or I am acting as the duly authorized agent of the applicant.

\_\_\_\_\_  
 Signature of applicant (Landowner)                      Date                      Melissa Band  
 Signature of agent (if applicable)                      Date                      11/1/12

This block must be signed by the person who desires to undertake the proposed activity and has the necessary property rights to do so. If only the Agent has signed, please attach a separate sheet signed by the landowner, giving necessary authorization to the Agent.

<sup>1</sup>See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.



---

FOR LGU USE ONLY:

- Determination for Part I:
- No WCA Jurisdiction
  - Exempt: No. \_\_\_\_ (per MN Rule 8420.0122)
  - No Loss: \_\_\_\_ (A,B, . .G, per MN Rule 8420.0220)
  - Wetland Boundary or type
  - Replacement required - applicant must complete Part II

**COMPLETE THE SECTION BELOW ONLY IF REPLACEMENT IS NOT REQUIRED:**

Application is (check one):  Approved  Approved with conditions (conditions attached)  Denied

Comments Findings: \_\_\_\_\_

\_\_\_\_\_  
*LGU official signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name and Title*

For Agricultural and Drainage exemptions (MN Rule 8420.0122 Subps. 1 and 2B), LGU has received proof of recording of restrictions (per MN Rule 8420.0115):

\_\_\_\_\_  
*County where recorded*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Document # assigned by recorder*

\_\_\_\_\_  
*LGU official signature*

\_\_\_\_\_  
*Date*

---

## PART II: REPLACEMENT PLAN SUPPLEMENT

*For assistance in completing Part II, contact your Local Government Unit or a professional consultant*

**11. DESCRIPTION OF WETLAND IMPACTS:** Complete the chart below: 1) Use one row of boxes for each wetland impact; 2) If your project has more than one wetland impact, reference your overhead view (part of Section 5) to this chart by identifying and labeling "first impact" and "second impact" on your overhead view; 3) If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank; 4) If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each separate wetland type, and identify predominant vegetation and size of impacted area for each separate wetland type within that impact area; 5) If you do not have access to some of this information, call your LGU or SWCD office for assistance. *(Photocopy chart for more impacts, if needed.)*

### DESCRIPTION OF WETLAND IMPACTS

Wetland impact <i>(as noted on overhead view)</i>	Watershed name or number <i>(if known)</i>	Watershed and Bank Service Area	Wetland plant community type <sup>1</sup>	Predominant vegetation in impacted wetland area	Size of area impacted <i>(in acres or square feet)</i>	Existing land use in project area <i>(check all that apply)</i>
<b>First impact</b>	20	20 BSA 7	4	water	12,500sf	<input type="checkbox"/> Housing <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Parks/recreation areas <input type="checkbox"/> Highways and associated rights-of-way <input type="checkbox"/> Forested <input type="checkbox"/> Farmsteads/agricultural <input type="checkbox"/> Vacant lands <input type="checkbox"/> Public and semi-public (schools/gov't facilities) <input type="checkbox"/> Airports <input type="checkbox"/> Extractive (gravel pits/quarries) <input type="checkbox"/> Other: landscape nursery
<b>Second impact</b>						

<sup>1</sup>If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank. If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each separate wetland type, and identify predominant vegetation and size of impacted area for each separate wetland type with that impact area.

**TOTALS OF AREA(S) IMPACTED FOR EACH WETLAND TYPE ON CHART** *(indicate acres  or square feet )*

Wetland plant community type<sup>1</sup>: Shallow open water: 12,500    Deep marsh:    Shallow Marsh:    Sedge meadow:  
 Fresh wet meadow:    Wet to wet mesic prairie:    Calcareous fen:    Open bog or coniferous bog:    Shrub carr or alder thicket:  
 Hardwood swamp or coniferous swamp:    Floodplain forest    Seasonally flooded basin

**12. SPECIAL CONSIDERATIONS:** Are you aware of any special considerations that apply to either the impact site(s) or the replacement site(s)?  Yes  No  
 (Examples: the presence of endangered species, special fish and wildlife resources, sensitive surface waters, or waste disposal site.) If YES, list and describe briefly.

**13. SHORELAND IMPACT ZONE:** Please identify each wetland impact site noted in Section 15 that is within 1000 feet of a lake or 300 feet of a river.

NA

<sup>1</sup> See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

14. **HOW PROPOSED REPLACEMENT WILL BE ACCOMPLISHED:** Indicate how proposed replacement will be accomplished (check only one box below and continue as indicated):

- A. Wetland banking credits only  
Complete *Application for Withdrawal of Wetland Credits Form* and include with your application. Copies of this form are available from your LGU, or download a copy from [www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)  
Skip to Section 19, page 6 (You do not need to complete Sections 15-18)
- B. Project-specific replacement only  
Continue with Section 15 below.
- C. A Combination of wetland banking and project-specific replacement. If using project specific replacement that will result in surplus wetland credits that you propose to deposit in the state wetland bank for future use, then you must submit a wetland banking application directly to your LGU before or concurrently with submittal of this form. Also, Complete *Application for Withdrawal of Wetland Credits Form* and include with your application. Copies of this form and the wetland banking application is available from your LGU, or download a copy from [www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)  
Continue with Section 15 below.

