

**INVER GROVE HEIGHTS CITY COUNCIL AGENDA
 MONDAY, JANUARY 13, 2014
 8150 BARBARA AVENUE
 7:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

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

- A. i) Minutes – November 25, 2013 Regular Council Meeting _____
- ii) Minutes – December 2, 2013 City Council Work Session _____
- iii) Minutes – December 9, 2013 Regular Council Meeting _____

B. Resolution Approving Disbursements for Period Ending January 8, 2014 _____

C. Approve Amendment No. 1 to Lease Agreement – 6549 Doffing Ave. E. _____

D. Pay Voucher No. 8 City Project No. 2006–08, Asher Water Tower Replacement _____

E. Approve Various American with Disabilities Policies _____

F. Schedule Special Meeting _____

G. Personnel Actions _____

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

6. PUBLIC HEARINGS:

A. **CITY OF INVER GROVE HEIGHTS;** Consider Third Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3–4–2–2 and 3–4–2–3 and 10–3–8 Adjusting Development Fees _____

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. **MORRIES MAZDA;** Consider Resolution relating to a Variance to allow 49% of a Wall Surface with Metal Panels whereas 33% is Maximum allowed for property located at 10 Mendota Road _____

B. **ANTHONY & ANNE DEPALMA;** Consider Resolution relating to a Variance to allow an Accessory Structure 15 Feet from the Side Property Line where as 50 Feet is required for property located at 6860 Athena Way _____

ADMINISTRATION:

C. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of an Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Articles A, B, C, and D related to Alcoholic Beverages _____

D. CITY OF INVER GROVE HEIGHTS; Consider Council Appointments for 2014:

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

8. MAYOR & COUNCIL COMMENTS

9. ADJOURN

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**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, NOVEMBER 25, 2013 - 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The City Council of Inver Grove Heights met in regular session on Monday, November 25, 2013, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Madden, Mueller, and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Public Works Director Thureen, Community Development Director Link, Finance Director Smith, Parks and Recreation Director Carlson, and Deputy Clerk Kennedy

3. PRESENTATIONS:

4. CONSENT AGENDA:

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

- A. i) Minutes of November 4, 2013 City Council Study Session
- ii) Minutes of November 12, 2013 Regular City Council Meeting
- B. **Resolution No. 13-171** Approving Disbursements for Period Ending November 20, 2013
- C. **Resolution No. 13-172** Approving Development Contract, Storm Water Maintenance Agreement and related Agreements for the Senior Housing Project along Cahill, South of Cheney Trail
- D. Pay Voucher No. 1 for City Project No. 2013-06, South Robert Trail (TH 3) Stormwater Facilities Repairs
- E. Approve Drainage and Utility Easement Agreements for an Existing Storm Pipe at 9162 Dalton Ct.
- F. **Resolution No. 13-173** Accepting Proposals from WSB & Associates, Inc. for Updating the City's Water Resources Management Plan
- G. Approve 2014 Parks and Recreation Department Fees
- I. **Resolution No. 13-174** Approving Resolution and Table Setting Forth License Fees, Administrative Service Fees and Permit Fees
- J. Approve 2014 City Council Meeting Schedule
- K. Approve 2014 Meeting Schedule of Advisory Commissions
- L. **Resolution No. 13-175** Approving the Sale of Unclaimed Property to a Local Non-Profit Organization
- M. Schedule Public Hearing
- N. Approve Therapeutic Massage Business License
- O. Personnel Actions

Motion by Madden, second by Piekarski Krech, to approve the Consent Agenda

Ayes: 5

Nays: 0 Motion carried.

- H. Approve Contract with HKGI for Park Planning Services in the NW Area

Councilmember Piekarski Krech stated she was concerned that the proposed planning effort was premature because the City had changed a number of things within the Northwest Area, including densities within certain developments. She explained this was a sensitive issue and she would be more inclined to wait until more certain development plans were in place and to make decisions regarding parks as development takes place. She opined having a master plan creates more problems for the development community and the landowners because there is the perception that parks must be located according to the plan.

Mr. Carlson stated from staff's perspective it was important to be able to narrow down potential locations of future parks. He noted the intent was not to specify parcels of land at this time. He explained now that more is known regarding the location of housing, specific densities, and commercial developments it would be a good opportunity to develop a master plan that would provide more detail than what is currently found on the Comprehensive Plan. He opined developers would appreciate knowing what the City's plans are more specifically than what is presented on the Comprehensive Plan so they can work with the City to plan their developments in concert with the City's needs.

Councilmember Piekarski Krech stated she assumes that additional changes will be made to the plans for the Northwest Area as development opportunities present themselves and she did not want to limit the possibilities for the area.

Councilmember Mueller agreed that the plan should wait until more is known about the type of development that may occur in the area. He questioned if there was a major rush to start the process.

Mr. Carlson reiterated it was important for developers and landowners to be aware of what the City's plans are more specifically than what is currently known. He stated the Comprehensive Plan currently contained parameters that were too broad and did not provide the level of detail that is needed to be useful for developers and landowners to use in their planning efforts.

Mayor Tourville stated people that have already moved into the Northwest Area are also interested in getting the plan narrowed down because they want a park that can service their neighborhoods.

Councilmember Piekarski Krech suggested staff could look at planning a park area for the development that the City knows is already happening. She opined it was too soon to plan for the whole area and she wanted more flexibility to be able to work with potential developers.

Mayor Tourville opined one of the first things developers look at are the plans the City has in place and they may look elsewhere if there are no specific plans in place.

Mr. Lynch stated there were two driving forces behind staff bringing forward the request. The first was the development that had already occurred in the Northwest Area. The City has received a number of inquiries regarding when and where the City would be implementing a park to service the new development. The second was related to a potential developer currently working with the City who is worried about the greenway, transportation corridor, and the location of a park to determine if any property would need to be set aside in the development for that purpose. Staff felt it was time to narrow the scope of the plans for the Northwest Area.

Mayor Tourville clarified plans would come back to the City Council and Parks and Recreation Commission for approval.

Councilmember Piekarski Krech opined it was a good idea to plan for the development the City currently has and the future development the City is fairly certain will happen. She stated her objection was to planning for the entire Northwest Area at this point in time. She opined staff should be able to figure out where a park should go in the area that is currently developed.

Mr. Lynch stated the potential development that may occur next year involves approximately 800 acres, half of the Northwest Area. He stated it was important to get more specific plans in place.

Councilmember Piekarski Krech suggested staff should work with that specific developer.

Mr. Lynch stated the developer was interested in working with the City but staff had no specific details to provide about specific areas.

Councilmember Piekarski Krech stated the developer may have more expertise to be able to suggest where parks would fit within the development. She questioned why the City needed to hire a consultant when it could make more sense to work directly with the developer and their people. She opined it would not make sense to come up with a plan that could restrict the developer or force them to plan their development around what the City wants.

Mr. Carlson stated this was an opportunity to get ahead of development and to make sure the decisions that are made today are efficient and effective and that resources are used in the best way possible. If the City fails to plan appropriately it may result in shortfalls or overages within the system. He stated staff wants to make sure parks and trails are located in the right spot so there are no overlapping services areas. He reiterated the overall intent is to be able to have the flexibility and the necessary information to be able to work with developers.

Councilmember Bartholomew questioned what the map included with the Comprehensive Plan depicted.

Mr. Carlson reviewed the map and outlined the general, larger service areas that spanned across the entire Northwest Area. He explained the Comprehensive Plan identified broad search areas in which the City may want to locate a park.

Councilmember Madden questioned why there was any reason adjustments could not be made to the plan at the time specific developments occurred.

Mr. Carlson stated a master plan would have flexibility to work with developers.

Dian Piekarski, 7609 Babcock Trail, stated she did not understand why a consultant was needed. She opined current staff within the Parks department was capable of refining the plan. She suggested staff engage representatives from Dakota County Parks and Transit to meet with the potential developer as a group to determine the best way to develop the 800 acres. She questioned why a plan was needed if the parks could go anywhere in the Northwest Area. She stated staff knows the plans for the greenway and understands the transit issues in the area and has the knowledge base to be able make decisions regarding parks as the Northwest Area develops.

Mayor Tourville stated most developers like to see a plan in place before they start development so they are aware of the City's expectations ahead of time. He noted the parks cannot just go anywhere within the Northwest Area.

Ms. Piekarski stated the potential developer already knows which property he is interested in and should be able to make suggestions to the City for park locations within his targeted area for development based on the information contained in the Comprehensive Plan and the plans for the greenway.

Mr. Link explained a lot of planning was done for the Northwest Area and the Parks plan was the vaguest plan the City had. He stated a lot of time and effort was invested into plans for transportation, interchanges, land use, financing, and ordinances. He noted the parks element was weakest. He explained the City would work with interested developers and staff recognized the importance of being flexible, but at this point the City did not have any idea as to what the park system should be in the Northwest Area in terms of where things should be located and what kind of attributes are desired. He stated if the City is going to negotiate with a developer there needs to be a starting point or some of idea of what the City wants.

Councilmember Mueller stated the plan was not needed at this time and the City should wait until a developer is ready to negotiate.

Councilmember Bartholomew expressed concern that the potential developer could be delayed without the plan in place. He agreed with staff that there needed to be a starting point. He noted he was tired of always having to hire consultants.

Motion by Mueller, second by Piekarski Krech, to deny the request for a contract with HKGI for Park Planning Services in the NW Area

Ayes: 4

Nays: 1 (Tourville) Motion carried.

5. PUBLIC COMMENT:

Don Roberts thanked the Council on behalf of the BEST Foundation Golf Tournament for their support of Inver Wood Golf Course. He stated it was privilege to have had the opportunity to golf at Inver Wood over the last 22 years. He explained in 2013 the BEST Foundation awarded 119 scholarships to students at Simley High School as a result of the proceeds raised from the tournament. He stated the staff at the course worked hard to make Inver Wood one of the best public courses in the metro.

Mayor Tourville announced the events planned for Holiday on Main Street, scheduled on December 14th at the community center.

6. PUBLIC HEARINGS: None.

7. REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

A. DJ'S HANDYMAN SERVICE; Consider Resolution relating to a Variance to allow a Covered Landing for a Handicap Ramp to be located 17 Feet from the Front Property Line whereas 30 Feet is required for property located at 4604 Barbara Avenue

Mr. Link reviewed the location of the property. He explained there were two parts to the request. The first was to enlarge a deck that currently exists in the front yard and the second was to put a roof over the existing deck. Ordinance typically requires a front yard setback of 30 feet and in this case because there is an access ramp in front of the house the front yard setback is reduced to 24 feet. A variance was required because enlargement of the deck would result in a 17 foot setback. He noted the access ramp was not the issue and would continue to remain in its current location. The issue related to the enlargement of the deck and putting a roof over it. Staff recommended denial of the request because the size of the variance was large, a practical difficulty could not be identified to justify enlargement of the deck or placing a roof over it in the front yard, the request was not necessary in order to make a reasonable use of the property, there was nothing particularly unique about the property, and there were other options available to the applicant. He suggested that the deck could be put on the back side of the property or the deck could be extended towards the house rather than towards the street. He added in terms of the roof, there were other options available such as an awning or an umbrella. He explained there was also concern regarding impact to the character of the neighborhood. He noted the Planning Commission made a motion to approve the request, but the motion failed on a 5-2 vote.

Dick Johnson, 13836 Currant Circle, Rosemount, stated he was the general contractor for the project. He stated his client wanted to add two (2) feet out from the existing deck and two (2) feet towards the adjacent property line, and to put a roof over the deck so his client's son could go out on the deck and be protected from direct sunlight. He explained the County would not pay for enlargement of the platform in the backyard because the existing deck is for family use and is not strictly for use by the client's son.

Mayor Tourville stated there were many access ramps in the City and he was unaware of any that had a roof. He questioned if the contractor had built many roofs on access ramps.

Mr. Johnson responded in the negative. He explained the roof would be built to match the existing roof line of the house to make it more aesthetically pleasing.

Terri Dock, 4604 Barbara Avenue, stated her son used a very large, electrical wheelchair that spans approximately 6.5 feet. The platform would be extended so he is able to turn around at the end of the access ramp. She explained he is not able to be exposed to the sun for any period of time and his doctor suggested that accommodations be made so he could periodically go outside to get fresh air. She stated they attempted to use an awning, but her son is unable to put the awning up by himself and requires assistance that is not always readily available. Dakota County indicated they would fund an addition to the existing platform and a cover so her son could be outside.

Councilmember Madden questioned if there was any reason the applicant could not utilize the deck in the backyard.

Ms. Dock stated her son was not able to access the back of the house from the ramp in the front yard because it did not connect to the deck in the back yard.

Mayor Tourville clarified that the deck in the back yard could have a roof placed over it but it would be at the applicant's expense, the County would not pay for it. He noted the County would pay for the roof if it was part of the access ramp structure.

Ms. Dock stated that was correct.

Councilmember Piekarski Krech questioned if the applicant's son could access the deck in the backyard.

Ms. Dock stated the County would not pay for any modifications to the deck in the backyard because it is considered to be a recreational use. She explained her son could access the deck in the backyard through the house, but it did not have a cover over it.

Mayor Tourville stated the applicant could put a roof over the deck in the backyard at their own expense.

Councilmember Bartholomew stated there was discussion at the Planning Commission meeting regarding taking the roof structure down when it was no longer needed. He opined it may be too complicated to do that given the type of roof that would be constructed.

Councilmember Mueller stated he would support the request because in this instance Council would not be setting a precedent.

Councilmember Piekarski Krech stated the roof makes the ramp a structure and it is not an access issue.

Councilmember Madden stated theoretically it was not allowed to put a roof on a deck because it becomes a structure.

Mr. Link confirmed that was correct. He explained the ordinance treats a deck separately because it is lower, does not have as much of an impact, and is not as visible. Ordinance allows it to be extended out six (6) feet from the house in the case of a handicap accessibility ramp. He noted once a roof is added it is more substantial, more visible, more permanent and it becomes a structure that would have to meet the 30 foot setback requirement. He clarified the roof would not be attached to the house, it would be a separate structure.

Mayor Tourville questioned if the applicant had tried other types of temporary cover.

Ms. Dock stated a cover was placed over the top and it did not work well because its use was dependent on someone being available to put it up and take it down for her son. It could not stay up permanently because of the weather. If the roof was a permanent structure her son would not be dependent on someone else to put it up.

Councilmember Piekarski Krech stated the issue was irrespective of the deck and was more about finding a way for the applicant's son to be able to go outside when he chooses.

Ms. Dock stated the access ramp had to be there no matter what in order to be able to get her son in and out of the house. The idea was to have a slightly larger area where he could go outside and be able to stay underneath a covered area, away from the sun.

Mayor Tourville questioned if the roof would cover the entire structure.

Ms. Dock stated the roof would not cover the entire access ramp; it would only cover the 10'x10' square at the end of the ramp.

Councilmember Madden questioned how difficult the roof would be to remove at point in time when it was no longer needed.

Mr. Johnson stated in order to remove the roof it would simply be a matter of deconstructing it.

Councilmember Madden stated the Planning Commission had no choice but to deny the request because they have to go by the regulations that are set forth in the City Code.

Motion by Tourville, second by Madden, to adopt Resolution No. 13-176 approving a Variance to allow a covered landing for a handicap ramp to be located 17 feet from the front property line whereas 30 feet is required for property located at 4604 Barbara Avenue

Ayes: 5

Nays: 0 Motion carried.

B. CITY OF INVER GROVE HEIGHTS; Consider Resolution Approving Amendments to the Development Contract for the Plat of Argenta Hills 8th Addition

Mr. Kuntz explained the Council previously approved the plat of Argenta Hills 8th Addition and the accompanying development agreements associated with the plat. An outstanding issue at that time related to the construction of Alverno Avenue, a collector street that would not have direct access from the lots within Argenta Hills 8th Addition. The City's intent was for Alverno Avenue to be designed and constructed as a collector roadway at the expense of the developer. A question was raised by the developer as to who would pay the differential between the land value costs of a collector street versus a traditional neighborhood street. Following negotiations between the developer and the City an amendment to the development contract was proposed which would adjust inspection fees in exchange for the developer constructing Alverno Avenue in accordance with collector street standards. He explained it was a difficult question as to how to proceed with collector streets in the Northwest Area, and the intent was to deal with them on a case by case basis. He noted in this instance there was a give and take on both sides and a willingness on the part of the developer to proceed with construction of the collector street if the inspection fees could be adjusted.

Mayor Tourville stated Council directed that the project be looked at in its entirety so as not to set a precedent.

Mr. Kuntz stated staff did not see that a precedent would be set if future collector streets in the Northwest Area are dealt with on a case by case basis to determine what is fair between the developer and the City. He explained the developer was willing to bear all responsibility for the costs associated with construction of the neighborhood stretch of the collector street. In this case with no direct access and the fact that other areas were being deeded to the City; the amendment was thought to be equitable.

Councilmember Piekarski Krech questioned how many more times a similar issue would be brought up in the Northwest Area. She opined a precedent would be set for how future collector streets would be handled.

Mayor Tourville stated in the future the intent would be to settle any issues prior to approval of the development contract.

Councilmember Piekarski Krech noted a development contract was in place and the terms included the developer being responsible for the collector street.

Mr. Kuntz stated the development contract was drafted with the developer assuming full responsibility for the construction of the collector street and prior to Council approval of the contract the developer informed the City that they would not agree to those terms. He noted that was why Council directed staff to meet with the developer to resolve the dispute.

Ms. Piekarski questioned if construction of a park was included in the development contract.

Mr. Kuntz stated the development contract provided for the payment of park dedication fees by the developer.

Councilmember Madden expressed concern with setting a precedent for future collector streets.

Councilmember Piekarski Krech stated she did not agree with handling future collector streets on a case by case basis.

Councilmember Bartholomew questioned when the developer knew the collector street would be their responsibility. He stated the issue should have been discussed up front. He clarified the developer would be receiving a \$100,000 credit.

Mayor Tourville stated the developer claimed they had raised the issue regarding construction of the collector street from the beginning.

Mr. Kuntz explained the developer would pay for the construction and land equivalent of a neighborhood street, a fifty foot of right of way. The difference between that and the eighty foot right of way for the collector street is \$132,000. The developer's portion of that cost is approximately 25% or \$32,000. He stated after the Council gave preliminary approval of the plat, City staff and the developer met to draft an outline for the development contract. At that time the developer raised the issue regarding the collector street and indicated they would not agree to pay for 100% of the collector street and wanted to go to Council for further consideration. He noted the policy going forward would be to continue to demand that each developer assume responsibility for the collector street. In this case because all of the lots adjoining the collector would not direct access, a majority of the lots had to be conveyed to the City. He referenced a statutory requirement which states "the impositions that can be imposed need to bear a rough proportionality to the need created by the proposed subdivision". He stated the developer's argument is that the collector street is a road designed to move traffic through the City, not just within the development. He added the City will have to determine the proportion of the need for the collector street that is caused by the development.