15. **DESCRIPTION OF REPLACEMENT WETLAND(S) CONSTRUCTION** (Complete this section only if you marked Box B or Box C in Section 14 above):

Describe in detail how replacement wetland(s) will be constructed. If several methods will be used, describe each method. Details should include the following: 1) type of construction (such as excavated in upland, restored by tile break, restored by ditch block or revegetated); 2) type, size and specifications of outlet structures; 3) elevations relative to Mean Sea Level or established benchmarks or key features (such as sill, emergency overflow or structure height); 4) what best management practices will be implemented to prevent erosions or site degradation; 5) proposed timetable for starting and ending the project; and 6) a vegetation management plan. Write this description on a separate sheet of paper labeled *DESCRIPTION OF REPLACEMENT WETLAND CONSTRUCTION*.

16. **SURPLUS WETLAND CREDITS:** If using project-specific replacement (Box B or Box C in Section 14 above), will the replacement result in any surplus wetland credits that you wish to have deposited in the State Wetland Bank for future use?  Yes  No. If yes, submit a *Wetland Banking Application* directly to your LGU before or concurrently with submittal of this form. Copies are available from your LGU, or download a copy from [www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)

17. **DESCRIPTION OF REPLACEMENT WETLANDS:** Complete the chart below: 1) Use one row of boxes for each wetland replacement site; 2) If your project has more than one wetland replacement site, reference your overhead view (part of Section 5) to this chart by identifying and labeling "first replacement site" and "second replacement site" on your overhead view; 3) If you are identifying only one wetland type within a given replacement site, use the first dotted line(s) and leave the others blank; 4) If you have chosen to identify more than one wetland type in a given replacement site, use the extra dotted lines to indicate each separate wetland type, and identify type(s) of replacement credits and "restored or created" for each separate wetland type with that replacement site; 5) If you do not have access to some of the information, or if you do not know your replacement ratio, call your LGU or SWCD office for assistance. *Photocopy chart for more wetland replacements, if needed.*

**DESCRIPTION OF REPLACEMENT WETLANDS**

Identify Wetland replacement site <i>(as noted on overhead view)</i>	Watershed name or number <i>(if known)</i> Bank Service Area	County	Section, Township, Range	Wetland Plant Community Type <sup>1</sup>	Type(s) of replacement credits <i>(in acres or square feet)</i>		Restored or created? Indicate R or C
					New Wetland Credits (NWC)	Public Value Credits (PVC)	
Name of First replacement site							
Name of Second replacement site							
<p>If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank. If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each separate wetland type, and identify predominant vegetation and size of impacted area for each separate wetland type within that impact area.</p>					TOTAL NWC	TOTAL PVC	
					<b>REQUIRED REPLACEMENT RATIO:</b> <i>(If known)</i>		

Wetland plant community type: Shallow open water: Deep marsh: Shallow Marsh: Sedge meadow:  
 Fresh wet meadow: Wet to wet mesic prairie: Calcareous fen: Open bog or coniferous bog: Shrub carr or alder thicket:  
 Hardwood swamp or coniferous swamp: Floodplain forest: Seasonally flooded basin

\* See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

**18. ADDITIONAL INFORMATION REQUIRED FOR PROJECT-SPECIFIC REPLACEMENT (Required *only* if you marked Box B or Box C in Section 14):**  
For projects involving at least some project-specific replacement, include the following additional information:

- Two drawings to scale of the replacement wetland. Include both overhead view and profile (side view or cross-sectional view). See *What to Include on Plans* (Instructions, Page 3) for a detailed description of what should be included in these drawings. Without drawings, your application will be considered incomplete.
- For created replacement wetlands, include additional soils information (if available) that indicates the capability of the site to produce and maintain wetland characteristics.

**Note 1:** For replacement wetlands located on pipeline easements, you need to receive endorsement of your project from both the easement holder and the Minnesota Department of Public Safety's Office of Pipeline Safety. Before start of construction, the owner of any utilities must be notified. The landowner or contractor is responsible for giving this notice by calling "Gopher State One-Call" at 652-454-0002 (Twin Cities Metro Area) or 1-800-252-1166 (all other locations).

**Note 2:** For extensive or complex projects supplementary information may be requested at a later date from one or more of the responding agencies. Such information may include (but not be limited to) the following: topographic map, water table map, soil borings, depth soundings, aerial photographs, environmental assessment and/or engineering reports.

**19. SIGNED AFFIRMATION:**

**FOR PROJECTS INVOLVING REPLACEMENT BY WETLAND BANKING ONLY.** To the best of my knowledge and belief, all information in Part II is true, complete and accurate; and I affirm that the wetland losses will be replaced via withdrawal from an account in the State Wetland Bank.

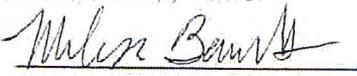
**FOR PROJECTS INVOLVING EITHER PROJECT-SPECIFIC REPLACEMENT ONLY OR A COMBINATION OF WETLAND BANKING AND PROJECT-SPECIFIC REPLACEMENT:**

**Part A: The replacement wetland.** I affirm that the replacement wetland was not:  
Previously restored or created under a prior approved replacement plan or permit; **AND**  
Drained or filled under an exemption during the previous 10 years; **AND**  
Restored with financial assistance from public conservation programs; **AND**  
Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration; and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.

**Part B: Additional assurances** (check all that apply):  
 The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.  
 An irrevocable bank letter of credit, performance bond, or other acceptable security has been provided to guarantee successful completion of the wetland replacement.  
 The wetland losses will be replaced via withdrawal from an account in the State Wetland Bank.

**Part C. For projects involving any project-specific replacement:** Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located; and I will at the same time submit proof of such recording to the LGU.

To the best of my knowledge and belief, all information in Part II is true, complete and accurate; and I affirm all statements in Part A and C, as well as checked assurance(s) in Part B.

  
\_\_\_\_\_  
Signature of applicant or agent

11/11/12  
\_\_\_\_\_  
Date

**FOR LGU USE ONLY**

Replacement plan is (check one):  Approved  Approved with conditions (conditions attached)  Denied

\_\_\_\_\_  
LGU official signature

\_\_\_\_\_  
Date

LGU has receive evidence of title and proof of recording of Declaration of Restrictions and Covenants for Replacement Wetland:

\_\_\_\_\_  
County where recorded

\_\_\_\_\_  
Date

\_\_\_\_\_  
Document # assigned by recorder

\_\_\_\_\_  
LGU official signature

\_\_\_\_\_  
Date

**Gertens Greenhouse Expansion Phase II**

**Wetland Permit Application**

**Appendix B – Incidental Wetland and Replacement Plan Notice of Decisions**

RECEIVED

OCT 18 2010

# Minnesota Wetland Conservation Act

## Notice of Decision

BY LOUCKS ASSOC.

Local Government Unit (LGU) <b>City of Inver Grove Heights</b>	Address <b>8150 Barbara Avenue Inver Grove Heights, MN 55077</b>
---	---

### 1. PROJECT INFORMATION

Applicant Name <b>Loucks Associates</b>	Project Name <b>Gertens Expansion</b>	Date of Application <b>10/4/10</b>	Application Number <b>10-19W</b>
<input checked="" type="checkbox"/> Attach site locator map.			

Type of Decision:

Wetland Boundary or Type <input type="checkbox"/>	<input checked="" type="checkbox"/> No-Loss	<input type="checkbox"/> Exemption	<input type="checkbox"/> Sequencing
<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Banking Plan		

Technical Evaluation Panel Findings and Recommendation (if any):

<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Approve with conditions	<input type="checkbox"/> Deny
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Summary (or attach): A wetland boundary application was submitted for the project site and approved by the City on July 12, 2010. Three wetlands were identified and typed under this previous City approval. Wetland 3 was delineated and approved as a deep water wetland (Type 4). The City's wetland type and boundary approval of July 12, 2010 stands.

Subsequently, further investigation was done on Wetland 3 to obtain a historical perspective and further review its applicability to the scope of the Wetland Conservation Act (WCA). An on-site TEP meeting was held to review Wetland 3 on September 14, 2010. An application and request for an incidental wetland determination was received by the City on October 4, 2010.

The TEP has concurred that the Wetland 3 is 41,540 square feet in size and that 31,131 square feet of this basin falls under the scope of "incidental wetlands". Therefore wetland impacts to this portion of Wetland 3 are not regulated under the WCA and a No-Loss decision would be applicable.

The TEP has further concurred that 10,509 square feet of Wetland 3 is regulated under WCA and subject to a future WCA replacement plan application if impacted. If only a portion of Wetland 3 is proposed for impact, the applicant will be required to further define the limits of the 10,509 square feet of regulated wetland.

### 2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: <b>October 8, 2010</b>		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved with conditions (include below)	<input type="checkbox"/>
Denied		

LGU Findings and Conclusions (attach additional sheets as necessary):

Approve a No Loss Decision based on the TEP findings.

For Replacement Plans using credits from the State Wetland Bank:

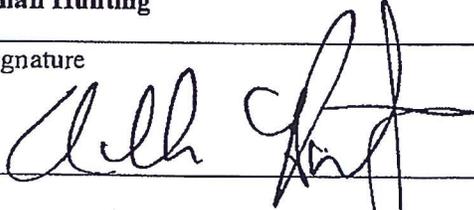
Bank Account #	Bank Service Area	County	Credits Approved for Withdrawal (sq. ft. or nearest .01 acre)
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**Replacement Plan Approval Conditions.** In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

- Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9 (List amount and type in LGU Findings).
- Deed Recording:** For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.
- Credit Withdrawal:** For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

**Wetlands may not be impacted until all applicable conditions have been met!**

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.		
Name <b>Allan Hunting</b>	Title <b>City Planner</b>	
Signature 	Date <b>10/8/10</b>	Phone Number and E-mail <b>651-450-2554</b> <b>ahunting@ci.inver-grove-heights.mn.us</b>

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT. Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

### 3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

<input type="checkbox"/> Appeal of an LGU staff decision. Send petition and \$_____ fee (if applicable) to:	<input type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to: Executive Director
---	--

	Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155
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**4. LIST OF ADDRESSEES**

<input checked="" type="checkbox"/> SWCD TEP member: <b>Brian Watson- Dakota County Soil and Water Conservation District 4100 220<sup>th</sup> Street West, Suite 102 Farmington, MN 55024</b> <input checked="" type="checkbox"/> BWSR TEP member: <b>Ken Powell – Minnesota Board of Water and Soil Resources 520 Lafayette Road North, St. Paul, MN 55155</b> <input type="checkbox"/> LGU TEP member (if different than LGU Contact): <input checked="" type="checkbox"/> DNR TEP member: <b>Melissa Doperalski – Minnesota Department of Natural Resources 1200 Warner Road, St. Paul, MN 55106</b> <input checked="" type="checkbox"/> <b>Wayne Barstad - DNR Regional Office Central Region – Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106</b> <input checked="" type="checkbox"/> <b>WD or WMO (if applicable): Laura Jester, Lower Mississippi River WMO, Dakota County Soil and Water Conservation District 4100 220<sup>th</sup> Street West, Suite 102 Farmington, MN 55024</b> <input checked="" type="checkbox"/> Applicant (notice only) and Landowner (if different) <input type="checkbox"/> Members of the public who requested notice (notice only): <input checked="" type="checkbox"/> <b>Sarah Wingert - Corps of Engineers Project Manager (notice only) Dept. of the Army, Corps of Engineers, St. Paul District, ATTN: CO-R, 190 Fifth Street East, St. Paul, MN 55101</b> <input type="checkbox"/> BWSR Wetland Bank Coordinator (wetland bank plan applications only)
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**5. MAILING INFORMATION**