Mayor Tourville stated the scenario may be much different in the future if the development had direct access to the collector street.

Mr. Kuntz stated that is the reason the suggestion was to handle future developments on a case by case basis, because the circumstances of each development may be different.

Councilmember Bartholomew questioned what could be done in the future to ensure that similar issues are dealt with earlier on in the process.

Mayor Tourville suggested the issue should be addressed as soon as it presents itself during the process of drafting the development contract.

Motion by Madden, second by Bartholomew, to adopt Resolution No. 13-177 Approving Amendments to the Development Contract for the Plat of Argenta Hills 8th Addition

Ayes: 5

Nays: 0

Motion carried.

C. CITY OF INVER GROVE HEIGHTS; Consider Third Reading of an Ordinance Amendment to Allow Vertical Axis Wind Turbines as a Permitted Use in the A and E-1 Districts

Mr. Link stated the ordinance amendment would allow vertical axis wind turbines as a permitted use in the A and E-1 Districts with conditions.

Councilmember Madden opined it was unnecessary to have an ordinance because only one (1) person was interested in having them on their property at this point in time. He stated considering all of the work that has been done to maintain the beauty and natural character of the City he was not in favor of allowing people to put up 52 foot towers because they were not aesthetically pleasing. He noted he saw no evidence that the turbines would generate enough electricity to be worthwhile or make any sort of contribution to the reduction in use of fossil fuels.

Jim Boldt, Anawanda Path, stated he contacted the Department of Commerce to ask about the efficiency and effectiveness of a 50 foot wind turbine. He reported the State indicated that there were no such wind turbine was currently certified. They took the position that a 50 foot tower would still be too close to the ground and would not be able to produce an efficient generation of electricity. He expressed concern regarding towers that are put up and abandoned or not functional.

Councilmember Madden explained the ordinance requires non-functional turbines to be removed.

Mr. Boldt questioned how the City would verify that a turbine was not functional or not in use. He opined it was premature to allow wind turbines as a permitted use.

Mayor Tourville stated the premise of the ordinance was to provide an opportunity for residents to try something new.

Councilmember Piekarski Krech stated the ordinance specifically related to vertical axis turbines, not the

large wind mills.

Motion by Bartholomew, second by Piekarski Krech, to adopt Ordinance No. 1273 approving an amendment to allow Vertical Axis Wind Turbines as a Permitted Use in the A and E-1 Districts

Ayes: 4 (Bartholomew, Mueller, Piekarski Krech, Tourville)

Nays: 1 (Madden) Motion carried.

FINANCE:

D. CITY OF INVER GROVE HEIGHTS; Review 2014 Tax Levies and Budgets

Mr. Lynch stated Council and staff had been discussing the 2014 tax levies and budgets since May. The information was brought forth for the purposes of review in advance of the final adoption scheduled for December 9th.

Councilmember Bartholomew questioned if the budget would be discussed at the upcoming work session.

Mr. Lynch stated it was not currently scheduled as an item on the agenda.

Ms. Smith provided an overview of the revised 2014 budgets and outlined the changes that had been incorporated since the preliminary budget was adopted on September 9th.

Councilmember Piekarski Krech questioned what the \$400,000 transfer from the Host Community Fund to the General Fund was being used for.

Ms. Smith stated it was not tied to any one specific item and would be used for general operations.

Mr. Lynch explained beginning in 2009 the City Council determined they wanted to hold the tax levy and the operational costs of the City down as much as possible. One of the decisions made at that time was to use the Host Community Fund to help support the General Fund. He reiterated the transfer was not earmarked for any one specific item. During the 2014 budget process the City made an effort to reduce reliance on transfers from other funds to support the General Fund and a reduction was made in the amount proposed to be transferred from the Host Community Fund.

Ms. Smith stated in 2012 the budgeted reliance on the Host Community Fund was \$1,460,000. Of that amount \$500,000 was passed on to the Pavement Management Program. A recommendation was made that a direct transfer be made from the Host Community Fund to the Pavement Management Fund because there was no need for it to pass through the General Fund.

Councilmember Mueller stated he thought some staff changes were going to be proposed including potential outsourcing at the golf course.

Mr. Lynch stated staff's intention was to complete the review of the operations at the golf course and to look at potential outsourcing options in 2014 for possible implementation in 2015. He explained he previously recommended that the Council not move forward with the other specific staff change that was discussed. He stated he did previously note that he would be coming forward with potential operational and organizational changes after the first of the year. Staff was still in the processing of discussing and reviewing the impacts of potential changes. He explained he would not bring forward a plan without discussing it with department heads to make sure it made sense from their perspective and would allow the City to continue to meet operational demands.

Councilmember Mueller opined the City should not wait until 2014 to start looking at changes at the golf course.

Councilmember Bartholomew expressed disappointment with the budget process. He stated he had previously suggested a reduction in administrative staff and he felt there was a consensus at that time to explore that option. He noted this was the first time he had heard that the administrator would not consider potential changes until after the first of the year. He opposed changing the golf course from an enterprise fund to a special revenue fund. He opined the golf course was overstaffed and the issues should be addressed now. He explained he would not vote for the budget as currently proposed. He opined many of the issues should have been addressed and decided prior to the meeting on December

9th.

Councilmember Madden opined there was no consensus regarding the proposed staff changes to include them in the 2014 budget. He agreed some of the other issues should be discussed, but his impression was those discussions would occur in 2014.

Mayor Tourville stated Councilmember Bartholomew did propose the elimination of the Assistant City Administrator and it was discussed during a special budget meeting. He opined there was no consensus reached to proceed with the elimination of that specific position. He noted potential organizational changes as a result of impending retirements were also discussed. He recalled that staff had indicated during previous discussions regarding the golf course that potential outsourcing of management would be discussed after the first of the year.

Councilmember Bartholomew acknowledged there was no consensus reached regarding the elimination of the Assistant City Administrator position. He stated a consensus was reached that it should be considered and that something should be brought forward for further discussion. He explained he met with the City Administrator several times to express the same concerns and his desire that something be brought forward for discussion.

Councilmember Piekarski Krech recalled that the discussion was not focused on specific staff positions but on the structure of the organization as a whole. She expressed concern that once the budget is approved it is set in stone for the year. If things are cut during the year or changes are made during the year it does not impact the tax rate because it has already been set. Any savings that are going to be realized by the taxpayers in 2014 have to be put into the budget now.

Ms. Piekarski commented that the sales tax savings was being absorbed into individual department budgets and was not being passed along as a saving to the taxpayers.

Mayor Tourville clarified that the sales tax savings was being passed along to the taxpayers.

Ms. Smith explained the sales tax savings to the General Fund was \$107,200 and was being passed on directly to the taxpayers by reducing the amount of the overall levy.

Ms. Piekarski referenced the minutes of the special meeting in August when the administrative staffing level was discussed. She opined that three out of the five Council members expressed an interest in reviewing the organizational structure. She stated several Council members also questioned how different the City's organizational structure compared to that of other cities similar in size. She commented she had also been waiting for an answer to that question. She questioned why staff did not present anything for discussion and opined it appeared as though staff ignored Council's direction. She also expressed concerns regarding the proposed franchise fee that was presented by staff as a revenue source for the Parks department. She stated she did not understand the process that was followed by staff.

Grant Pilkus asked for an explanation of the Host Community Fund.

Councilmember Piekarski Krech stated the fund is comprised of fees the City collects from the landfills.

Mr. Lynch stated there is a minimum fee paid to the City and additional fees are calculated based on the monthly volume taken in by the landfills.

Councilmember Piekarski Krech stated the money collected is placed in an unrestricted fund that can be used for a variety of purposes. She opined that the fund should not be used to pay for ongoing expenses because it is a finite source of money.

Mayor Tourville questioned what the current balance was in the Host Community Fund.

Councilmember Bartholomew stated it was \$2.941 million.

Mr. Pilkus questioned when the City would stop receiving the money.

Mr. Lynch stated the payments would cease in 2031.

Mayor Tourville provided a brief overview of the how and why the Host Community Fund was established.

Mr. Lynch stated since 2008 the City had cut 22 positions, a net of over 11 positions. He stated from an Administrative standpoint it was not as though nothing had been done in terms of trying to manage staffing levels. He noted staff recognized the changes that occurred in the economy and the decline of development activity and realized that the City needed to change its strategies. He explained Council's direction was not ignored and it was part of internal discussions at the department head level regarding potential organizational changes. He noted there were impending retirements within the City that needed to be addressed and the best time to consider organizational changes is when those things occur or when positions become vacant. He stated over the last seven (7) years the net increase to the City from an operational standpoint in the General Fund was slightly over 1%. He opined that was pretty good considering the City's total budget of \$16 million. He stated staff has managed the City's facilities, programs, and employees very well during his tenure, mostly due to the Council's stewardship of the taxpayers' money. He felt it was unfair to criticize staff from the perspective that the City has too many employees that make too much money and there is a need to get rid of them. He opined the organization as a whole had been managed very well. He explained he takes direction from the Council and when at least three (3) out of the five (5) members agree and take action it is followed. Based on the discussion that had taken place amongst the Council it did not appear that there was a consensus regarding the elimination of the Assistant City Administrator position and that is the reason the budget was not presented with an organizational change included. He noted the reason the budget was placed on the agenda for discussion was so Council would have an opportunity to provide feedback on the numbers.

Mayor Tourville stated the budget could be added to the agenda for the December 2nd work session for additional discussion.

Councilmember Piekarski Krech stated it would be a good idea to have another discussion. She explained one of the issues is that each Council member has had private discussions with the City Administrator and the Council had never come together to discuss those things with each other.

Ted Miller, 2655 62nd St., stated the City also had to consider that the average person's wages had either decreased or stayed the same over the past several years.

Ms. Piekarski asked for clarification as to what consensus meant.

Mayor Tourville stated in terms of a vote it meant three (3) out of five (5).

Ms. Piekarski reiterated her understanding of the discussion from the August work session was that three (3) of the Council members wanted to look at the organizational structure of the City.

Mayor Tourville stated there were other meetings between Council members and the City Administrator and department heads to discuss potential operational changes.

Ms. Piekarski stated she was not aware of the other discussions that took place after the August work session and that is why it seemed as though staff did not follow through on Council's directive.

Councilmember Piekarski Krech stated the budget should be added to the December 1st agenda.

ADMINISTRATION:

E. CITY OF INVER GROVE HEIGHTS; Consider Application for Chicken License for property located at 931 10th Ave. S.

Ms. Kennedy stated an application was submitted to keep a total of six (6) chickens on the property. As per City Code requirements a notice of application was sent to all property owners directly abutting or contiguous to the subject property. One (1) written objection was received from a neighboring property owner whose concerns were primarily related to the visibility of the proposed chicken coop and potential noise issues. The Code Compliance Specialist visited the subject property and reviewed the site plan submitted by the applicant. It was determined that the site plan as proposed would meet all the provisions set forth in Code.

Billy Pape, 931 10th Ave. S., explained he reviewed all the pertinent sections of the City Code and felt his proposed plan would comply with all of the established regulations. He stated he put together a comprehensive plan for the coop and the enclosure and was mindful of the requirements related to the

care of the chickens and the cleanliness of the coop.

Mayor Tourville stated the neighbor who submitted the objection suggested fencing the area in to block the visibility from his property.

Mr. Pape stated he wanted to put up a galvanized chain link fence to keep predators out of the coop.

Councilmember Madden questioned if any screening could be put up to reduce the impact on the neighbor.

Mr. Pape explained the back side of the coop would face the neighbor's garage across the alley.

Councilmember Piekarski Krech asked the applicant to point out on the pictures that were provided where the coop would be located on the property.

Councilmember Madden questioned which direction the neighbor's house faced.

Mr. Pape stated the front of the neighbor's house faced away from his property.

Shawn Tuhy, 932 9th Ave. S., stated he lived across the alley and would be able to see the chicken coop from inside his house. He explained every time he pulled into his garage he would have to look at the chicken coop. He noted chickens were not allowed in South St. Paul.

Mayor Tourville stated the applicant would be required to abide by the regulations and standards contained in the City Code.

Mr. Tuhy stated if problems occurred his only recourse would be to keep calling the City to file complaints.

Mr. Pape explained he proposed using a vinyl shed for the coop to avoid problems with mites and for the ease of cleaning.

Mayor Tourville clarified there was no issue with the shed being on the property.

Ms. Kennedy stated Planning staff reviewed the plans and the structure and did not find any issues.

Councilmember Madden questioned if there was any chance that the coop could be placed where the garden was located to eliminate the sight lines from the neighbor's property.

Mr. Pape stated the coop would no longer comply with the City's zoning requirements because it would technically be located in the side yard of his property.

Motion by Madden, second by Piekarski Krech, to approve application for a chicken license for property located at 931 10th Ave. S.

Ayes: 5

Nays: 0

Motion carried.

F. CITY OF INVER GROVE HEIGHTS; Consider Design and Cost of a Sign for the East Wall of City Hall

Ms. Teppen stated the item was previously tabled at the October 28th meeting. At that time the directive was to ask the sign consultant if there were any similar signs the Council could look at to better understand the product that was recommended for the east wall of the building. She explained it was recommended that Council look at the newly installed monument signs as they were most similar to the product that was proposed. Council also made inquiries at that time regarding the product's warranty. As part of the warranty the contractor would guarantee all work and materials furnished to be free of defects and faulty workmanship for the period of one (1) year. Any defective material or work would be required to be promptly repaired or replaced without additional cost to the owner or consultant. The contractor would also be required to maintain and service the signs and make regular inspections during the first year of operation. With respect to the coatings and finishes, all aluminum, metal, and fasteners shall be finish-coated with an appropriate primer and color coat with corrosion inhibitors guaranteed for eight (8) years against fading, chipping, cracking, peeling, and discoloration.

Councilmember Madden questioned if the City had staff that would be able to repair and maintain the sign following expiration of the one-year maintenance and service provision.

Ms. Teppen stated it would depend on the nature of the problem.

Mayor Tourville stated it should have been done right the first time. He noted there is a fund set aside to deal with these types of issues and opined the project should be done correctly.

Ms. Teppen proposed an alternative that would involve removing the existing letters on the east wall and painting them a darker color to make them more visible. The cost for the alternative option was \$895.00.

Mayor Tourville stated the size of the letters was the major issue, not necessarily the color.

Councilmember Piekarski Krech stated she would be more inclined to go with the cheaper option to repaint the letters at this point in time. She opined she was not impressed with the new monument signs and she would rather wait a year or two to see if a different product might become available that would be more visible.

Mayor Tourville reiterated the letters need to be bigger.

Councilmember Madden suggested looking into the cost for larger letters in a darker color. He opined flood lights may provide the illumination necessary to increase the visibility at night.

Councilmember Mueller stated the current letters were fine and should be left alone.

Ms. Teppen stated flood lighting was discussed when the consultant was evaluating what type of signage would be appropriate to increase visibility. The difficulty was that there was no electricity in the area where the lights would need to be installed.

Councilmember Bartholomew opined the east wall looked great the way it was.

Mayor Tourville reviewed the direction to staff to obtain a price quote for larger, darker letters.

G. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of an Ordinance Amending Bow Hunting Regulations

Ms. Teppen stated the City Attorney made suggestions for a draft ordinance that would be effective through the end of 2013 and would not be codified. She reviewed the boundaries and the map that would be attached to the ordinance.

Mayor Tourville questioned if the applicant felt the boundaries on the proposed map were correct.

Jim Krech, 2585 62nd St., responded in the affirmative.

Councilmember Bartholomew stated the bow hunting map on the City's website was different than the map that was provided to the Council.

Ms. Teppen stated she review the map on the website.

Councilmember Mueller questioned how many people would be hunting within the designated area.

Mr. Krech stated a total of six (6) hunters would be on the property at different times. The maximum number hunting at one time would be limited to two (2) to three (3) people.

Mayor Tourville stated the Police Department visited the site to ensure that the proposed area could be hunted safely.

Lieutenant Folmar stated the site was inspected and it was determined that the area had plenty of space to be hunted safely.

Councilmember Mueller stated he was concerned about the qualifications of the hunters.

Mr. Krech stated the area was designated for unlimited hunting by the DNR provided the hunters adhere to the restrictions set forth in the DNR handbook.

Councilmember Mueller stated he received a number of calls from other hunters questioning why a special hunt was being allowed and expressing safety concerns.

Mr. Krech reiterated the hunters would follow all of the regulations established by the DNR.

Mayor Tourville stated the request was considered primarily because of the size of the area.

Councilmember Piekarski Krech stated she would like to add a requirement that anyone who was going to hunt the property pass a competency test at an approved archery station.

Mayor Tourville questioned if Councilmember Piekarski Krech was referring to a general rule that would apply to the main bow hunting ordinance or just to the proposed amendment.

Councilmember Piekarski Krech suggested it could be implemented for the proposed ordinance amendment. She added she would also be in favor of incorporating it into the existing ordinance at some point in the future.

Mr. Krech questioned why it would be required for the proposed amendment if it isn't required for all bow hunters. He stated one of the individuals that would hunt in the area had the competency certification.

Councilmember Piekarski Krech stated the other hunters could easily go and take the test at an archery station to obtain certification. She explained her main concern was safety and she wanted the condition added to the proposed amendment as well as the main bow hunting ordinance.

Mayor Tourville stated the proposed amendment would apply to an area that was bigger than some of the places in the City where bow hunting was already allowed. He opined he would be in favor of looking at the bow hunting ordinance again after the first of the year but did not feel it was fair to place a restriction on the proposed amendment when it was not required for all bow hunters within the City.

Mr. Krech stated the individuals he would permit to hunt on his property were all experienced bow hunters. He explained the proposed hunting area was unique because it was down in a valley so hunters would be shooting against a hillside. He reiterated the Chief of Police visited the area and found it would be safe for the proposed hunting activity.

Ted Miller, 2655 62nd St. E., stated the individuals were all qualified to safely hunt the area and were very experienced. He noted each individual would have to abide by the safety guidelines set forth by the DNR.

Motion by Tourville, second by Bartholomew to adopt the second reading of an Ordinance amending bow hunting regulations and to waive the requirement for a third reading

Ayes: 4

Nays: 1 (Piekarski Krech) Motion carried.

Mr. Kuntz informed the Council that although the motion to approve the second reading passed, the request to waive the third reading of the ordinance did not pass because the vote was not unanimous.

Mayor Tourville questioned if the third reading of the ordinance could be placed on the upcoming work session agenda in order to salvage the remainder of the deer season for those requesting the amendment.