- For a list of BWSR TEP representatives, see: [www.bwsr.state.mn.us/aboutbwsr/workareas/WCA\\_areas.pdf](http://www.bwsr.state.mn.us/aboutbwsr/workareas/WCA_areas.pdf)
- For a list of DNR TEP representatives, see: [www.bwsr.state.mn.us/wetlands/wca/DNR\\_TEP\\_contacts.pdf](http://www.bwsr.state.mn.us/wetlands/wca/DNR_TEP_contacts.pdf)
- Department of Natural Resources Regional Offices:

<u>NW Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 2115 Birchmont Beach Rd. NE Bemidji, MN 56601	<u>NE Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1201 E. Hwy. 2 Grand Rapids, MN 55744	<u>Central Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106	<u>Southern Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 261 Hwy. 15 South New Ulm, MN 56073
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For a map of DNR Administrative Regions, see: [http://files.dnr.state.mn.us/aboutdnr/dnr\\_regions.pdf](http://files.dnr.state.mn.us/aboutdnr/dnr_regions.pdf)

- For a list of Corps of Project Managers, see: [www.mvp.usace.army.mil/regulatory/default.asp?pageid=687](http://www.mvp.usace.army.mil/regulatory/default.asp?pageid=687)  
 or send to: Dept. of the Army, Corps of Engineers, St. Paul District  
 ATTN: CO-R, 190 Fifth Street East  
 St. Paul, MN 55101-1638

- For Wetland Bank Plan applications, also send a copy of the application to:  
 Minnesota Board of Water and Soil Resources  
 Wetland Bank Coordinator  
 520 Lafayette Road North  
 St. Paul, MN 55155

**6. ATTACHMENTS**

In addition to the site locator map, list any other attachments:  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--

# Minnesota Wetland Conservation Act

## Notice of Decision

Local Government Unit (LGU) <b>City of Inver Grove Heights</b>	Address <b>8150 Barbara Avenue          Inver Grove Heights, MN 55077</b>
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### 1. PROJECT INFORMATION

Applicant Name <b>Gerten Greenhouses</b>	Project Name <b>Gertens</b>	Date of Application <b>12/3/10</b>	Application Number <b>10-39W</b>
<input checked="" type="checkbox"/> Attach site locator map.			

Type of Decision:

<input type="checkbox"/> Wetland Boundary or Type	<input type="checkbox"/> No-Loss	<input type="checkbox"/> Exemption	<input type="checkbox"/> Sequencing
<input checked="" type="checkbox"/> Replacement Plan	<input type="checkbox"/> Banking Plan		

Technical Evaluation Panel Findings and Recommendation (if any):

<input type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve with conditions	<input type="checkbox"/> Deny
Summary (or attach): An onsite meeting was held on September 14, 2010 with members of the TEP including Brian Watson, DCSWCD, Ken Powell, BWSR and Allan Hunting, LGU. A revised wetland boundary was established based on aerial data and historical record. Since the wetland character has changed over the years, the function of the wetland has decreased. It was determined that a replacement of the wetland through wetland banking was a better alternative to replacement on site due to other existing conditions.		

### 2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: <b>2/28/11</b>		
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved with conditions (include below)	<input type="checkbox"/> Denied

LGU Findings and Conclusions (attach additional sheets as necessary):

A historical aerial review was done by representatives from BSWR and DCSWCD which indicated that Wetland #3 has been impacted over time. More water has been directed to the wetland over time and its volume has increased. The wetland was also impacted and partially reconstructed as part of the Blackberry Apartment construction project approximately 10 years ago. Based on these historical factors, the Wetland Conservation Act (WCA) Technical Evaluation Panel determined that the character of the wetland has changed over time and filling the wetland would be an acceptable alternative.

Based upon a wetland volume and boundary determination that was acceptable to the WCA TEP, a total of 10,509 square feet of wetland would be filled. Based on the type of wetland, a 2:1 replacement would be required. The applicant is proposing to purchase wetland credits equal to wetland replacement of 21,018 square feet. An application for wetland bank credits has been applied for by the applicant. Wetland banking is a process that is reviewed and approved by BSWR.

TEP approves the wetland replacement subject to the following conditions:

1. Prior to issuance any permits for grading, the City must receive confirmation from BWSR that the wetland credits have been officially withdrawn from the bank

For Replacement Plans using credits from the State Wetland Bank:

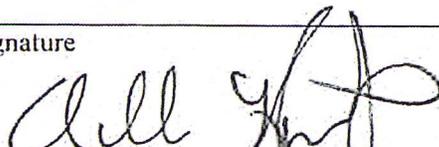
Bank Account # <b>1346</b>	Bank Service Area <b>7</b>	County <b>Hennepin</b>	Credits Approved for Withdrawal (sq. ft. or nearest .01 acre) <b>21,018 sq. ft.</b>
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**Replacement Plan Approval Conditions.** In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

- Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9 (List amount and type in LGU Findings).
- Deed Recording:** For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.
- Credit Withdrawal:** For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

**Wetlands may not be impacted until all applicable conditions have been met!**

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.		
Name <b>Allan Hunting</b>	Title <b>City Planner</b>	
Signature 	Date <b>3/7/11</b>	Phone Number and E-mail <b>651-450-2554</b> <b>ahunting@ci.inver-grove-heights.mn.us</b>

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT. Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

### 3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

<input type="checkbox"/> Appeal of an LGU staff decision. Send petition and \$_____ fee (if applicable) to:	<input checked="" type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to: Executive Director Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155
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### 4. LIST OF ADDRESSEES

<input checked="" type="checkbox"/> SWCD TEP member: <b>Brian Watson - Dakota County Soil and Water Conservation District 4100 220<sup>th</sup> Street West, Suite 102, Farmington, MN 55024</b> <input checked="" type="checkbox"/> BWSR TEP member: <b>Ken Powell - Minnesota Board of Water and Soil Resources 520 Lafayette Road North, St. Paul, MN 55155</b> <input type="checkbox"/> LGU TEP member (if different than LGU Contact): <input checked="" type="checkbox"/> DNR TEP member: <b>Craig Wills - Minnesota Department of Natural Resources 1200 Warner Road, St. Paul, MN 55106</b> <input type="checkbox"/> DNR Regional Office (if different than DNR TEP member) <input checked="" type="checkbox"/> WD or WMO (if applicable): <b>Laura Jester, Lower Mississippi River WMO, Dakota County Soil and Water Conservation District, Suite 102, 4100 220<sup>th</sup> Street West, Farmington, MN 55024</b> <input checked="" type="checkbox"/> Applicant and Landowner (if different) <input type="checkbox"/> Members of the public who requested notice:  <input type="checkbox"/> Corps of Engineers Project Manager <input type="checkbox"/> BWSR Wetland Bank Coordinator (wetland bank plan decisions only)
--

### 5. MAILING INFORMATION

➤ For a list of BWSR TEP representatives: [www.bwsr.state.mn.us/aboutbwsr/workareas/WCA\\_areas.pdf](http://www.bwsr.state.mn.us/aboutbwsr/workareas/WCA_areas.pdf)

➤ For a list of DNR TEP representatives: [www.bwsr.state.mn.us/wetlands/wca/DNR\\_TEP\\_contacts.pdf](http://www.bwsr.state.mn.us/wetlands/wca/DNR_TEP_contacts.pdf)

➤ Department of Natural Resources Regional Offices:

<b>NW Region:</b> Reg. Env. Assess. Ecol. Div. Ecol. Resources 2115 Birchmont Beach Rd. NE Bemidji, MN 56601	<b>NE Region:</b> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1201 E. Hwy. 2 Grand Rapids, MN 55744	<b>Central Region:</b> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106	<b>Southern Region:</b> Reg. Env. Assess. Ecol. Div. Ecol. Resources 261 Hwy. 15 South New Ulm, MN 56073
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For a map of DNR Administrative Regions, see: [http://files.dnr.state.mn.us/aboutdnr/dnr\\_regions.pdf](http://files.dnr.state.mn.us/aboutdnr/dnr_regions.pdf)

➤ For a list of Corps of Project Managers: [www.mvp.usace.army.mil/regulatory/default.asp?pageid=687](http://www.mvp.usace.army.mil/regulatory/default.asp?pageid=687) or send to:

US Army Corps of Engineers  
St. Paul District, ATTN: OP-R  
180 Fifth St. East, Suite 700  
St. Paul, MN 55101-1678

➤ For Wetland Bank Plan applications, also send a copy of the application to:  
Minnesota Board of Water and Soil Resources  
Wetland Bank Coordinator  
520 Lafayette Road North  
St. Paul, MN 55155

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## 6. ATTACHMENTS

In addition to the site locator map, list any other attachments:

<input type="checkbox"/>

# Minnesota Wetland Conservation Act Technical Evaluation Panel Findings of Fact

Date: October 10, 2012 LGU: City of Inver Grove Heights  
 County: Dakota LGU Contact: Allan Hunting  
 Project Name/ #: Gertens T-22 Phone #: 651-450-2554  
 Location of Project: \_\_\_\_\_ 33 \_\_\_\_\_ 28 \_\_\_\_\_ 22 \_\_\_\_\_  
 ¼ ¼ ¼ Sec. Twp. Range Lot/Block

City: Inver Grove Heights County: Dakota  
 TEP Members (and others) who reviewed project: (Check if viewed project site)  
 LGU: Allan Hunting  BWSR: Dennis Rodacker  
 SWCD: Brian Watson  DNR (if applicable): \_\_\_\_\_  
 Other Wetland Experts present: Melissa Barret, Kjolhaug Environmental  
 TEP requested by: LGU

1. Type of TEP determination requested (check those that apply):  
 \_\_\_\_\_ Exemption (WCA Exemption # \_\_\_\_\_)  No-Loss (Incidental Determination)  
 \_\_\_\_\_ Wetland Boundary and Type \_\_\_\_\_ Replacement Plan