Mr. Kuntz responded in the affirmative.

Motion by Bartholomew, second by Mueller, to schedule the third reading of the ordinance amending bow hunting regulations on December 2, 2013

Ayes: 5

Nays: 0 Motion carried.

H. CITY OF INVER GROVE HEIGHTS; Consider First Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees

Ms. Teppen explained the Council annually adopts the ordinance related to various development fees. The proposed fees, with respect to connection fees, were set forth in the study completed by Ehlers and Associates specifically for the Northwest Area. The fees were proposed to increase 3.5-4.5%. A public hearing was scheduled for the first regular meeting in January.

Councilmember Bartholomew pointed out a typo under the section "fees payable at time of building permit".

Ms. Teppen stated she would make the necessary correction.

Councilmember Piekarski Krech questioned what percentage of increase was chosen for the areas of the City outside of the Northwest Area.

Mr. Thureen stated the study conducted by Ehlers and Associates looked at the entire City. All of the proposed rates were taken directly from the study.

Councilmember Mueller stated it seemed like a large increase when the City was trying to attract more development.

Councilmember Piekarski Krech stated the fees for the Northwest Area could not be changed because they were necessary to pay for the infrastructure.

Councilmember Mueller questioned how the fees compared to those of other cities. He opined he did not want to lose business because of the fees.

Mr. Thureen explained Ehlers and Associates was scheduled to update the rate study for 2015 and beyond. Revised recommendations would be presented in 2014. The fees were designed to help the City recover the costs of the infrastructure in the Northwest Area.

Mayor Tourville questioned if there would be an easy way to collect information from other cities for purposes of comparison.

Mr. Thureen stated staff could look for information but he was not certain there would be enough information to make a true, accurate comparison.

Motion by Piekarski Krech, second by Madden, to approve the First Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

Mayor Tourville reminded citizens about Holiday on Main Street. The event was scheduled to take place on December 14th at the VMCC.

Mayor Tourville stated the Council needed to pick a date to schedule the City Administrator's annual performance review. He suggested December 16th.

Motion by Piekarski Krech, second by Mueller, to schedule a special meeting on December 16, 2013 at 7:00 p.m. for the purpose of conducting the City Administrator's annual performance review.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech, second by Bartholomew, to add 2014 Budget Discussion as an item on the December 2, 2013 Work Session Agenda.

Ayes: 5

Nays: 0 Motion carried.

9. ADJOURN: Motion by Bartholomew, second by Madden, to adjourn. The meeting was adjourned by a unanimous vote at 10:17 p.m.

**INVER GROVE HEIGHTS CITY COUNCIL STUDY SESSION
MONDAY, DECEMBER 2, 2013 – 8150 BARBARA AVENUE**

1. CALL TO ORDER The City Council of Inver Grove Heights met in study session on Monday, December 2, 2013, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Madden, Mueller and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Community Development Director Link, Parks and Recreation Director Carlson, Finance Director Smith, Chief Stanger, Fire Chief Thill, and Deputy Clerk Kennedy

2. MET COUNCIL REPRESENTATIVE

Steven Chavez, Metropolitan Council, provided an overview of several issues of interest to the City including "Thrive MSP 2040", SAC fees, future interchanges, and groundwater.

Mr. Chavez explained "Thrive MSP 2040" was a long range planning effort for the Twin Cities. The plan would provide a regional vision for the 7-county metro area for the next 30 years. He stated under state law the Metropolitan Council develops a long-range plan for the Twin Cities region every ten (10) years. The long-range plans also drive the systems and policy plans developed by the Metropolitan Council to address transportation, water resources, regional parks, and the Council's first Housing Policy Plan update in almost 30 years. He noted a draft of the "Thrive MSP 2040" plan would be released in early 2014 for feedback and public comment.

Mr. Link stated the Metropolitan Council issued preliminary 2040 forecasts. City staff did not have concerns regarding the population and household forecasts, but did feel that the employment forecasts were low based on current development within the City and property acquisitions that are likely to result in additional development opportunities.

Mr. Chavez stated the issues related to groundwater supply had become a growing, long-range concern. He explained many municipal wells were reliant on groundwater for their municipal water system. The Metropolitan Council conducted studies that outline future problems related to groundwater and is working to analyze and monitor the situation to identify possible alternatives. He stated one of the issues was trying to balance the draw of groundwater versus surface water.

Mayor Tourville stated one of the biggest concerns was the investment cities had already made into infrastructure and water treatment and conservation efforts.

Councilmember Piekarski Krech stated a major challenge was making sure the water supply was regenerating.

Mr. Chavez discussed SAC fees and noted that the Metropolitan Council did not engage in the analysis of specific properties with respect to SAC determination. He provided contact information to address issues related to specific properties.

Mayor Tourville opined a lot of good changes were made when the SAC program was reevaluated.

Mr. Lynch stated the Metropolitan Council did have a loan program that could provide assistance in the payment of SAC charges when the number of units for a specific property is changed. He noted the opportunity could be helpful for small businesses.

Mr. Chavez stated the Metropolitan Council was aware of the City's planning efforts for two new interchanges at Highway 55/Argenta Trail and at I-494/Argenta Trail. He explained he understood the City's position and the challenges related to each interchange. He stated the Metropolitan Council would be able to offer more assistance in the process after specific proposals are submitted for comment.

Mr. Lynch acknowledged that the Metropolitan Council had been involved in the traffic corridor studies and discussions related to the I-494 interchange. He reiterated that the City needed a specific design to move forward with the process.

3. LEGISLATIVE SESSION STRATEGY

Mr. Lynch stated the City established a practice of identifying priorities related to potential state legislative action prior to the start of the legislative session. The initiatives closely resemble positions already taken by the MLC, LMC, and the AMM. The City's legislative agenda was separated into two 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 by the State. The positions section contained statements of the City's position relating to measures which could be considered by the legislature.

Todd Olson, Metro Cities, outlined priorities for the next legislative session. He stated the Governor's proposed budget would be released shortly and a lot of debate was expected given the funding allocation demands that are already known to exist.

Ann Finn, League of Minnesota Cities, presented the League's legislative priorities that will help guide advocacy efforts during the 2014 legislative session. The priorities were based on the Board's assessment of member interest. She stated there had been a lot of discussion regarding transportation needs and how cities could address the need for increased transit options and street improvements. She noted the governor backed off a gas tax increase as a potential source of revenue in 2013. She highlighted the priority related to a street improvement initiative that would grant cities the authority to establish districts to collect money to fund street improvements.

Craig Johnson stated his main areas of focus were related to energy, environment, and land use. He explained he expected a lot of discussion about water supplies during the upcoming session. He noted the DNR had the authority to regulate water issues. He explained water use for agricultural purposes was significant in the state, but not in the metro area. The true impact on water levels was dependent on the aquifer that the water was drawn from. He stated with respect to a switch to surface water there were a number of concerns that would need to be addressed related to treatment costs to ensure the water was safe for consumption. A proposed bonding bill would have funding included for cities to address water issues, such as projects involving the clean-up of contaminated stormwater ponds.

Tom Poul, Municipal Legislative Commission, discussed three (3) priorities for the 2014 legislative session. The first was to promote accountability and transparency in the fiscal relationship between the State and local governments. He stated one of the most important components of the priority was to fix the issues with the sales tax exemption for local government. Another important component was an initiative to improve the predictability and timeliness of information related to fiscal disparities to ensure that information is distributed to cities sooner for use in budget decisions. The second priority was to invest in job retention and growth. He noted new investments were unlikely for 2014. The third priority was to support local government policies that promote fairness and equity.

Mr. Lynch stated the City's legislative agenda would be placed on an upcoming Council agenda for formal adoption.

4. CITY PROJECT 2014-09D UPDATE

Eric Fosmoe, Kimley Horn, stated he had been working with City staff to complete the feasibility study for the project. The two projects being discussed, 2011-09G included work along Barbara Avenue and 2014-09D included work along College Trail. He noted the proposed trail and sidewalk improvements along College Trail were included in the project because the area was identified in the trail gap study completed by the Parks and Recreation department. The Barbara Avenue portion was estimated to cost approximately \$250,000 and would include reconstruction and mill and overlay work. The College Trail portion was estimated to cost \$2.3-2.4 million and would include a full street reconstruction.

Mr. Carlson explained the purpose of the trail gap study was to try to connect areas within the City. The proposed trail and sidewalk improvements would fill a gap that was identified in the City's system. He noted it would also make the roadway safer for pedestrians.

Councilmember Mueller questioned if it would be a sidewalk or a trail.

Mr. Carlson responded it would be a combination of both.

Mr. Fosmoe stated neighborhood meetings were held with representatives from Inver Hills Community College, residents, and representatives from the Dakota County CDA. He noted the college and the CDA were supportive of the project and the proposed trail and sidewalk improvements. He stated the area residents were generally supportive of the project and the trail and sidewalk improvements, provided the trail/sidewalk did not run through their respective properties.

Mr. Thureen stated a six (6) foot wide sidewalk and a ten (10) foot wide trail were proposed.

Mr. Fosmoe explained it would connect to the existing trail on Broderick. He noted users were willing to dedicate right-of-way for the sidewalk.

Councilmember Piekarski Krech opined the proposed design for the trail and sidewalk defeated the purpose of improving safety if pedestrians had to cross College Trail to connect to the next segment.

Mr. Lynch stated the proposed layout was favored because it took the least amount of right-of-way, was more affordable, took into account the existing geographical impediments, and minimized the impact on residents. He explained the point of the system was to provide the safest means possible for users to get from Broderick Boulevard to Cahill Avenue.

Mr. Fosmoe stated the biggest impediments to a continuous trail were the lake and the fact that residents did not want the trail to run through their front yards.

Mr. Thureen reviewed the potential funding sources. He explained there were multiple challenges to consider in terms of financing the proposed improvements. He stated the College Heights neighborhood was challenging because it consisted of large lots and rural street sections that would be difficult to assess at a sustainable amount. Staff incorporated all funding possibilities and it was hard to get to the 20% requirement for special assessments. He noted discussions would continue with Inver Hills Community College regarding possible special assessment waiver agreements. The CDA had already signed a waiver agreement.

Councilmember Mueller stated property owners should be given cost estimates so they are aware of how much they could be assessed. He opined it was important that the college paid their fair share for the project.

Mr. Thureen stated a neighborhood meeting would be held prior to the public hearing to present the cost estimates. He noted no firm numbers would be known until the project was put out for bid.

Mayor Tourville stated the City and the college had been discussing possible road improvements and a trail connection for the past 3-5 years and the college was very much in favor of the project moving forward.

Dian Piekarski, 7609 Babcock Trail, questioned if maintenance costs for the proposed trail and sidewalk had been factored into the budget.

Mr. Thureen stated the City adopted a five-year CIP for pavement management that included planning for maintenance of the trail and sidewalk system. He explained the City did plow all public sidewalks and trails. Two (2) pieces of equipment were dedicated to that task and the addition of $\frac{3}{4}$ of a mile would add approximately one (1) hour of work to existing operations. He noted staff would review maintenance plans accordingly to tie the new area into current segments for efficiency and continuity.

Councilmember Mueller suggested potentially negotiating an agreement for plowing with the college.

Mr. Thureen reviewed the proposed project schedule with the public improvement hearing scheduled for January 27th.

5. THIRD READING OF ORDINANCE AMENDING BOW HUNTING REGULATIONS

Councilmember Mueller stated he was in favor of the proposed ordinance because it was a way to decrease the herd. He suggested adding a condition that would require the hunting be limited to does only, no bucks.

Ms. Teppen clarified the proposed amendment was requested by a property owner within the specific designated area, it was not initiated by the City. She noted the hunters would be required to abide by all DNR regulations related to bow hunting.

Mayor Tourville stated the DNR allows all deer to be hunted, not just does.

Mr. Lynch stated restricting the type of deer that are taken could create an administrative burden from an enforcement perspective.

Councilmember Piekarski Krech stated she would like to see a requirement added that the hunters pass a shooting competency test.

Mayor Tourville opined it was unfair to impose that condition on hunters affected by the proposed ordinance amendment when it was not required for all bow hunters within the City.

Jim Krech stated the maximum number of hunters that would be on the property at one time was three (3). He explained the proposed area was larger and safer than other areas in the City where hunting was currently allowed. He opined it was arduous to place restrictions on them and not others.

Councilmember Bartholomew stated he believed the proposed area would be safe for hunting. He opined he would be in favor of looking at implementing competency requirements that would apply to all bow hunters in 2014. He stated the City and the property owners had taken the proper precautions to ensure the proposed area would be safe for hunting and he encouraged the hunters to take as many deer as possible.

Councilmember Madden stated safety was his primary concern and opined the concerns had been addressed by the Police Department.

Motion by Tourville, second by Madden, to adopt Ordinance No. 1274 amending Inver Grove Heights City Code Title 5, Chapter 6, Section 1(D)(1)(a) regarding the Area Available for Hunting in the City by Bow and Arrow

Ayes: 5

Nays: 0 Motion carried.

6. 2014 BUDGET REVIEW

Mr. Lynch reviewed the process that was followed by staff to prepare the 2014 budget. He stated at the May 6th work session he identified several challenges for the 2014 budget that would need to be discussed and addressed. On July 29th the direction received from Council was that staff should prepare the budget to maintain the same tax rate as 2013. He explained a number of other potential items were discussed by various Council members but he did not feel that a consensus had been reached by the Council on any of those items. He stated any proposed operational changes needed to be discussed internally to determine how services would be impacted.

Councilmember Bartholomew explained he had interpreted that there was a consensus amongst the Council to look at the amendments he had previously suggested. He requested that an alternative budget be presented to the Council on December 9th with the budget amendments he proposed and provided to the City Administrator. He stated this would allow the Council to further discuss the options and vote on the amendments individually. He explained he would not support changing the golf course to a special revenue fund because he felt it should operate on its own revenue. He also proposed amendments that would include reductions in the budgets for Administration and the golf course. He reiterated he would like to see his proposed changes incorporated into an alternative budget that could be voted on at the December 9th meeting.

Mr. Lynch stated the proposed 2014 budget scheduled to be presented on December 9th included \$185,000 in reductions that were not included in the preliminary budget that was adopted in September. He explained changing the golf course to a special revenue fund would require separate action by the Council.

Councilmember Piekarski Krech stated she would like to cut another \$100,000 from the budget and reduce the reliance on the Host Community Fund. She stated more cross-training of employees was needed because the organization was too departmentalized, and encouraged more integration with the community and an un-siloing of the organizational structure.

Councilmember Madden stated at some point a decision needed to be made by the Council. He opined he did not feel there was a consensus amongst the Council to proceed with the cuts suggested by Councilmember Bartholomew. He noted he was not opposed to looking at the organizational structure and discussing areas of improvement in 2014.

Councilmember Mueller stated he would support the alternative budget suggested by Councilmember Bartholomew.

Mayor Tourville questioned what staff's recommendation was regarding the golf course.

Ms. Smith stated conversion to a special revenue fund was still recommended.

Mr. Lynch stated the golf course was currently an enterprise fund and it had not prevented subsidization up to this point. He noted an enterprise fund was supposed to be self-supporting and the golf course was not able to achieve that objective.

Councilmember Bartholomew explained his concern was that it would be easier to subsidize the golf course if it became a special revenue fund and it would be easier to ignore the fact that it is not generating enough money to cover operations. He stated there needed to be transparency in the balance sheets.

Ms. Smith stated subsidies could occur either way. She explained the golf course was thought to be similar to the recreation and community center funds and one reporting format could be used for each of the funds. She noted a special revenue fund could be self-supporting and any shortfalls would be addressed by the Council on an annual basis rather than allowing them to accumulate.

Councilmember Piekarski Krech opined she did not see the need to switch the golf course to a special revenue fund. She stated her main concern was transparency. She noted it was always assumed that the recreation and community center funds would need to be subsidized and it was never an expectation that would be needed for the golf course.

Mayor Tourville stated staff was directed to prepare their budgets to achieve a 0% rate increase and that was done. He opined he was not in favor of getting rid of people just to save money without understanding the impact to services and operations. He noted his understanding was that staff would be looking at the organizational structure and potential for outsourcing management of the golf course in 2014.

Councilmember Bartholomew stated none of his proposed cuts were simply for cost savings. He explained he had operational concerns and felt the organizational structure was too siloed. He stated he wanted to see a plan for restructuring that would make the organization run leaner and more efficiently.

Councilmember Piekarski Krech stated there had been discussions in the past regarding the organizational structure and they never went anywhere. She explained there had to be an incentive to change and to come up with a plan. She opined Councilmember Bartholomew's proposal offered an alternative option with a clear deadline that would ensure something was done.

Councilmember Bartholomew stated his suggestions were just a roadmap and he would be open to hear alternative suggestions from the City Administrator.

Dian Piekarski questioned why the budget was discussed at the previous Council meeting when so much was still undetermined. She noted the golf course appeared in the budget as a special revenue fund even though Council had not taken formal action to approve the change. She opined there seemed to be a consensus regarding concerns with staffing levels and the organizational structure. She expressed concern regarding the budget process and how action is taken by staff. She stated expenses related to plowing and maintenance of parks and roads should be better calculated. She questioned if the City's current debt obligations were dependent on future development.

Councilmember Bartholomew stated there were rules and regulations in place for the debt limit. He explained the City needed future development to meet its obligations for the infrastructure in the Northwest Area. Developers are required to pay fees to connect to the existing infrastructure.

Ms. Piekarski opined there should be a larger savings realized by the taxpayers from staff cuts. She also expressed concerns about the EDA and the lack of a clear purpose or identified funding source.

Councilmember Madden suggested that the proposed alternatives be separated and considered individually.

Mayor Tourville asked for clarification on what was meant by administration because it was a relatively small department and it should be clear what is meant if the City Administrator is being asked to achieve a certain amount of savings.

Councilmember Piekarski Krech stated administration meant any position above the supervisory level.

Councilmember Bartholomew stated he was talking about the finite department.

Mayor Tourville stated if the Council wanted to discuss restructuring then the whole organization should be reviewed.

Councilmember Madden reiterated he would prefer to discuss potential reorganization in 2014.

Mayor Tourville opined it was more appealing to look at a potential reorganization than the elimination of one specific position at this point.

Councilmember Bartholomew stated he simply suggested that it be presented as an alternative to the City Administrator's budget at the meeting on December 9th. He stated one of the alternatives was also to reduce the golf course budget by \$60,000 in salary and benefits.

Councilmember Piekarski Krech stated she was concerned about the amount of the levy. She opined if nothing was taken out of the budget there would be no incentive for anything to change.

Mr. Lynch clarified that the proposed alternative related to a reduction at the golf course would not save taxpayers money because it would not reduce the levy. He stated there have been meetings amongst staff to discuss potential operational alternatives at the golf course. He noted five (5) out of the past seven (7) years a budget surplus had been realized and he did not want that overlooked. He stated staff has worked to keep operational costs down.

Councilmember Piekarski Krech stated the surplus should be going back to the citizens.

Councilmember Bartholomew stated the golf course was going to have another cash deficit and he felt it was reasonable to request the proposed reduction in the budget.

Mayor Tourville opined it was not his job as a Council member to manage the day-to-day operations and they had to trust the City Administrator and staff to make recommendations that would keep the organization operating efficiently while maintaining service levels. He noted it may be decided that the current organizational structure is still the best option.

Kathy Fischer, AFSCME Vice President, stated there had been a number of staff cuts over the past few years and opined that the City could not afford to keep cutting from the bottom of the organization.

Councilmember Madden stated an organizational review should be made a priority for 2014.

Councilmember Bartholomew stated he represented the citizens of Inver Grove Heights and he had a responsibility to make sure the organization was being fiscally responsible. He opined that too much money was being spent for one (1) position in Administration. He explained he did not want the conversation delayed until 2014 and requested that both of his proposed budget amendments be presented as alternatives for Council action on December 9th.

Ms. Smith questioned how the Council wanted the savings from alternative budget suggestions to be applied. She questioned if they wanted a reduction in the levy or in the transfer from the Host Community Fund.

Councilmember Bartholomew suggested using the savings to offset the use of the Host Community Fund.

7. ADJOURN

The meeting was adjourned at 10:25 p.m.

DRAFT

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2013 - 8150 BARBARA AVENUE**

CALL TO ORDER/ROLL CALL The City Council of Inver Grove Heights met in regular session on Monday, December 9, 2013, in the City Council Chambers. Mayor Tourville called the meeting to order at 7:00 p.m. Present were Council members Bartholomew, Madden, Mueller, and Piekarski Krech; City Administrator Lynch, Assistant City Administrator Teppen, City Attorney Kuntz, Public Works Director Thureen, Community Development Director Link, Finance Director Smith, Parks and Recreation Director Carlson, Chief Stanger, Chief Thill, and Deputy Clerk Kennedy

3. PRESENTATIONS:

Bill Klein promoted Holiday on Main Street, scheduled for December 14th from 2-5 pm at the VMCC. He stated this would be the 17th year of the event and invited all Inver Grove Heights residents to attend. He explained the event was designed to serve children in pre-school through 5th grade. He thanked the local businesses for their support and sponsorship of the event.

Chuck Armstrong, Boys and Girls Club Board of Directors, recognized the Mayor for his participation in a fundraising effort for the organization. He stated his challenge was to walk to work from his home in Woodbury to Burnsville, a 25 mile trek. The Mayor met Mr. Armstrong at the Inver Grove Heights border and continued on with him all the way to his destination in Burnsville. He noted approximately \$10,000 was raised for the Boys and Girls Club that day. He thanked the Mayor for his participation in the fundraiser and his support of the organization.

Diana Admundson, Boys and Girls Club, thanked the Mayor for his efforts and support.

Mayor Tourville stated the best part of the day was meeting some of the children from the Boys and Girls Club.

4. CONSENT AGENDA:

Citizen Dian Piekarski requested Items 4K and 4L be removed from the Consent Agenda.

Councilmember Piekarski Krech removed Items 4M and 4Q from the Consent Agenda.

Councilmember Mueller removed Item 4N from the Consent Agenda.

- A.** Receive Quotes and Award Contract for Water Treatment Facility Filter Rehabilitation
- B. Resolution No. 13-178** Approving Disbursements for Period Ending December 4, 2013
- C. Resolution No. 13-179** Adopting the 2014-2018 Capital Improvement Plan
- D.** Change Order No. 33 for City Project No. 2008-18, Public Safety Addition/City Hall Renovation
- E.** Pay Voucher No. 2 for City Project No. 2012-07, Bohrer Pond NW Pre-Treatment Basing
- F.** Pay Voucher No. 10 for City Project No. 2012-09D, Urban Street Reconstruction 65th Street Neighborhood and Cahill Court
- G.** Approve Plan of Dissolution and Distribution of Assets of the Gun Club Lake Watershed Management Organization
- H. Resolution No. 13-180** Approving New Joint Powers Agreement between Inver Grove Heights and Eagan that Establishes the Eagan-Inver Grove Heights Watershed Management Organization
- I. Resolution No. 13-181** and **Resolution No. 13-182** Receiving Feasibility Report, Scheduling a Public Hearing and Authorizing Preparation of Plans and Specifications for the 2014 Pavement Management Program, City Project No. 2014-09D College Trail Reconstruction and Barbara Avenue Partial Reconstruction
- J. Resolution No. 13-183** Accepting Engineering Services from Kimley-Horn and Associates, Inc. for City Project No. 2014-06, Blaine Avenue Retaining Wall Replacement

- O. Accept Donation to the Inver Grove Heights Fire Department from the Inver Grove Heights Fire Department Auxiliary
- P. Approve Request of Inver Grove Heights Fire Department Relief Association to Raise the Retirement Benefit Level

Motion by Madden, second by Piekarski Krech, to approve the Consent Agenda

Ayes: 5

Nays: 0 Motion carried.

K. Approve Whistletree Woods Settlement Agreement

Dian Piekarski, 7609 Babcock Trail, questioned if any similar situations were occurring with other developments and if the City had implemented procedures to make sure nothing like this happened again. She also questioned if the costs were being split accordingly.

Mayor Tourville noted if associations are formed without filing the appropriate paperwork the City is not responsible.

Mr. Lynch stated the City was not aware of any similar situations. He explained the current process by which plats are recorded is different than the procedure that was in place at the time the plat in question was filed. The City is now responsible for recording all plats rather than allowing the developer the option to do so. In this particular case it was believed that the developer recorded a plat that was different than what was approved by the City.

Mr. Kuntz stated he was not aware of any other situations of this type. He explained there was no admission of liability by anyone on behalf of the City. With respect to the money involved in the settlement, that was transferred from the developer's fund to the City's fund because of the failure of the developer to file the necessary documents. The work of the association to try to correct its documents was verified and the money was subsequently being turned over to the association to help defray some of those costs. He explained there were no other expenses awarded as part of the settlement.

Motion by Madden, second by Bartholomew, to approve the Whistletree Woods Settlement Agreement

Ayes: 5

Nays: 0 Motion carried.

L. Resolution Approving Community Development Block Grant Application for Fiscal Year 2014

Dian Piekarski, 7609 Babcock Trail, questioned who would receive the \$47,500 and why it did not go to the EDA.

Mr. Lynch explained the federal money was distributed to the County and then passed on to the City. An allocation of \$47,500 was recommended to be put towards the Housing Rehabilitation Program. The other half of the funds was recommended to be used for the Doffing Avenue Acquisition Program. That allocation of funds would be placed directly into the General Fund in order to be eligible to receive matching funds from the DNR.

Ms. Piekarski asked how many of the 61 homeowners who received assistance from the Housing Rehabilitation Program were from Inver Grove Heights.

Mr. Link stated all 61 homeowners who received assistance were from Inver Grove Heights.

Motion by Madden, second by Mueller, to adopt Resolution No. 13-184 Approving Community Development Block Grant Application for Fiscal Year 2014

Ayes: 5

Nays: 0 Motion carried.

M. Approve Joint Powers Agreement with Dakota County CDA for Open to Business Program

Councilmember Piekarski Krech stated the Joint Powers Agreement was with the EDA, not the City Council. She questioned if the agreement required separate approval from the EDA.

Mr. Link stated it could be approved by either the Council or the EDA. He noted in the past it had been approved by the City Council. He explained if Council wanted to send the agreement to the EDA for approval a special EDA meeting would need to be scheduled following the regular City Council meeting on January 13th.

Councilmember Piekarski Krech stated she was in favor of the agreement and wanted to make sure everything was in order from a legal standpoint.

Mr. Kuntz suggested that the agreement be sent to the EDA.

No action was taken on this item.**N. Approve Proposal from Peer Engineering to Conduct a Phase II Environmental Site Assessment**

Councilmember Mueller stated he was concerned about the cost and wanted to make sure that staff would come back to the Council if any issues were encountered that would result in additional costs being incurred.

Mr. Link stated any negotiated purchase price would consider any environmental contamination that is on the site. If contamination is found, the property would be worth less. The engineering firm recognized that the bedrock was not very deep on the site and reflected that in their cost proposal. The 25 soil borings would not be taken from the bedrock. Any additional work beyond the 25 soil borings would need to come back to Council for approval.

Motion by Madden, second by Bartholomew, to approve proposal from Peer Engineering to Conduct a Phase II Environment Site Assessment

Ayes: 5

Nays: 0 **Motion carried.**

Q. Personnel Actions

Councilmember Piekarski Krech clarified that the personnel actions did not include the customer service specialist position.

Ms. Kennedy stated that was correct. The Parks and Recreation Director removed that position from the item late in the afternoon for further review.

Motion by Piekarski Krech, second by Bartholomew, to approve Personnel Actions

Ayes: 5

Nays: 0 **Motion carried.**

5. PUBLIC COMMENT:

Allan Cederberg, 1162 82nd St. E., stated he saw in the paper that Mr. Grannis received approval for his plans to develop his property. He expressed concern that there was nothing mentioned about stormwater control measures. He opined that all stormwater should be contained on the property.

Councilmember Piekarski Krech stated no final plan had been presented for development and no specifics were known at this point. The approval was simply acknowledging that at some point in the future a plan could be submitted for approval.

Mayor Tourville stated specific plans would need to go through the approval process with both the Planning Commission and the City Council. Stormwater issues would be addressed at that time.

Heidi Crissey, 5840 Cahill Ave., stated she submitted a letter to the Council requesting the installation of deer crossing signs on Upper 55th Street between Blaine Avenue and Cahill Avenue. She explained she

lived in the country in Lake Elmo for many years and never saw as many dead deer on the road as she has seen recently along this specific stretch of road. She stated she has routinely had to stop her car in and attempt to herd the deer off of the road. She expressed concerns regarding the safety of the motorists traveling along the roadway and the safety of the deer. She opined that the signs would make people more aware of the issue and could prevent accidents in the future.

Mayor Tourville stated the City had received many requests for deer crossing signs at multiple locations across the City. He explained the City had tried to develop several solutions for population control. He noted staff would further research the issue and try to come up with potential solutions.

6. PUBLIC HEARINGS:

A. CITY OF INVER GROVE HEIGHTS; Consider Modification to TIF District No. 2-1

Steve Apfelbacher, Ehlers and Associates, explained the district was ready to expire at the end of the year. From 2001-2003 the legislature changed the tax capacity ratios which effected the increment that was generated within those districts. The revenues the City was receiving at that time were sufficient to handle the debt service that was outstanding. Since that period of time the revenues dropped and the City experienced a shortfall. The shortfall was covered by revenues from District 4-1, however because District 2-1 is set to terminate the City can no longer pool revenues from District 4-1. In 2003 the legislature did provide the option to extend the district for an additional four (4) years. It was recommended that the Council conduct the public hearing to consider whether or not to extend the life of District 2-1. A project plan amendment was prepared and would extend the district for the additional four (4) years. He noted it would not increase expenditures but would allow the City to pay the outstanding debt service.

Councilmember Piekarski Krech clarified if the district was extended four (4) more years the City would be able to pay the remaining debt service without taking money from another source.

Mr. Apfelbacher replied in the affirmative.

Mayor Tourville confirmed that staff recommended this course of action.

Ms. Smith stated without extending the district the City would not be able to use funds from District 4-1 after the end of the year and would need to come up with an alternative solution to fund the outstanding debt service obligations.

Mr. Lynch noted other alternatives were explored but not advised by the City's bond counsel. Staff felt this was the appropriate course of action to allow the City to meet the district's existing debt obligations.

Motion by Piekarski Krech, second by Mueller, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew, second by Piekarski Krech, to approve Resolution No. 13-185 adopting a Modification to the Development Program for Development District No. 2 and Adopting a Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 2-1 Therein

Ayes: 5

Nays: 0 Motion carried.

B. Consider Application of Pawn America, LLC dba Pawn America for Renewal of Pawnbroker's License for premises located at 5300 South Robert Trail

Ms. Kennedy stated Pawn America submitted an application for renewal of their pawnbroker's license. The application was accompanied by the requisite license fee and corporate surety bond. A background investigation was completed by the Police department and no basis for denial of the renewal application was found.

Motion by Madden, second by Piekarski Krech, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Motion by Madden, second by Bartholomew, to approve application of Pawn America, LLC dba Pawn America for renewal of pawnbroker's license for premises located at 5300 South Robert Trail

Ayes: 5

Nays: 0 Motion carried.

C. CITY OF INVER GROVE HEIGHTS; Consider Approval of Liquor License Renewals for 2014 Calendar Year

Ms. Kennedy stated 29 applications for renewal were received. Each application included the appropriate license and background investigation fees, requisite insurance documentation, and information related to compliance with Alcohol Server Training requirements. Background investigations were completed by the Police department and no basis for denial of any of the applications was found. She noted renewal applications were not received from Eddy's Bar & Grill, LLC or Aldi, Inc. She explained in addition to renewal of its liquor license, Old World Pizza also sought Council approval for the transfer of their license to a new location effective January 15, 2014.

Motion by Madden, second by Bartholomew, to close the public hearing.

Ayes: 5

Nays: 0 Motion carried.

Motion by Madden, second by Mueller, to approve liquor license renewals for the 2014 calendar year with the exception of Eddy's Bar & Grill, LLC and Aldi, Inc. and to approve address change for Old World Pizza effective January 15, 2014.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

FINANCE:

A. CITY OF INVER GROVE HEIGHTS; Consider Approval of Final 2014 Tax Levies and 2014 Budgets

Ms. Smith stated on September 9th Council approved the preliminary levies and budgets. The information was certified to the County and included in the Proposed Property Tax notice that was mailed to all property owners on November 15th. She noted the final tax levies and budgets must be certified to the County by December 30th. She stated four (4) inquiries were received, all related to property valuation or classification. She explained as per Council direction the golf course budget materials were revised in order to be reported as an enterprise fund. The 2014 budgets included the General Fund, three (3) Special Revenue Funds (Recreation, Community Center, EDA), two (2) Capital Project Funds (Stormwater and ADA), three (3) Enterprise Funds (Water, Sewer, Golf Course), and five (5) internal service funds (Risk Management, Central Equipment, Central Stores, City Facilities, Technology). Sales tax savings were incorporated and reflected in the budget totals. The impact to the General Fund was a savings of \$107,200 and also included a reduction in the property tax levy. The proposed General Operating Fund was \$13,518,400, reflecting a reduction of \$185,000 from the preliminary levy. The debt service total remained at \$1,382,322 and included a subsidy of \$330,000 from the Closed Bond Fund. There were two (2) remaining Watershed Management District Tax levies, each tied directly to the bond payments for each district. The overall City tax rate was a slight reduction from 2013 at 46.267%. She provided a comparison of the net tax capacity and the net tax levy. After four (4) years of decreases in the net tax capacity there was a slight increase projected for 2014. She noted although the net tax levy showed a slight increase it was still a reduction of approximately \$600,000 from 2010. Total General Fund revenues were \$16,698,300, the biggest portion of which was attributed to property taxes (81%). General Fund Expenditures also totaled \$16,698,300, the biggest portions of which were attributed to Public Safety

(48%) and Public Works (22%). She recommended approval of the three (3) resolutions as presented in the Council packet.

Mr. Cederberg referenced the proposed resolution adopting the final budgets. He opined that the City had a number of investment funds that were never totaled on one line item. He questioned how much interest was generated by the investments.

Ms. Smith stated the condition of the markets has caused the rate of return to fall well below 1%. She explained the City allocates investment income across all funds based on cash balances. Each of the funds that have a positive cash balance do show investment income within each fund's respective budget. She stated each fund with a positive cash balance has a line item specifically for investment income.

Mr. Cederberg questioned what was happening with the proposed rental housing program and why no money was allocated for the program within the 2014 budget.

Mayor Tourville stated more information regarding a potential rental housing inspection program would be brought back to the Council for discussion in 2014.

Mr. Cederberg questioned why the pooled investment fund was not reported as part of the overall budget.

Ms. Smith explained the City pooled cash in investments. All deposits across all funds are maintained in one bank account. The interest earned is allocated across all funds based on cash balances. She noted investment earnings were reported as separate line items within each of the specific budgets. She stated approximately \$45,000 in investment earnings was budgeted for 2014 across all budgets.

Councilmember Piekarski Krech clarified the investment earnings were not reported as one lump sum.

Dian Piekarski, 7609 Babcock Trail, stated she attends Council meetings because she cares about the City. She expressed appreciation for the Council's fiscally responsible approach and for staff's work in preparing and presenting the budget and taking the time to answer citizens' questions. She explained she did some research to better understand what the statutory role of the City Council was in the overall management of the City. She opined that the Council should have a major role in determining the hiring practices and overall organizational structure of the City because each issue had direct budget implications. She also opined that the EDA was developed without a clearly defined purpose, mission, goals, or priorities and that those issues should be addressed in 2014.

Cheryl O'Donnell, 2445 78th Street East, stated she wanted to acknowledge the work Jenelle Teppen does for the City. She explained as a citizen she was proud to have Ms. Teppen as a representative of Inver Grove Heights because she is thoughtful in her work, has integrity, and works with excellence. She stated she understood the Council had to deal with difficult budget decisions and opined that the budget issues should not be taken out one position. She suggested other solutions could be found to address any budget problems that exist. She stated she also worked with Ms. Teppen as a vendor on the exterior and interior signage project and commented she was fiscally responsible and took a tremendous amount of pride in her work.

Mr. Lynch stated Council previously directed staff to prepare two (2) budget alternatives for consideration. The first involved potentially eliminating approximately \$114,500 from Administration. He explained he sent the City Council several pieces of information related to the duties and responsibilities of the Assistant City Administrator position along with a cost analysis for those tasks that would still need to be completed by another source if the position was eliminated. He noted staff tried to provide cost information reflecting the lowest salary, including benefits, as they currently exist to demonstrate the cost implications associated with the potential elimination of the position. He explained based on previous Council discussion there was a desire to use the budget reduction in Administration to reduce the amount of the proposed transfer from the Host Community Fund. He noted that action would have no direct impact on the proposed tax levy. The second alternative involved reducing the Golf Course budget by eliminating \$60,000 in wages and benefits.