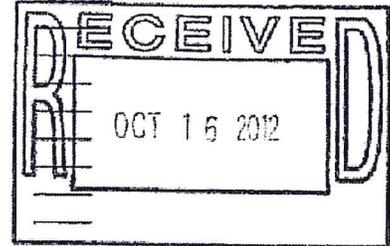
2. Description of Wetland(s) with proposed impact:  
 a. Wetland Type (Circular 39) A (Cowardin) \_\_\_\_\_ Wetland Plant Community Type shallow open water  
 b. Wetland Size 31,627 sq ft c. Size of Proposed Impact (acres and square feet) 12,500 sq ft

3. Have sequencing requirements been met? Attach Sequencing Finding of Fact as supporting information.  
 Yes  No (if no, list why):

4. Is the project consistent with the intent of the comprehensive local water plan and/or the watershed district plan, the metropolitan surface water management plan and metropolitan groundwater management plan, and local comprehensive plan and zoning ordinance?  Yes  No (if no, list why):

5. What is the net result of the project on the following wetland functions:

Functions	Degrade	Neutral	Improve
Floodwater Storage	_____	_____	_____
Nutrient Assimilation	_____	_____	_____
Sediment Entrapment	_____	_____	_____
Groundwater Recharge	_____	_____	_____
Low Flow Augmentation	_____	_____	_____
Aesthetics/Recreation	_____	_____	_____
Shoreland Anchoring	_____	_____	_____
Wildlife Habitat	_____	_____	_____
Fisheries Habitat	_____	_____	_____
Rare Plant/Animal Habitat	_____	_____	_____
Commercial Uses	_____	_____	_____



6. For replacement plan or no-loss determinations, are wetland functions maintained at an equal or greater level?  
 Yes  No (if no, list why)

7. Does Technical Evaluation Panel recommend approval of the activity proposed in item 1?  
 Yes  Yes, with Conditions  No (if no, list why):

8. List TEP findings to support recommendation in question 7 above. (Please attach document if necessary). See attached

9. SIGNATURES (If TEP recommendation is not a consensus, note with an asterisk and explain on the back of this page)

Brian Watson 10/15/12 \_\_\_\_\_ 10-16-12  
 SWCD Representative (Date) BWSR Representative (Date)  
Allan Hunting 10/16/12 \_\_\_\_\_  
 LGU Representative (Date) DNR Representative (Date)

<sup>1</sup> See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

**Gertens Greenhouse Expansion Phase II**

**Wetland Permit Application**

**Appendix C – Wetland Banking Forms**

**PURCHASE AGREEMENT  
FOR  
WETLAND BANKING CREDITS**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_, 2012\_ between  
Wispark LLC (Seller) and Lew Gerten (Buyer).

1. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the wetland banking credits (Credits) listed below:

CREDITS TO BE SOLD						
Credit Sub-Group <sup>1</sup>	Acres or Sq. Ft.	Wetland Circ. 39 Type <sup>2</sup>	Plant Community Type <sup>3</sup>	Cost per Acre or Sq. Foot	State Fee 6.5%	Fee Cost
A.					0.065	
B.					0.065	
C.					0.065	
D.					0.065	
E.					0.065	
F.	0.574 AC	U	Upland Buffer	\$44,431/AC	0.065	\$1,657.76
Totals	0.574 AC					\$1,657.76

Check here if additional credit sub-groups are part of this account and are listed on an attachment to this document.

<sup>1</sup>A separate credit sub-group shall be established for each wetland or wetland area that has different wetland characteristics.

<sup>2</sup>Circular 39 types: 1, 1L, 2, 3, 4, 5, 6, 7, 8, B, U.

<sup>3</sup>Wetland plant community type: shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/alder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin. See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

2. Seller represents and warrants as follows:

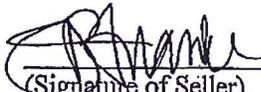
- a) The Credits are deposited in an account in the Minnesota Wetland Bank administered by the Minnesota Board of Water and Soil Resources (BWSR) pursuant to Minn. Rules Chapter 8420.0700-.0760.
- b) Seller owns the Credits and has the right to sell the Credits to Buyer.

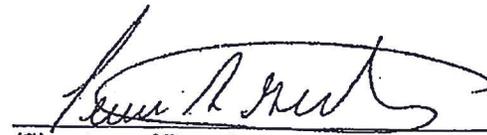
3. Buyer will pay Seller a total of \$25,504 for the Credits on the Closing Date listed below.

4.  Buyer,  Seller agrees to pay to a withdrawal fee of \$1,657.76 to the State of Minnesota based on 6.5% of the agreed to purchase price. At the Closing Date,  Buyer,  Seller will execute a check made out for this amount, payable to the Board of Water and Soil Resources.

5. The closing of the purchase and sale shall occur on or before Nov. 30, 2012 (Closing Date) at a time and place to be determined. The Closing Date and location may be changed by written consent of both parties. Upon payment of the balance of the purchase price, Seller will sign a fully executed Application for Withdrawal of the Credits in the form specified BWSR, provide a copy of the Application for Withdrawal to the Buyer and forward the same to the BWSR along with the check for the withdrawal fee.

6. Buyer has applied or will apply to the City of Inver Grove Heights (Local Government Unit (LGU) or other regulatory authority) for approval of a replacement plan utilizing the Credits as the means of replacing impacted wetlands. If the LGU has not approved the Buyer's application for a replacement plan utilizing the Credits by the Closing Date, and no postponement of the Closing Date has been agreed to by Buyer and Seller in writing, then either Buyer or Seller may cancel this Agreement by giving written notice to the other.