Mr. Carlson presented the proposed reorganization of the Parks and Recreation Department in response to the Council's directive to try to save \$60,000 in salary and benefits within the Golf Course budget. He reviewed the current organizational structure of the department. He explained since 2006 the City had

reduced the size of the overall Parks and Recreation department by a little over 22 FTEs across the Parks, Recreation, Community Center, and Golf Course divisions. The cumulative operating budget for the four divisions was proposed to be approximately \$7 million dollars in 2014. The programs and services provided by the Parks and Recreation department generate approximately \$4 million dollars in revenue, equivalent to 57% of the operating expenses. He noted from 2000 to 2013 the operating budget for Inver Wood Golf Course had grown by 0.3%. He explained staff realized it would be extremely difficult to achieve Council's directive to save \$60,000 in the salary and benefits line item within the Golf Course budget alone, and proceeded to examine the department as a whole to determine how to achieve the directive while maintaining a functional department that could still operate the facilities they are charged to manage and maintain while offering the services the community has come to expect. He reviewed the benefitted positions at Inver Wood and their various responsibilities. He outlined the reorganization goals that were established for the department to achieve Council's direction including the development of cross-functional work teams, reduction of administrative overhead, and the combination of maintenance functions. Staff proposed the elimination of the Golf Course Manager position and increasing the Clubhouse Operations Coordinator from a 0.75 FTE to a 1.00 FTE. This would result in the reduction of 0.75 FTEs within the Golf Course budget, a savings of a little more than \$60,000. A new proposed departmental structure for the Parks and Recreation department was presented that would result in fewer managers and supervisors. He noted the proposal would also provide for future opportunities to evaluate the structure as retirements occur within the department.

Mr. Lynch noted the details of the proposed reorganization of the Parks and Recreation department still needed to be worked out from a staff perspective. The three (3) month implementation period would be utilized to further communicate with department staff and to determine what positions would be in the new structure and their respective compensation levels.

Mayor Tourville clarified this was done under the premise of saving money and reorganizing to maintain service levels.

Mr. Carlson replied in the affirmative. He noted staff developed the proposal in response to the direction from the Council to find a way to save \$60,000. He explained the department still had to be able to function to provide customer service, recreational programs, and maintain the existing facilities and amenities within the City.

Councilmember Bartholomew opined the proposal was very good and he liked the way it was laid out. He stated the costs at the golf course needed to be controlled because there had been a negative cash balance since 2002, and it has had a net operating loss since 2005. The City put in \$2,944,000 to eliminate the debt and it was likely that the course would post a net operating loss for 2013. He opined it was fair and reasonable to request that the golf course budget be reduced by \$60,000. He stated he would support the proposed reorganization as presented by Mr. Carlson.

Councilmember Madden questioned what was meant by the statement "as retirements occur".

Mr. Lynch stated there were several individuals who were eligible for retirement based on their years of service. He explained there had been ongoing discussion with one individual who had not yet made a decision regarding retirement. He noted if those eligible individuals elect not to retire there would need to be additional discussion amongst staff with respect to the impact on remaining positions. He stated staff initially tried to come up with a reorganization plan that would not result in people losing their jobs. If retirements do not occur either the number of positions would have to be reduced in the overall reorganization of the department or the compensation and classification of those positions may need to be changed.

Councilmember Madden stated he was not in favor of pressuring employees to retire.

Councilmember Mueller questioned if staff was encouraging employees to retire.

Mr. Lynch reiterated there had been recent conversations with an individual who had previously indicated they would like to consider retirement. He stated such discussions were important in terms of developing potential reorganization and succession plans for departments. He explained the Utilities division was

heavy in terms of the number of individuals that would be eligible to retire in a fairly short period of time which could result in a lot of turnover within the division. He noted it was incumbent upon staff from an administrative standpoint to consider and investigate those scenarios and how they might be handled.

Councilmember Piekarski Krech opined she was not comfortable basing decisions on future retirements because individuals make those choices based on varying factors. She stated the golf course was an enterprise fund and Parks and Recreation was a special revenue fund and there was a desire to maintain that separation. She expressed concern that the proposed reorganization plan rolled everything together and the distinction between the two was lost. She stated the parameters may need to be changed going forward if the golf course, parks, recreation, and community center were all going to be considered as one entity.

Mr. Lynch pointed out each of the four divisions were considered to be parks and recreation services and they were all under the direction of the Parks and Recreation Director.

Councilmember Piekarski Krech stated they have always been separate and distinct budgets.

Mr. Lynch stated with respect to the City's overall budget there are many individuals whose salary and benefits are cost allocated against many different funds.

Councilmember Piekarski Krech stated the City has always tried to keep the golf course as a separate entity and now it is being presented as money being saved in Parks and Recreation by eliminating a position at the golf course. She opined the action being taken was not transparent.

Mayor Tourville stated at the work session the Council discussed cross training of staff that would allow people to perform multiple functions. He applauded staff's attempt to look at a reorganization that would save the targeted amount of \$60,000 in salary and benefits.

Councilmember Piekarski Krech stated if the intent was to put everything under the label of parks and recreation and to reorganize so people within the department could serve multiple functions she wanted to make sure it was done transparently.

Mr. Carlson stated the intent was to create cross-functional teams that could serve in multiple capacities across the divisions within parks and recreation. He noted there would still be separate budgets for each division, but the goal was to work together across the entire department to ensure that operations were as efficient and effective as possible.

Councilmember Bartholomew stated he disagreed with some of the cost assumptions that were provided in the memo from the City Administrator regarding the proposed reduction in the Administration budget. He opined more information and discussion was needed regarding the issue and suggested that discussions continue after the first of the year. He proposed that the alternative related to the Administration budget not be considered at this time provided that there will be an opportunity for further discussion in 2014.

Councilmember Madden agreed that the issue should be further discussed after the first of the year. He opined it was too big of a decision to make in one night without serious discussion.

Councilmember Mueller stated he wanted to make sure the City Administrator received clear direction from the Council going forward.

Mayor Tourville stated he would not have supported the elimination of the Assistant City Administrator position at this time. He explained without a reorganization discussion he would not remove an employee. He stated in his tenure as a Council member the City had never removed an employee without reorganization, without looking at job performances, and without looking at certain parameters related to organized and unorganized employee groups. He noted the City had one at-will employee, the City Administrator. He stated he felt strongly in the parameters that were in place to protect and respect the City's employees. He acknowledged the City had let people go in the past due to issues with job performance or layoffs for budgetary reasons. He stated he was glad to see that the Council was willing to have further discussion regarding the issue in 2014.

Mr. Lynch stated the proposed resolution that would approve the 2014 budget would not change because the proposed amendment to Administration would not have made a net change to the tax dollars. Previous direction from the Council was that the proposed change should be applied to the Host Community Fund. If the proposed alternative related to a reduction in Administration was not going to be approved he requested that the Council specify the impact to the Host Community Fund by motion. He noted there was an alternate resolution prepared to reflect the proposed reduction in the Golf Course fund. Councilmember Bartholomew stated he wanted to be certain that the discussions would take place starting right away in January at the first work session.

Ms. Piekarski questioned if the discussions were going to be about the organization as a whole.

Mayor Tourville responded in the affirmative.

Motion by Bartholomew, second by Piekarski Krech, to accept the proposal set forth by the Parks and Recreation Director to reduce the Golf Course budget by \$60,000 and to offset the savings by reducing the transfer from the Host Community Fund

Ms. Smith explained the alternative related to the Golf Course budget was not related to the Host Community Fund. She noted the proposal set forth by Mr. Carlson would also impact the Parks budget within the General Fund, the Recreation budget, and the Risk Management Fund. She reviewed the revised budget resolution that would incorporate the changes as proposed.

Councilmember Bartholomew questioned the increase in the Parks fund shown on the revised resolution.

Ms. Smith stated the increase in the Parks fund was offset by a reduction in the transfer from the Recreation fund.

Motion withdrawn by Council members Bartholomew and Piekarski Krech.

Motion by Mueller, second by Bartholomew, to approve Resolution No. 13-186 adopting the Final Tax Levies for 2014, Resolution No. 13-187 adopting the revised Final 2014 Budgets with the recommended reduction of \$60,000 in the Golf Course Fund as proposed by the Parks and Recreation Director, and Resolution No. 13-188 adopting the Final Watershed Management Taxing Districts' Tax Levies for 2014

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

B. CITY OF INVER GROVE HEIGHTS; Consider First Reading of an Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Articles A, B, C, and D related to Alcoholic Beverages

Bridget McCauley Nason from LeVander, Gillen, & Miller provided an overview of the proposed ordinance amendment. She explained the process that was completed involved a complete review and overhaul of the City's liquor license code provisions. The purpose of the exercise was to revise the City Code to modernize the language and the content of the provisions related to alcoholic beverages to ensure compliance with state statutes and make the relevant provisions easily accessible and understandable for licensees, staff, and the public. The process involved a thorough review of the provisions contained within City Code Title 4, Chapter 1, related to alcoholic beverages, an analysis of relevant Minnesota statutes and rules, a review of the League of Minnesota Cities guidance and best practices related to liquor licensing, a comparison with alcoholic beverage regulations in other cities, and discussions with key staff members who deal with the regulations contained within the specified section of the City Code. The proposed ordinance amendment would essentially repeal the current version of Title 4, Chapter 1 and replace it with the new version that is proposed. Significant proposed revisions included updated terminology, reorganization of the chapter and the elimination of redundancies, expansion of the potential licenses that could be issued by the City, modifications to public hearing requirements, temporary expansion of premises for alcoholic beverage sales, additional provisions related to the issuance of licenses and the application process, a decrease in the on-sale intoxicating liquor license fee for new licensees, the expansion of Sunday on-sale sales hours to 2 am, and the modification of language related

to liquor sales at the National Guard Training and Community Center.

Mr. Kuntz referenced Minnesota Statute 340A.404, subd. 4. The statute enables a City to authorize the sale of alcoholic beverages at certain events within the City. He stated the authorization provided by the referenced statutes was not included in the proposed ordinance revisions and staff sought direction from the Council as to whether the authority granted by the statute should be implemented into the City Code. He explained the statute afforded the City the opportunity to authorize the holder of an intoxicating liquor license to sell liquor at a convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the City. He noted in terms of the statute's application to current City practices, the only place where the service of hard liquor is allowed is at the National Guard Training Facility incident to the service of food with a valid caterer's license. He clarified that the City did not own the National Guard Armory, the City leased the space. The proposed ordinance amendment did not change the current practice and it did not include language that would enable the City to take advantage of the authority granted by statute.

Councilmember Piekarski Krech clarified the Council needed to discuss whether or not to allow intoxicating liquor license holders to sell hard liquor in conjunction with events that may be held on property owned by the City, such as the golf course.

Mr. Kuntz stated that was correct.

Councilmember Piekarski Krech stated it may be advantageous for the City to look at such opportunities and she would be in favor of including the options afforded by the statute in the code provisions.

Mr. Kuntz explained the other option provided by the statute was allowing the City to authorize the holder of an intoxicating liquor license (issued by the City) to dispense hard liquor at a community festival within the City at a location designated by the Council, but off-site of the licensed premises.

Councilmember Piekarski Krech questioned how community festival would be defined.

Mr. Kuntz provided examples including Inver Grove Heights Days and Holiday on Main Street. He noted this was different than the first example discussed because the designated location did not have to be controlled or owned by the City. He stated that fact may restrict the City's ability to deny an application for such a permit. He stated more discussion was needed with staff and the Council before any provisions were introduced in the proposed ordinance amendment.

Mayor Tourville stated he did not have a problem with looking into including the provisions and how they would be managed from an implementation and enforcement perspective.

Ms. Kennedy stated from a staff perspective one of the major concerns would be defining the liability related to the selling and serving of alcohol.

Councilmember Piekarski Krech opined it may also increase the opportunities for rental of park or community center facilities. She questioned if the parks and recreation staff would be in favor of implementing the changes.

Mr. Carlson stated at this point staff was comfortable with the provisions that were currently contained within the City Code for the service of alcohol. He explained there are more things to manage and consider if the opportunities for the sale of hard liquor were to be expanded.

Councilmember Piekarski Krech questioned what would need to be changed or what other regulations would need to be included in the code if the authority granted by statute was included in the ordinance amendment. She questioned if including the provisions would give the City more opportunities to rent space for events or if it would make the City's facilities such as the golf course and the community center more marketable.

Mr. Carlson stated he would like to discuss it further with his staff.

Mayor Tourville suggested that the issue should also be discussed with the Parks and Recreation Advisory Commission to obtain their input.

Mr. Kuntz reiterated the authority would only apply to the instances defined in statute.

Motion by Piekarski Krech, second by Mueller, to adopt First Reading of an Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 1, Articles A, B, C, and D related to Alcoholic Beverages

Ayes: 5

Nays: 0 Motion carried.

C. CITY OF INVER GROVE HEIGHTS; Consider Second Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees

Ms. Teppen stated no changes were directed since the first reading of the ordinance. She noted the third reading would take place at a public hearing held at the first regular meeting in January.

Mayor Tourville questioned if the information had been sent to the Chamber of Commerce and Progress Plus for review and comment.

Ms. Teppen explained that was traditionally done after the second reading. Any comments received would be presented at the third reading.

Councilmember Mueller opined that the fees seemed very high.

Councilmember Piekarski Krech stated the costs were a part of the pro forma for the Northwest Area. She explained the fees had to be increased according to the pro forma that was prepared specifically for the Northwest Area to ensure that the City was able to meet its obligations with respect to payment for the infrastructure that was installed.

Motion by Madden, second by Piekarski Krech, to adopt Second Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-4-2-2 and 3-4-2-3 and 10-3-8 Adjusting Development Fees

Ayes: 5

Nays: 0 Motion carried.

8. MAYOR & COUNCIL COMMENTS:

9. ADJOURN: Motion by Piekarski Krech, second by Bartholomew, to adjourn. The meeting was adjourned by a unanimous vote at 9:20 p.m.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2014
 Item Type: Consent
 Contact: Kristi Smith 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

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

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of December 5, 2013 to January 8, 2014.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending January 8, 2014. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$744,180.89
Debt Service & Capital Projects	477,095.09
Enterprise & Internal Service	475,432.20
Escrows	57,668.82
	<hr/>
Grand Total for All Funds	<u><u>\$1,754,377.00</u></u>

If you have any questions about any of the disbursements on the list, please call Kristi Smith, Finance Director at 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period December 5, 2013 to January 8, 2014 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING January 8, 2014**

WHEREAS, a list of disbursements for the period ending January 8, 2014 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	\$744,180.89
Debt Service & Capital Projects	477,095.09
Enterprise & Internal Service	475,432.20
Escrows	57,668.82
Grand Total for All Funds	<u><u>\$1,754,377.00</u></u>

Adopted by the City Council of Inver Grove Heights this 13th day of January, 2014.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk



Expense Approval Report

By Fund

Payment Dates 12/5/2013 - 1/8/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
20/20 PROMOTIONS	7563-1	12/18/2013	281542	101.41.1100.413.60065	2,133.84
5 ALARM FIRE & SAFETY EQUIPMENT	135012-1	12/11/2013	120401	101.42.4200.423.40040	970.83
5 ALARM FIRE & SAFETY EQUIPMENT	135805-1	12/06/2013	12401	101.42.4200.423.40040	522.71
ABDO, EICK & MEYERS, LLP	318765	12/18/2013	43697	101.41.2000.415.30100	8,500.00
ACE PAINT & HARDWARE	517914/5	12/11/2013	11/1/13	101.44.6000.451.60012	23.47
ACE PAINT & HARDWARE	518054/5	12/11/2013	501126	101.44.6000.451.60012	9.16
ACE PAINT & HARDWARE	518076/5	12/11/2013	501126	101.44.6000.451.40040	36.36
ACE PAINT & HARDWARE	518172/5	12/11/2013	501126	101.44.6000.451.60040	36.32
ACE PAINT & HARDWARE	518381/5	12/24/2013	501126	101.44.6000.451.40040	10.68
ACE PAINT & HARDWARE	518388/5	12/20/2013	501126	101.44.6000.451.40040	48.55
ACE PAINT & HARDWARE	517442/5	12/24/2013	501126	101.42.4000.421.60065	8.54
ACE PAINT & HARDWARE	518529/5	12/31/2013	501126	101.44.6000.451.40040	4.25
ACE PAINT & HARDWARE	518541/5	12/31/2013	501126	101.44.6000.451.60011	5.33
ACE PAINT & HARDWARE	518546/5	12/31/2013	501126	101.44.6000.451.40040	32.04
ACE PAINT & HARDWARE	518309/5	12/11/2013	501126	101.43.5100.442.60065	14.95
ACE PAINT & HARDWARE	516468/2	12/11/2013	501126	101.44.6000.451.60040	9.61
ACE PAINT & HARDWARE	516461/5	12/11/2013	501126	101.44.6000.451.60040	22.91
ACE PAINT & HARDWARE	516720/5	12/11/2013	501126	101.44.6000.451.40040	36.90
ACE PAINT & HARDWARE	516933/5	12/11/2013	501126	101.44.6000.451.60012	11.03
AFSCME COUNCIL 5	INV0025387	12/13/2013	UNION DUES (AFSCME FAIF	101.203.2031000	28.48
AFSCME COUNCIL 5	INV0025388	12/13/2013	UNION DUES (AFSCME FULLI	101.203.2031000	672.86
AFSCME COUNCIL 5	INV0025389	12/13/2013	UNION DUES (AFSCME FULLI	101.203.2031000	59.40
AFSCME COUNCIL 5	INV0025777	12/27/2013	UNION DUES (AFSCME FAIF	101.203.2031000	28.48
AFSCME COUNCIL 5	INV0025778	12/27/2013	UNION DUES (AFSCME FULLI	101.203.2031000	672.86
AFSCME COUNCIL 5	INV0025779	12/27/2013	UNION DUES (AFSCME FULLI	101.203.2031000	59.40
AMAZON.COM	11/27/13	12/18/2013	ELAN CC 12-18-13	101.42.4000.421.60065	68.52
ARAMARK UNIFORM SERVICES	0900184264	12/11/2013	12/13/13	101.43.5200.443.60045	23.77
ARAMARK UNIFORM SERVICES	0900184264	12/11/2013	12/13/13	101.44.6000.451.60045	36.12
ARM OF MINNESOTA	12/18/13	12/24/2013	C793P92FGR000T7	101.43.5100.442.50080	200.00
ASPEN MILLS	144134	12/31/2013	550771	101.42.4200.423.60045	658.45
AT&T ST. PAUL	287237771092X1212201	12/24/2013	287237771092	101.41.1000.413.50020	77.79
AT&T ST. PAUL	287237771092X1212201	12/24/2013	287237771092	101.43.5100.442.50020	30.93
ATOM	2014 MEMBERSHIP	01/08/2014	2014 MEMBERSHIP	101.42.4000.421.50070	25.00
BELLEISLE, MONICA	12/31/13	12/31/2013	REIMBURSE-MILEAGE	101.42.4200.423.50065	67.25
BERGERSON-CASWELL INC	16884	12/11/2013	INVER GR	101.44.6000.451.40047	1,425.00
BITUMINOUS ROADWAYS, INC.	21913	12/08/2013	35265	101.43.5200.443.40046	17,780.28
BLACKTOP PROS, LLC	13-72	12/11/2013	11/27/13	101.43.5200.443.40046	6,900.00
BRAUN INTERTEC CORPORATION	375970	12/24/2013	BL-10-00834C	101.44.6000.451.30700	667.00
BRAUN INTERTEC CORPORATION	379002	12/24/2013	BL-10-00834C	101.44.6000.451.30700	356.40
BUREAU OF CRIMINAL APPREHENSIO	00000155016	12/31/2013	00000012981	101.42.4000.421.40044	390.00
CA DEPT OF CHILD SUPPORT SERVIC	INV0025345	12/13/2013	MIGUEL GUADALAJARA FEI	101.203.2032100	279.69
CA DEPT OF CHILD SUPPORT SERVIC	INV0025735	12/27/2013	MIGUEL GUADALAJARA FEI	101.203.2032100	279.69
CARDIAC SCIENCE, INC.	1600790	12/31/2013	41630	101.42.4000.421.60065	876.28
CARGILL, INC.	2901486073	01/08/2014	1366276	101.43.5200.443.60016	5,221.07
CARGILL, INC.	2901454506	12/24/2013	12/17/13	101.43.5200.443.60016	5,151.30
CARGILL, INC.	2901458146	12/30/2013	1331861	101.43.5200.443.60016	1,581.22
CARGILL, INC.	2901475978	12/31/2013	1356308	101.43.5200.443.60016	6,621.86
CARLSON CLEANING	12/27/13	12/31/2013	CARPET CLEANING	101.42.4200.423.30700	484.80
CEMSTONE PRODUCTS COMPANY	6021834	12/30/2013	9021	101.43.5200.443.60016	288.78
CEMSTONE PRODUCTS COMPANY	6021890	12/30/2013	9021	101.43.5200.443.60016	150.57
CEMSTONE PRODUCTS COMPANY	6021961	12/31/2013	9021	101.43.5200.443.60016	119.41
CENTURY LINK	11/19/13 6514559072	12/11/2013	6514559072	101.42.4200.423.50020	41.43
CENTURY LINK	11/22/13 6514574184 74	12/11/2013	6514574184 746	101.44.6000.451.50020	58.94
CENTURY LINK	11/22/13 6514575524 95	12/11/2013	65145785524 959	101.44.6000.451.50020	65.31
CENTURY LINK	11/7/13 6514510205 745	12/11/2013	6514510205 745	101.44.6000.451.50020	58.94
CENTURY LINK	12/19/13 651 455 9072 7	12/31/2013	651 455 9072 782	101.42.4200.423.50020	41.41
CENTURY LINK	12/22/13 651 457 4184 7	12/31/2013	651 457 4184 746	101.44.6000.451.50020	58.94
CENTURY LINK	12/22/13 651 457 5524 9	12/31/2013	651 457 5524 959	101.44.6000.451.50020	65.31
CENTURY LINK	12/7/13 6514510205	12/24/2013	6514510205	101.44.6000.451.50020	58.94
CITY OF MINNEAPOLIS RECEIVABLES	400413004405	12/24/2013	612005356	101.42.4000.421.30700	2,298.60
CITY OF SAINT PAUL	130343	12/24/2013	DIV RADIO SHOP	101.42.4000.421.40042	32.50

CITY OF SAINT PAUL	130190	12/18/2013 12/5/13	101.42.4000.421.50080	1,000.00
CITY OF ST LOUIS PARK	23763	12/11/2013 39079	101.43.5200.443.50080	92.00
CITY OF ST LOUIS PARK	26765	12/11/2013 39082	101.43.5200.443.50080	92.00
COLLINS ELECTRICAL CONST.	1332091.01	12/24/2013 12/19/13	101.43.5400.445.40042	976.70
COMCAST	12/5/13 87721059103595	12/18/2013 8772105910359526	101.42.4200.423.30700	11.31
CUB FOODS	12/11/13	12/18/2013 12/11/13	101.43.5100.442.60065	5.99
CUB FOODS	12/11/13	12/18/2013 12/11/13	101.43.5100.442.60065	25.46
CULLIGAN	11/30/13 157-98459100-€	12/11/2013 157-98459100-6	101.42.4200.423.60065	35.79
CULLIGAN	11/30/13 157-98459118-€	12/11/2013 157-98459118-8	101.42.4200.423.60065	60.85
DAKOTA AGGREGATES, LLC.	6021603	12/24/2013 9021	101.43.5200.443.60016	129.30
DAKOTA COUNTY CHIEFS OF POLICE 2014 MEMBERSHIP		01/08/2014 2014 MEMBERSHIP	101.42.4000.421.50070	80.00
DAKOTA COUNTY CHIEFS OF POLICE 2014 MEMBERSHIP		01/08/2014 2014 MEMBERSHIP	101.42.4000.421.50075	560.00
DAKOTA CTY PROP TAXATION & REC	11/1/13	12/11/2013 11/1/13	101.45.0000.3413000	46.00
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4000.421.40044	919.29
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4000.421.40044	46.66
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4000.421.70501	1,353.14
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4000.421.70501	1,353.14
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4000.421.70501	1,353.14
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4200.423.30700	1,376.47
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4200.423.30700	1,376.47
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.42.4200.423.30700	1,376.47
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.43.5200.443.30700	46.66
DAKOTA CTY TREASURER-AUDITOR (JUL-SEP 2013		12/18/2013 0430	101.43.5200.443.30700	46.66
DAKOTA ELECTRIC ASSN	11/26/13 246837-9	12/11/2013 246837-9	101.44.6000.451.40020	1,601.80
DAKOTA ELECTRIC ASSN	11/26/13 250165-8	12/11/2013 250165-8	101.44.6000.451.40020	433.93
DAKOTA ELECTRIC ASSN	11/26/13 393563-2	12/11/2013 393563-2	101.44.6000.451.40020	167.75
DAKOTA ELECTRIC ASSN	11/26/13 426713-4	12/11/2013 426713-4	101.43.5400.445.40020	26.59
DAKOTA ELECTRIC ASSN	11/26/13 443054-2	12/11/2013 443054-2	101.44.6000.451.40020	11.07
DAKOTA ELECTRIC ASSN	12/6/13 109394-7	12/11/2013 109394-7	101.43.5400.445.40020	1,243.30
EARL F ANDERSEN INC	0103825-in	12/18/2013 0004094	101.43.5200.443.60016	594.44
EARL F ANDERSEN INC	0103826-IN	12/18/2013 0004094	101.43.5200.443.60016	1,184.95
EARL F ANDERSEN INC	0103940-IN	12/24/2013 0004094	101.43.5200.443.60016	95.26
ED'S TROPHIES INC.	11/13/13	12/18/2013 ELAN CC 12-18-13	101.42.4200.423.30700	26.78
ED'S TROPHIES INC.	90819	12/30/2013 12/23/13	101.42.4200.423.30700	241.03
ED'S TROPHIES INC.	90820	12/31/2013 60160	101.42.4200.423.30700	28.92
EDWARDS,MICHAEL	12/14/13	12/18/2013 WORK SHOES	101.43.5100.442.60045	165.00
EFTPS	INV0025394	12/13/2013 FEDERAL WITHHOLDING	101.203.2030200	39,365.31
EFTPS	INV0025396	12/13/2013 MEDICARE WITHHOLDING	101.203.2030500	10,468.88
EFTPS	INV0025397	12/13/2013 SOCIAL SECURITY WITHHO	101.203.2030400	29,301.82
EFTPS	INV0025557	12/16/2013 FEDERAL WITHHOLDING	101.203.2030200	333.75
EFTPS	INV0025559	12/16/2013 MEDICARE WITHHOLDING	101.203.2030500	84.76
EFTPS	INV0025560	12/16/2013 SOCIAL SECURITY WITHHO	101.203.2030400	362.46
EFTPS	INV0025781	12/27/2013 FEDERAL WITHHOLDING	101.203.2030200	39,513.40
EFTPS	INV0025783	12/27/2013 MEDICARE WITHHOLDING	101.203.2030500	11,000.62
EFTPS	INV0025784	12/27/2013 SOCIAL SECURITY WITHHO	101.203.2030400	31,555.70
EFTPS	INV0025229	12/09/2013 FEDERAL WITHHOLDING	101.203.2030200	80.10
EFTPS	INV0025231	12/09/2013 MEDICARE WITHHOLDING	101.203.2030500	31.38
EFTPS	INV0025232	12/09/2013 SOCIAL SECURITY WITHHO	101.203.2030400	134.18
EHLERS AND ASSOCIATES, INC.	2014 PUBLIC FINANCE	01/08/2014 T. LINK & B. SCHROEPFER	101.41.2000.415.50080	270.00
EHLERS AND ASSOCIATES, INC.	347485	12/18/2013 CONCORD DEVELOPMENT	101.45.3200.419.30600	200.00
EMMONS & OLIVIER RESOURCES	00095-0041-1	12/24/2013 00095-0041	101.43.5100.442.30300	1,995.50
ENTENMANN-ROVIN CO.	0095373-IN	12/24/2013 0011490	101.42.4000.421.60045	755.70
EXPRESS AUTO PARTS	9/6/13	12/18/2013 007481	101.42.4200.423.60065	5.23
FIRST IMPRESSION GROUP, THE	55370	12/31/2013 3022	101.44.6000.451.50030	262.25
FIRST IMPRESSION GROUP, THE	55655-P	12/30/2013 JAN/FEB INSIGHTS	101.41.1100.413.50035	2,310.00
FIRSTSCRIBE	2461177	12/11/2013 11/1/13	101.43.5100.442.40044	250.00
FIRSTSCRIBE	2461412	12/11/2013 12/1/13	101.43.5100.442.40044	250.00
FLAIR FOUNTAINS	7109 A	12/11/2013 10/21/13	101.44.6000.451.30700	1,829.69
GALLS/QUARTERMASTER	001316156	12/24/2013 5291308	101.42.4000.421.60065	225.98
GENESIS EMPLOYEE BENEFITS ACH (INV0025775		12/27/2013 HSA ELECTION-SINGLE	101.203.2032500	2,718.41
GENESIS EMPLOYEE BENEFITS ACH (INV0025776		12/27/2013 HSA ELECTION-FAMILY	101.203.2032500	3,618.48
GENESIS EMPLOYEE BENEFITS ACH (12/31/13		12/31/2013 MEDICAL FLEX/DEPEND CA	101.203.2031500	2,997.78
GENESIS EMPLOYEE BENEFITS ACH (12/31/13		12/31/2013 MEDICAL FLEX/DEPEND CA	101.203.2031500	2,387.78
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.1100.413.30550	4.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.1100.413.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.1100.413.30550	22.40
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.2000.415.30550	9.66
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.2000.415.30550	32.82
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.2000.415.30550	19.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.41.2000.415.30550	4.05

GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.42.4000.421.30550	10.00
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.42.4000.421.30550	31.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.42.4000.421.30550	16.30
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.42.4000.421.30550	189.70
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.42.4200.423.30550	14.00
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.43.5000.441.30550	8.38
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.43.5100.442.30550	35.28
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.43.5100.442.30550	6.52
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.43.5100.442.30550	24.51
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.44.6000.451.30550	1.04
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.44.6000.451.30550	4.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.44.6000.451.30550	27.06
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3000.419.30550	14.65
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3000.419.30550	2.77
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3200.419.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3200.419.30550	11.40
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3300.419.30550	19.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	101.45.3300.419.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.41.1100.413.30550	14.72
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.41.2000.415.30550	43.42
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.42.4000.421.30550	220.80
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.43.5000.441.30550	14.72
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.43.5100.442.30550	39.82
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.44.6000.451.30550	34.44
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.45.3000.419.30550	13.25
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	101.45.3300.419.30550	29.44
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.1100.413.30550	4.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.1100.413.30550	22.40
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.1100.413.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.2000.415.30550	9.66
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.2000.415.30550	44.82
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.2000.415.30550	14.63
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.41.2000.415.30550	3.60
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.42.4000.421.30550	28.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.42.4000.421.30550	16.30
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.42.4000.421.30550	7.50
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.42.4000.421.30550	195.70
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.42.4200.423.30550	14.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.43.5000.441.30550	8.38
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.43.5100.442.30550	41.28
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.43.5100.442.30550	6.52
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.43.5200.443.30550	24.51
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.44.6000.451.30550	33.06
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.44.6000.451.30550	1.04
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.44.6000.451.30550	4.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3000.419.30550	2.77
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3000.419.30550	14.65
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3200.419.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3200.419.30550	11.40
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3300.419.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	101.45.3300.419.30550	19.50
GERRY'S FIRE & SAFETY INC	45588	12/11/2013 12/3/13	101.42.4200.423.40042	31.57
GERTENS	301497	12/11/2013 103566	101.44.6000.451.40040	115.43
GFOA	0162001 RENEWAL 2014	01/08/2014 95162001	101.41.2000.415.50070	250.00
GLASSING FLORIST	12/31/13	12/31/2013 00002015	101.42.4000.421.60065	131.64
GOODPOINTE TECHNOLOGIES	2014-INVERGROVEHTS	12/18/2013 2014 ICON STD PMS SUPPO	101.43.5100.442.40044	1,750.00
GOODPOINTE TECHNOLOGIES	2645	12/18/2013 2013 ROADWAY PCI	101.43.5100.442.40044	2,070.00
GREG BIENIEK	11/10/13	12/18/2013 ACE HDWE REIMBURSEMEI	101.42.4200.423.40040	31.09
HARDWOOD CREEK LUMBER, INC.	9489	12/11/2013 11/21/13	101.43.5100.442.60065	503.11
HEARTLAND SERVICES INC	HSI0331640	12/31/2013 9-0039863	101.42.4000.421.40044	173.35
HINDMAN, PETE	12/30/13	12/31/2013 REIMBURSE-SAFETY BOOT:	101.43.5100.442.60045	161.49
HOFF, BARRY & KOZAR, P.A.	10824	12/11/2013 4292-001	101.41.1000.413.30420	293.80
HOFF, BARRY & KOZAR, P.A.	10824	12/11/2013 4292-001	101.41.1100.413.30420	293.80
HOFF, BARRY & KOZAR, P.A.	10888	12/31/2013 4292-001	101.41.1000.413.30420	242.55
HOFF, BARRY & KOZAR, P.A.	10888	12/31/2013 4292-001	101.41.1100.413.30420	242.55
HOME DEPOT	12/8/13 60353220171283	12/18/2013 6035322017128343	101.44.6000.451.40047	134.98
HOME DEPOT CREDIT SERVICES	12/13/13 6035322502554	12/24/2013 6035322502554813	101.42.4200.423.60011	19.94
HOME DEPOT CREDIT SERVICES	12/13/13 6035322502554	12/24/2013 6035322502554813	101.42.4200.423.60065	59.15
HOSE / CONVEYORS INC	00040985	12/11/2013 CIT300	101.44.6000.451.60040	3.74
IAPE	M14-C95016	01/08/2014 2014 ANNUAL MEMBERSHIP	101.42.4000.421.50070	50.00

ICMA RETIREMENT TRUST - 457	INV0025736	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0025737	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	267.16
ICMA RETIREMENT TRUST - 457	INV0025738	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0025739	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	609.26
ICMA RETIREMENT TRUST - 457	INV0025740	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0025741	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	311.52
ICMA RETIREMENT TRUST - 457	INV0025742	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	815.00
ICMA RETIREMENT TRUST - 457	INV0025743	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	118.44
ICMA RETIREMENT TRUST - 457	INV0025744	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	250.00
ICMA RETIREMENT TRUST - 457	INV0025745	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	713.05
ICMA RETIREMENT TRUST - 457	INV0025746	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	75.00
ICMA RETIREMENT TRUST - 457	INV0025747	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	257.68
ICMA RETIREMENT TRUST - 457	INV0025748	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	900.00
ICMA RETIREMENT TRUST - 457	INV0025749	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	123.41
ICMA RETIREMENT TRUST - 457	INV0025750	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	40.00
ICMA RETIREMENT TRUST - 457	INV0025751	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	372.81
ICMA RETIREMENT TRUST - 457	INV0025752	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	190.00
ICMA RETIREMENT TRUST - 457	INV0025753	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	450.93
ICMA RETIREMENT TRUST - 457	INV0025754	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	500.00
ICMA RETIREMENT TRUST - 457	INV0025755	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	313.02
ICMA RETIREMENT TRUST - 457	INV0025756	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0025757	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	37.76
ICMA RETIREMENT TRUST - 457	INV0025758	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	475.00
ICMA RETIREMENT TRUST - 457	INV0025759	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	148.05
ICMA RETIREMENT TRUST - 457	INV0025760	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	25.00
ICMA RETIREMENT TRUST - 457	INV0025761	12/27/2013 ICMA (AGE 49 & UNDER)	101.203.2031400	71.53
ICMA RETIREMENT TRUST - 457	INV0025762	12/27/2013 ICMA (AGE 50 & OVER)	101.203.2031400	299.93
ICMA RETIREMENT TRUST - 457	INV0025763	12/27/2013 ICMA (AGE 50 & OVER)	101.203.2031400	150.00
ICMA RETIREMENT TRUST - 457	INV0025764	12/27/2013 ICMA (AGE 50 & OVER)	101.203.2031400	589.32
ICMA RETIREMENT TRUST - 457	INV0025765	12/27/2013 ICMA (AGE 50 & OVER)	101.203.2031400	4,421.56
ICMA RETIREMENT TRUST - 457	INV0025766	12/27/2013 ICMA (EMPLOYER SHARE A	101.203.2031400	72.23
ICMA RETIREMENT TRUST - 457	INV0025774	12/27/2013 ROTH IRA (AGE 49 & UNDEF	101.203.2032400	482.70
ING DIRECT	INV0025556	12/16/2013 MSRS-HCSP	101.203.2032200	312.70
ING DIRECT	INV0025561	12/17/2013 MSRS-HCSP	101.203.2032200	70,393.01
ITL PATCH COMPANY, INC.	31536	12/31/2013 13-1667	101.42.4000.421.60006	580.28
IUOE	INV0025390	12/13/2013 UNION DUES IUOE	101.203.2031000	1,121.75
J'S FISH & CHICKEN	11/15/13	12/18/2013 ELAN CC 12-18-13	101.42.4200.423.50075	67.36
KEEPRS, INC	230560	12/18/2013 INVGROTHPD	101.42.4000.421.60040	455.28
KEEPRS, INC	233432	12/31/2013 INVGROHTPD	101.42.4000.421.60040	141.06
KENISON, TERRI	OCT 2013	12/11/2013 STATEMENT #10	101.42.4200.423.30700	908.44
KENISON, TERRI	DECEMBER 2013	12/31/2013 DECEMBER 2013	101.42.4200.423.30700	908.44
L.T.G. POWER EQUIPMENT	173084	12/11/2013 5656	101.44.6000.451.60040	141.82
L.T.G. POWER EQUIPMENT	173888	12/31/2013 5656	101.44.6000.451.60040	752.95
LBP MECHANICAL, INC	W19715	12/31/2013 INVE8150	101.44.6000.451.40040	422.50
LELS	INV0025391	12/13/2013 UNION DUES (LELS)	101.203.2031000	1,300.00
LELS SERGEANTS	INV0025392	12/13/2013 UNION DUES (LELS SGT)	101.203.2031000	225.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	5,769.84
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	3,067.08
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	112.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	576.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	1,269.55
LEVANDER, GILLEN & MILLER P.A.	11/30/13 A	12/18/2013 92000E	101.42.4000.421.30410	5,444.67
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.41.1000.413.30401	360.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.41.1000.413.30420	6,111.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.42.4000.421.30420	224.70
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.43.5000.441.30420	144.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.43.5100.442.30420	1,328.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.44.6000.451.30420	968.44
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.45.3200.419.30420	340.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	101.45.3300.419.30420	68.00
LILLIE SUBURBAN NEWSPAPERS	11/29/13	12/18/2013 11/29/13	101.41.1100.413.50025	186.69
LILLIE SUBURBAN NEWSPAPERS	11/29/13	12/18/2013 11/29/13	101.42.4000.421.50030	77.00
LILLIE SUBURBAN NEWSPAPERS	12/31/13 001363	12/31/2013 001363	101.41.1100.413.50025	409.38
LOCAL GOVERNMENT INFORMATION	37635	12/18/2013 11/30/13	101.42.4000.421.70501	1,525.00
LOCAL GOVERNMENT INFORMATION	37646	12/18/2013 111541	101.42.4200.423.30700	108.00
LOWE'S	11/29/13	12/18/2013 ELAN CC 12-18-13	101.42.4000.421.60065	35.30
LYNN CARD COMPANY	2131209-006	12/24/2013 138396	101.42.4000.421.50030	152.49
MADISON NATIONAL LIFE INSURANCE JAN 2014		12/30/2013 12/16/13	101.203.2031700	2,508.99
MADISON NATIONAL LIFE INSURANCE JAN 2014		12/30/2013 JANUARY 2014	101.42.4000.421.20630	9.50
MAINSTREET DESIGNS, INC.	21314	12/31/2013 12/16/13	101.44.6000.451.40047	4,765.56