  
(Signature of Seller)      10.29.12  
(Date)

  
(Signature of Buyer)      (Date)

**APPLICATION FOR WITHDRAWAL OF WETLAND CREDITS  
FROM THE MINNESOTA WETLAND BANK**

Return Original to BWSR – Transaction may not be processed without original signatures

**1. PROPOSED USER OF CREDITS**

Name(s) Lew Gerten  
Address: 5500 Blaine Ave  
Inver Grove Heights, MN 55076  
City State ZIP

Day Phone (651)450-1501

Other Phone ( )

**2. Impact Site Information**

County Dakota Major Wtrshd No.20  
Bank Service Area 7  
Location: ¼ ¼ Sec 33, Twp.28, Rge 22  
Size of Wetland Impact: 0.287 acres  
Wetland Types<sup>2</sup> Impacted: 4  
Wetland Plant Communities impacted<sup>3</sup>: open water  
Required Replacement Ratio: 2:1 WCA / local / COE  
Amount to be replaced using Bank Credits:0.574 ac  
Amount replaced on site: 0  
Project Name: Gertens Greenhouse Expansion Part II  
Attach replacement plan if additional detail is needed.

**3. OWNER / SELLER OF CREDITS**

Account No. 1138 Watershed No. 20  
County: Hennepin Bank Service Area 7

Name of Seller: WISPark

(Name of Authorized Representative)

(Signature of Seller/Authorized Representative)

**4. Regulating Authority(ies) Approving  
the Use of Wetland Bank Credits**

Replacement Plan approved by (check all that apply):  
 Local WCA LGU: City of IGH (Print agency name)  
Local Permit #  
 U.S. Army Corps of Engineers: Permit #NA/isolated  
 MN Dept. of Natural Resources: Permit #  
 Natural Resources Conservation Service: Permit #  
 Other authority involved:

Enclosed 6.5% transaction fee, payable to "Board of Water & Soil Resources."

**5. CREDITS PROPOSED TO BE WITHDRAWN FROM ACCOUNT NO.**

Credit Sub-Group <sup>1</sup>	Acres withdrawn	Wetland Type <sup>2</sup>	Wetland Plant Community <sup>3</sup>	Cost (per acre)
B	0.574	U	Upland buffer [pick one] [Pick One] [Pick One]	\$44,431
Totals: 44,431 + 0.574 = 25,504				
1 acre = 43,560 sq. ft.			Fee Total (Total cost x 0.065 = \$ 1657.76	

<sup>1</sup> Letters signify credit sub-groups, which represent wetland areas with different wetland characteristics.

<sup>2</sup> Circular 39 types: 1, 1L, 2, 3, 4, 5, 6, 7, 8, R, U (for Upland Buffer).

<sup>3</sup> Wetland plant community type: shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/walder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin, or upland buffer. See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

**6. CERTIFICATION OF USER OF WETLAND CREDITS**

*The proposed user of credits hereby certifies that he/she:* a) either owns the subject wetland credits or has entered into an agreement to purchase said credits, subject to the approval of all applicable regulatory authorities and b) has filed appropriate plans, specifications and application forms with all applicable regulatory authorities that describe the wetland or water resource impacts for which the subject wetland credits will be utilized for mitigation purposes.

\_\_\_\_\_  
Authorized Signature of Proposed User of Credits      Lew Gerten \_\_\_\_\_  
PRINT Name      Date

**7. REGULATORY AUTHORITY APPROVAL(S)**

The following authorized representatives of the regulatory authority (ies) identified on page 1 of this application hereby certify that they have: a) verified that the subject wetland credits are deposited in the account of the owner / seller, b) approved a wetland replacement plan or other water resource impact under their jurisdiction, and c) approved the proposed use of the wetland bank credits described herein.

City of Inver Grove Heights  
PRINT Name of WCA LGU Official      \_\_\_\_\_  
Signature of Authorized WCA LGU Official      Date

\_\_\_\_\_  
PRINT Name of Other Regulatory Official (if any)      Signature of Other Authorized Official      Date

\_\_\_\_\_  
Agency Address of Other Regulatory Official

**8. CERTIFICATION OF OWNER / SELLER OF CREDITS**

I am the holder of the aforementioned account in the State of Minnesota Wetland Mitigation Bank and hereby certify that:

- 1) the credits described in this application have either been sold to the user of credits or I will use them to mitigate wetland impacts for my own project,
- 2) I have received payment in full from the buyer (if applicable),
- 3) the credits have not been sold or used in any way to mitigate wetland losses other than for the project and location identified in the project site information block on the previous page,
- 4) the subject wetland credits should be withdrawn my account,
- 5) I will not have a negative balance of credits after the subject credits are debited from my account, and
- 6) the Annual Fee for this account has been paid (or will be with an enclosed check).

\_\_\_\_\_  
Authorized Signature of Owner / Seller of Credits      Date

**9. BWSR APPROVAL AND DEBITING OF ACCOUNT**

I hereby certify that the credits have been properly debited from the subject account, effective the date of signature.

\_\_\_\_\_  
Authorized Signature      Date

Upon approval by BWSR, a copy of this instrument will be mailed to the user of the credits, all regulatory authorities involved, the account holder and the Board Conservationist. A letter will also be sent to the account holder acknowledging the debit and new account balance.