MENARDS - WEST ST. PAUL	11/29/13	12/18/2013 ELAN CC 12-18-13	101.42.4000.421.60065	85.69
MENARDS - WEST ST. PAUL	42462	12/30/2013 30170270	101.43.5200.443.60016	211.98
METROPOLITAN COUNCIL ENVIRON S	12/10/13	12/11/2013 NOVEMBER 2013	101.41.0000.3414000	(48.70)
METROPOLITAN COUNCIL ENVIRON S	DECEMBER 2013	12/31/2013 DECEMBER 2013	101.41.0000.3414000	(219.15)
MICHAEL J GAGLIANO	11/29/13	12/24/2013 11/29/13	101.42.4200.423.30700	1,800.00
MICHAEL J GAGLIANO	12/28/13	12/31/2013 FIRE TRAINING 12/28/13	101.42.4200.423.30700	1,950.00
MICHAEL'S	11/16/13	12/18/2013 ELAN CC 12-18-13	101.42.4200.423.60065	212.08
MINNEAPOLIS OXYGEN CO.	171081673	12/18/2013 113504	101.42.4200.423.40042	76.95
MINNEAPOLIS OXYGEN CO.	171081674	12/11/2013 113504	101.42.4200.423.40042	84.65
MINNEAPOLIS OXYGEN CO.	183109054	12/31/2013 113504	101.42.4200.423.40042	104.84
MINNESOTA DEPARTMENT OF HUMAN INV	0025343	12/13/2013 RICK JACKSON FEIN/TAXPA	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN INV	0025344	12/13/2013 JUSTIN PARRANTO FEIN/TA	101.203.2032100	484.54
MINNESOTA DEPARTMENT OF HUMAN INV	0025733	12/27/2013 RICK JACKSON FEIN/TAXPA	101.203.2032100	318.41
MINNESOTA DEPARTMENT OF HUMAN INV	0025734	12/27/2013 JUSTIN PARRANTO FEIN/TA	101.203.2032100	484.54
MN CHIEFS OF POLICE ASSOCIATION	2014	01/08/2014 2014 MEMBERSHIP	101.42.4000.421.50070	550.00
MN CHIEFS OF POLICE ASSOCIATION	11/16/13	12/18/2013 ELAN CC 12-18-13	101.42.4000.421.50030	117.46
MN DEPT OF LABOR & INDUSTRY	DECEMBER 2013	01/07/2014 DECEMBER 2013	101.207.2070100	2,200.72
MN DEPT OF LABOR & INDUSTRY	DECEMBER 2013	01/07/2014 DECEMBER 2013	101.41.0000.3414000	(44.01)
MN DEPT OF LABOR & INDUSTRY	12/11/13	12/12/2013 MN STATE SURCHARGE NC	101.207.2070100	1,863.95
MN DEPT OF LABOR & INDUSTRY	12/11/13	12/12/2013 MN STATE SURCHARGE NC	101.41.0000.3414000	(37.28)
MN DEPT OF REVENUE	INV0025395	12/13/2013 STATE WITHHOLDING	101.203.2030300	16,238.31
MN DEPT OF REVENUE	INV0025558	12/16/2013 STATE WITHHOLDING	101.203.2030300	155.36
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	101.207.2070300	0.13
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	101.207.2070300	19.60
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	101.42.4000.421.60065	4.71
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	101.42.4000.421.60065	30.98
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	101.42.4200.423.60040	321.41
MN DEPT OF REVENUE	INV0025782	12/27/2013 STATE WITHHOLDING	101.203.2030300	16,596.49
MN DEPT OF REVENUE	INV0025230	12/09/2013 STATE WITHHOLDING	101.203.2030300	45.03
MN GLOVE & SAFETY, INC.	275285	12/11/2013 11/18/13	101.44.6000.451.60045	21.98
MN GLOVE & SAFETY, INC.	275327	12/11/2013 11/19/13	101.44.6000.451.60045	70.68
MN GLOVE & SAFETY, INC.	277102	12/31/2013 CTINVP	101.43.5100.442.60045	482.49
MN LIFE INSURANCE CO	JANUARY 2014	01/08/2014 JANUARY 2014 0027324	101.203.2030900	3,048.31
MN NCPERS LIFE INSURANCE	JANUARY 2014	01/08/2014 JANUARY 2014	101.203.2031600	368.00
MOORE MEDICAL LLC	980090681	12/24/2013 21185816	101.42.4200.423.60065	73.58
MOORE MEDICAL LLC	82311395	12/11/2013 21185816	101.42.4200.423.60065	127.02
MOORE MEDICAL LLC	82313178	12/11/2013 21185816	101.42.4200.423.60065	74.95
MPPOA	2014 MEMBERSHIP	01/08/2014 J. OTIS,	101.42.4000.421.50070	150.00
MPPOA	MPPOA-5675	01/08/2014 2014 ANNUAL LDF FEE	101.42.4000.421.50070	288.00
MRPA	1/9/14	01/08/2014 ANNUAL MTG/LUNCHEON- E	101.44.6000.451.50080	35.00
MTI DISTRIBUTING CO	938489-00	12/31/2013 91180	101.44.6000.451.40047	(219.44)
MTI DISTRIBUTING CO	939504-00	12/31/2013 91180	101.44.6000.451.40047	192.38
MTI DISTRIBUTING CO	12/2/13	12/02/2013 938489-00	101.44.6000.451.40047	(220.26)
NATURE CALLS, INC.	20461	12/11/2013 10/31/13	101.44.6000.451.40065	689.13
NATURE CALLS, INC.	20515	12/24/2013 NOV 2013	101.44.6000.451.40065	173.14
NELCOM CORP	28902	12/31/2013 12/19/13	101.42.4000.421.40042	924.30
NORTH AMERICAN SALT	71074323	12/31/2013 533230/CH900190	101.43.5200.443.60016	2,138.23
NORTH AMERICAN SALT	71075517	12/31/2013 533230/CH900190	101.43.5200.443.60016	2,145.05
NORTH AMERICAN SALT	71078240	12/31/2013 533230/CH900190	101.43.5200.443.60016	2,163.79
NORTH AMERICAN SALT	71079760	12/31/2013 533306/CSH950192	101.43.5200.443.60016	4,264.50
NORTH AMERICAN SALT	71083327	12/31/2013 533306/CSH950192	101.43.5200.443.60016	2,294.18
NORTHWEST LASERS, INC.	S1000058219	12/11/2013 143033	101.43.5100.442.60010	379.19
NRPA	1/31/14 17381	01/08/2014 2014 MEMBERSHIP 17381	101.44.6000.451.50070	159.00
OTIS, JOSHUA M	12/233/13	12/31/2013 REIMBURSE-CANOPY	101.42.4000.421.60006	214.23
OXYGEN SERVICE COMPANY, INC	03247142	12/18/2013 11/30/13	101.42.4000.421.60065	25.65
PERA	INV0025767	12/27/2013 EMPLOYER SHARE (EXTRA	101.203.2030600	2,374.47
PERA	INV0025768	12/27/2013 EMPLOYER SHARE (PERA C	101.203.2030600	14,840.31
PERA	INV0025769	12/27/2013 PERA COORDINATED PLAN	101.203.2030600	14,840.31
PERA	INV0025770	12/27/2013 EMPLOYER SHARE (PERA C	101.203.2030600	57.69
PERA	INV0025771	12/27/2013 PERA DEFINED PLAN	101.203.2030600	57.69
PERA	INV0025772	12/27/2013 EMPLOYER SHARE (POLICE	101.203.2030600	15,450.28
PERA	INV0025773	12/27/2013 PERA POLICE & FIRE PLAN	101.203.2030600	10,300.19
PERFORMANCE PLUS LLC	3653	12/24/2013 12/13/13	101.42.4200.423.30700	4,650.00
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.41.2000.415.50065	17.40
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.41.2000.415.50065	19.89
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.41.2000.415.50065	14.92
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.41.2000.415.50065	14.92
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.41.2000.415.50075	14.92
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.43.5100.442.50030	6.37
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	101.45.3300.419.50080	8.00

PLUNKETT'S PEST CONTROL	3389677	12/11/2013 2073675	101.42.4200.423.30700	285.77
PRESTIGE ELECTRIC, INC.	85916	12/11/2013 CITYOIGH	101.42.4200.423.40040	258.00
RIVER HEIGHTS CHAMBER OF COMMI	4281	12/31/2013 12/12/13	101.41.1000.413.50070	30.00
RIVER HEIGHTS CHAMBER OF COMMI	4292	12/24/2013 12/16/13	101.45.3000.419.50075	60.00
ROSEMOUNT SAW & TOOL CORP	160202	12/24/2013 8205	101.44.6000.451.60040	163.52
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.41.2000.415.50030	1,015.31
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.41.2000.415.60070	62.24
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.43.5100.442.60010	57.70
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.43.5100.442.60070	115.89
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.43.5200.443.60070	34.50
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.44.6000.451.60070	74.22
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.45.3000.419.60070	99.64
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	101.45.3000.419.60070	105.06
SAM'S CLUB	12/23/13 7715 0904 0133	12/31/2013 7715 0904 0133 4891	101.42.4200.423.50075	145.80
SAM'S CLUB	12/23/13 7715 0904 0133	12/31/2013 7715 0904 0133 4891	101.42.4200.423.60065	487.75
SCHMELING, JOHN	12/18/13	12/24/2013 WORK BOOTS	101.43.5100.442.60045	165.00
SCHROEPFER, WILLIAM	DECEMBER 2013	12/31/2013 REIMBURSE-MILEAGE	101.41.2000.415.50065	32.32
SCHWAAB, INC	D39388	12/11/2013 9825c	101.45.3300.419.60040	139.24
SENSIBLE LAND USE COALITION	1/29/14 SEMINAR	01/08/2014 T. LINK, A. HUNTING, H. BOT	101.41.1100.413.50080	38.00
SENSIBLE LAND USE COALITION	1/29/14 SEMINAR	01/08/2014 T. LINK, A. HUNTING, H. BOT	101.45.3000.419.50080	38.00
SENSIBLE LAND USE COALITION	1/29/14 SEMINAR	01/08/2014 T. LINK, A. HUNTING, H. BOT	101.45.3200.419.50080	76.00
SENSIBLE LAND USE COALITION	12/11/13	12/11/2013 12/11/13	101.45.3000.419.50070	250.00
SHORT ELLIOTT HENDRICKSON, INC.	274591	12/11/2013 117543	101.43.5100.442.30300	366.14
SIRCHIE FINGER PRINT LABORATORIE	0144616-IN	12/18/2013 00-0055077	101.42.4000.421.60065	450.59
SIRCHIE FINGER PRINT LABORATORIE	0148248-IN	12/31/2013 0688131	101.42.4000.421.60065	397.75
SMITH KRISTI	12/2/13	12/11/2013 12/2/13	101.41.2000.415.50070	322.00
SOLBERG AGGREGATE CO	12029	12/30/2013 11/18/13	101.43.5200.443.60016	308.87
SOLBERG AGGREGATE CO	11554	12/18/2013 9/16/13	101.43.5200.443.60016	335.76
SOLBERG AGGREGATE CO	11666	12/18/2013 9/30/13	101.43.5200.443.60016	245.64
SPECIALTY TURF & AG INC	I38379 A	12/24/2013 INV01	101.43.5200.443.60016	1,913.06
SPECIALTY TURF & AG INC	138430	12/24/2013 12/16/13	101.43.5200.443.60016	1,913.06
SPORTS TURF MANAGERS ASSOCIAT	12/17/13	12/24/2013 2014 MEMBERSHIP DUES	101.44.6000.451.50070	160.00
SPRINGSTED, INC.	11/02/13	12/18/2013 ELAN CC 12-18-13	101.41.2000.415.50080	100.00
SPRINGSTED, INC.	11/2/13	12/18/2013 ELAN CC 12-18-13	101.41.1100.413.50080	100.00
SPRINT	842483314-144	12/24/2013 842483314	101.41.1000.413.50020	71.66
SPRINT	842483314-144	12/24/2013 842483314	101.41.1100.413.50020	86.49
SPRINT	842483314-144	12/24/2013 842483314	101.41.2000.415.50020	35.83
SPRINT	842483314-144	12/24/2013 842483314	101.42.4000.421.50020	868.83
SPRINT	842483314-144	12/24/2013 842483314	101.42.4200.423.50020	582.87
SPRINT	842483314-144	12/24/2013 842483314	101.43.5000.441.50020	46.67
SPRINT	842483314-144	12/24/2013 842483314	101.43.5100.442.50020	218.06
SPRINT	842483314-144	12/24/2013 842483314	101.43.5200.443.50020	188.64
SPRINT	842483314-144	12/24/2013 842483314	101.44.6000.451.50020	171.03
SPRINT	842483314-144	12/24/2013 842483314	101.45.3000.419.50020	106.37
SPRINT	842483314-144	12/24/2013 842483314	101.45.3300.419.50020	211.08
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.41.1000.413.50020	1.68
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.41.1100.413.50020	51.29
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.41.2000.415.50020	0.84
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.42.4000.421.50020	369.35
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.42.4200.423.50020	297.50
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.43.5000.441.50020	11.68
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.43.5100.442.50020	197.54
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.43.5200.443.50020	238.63
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.44.6000.451.50020	272.43
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.45.3000.419.50020	71.38
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	101.45.3300.419.50020	200.01
ST CROIX TREE SERVICE	86611	12/11/2013 11/27/13	101.44.6000.451.60065	2,089.41
ST LOUIS PARK, CITY OF	23988	12/24/2013 1338953	101.44.6000.451.50080	86.00
ST LOUIS PARK, CITY OF	23989	12/30/2013 PERSONAL EFFECTIVENES	101.44.6000.451.50080	86.00
ST PAUL STAMP WORKS INC	2945911	12/31/2013 INVER002	101.42.4200.423.60065	45.26
STRAIGHT RIVER MEDIA	1281	12/24/2013 newsletter Jan.-Feb, 2014	101.41.1100.413.50032	900.00
SU-Z'S EMBROIDERY INC	11/20/13	12/18/2013 ELAN CC 12-18-13	101.45.3300.419.60045	18.57
T MOBILE	11/8/13 6513998892	12/11/2013 494910368	101.43.5100.442.50020	99.98
T MOBILE	12/8/13 494910368	12/18/2013 494910368	101.43.5100.442.50020	99.98
THOMSON REUTER - WEST	828504302	12/18/2013 NOV 1 - NOV 30 2013	101.42.4000.421.30700	140.90
TIMESAVER OFF SITE SECRETARIAL I	SHAKOPEE OFFICE-M2	12/18/2013 CITY COUNCIL MTG	101.41.1100.413.30700	366.00
TIMESAVER OFF SITE SECRETARIAL I	SHAKOPEE OFF M2022	12/24/2013 12/13/13	101.41.1100.413.30700	277.20
TOTAL CONSTRUCTION & EQUIP.	59097	12/30/2013 CIT001	101.43.5400.445.40042	241.87
TOTAL CONSTRUCTION & EQUIP.	59102	12/24/2013 13CI1001	101.44.6000.451.40040	204.53
TOUGH CUT SERVICES	2555	12/31/2013 6/7/13	101.45.3000.419.30700	60.12