**IMPORTANT REMINDERS**

- 1. The Owner / Seller of the credits is responsible for submittal of this form, containing original signatures, to the BWSR Wetland Bank Administrator so the affected account can be properly debited.
- 2. No impacts to any wetland or other water resource may commence until the credits have been debited from the Minnesota Wetland Mitigation Bank and a copy of this approval has been mailed to the regulatory authority(ies), the account holder and the user of the credits.
- 3. It is a criminal offense for a seller of wetland credits to sell credits more than one time. It is the responsibility of the account holder to report any credit sales that are not noted on the most current official BWSR account balance.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

DESIGNATE OFFICIAL NEWSPAPER FOR 2013

Meeting Date: January 14, 2013  
 Item Type: Consent  
 Contact: JTeppen, Asst. City Admin.  
 Prepared by:  
 Reviewed by:

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

**PURPOSE/ACTION REQUESTED** Consider designation of the official newspaper serving Inver Grove Heights for 2013.

**SUMMARY** Each year the City Council designates its official newspaper for publication of legal notices. The community is now served by one weekly 'free' paper; the South West Review (Lillie Suburban Newspapers). The South-West Review is the current official newspaper.

The South West Review submitted a request to be considered as the City's official newspaper for 2013. The submission included only prices for legal publications (not delivery areas).

For 2013 the South-West Review will charge \$6.55 per column inch for a one-time publication, and \$6.30 per column inch for each additional publication (this is a \$.30 increase and \$.30 increase respectively over 2012).

They post all legal notices on their websites at no additional charge.

**RECOMMENDATION**

Consider designating the South West Review as the City's official newspaper for 2013.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Approve Official Depositories for 2013**

Meeting Date: January 14, 2013  
 Item Type: Regular  
 Contact: Kristi Smith 651-450-2521  
 Prepared by: Kristi Smith, Finance Director  
 Reviewed by:

*Kristi Smith*

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

**PURPOSE/ACTION REQUESTED**

Approve official depositories for 2013.

**SUMMARY**

City Council annually designated banks, brokers and dealers which will be used during the calendar year.

The following institutions have been designated in the past and the City has been satisfied with their services: Bremer Bank, N.A.; RBC Capital Markets, LLC; Wells Fargo Securities LLC; Morgan Stanley Smith Barney LLC; and Stifel Nicolaus & Co., Inc.

I recommend that the Council approve the official depositories listed above.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Appoint Acting Mayor for 2013**

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Meeting Date: January 14, 2013  
Item Type: Regular  
Contact: 651-450-2513  
Prepared by: Melissa Kennedy  
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 appointing a Councilmember to serve as Acting Mayor for 2013.

**SUMMARY:**

A number of years ago Council began the practice of rotating service as Acting Mayor beginning with the most senior Councilmember. The Acting Mayor presides over Council meetings at which the Mayor is absent.

Council should determine if they wish to continue the rotation of service as Acting Mayor for 2013 or designate a Councilmember to serve in that capacity for the entire year.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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Meeting Date: January 14, 2013  
Item Type: Regular  
Contact: 651-450-2513  
Prepared by: Melissa Kennedy  
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 appointing a representative and an alternate to the Association of Metropolitan Municipalities

**SUMMARY:**

The current representative to the AMM is Mayor Tourville, and the alternate in 2012 was former Councilmember Klein.

Consider appointing Mayor Tourville as representative to the Association of Metropolitan Municipalities and select another councilmember to serve as the alternate for 2013.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**NORTHERN DAKOTA COUNTY CABLE COMMUNICATIONS COMMISSION**

Meeting Date: January 14, 2013  
Item Type: Regular  
Contact: 651-450-2513  
Prepared by: Melissa Kennedy  
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 type="checkbox"/>	Other

**PURPOSE/ACTION REQUESTED:**

Appoint representatives to the Northern Dakota County Cable Communications Commission (NDC4) for a two year term, running January 2013 through January 2015.

**SUMMARY:**

Per our Amended Joint Powers Agreement, each member city appoints by resolution two representatives to NDC4. One of these representatives must be a city council member, and the other can be any qualified voter residing within the City.

Mayor Tourville is the current council representative and Mr. Richard Jackson is the current citizen representative.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

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**2013 BOARD APPOINTMENTS – DAKOTA COMMUNICATIONS CENTER**

Meeting Date: January 14, 2013  
Item Type: Regular  
Contact: 651-450-2513  
Prepared by: Melissa Kennedy  
Reviewed by: N/A

**Fiscal/FTE Impact:**

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

**PURPOSE/ACTION REQUESTED:**

Appoint Director and Alternate Director to the Dakota Communications Center Board of Directors for two year terms.

**SUMMARY:**

In accordance with DCC by-laws, Directors and Alternate Directors are appointed for two year terms. Inver Grove Heights is required to appoint a named elected official to serve as a Director and to designate another named elected official to serve as an Alternate.

The current Director for the City is Mayor Tourville, and the current Alternate Director is Councilmember Madden. Quarterly board meetings are held on the third Thursday of the designated month at 8:00 am in the DCC Training Room.

**CITY OF INVER GROVE HEIGHTS**

**REQUEST FOR COUNCIL ACTION**

**Appoint Deputy Weed Inspector for 2013**

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Meeting Date: January 14, 2013  
Item Type: Regular  
Contact: 651-450-2513  
Prepared by: Melissa Kennedy  
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:**

Appoint Park Maintenance Superintendent to serve as Deputy Weed Inspector for 2013

**SUMMARY:**

Pursuant to State Statutes the Mayor retains the official title of Weed Inspector and may appoint a Deputy Weed Inspector for enforcement purposes. The Deputy appointment for 2012 was the Park Maintenance Superintendent.

It worked out well for this responsibility to be handled by the Parks Division in the past and staff recommends that practice continue for 2013.