TOUGH CUT SERVICES	2557	12/31/2013 6/7/13	101.45.3000.419.30700	48.09
TOUGH CUT SERVICES	2558	12/31/2013 6/7/13	101.45.3000.419.30700	72.14
TOUGH CUT SERVICES	2559	12/31/2013 6/7/13	101.45.3000.419.30700	48.09
TOUGH CUT SERVICES	2704	12/31/2013 7/12/13	101.45.3000.419.30700	48.09
TOUGH CUT SERVICES	2703	12/31/2013 7/8/13	101.45.3000.419.30700	48.09
TOUGH CUT SERVICES	2759	12/31/2013 8/12/13	101.45.3000.419.30700	72.14
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	101.43.5200.443.60016	283.84
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	101.44.6000.451.60040	26.77
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	101.44.6000.451.60040	40.68
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	101.44.6000.451.60065	16.00
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	101.44.6000.451.60065	27.38
TRACTOR SUPPLY CREDIT PLAN	11-20-13 A	12/18/2013 ELAN CC 12-18-13	101.45.3300.419.60045	114.99
TRANS UNION LLC	11351806	12/24/2013 11/27/13	101.41.1100.413.30500	10.60
TRUCK UTILITIES, INC.	0261821	12/24/2013 0271583	101.44.6000.451.60040	2,685.77
TWIN CITIES OCCUPATIONAL HEALTH	102143946	12/18/2013 N-26-1251001591	101.41.1100.413.30500	1,024.00
TWIN CITIES OCCUPATIONAL HEALTH	102149213	12/24/2013 N26-1251001592	101.41.1100.413.30500	382.00
TWIN CITIES OCCUPATIONAL HEALTH	102145580	12/18/2013 12/3/13	101.41.1100.413.30500	105.00
TWIN CITIES OCCUPATIONAL HEALTH	102148879	12/24/2013 N26-1251001591	101.41.1100.413.30500	512.00
TYLER BUSINESS FORMS	127576	12/31/2013 210/1824	101.41.2000.415.60010	325.04
TYLER TECHNOLOGIES, INC	025-84627	01/08/2014 41443	101.41.2000.415.40044	27,602.50
U OF M - CCE REGISTRATION	1/29/14-1/31/14	01/08/2014 2014 CEAM MEETING-S. TH	101.43.5000.441.50080	310.00
U OF M - CCE REGISTRATION	12/26/13	12/30/2013 2 REGISTRATION ANNUAL C	101.43.5100.442.50070	605.00
UNIFIRST CORPORATION	090 0188395	01/08/2014 1051948	101.43.5200.443.60045	29.45
UNIFIRST CORPORATION	090 0188395	01/08/2014 1051948	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0180159	12/31/2013 1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0180159	12/31/2013 1051948	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0181780	12/31/2013 1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0181780	12/31/2013 1051948	101.44.6000.451.60045	36.12
UNIFIRST CORPORATION	0900185073	12/18/2013 12/10/13	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	0900185073	12/18/2013 12/10/13	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	0900185896	12/24/2013 12/17/13	101.43.5200.443.60045	34.48
UNIFIRST CORPORATION	0900185896	12/24/2013 12/17/13	101.44.6000.451.60045	25.41
UNIFIRST CORPORATION	090 0186740	12/31/2013 1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0186740	12/31/2013 1051948	101.44.6000.451.60045	36.12
UNIFIRST CORPORATION	090 0184264	12/31/2013 1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0184264	12/31/2013 1051948	101.44.6000.451.60045	36.12
UNIFIRST CORPORATION	090 0187559	12/31/2013 1051948	101.43.5200.443.60045	23.77
UNIFIRST CORPORATION	090 0187559	12/31/2013 1051948	101.44.6000.451.60045	25.41
UNIFORMS UNLIMITED	186849	12/18/2013 114866	101.42.4000.421.60065	679.73
UNITED WAY	INV0025051	11/29/2013 UNITED WAY	101.203.2031300	105.00
UNITED WAY	INV0025393	12/13/2013 UNITED WAY	101.203.2031300	105.00
UNITED WAY	INV0025780	12/27/2013 UNITED WAY	101.203.2031300	105.00
US BANK	12/2	12/02/2013 JAN 1, 2014 DCC WIRE PMT	101.42.4000.421.70530	2,473.13
US BANK	12/2	12/02/2013 JAN 1, 2014 DCC WIRE PMT	101.42.4000.423.70530	274.79
USA MOBILITY WIRELESS INC	W0317409L	12/18/2013 0317409-1	101.42.4000.421.50020	4.89
USA MOBILITY WIRELESS INC	X0317409A	12/31/2013 0317409-1	101.42.4000.421.50020	9.78
VERIZON WIRELESS	9715532278	12/18/2013 642017074-00001	101.42.4000.421.50020	35.01
WAKOTA CAER	2014 RENEWAL	01/08/2014 2013 RENEWAL	101.42.4200.423.50070	100.00
WAKOTA MUTUAL FIREMANS AID ASS	12/11/13	12/11/2013 WAKOTA DUES 2013 JAN. 20	101.42.4200.423.50070	50.00
WALKER LAWN CARE, INC.	4357	12/24/2013 PUBLIC WORKS/MAIN	101.44.6000.451.60035	726.75
WAL-MART BUSINESS	12/22/13 6032 2025 3025	12/31/2013 6032 2025 3025 7113	101.42.4000.421.60006	214.23
WAL-MART BUSINESS	12/22/13 6032 2025 3025	12/31/2013 6032 2025 3025 7113	101.42.4000.421.60016	52.33
WAL-MART BUSINESS	12/22/13 6032 2025 3025	12/31/2013 6032 2025 3025 7113	101.42.4000.421.60065	111.39
WHAT WORKS INC	IGH ED-003	12/24/2013 9-24-13-12/15/13	101.44.6000.451.30700	665.00
WHAT WORKS INC	IGH MC-03	12/31/2013 10/28/13-12/26/13	101.41.1100.413.30700	2,380.00
WHAT WORKS INC	IGH13-004	12/31/2013 10/29/13-12/26/13	101.41.1100.413.30700	475.00
XCEL ENERGY	12/3/12 392955982	12/03/2013 51-5279113-0	101.43.5200.443.40020	254.23
XCEL ENERGY	12/3/12 392955982	12/03/2013 51-5279113-0	101.43.5400.445.40020	11,086.83
XCEL ENERGY	12/3/13 392976653	12/11/2013 61-6431857-4	101.42.4200.423.40010	1,231.18
XCEL ENERGY	12/3/13 392976653	12/11/2013 61-6431857-4	101.42.4200.423.40020	1,588.38
XCEL ENERGY	12/3/13 392978110	12/11/2013 51-6435129-1	101.43.5400.445.40020	576.94
XCEL ENERGY	12/3/13 393686737	12/03/2013 51-5185446-3	101.42.4000.421.40042	41.77
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	101.44.6000.451.40010	442.12
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	101.44.6000.451.40020	765.80
ZIEGLER INC	CM0000534	11/13/2013 4069900	101.43.5200.443.40050	(2,885.63)
ZIEGLER INC	K63131013	11/13/2013 4069900	101.43.5200.443.40050	(6.75)
ZIEGLER INC	K63131014	11/13/2013 4069900	101.43.5200.443.40050	2,885.63

Fund: 101 - GENERAL FUND

607,484.95

EXPLORE MINNESOTA TOURISM	METRO A	12/24/2013 METRO AD 2014	201.44.1600.465.50025	3,500.00
FUN MINNESOTA	12/11/12	12/24/2013 HOLIDAY BREAKFAST	201.44.1600.465.50080	15.00
FUN MINNESOTA	12/11/12	12/24/2013 HOLIDAY BREAKFAST	201.44.1600.465.60010	65.00
GREENSPRING MEDIA GROUP	1-14-OVG1036	01/08/2014 ADVERTISEMENT INVER GF	201.44.1600.465.50025	2,850.00
TOUR MINNESOTA ASSOCIATION	9/26/13	12/24/2013 FULL MEMBERSHIP	201.44.1600.465.50070	300.00

Fund: 201 - C.V.B. FUND

6,730.00

BT BASEBALL	11/6/13	12/18/2013 ELAN CC 12-18-13	204.44.6100.452.60009	9.98
BT BASEBALL	11/6/13	12/18/2013 ELAN CC 12-18-13	204.44.6100.452.60009	9.97
DRKULAS 32 BOWL	122601	12/31/2013 3 LANE RENTAL	204.44.6100.452.50090	39.00
FIRST IMPRESSION GROUP, THE	55370	12/31/2013 3022	204.44.6100.452.50030	3,802.63
FIRST IMPRESSION GROUP, THE	55370	12/31/2013 3022	204.44.6100.452.50035	145.00
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	204.44.6100.452.30550	3.58
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	204.44.6100.452.30550	17.58
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	204.44.6100.452.30550	6.33
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	204.44.6100.452.30550	17.58
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	204.44.6100.452.30550	3.58
IGH SENIOR CLUB	12/3/13	12/11/2013 12/3/13	204.227.2271000	312.00
IGH/SSP COMMUNITY EDUCATION	12/3/13	12/11/2013 12/3/13	204.227.2271000	1,992.00
MAYER ARTS INC	12/18/13	12/24/2013 DANCE CLASS	204.44.6100.452.30700	675.00
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	204.207.2070300	398.24
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	204.44.6100.452.60009	0.69
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	204.44.6100.452.60009	0.69
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	204.44.6100.452.60040	15.13
MRPA	1/9/14	01/08/2014 ANNUAL MTG/LUNCHEON- E	204.44.6100.452.50080	35.00
NORTHERN TOOL & EQUIPMENT	11/22/13	12/18/2013 ELAN CC 12-18-13	204.44.6100.452.60040	1,060.53
OFFICEMAX INC	258102	12/24/2013 687054	204.44.6100.452.60040	43.81
OLD WORLD PIZZA	12/31/13	12/31/2013 ORDER 30/132	204.44.6100.452.60009	63.56
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	204.44.6100.452.60010	57.16
SAM'S CLUB	01098	12/11/2013 11/23/13	204.44.6100.452.60009	76.18
SAM'S CLUB	8587	12/11/2013 10/25/13	204.44.6100.452.60009	92.57
SAM'S CLUB	12/23/13 7715 0900 6570	12/31/2013 7715 0900 6570 2540	204.44.6100.452.60009	72.20
SAM'S CLUB	12/23/13 7715 0900 6570	12/31/2013 7715 0900 6570 2540	204.44.6100.452.60009	30.43
SPRINT	842483314-144	12/24/2013 842483314	204.44.6100.452.50020	68.35
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	204.44.6100.452.50020	64.66
ST LOUIS PARK, CITY OF	23990	12/24/2013 130117	204.44.6100.452.50080	86.00
TAHO SPORTSWEAR	13TF2297	12/11/2013 11/25/13	204.44.6100.452.60045	236.50
TAHO SPORTSWEAR	13TF2399	12/24/2013 12/5/13	204.44.6100.452.60045	125.60
TAHO SPORTSWEAR	13TF0750	12/18/2013 5/7/13	204.44.6100.452.60045	1,155.15
TAHO SPORTSWEAR	13TF1220	12/18/2013 6/21/13	204.44.6100.452.60045	433.02

Fund: 204 - RECREATION FUND

11,149.70

ACE PAINT & HARDWARE	518417/5	12/24/2013 501126	205.44.6200.453.60016	3.18
ACE PAINT & HARDWARE	518421/5	12/24/2013 501126	205.44.6200.453.60016	1.59
ACE PAINT & HARDWARE	518422/5	12/24/2013 502216	205.44.6200.453.60016	1.59
ACE PAINT & HARDWARE	517430/5	12/24/2013 501126	205.44.6200.453.60016	2.13
ACE PAINT & HARDWARE	518473/5	12/31/2013 501126	205.44.6200.453.60016	10.67
ACE PAINT & HARDWARE	518475/5	12/31/2013 501126	205.44.6200.453.60012	25.07
ACE PAINT & HARDWARE	518475/5	12/31/2013 501126	205.44.6200.453.60012	25.00
ADAMS, BETHANY	4/23/10	12/11/2013 LOST CHECK #113556 RE-IS	205.44.6200.453.10100	6.69
AMAZON.COM	11/6/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.60065	28.90
AQUA LOGIC, INC.	41622	12/24/2013 SVC 11/08-12/02	205.44.6200.453.40040	935.00
ARCHETYPE SIGNMAKERS	50386	12/11/2013 11/21/13	205.44.6200.453.80200	3,372.00
ASCAP	2014 500578888	01/08/2014 2014 ACCOUNT 500578888	205.44.6200.453.50070	330.00
B & B SHEETMETAL AND ROOFING, IN	50890	12/11/2013 11/26/13	205.44.6200.453.40040	627.10
BIG STOCK PHOTO	11/13/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.50025	49.00
CHEYKA, JOANNA	9/27/13	12/31/2013 REIMBURSE-SILVER SNEAK	205.44.6200.453.50070	17.35
COCA COLA BOTTLING COMPANY	0158477619	12/18/2013 11/27/	205.44.6200.453.76100	274.84
COMMON SENSE BUILDING SERVICES	32568	12/30/2013 DECEMBER 2013	205.44.6200.453.40040	7,233.14
CRAWFORD DOOR SALES COMPANY	12442	12/24/2013 3512	205.44.6200.453.40040	270.00
CULLIGAN-METRO	101X25966303	12/18/2013 101-10130177-4	205.44.6200.453.40040	365.06
FACEBOOK.COM	12/1/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.50025	40.00
FIRST IMPRESSION GROUP, THE	55370	12/31/2013 3022	205.44.6200.453.50030	5,376.09
FIRST IMPRESSION GROUP, THE	55370	12/31/2013 3022	205.44.6200.453.50035	145.00
GARTNER REFRIGERATION & MFG, IN	43511	12/18/2013 VETE01	205.44.6200.453.60016	62.76
GARTNER REFRIGERATION & MFG, IN	14505	12/18/2013 VETE01	205.44.6200.453.40040	1,953.75
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	205.44.6200.453.30550	10.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	205.44.6200.453.30550	26.74
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	205.44.6200.453.30550	10.50

GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013	2013 TRUSTEE FEES	205.44.6200.453.30550	14.72
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013	2013 TRUSTEE FEES	205.44.6200.453.30550	32.83
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	10.50
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	6.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	19.24
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	10.50
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	205.44.6200.453.30550	16.00
GLEWWE DOORS	168196	12/18/2013	11/26/13	205.44.6200.453.40040	720.60
GOTPRINT.COM	11/26/13	12/18/2013	ELAN CC 12-18-13	205.44.6200.453.50025	225.49
GOTPRINT.COM	11/27/13	12/18/2013	ELAN CC 12-18-13	205.44.6200.453.50025	484.72
GRAINGER	9305353030	12/11/2013	806460150	205.44.6200.453.60040	1,324.50
GRAINGER	9306185878	12/11/2013	806460150	205.44.6200.453.60016	8.21
GRAINGER	9307326281	12/11/2013	806460150	205.44.6200.453.60016	47.15
GRAINGER	9307326281	12/11/2013	806460150	205.44.6200.453.60016	47.16
GRAINGER	9315330820	12/18/2013	806460150	205.44.6200.453.60040	438.68
GRAINGER	9315950296	12/18/2013	806460150	205.44.6200.453.60016	80.80
GRAINGER	9323662339	12/31/2013	806460150	205.44.6200.453.60016	21.82
GRAINGER	9307576166	12/11/2013	806460150	205.44.6200.453.60016	29.19
GRAINGER	9324482505	12/31/2013	806460150	205.44.6200.453.60040	252.49
GRAINGER	INV0025642	12/20/2013	806460150	205.44.6200.453.60016	39.76
GREG TANEM	11/25/13	12/11/2013	11/25/13	205.207.2070300	11.91
GREG TANEM	11/25/13	12/11/2013	11/25/13	205.44.0000.3490100	167.09
HAMERNICK DECORATING CENTER	12/9/13	12/18/2013	CG314274	205.44.6200.453.40040	360.00
HAWKINS, INC.	3538903 RI	12/11/2013	108815	205.44.6200.453.60024	978.11
HAWKINS, INC.	3538904 RI	12/11/2013	108815	205.44.6200.453.60024	1,362.87
HAWKINS, INC.	3546800	12/31/2013	108815	205.44.6200.453.60024	1,089.93
HAWKINS, INC.	3546801	12/31/2013	108815	205.44.6200.453.60024	1,403.87
HILLYARD INC	600970479	12/31/2013	274069	205.44.6200.453.60011	538.43
HILLYARD INC	600970479	12/31/2013	274069	205.44.6200.453.60011	538.43
HILLYARD INC	700111925	12/31/2013	285036	205.44.6200.453.40042	171.86
HILLYARD INC	700111925	12/31/2013	285036	205.44.6200.453.40042	171.85
HILLYARD INC	600957414	12/18/2013	274069	205.44.6200.453.60011	48.35
HILLYARD INC	600957414	12/18/2013	274069	205.44.6200.453.60011	48.36
HOLIDAY STATION STORES	11/21/13	12/18/2013	ELAN CC 12-18-13	205.44.6200.453.60065	300.00
HOME DEPOT	12/8/13 60353220171283	12/18/2013	6035322017128343	205.44.6200.453.60016	(1.00)
HOME DEPOT	12/8/13 60353220171283	12/18/2013	6035322017128343	205.44.6200.453.60016	18.00
HUEBSCH SERVICES	3186391	12/31/2013	92965	205.44.6200.453.40040	213.90
HUEBSCH SERVICES	3186391	12/31/2013	92965	205.44.6200.453.40040	59.12
ISD #199	12/26/13	12/31/2013	BALANCE TICKET SALES NC	205.44.0000.3492001	968.73
MAXIMUM SOLUTIONS	14951	12/11/2013	11/27/13	205.44.6200.453.60065	689.95
MIAMA	2568	01/08/2014	2014 ANNUAL MEMBERSHIP	205.44.6200.453.50070	150.00
MIDWEST FENCE & MFG CO	151225	12/11/2013	INVGRC	205.44.6200.453.80200	5,378.00
MN DEPT OF HEALTH	8/9/13	12/18/2013	2014 LICENSE	205.44.6200.453.50070	962.00
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.207.2070300	6,236.99
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.50025	33.32
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.50025	3.37
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.50025	15.50
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.50070	2.06
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.60040	15.13
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.60065	1.99
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	205.44.6200.453.60065	12.65
NAC MECHANICAL & ELECTRICAL SEF	97941	12/31/2013	8712-1	205.44.6200.453.40040	605.00
OLD WORLD PIZZA	12/31/13	12/31/2013	ORDER 30/132	205.44.6200.453.76050	52.75
ORIENTAL TRADING COMPANY, INC.	11/22/13	12/18/2013	ELAN CC 12-18-13	205.44.6200.453.60065	231.21
PELLICCI ACE FARMINGTON	11/2/13	12/18/2013	ELAN CC 12-18-13	205.44.6200.453.60065	9.63
PETTY CASH	12/31/13	12/31/2013	DECEMBER 31 2013	205.44.6200.453.60065	5.16
PETTY CASH	12/31/13	12/31/2013	DECEMBER 31 2013	205.44.6200.453.60065	3.82
PRECISION DYNAMICS CORP	2328281	12/18/2013	AQ 112113	205.44.6200.453.60065	634.37
PRECISION DYNAMICS CORP	2329654	12/18/2013	AQ 112113	205.44.6200.453.60065	49.95
R & R SPECIALTIES OF WI, INC.	0053263-IN	12/31/2013	10/29/13	205.44.6200.453.40042	34.50
R & R SPECIALTIES OF WI, INC.	0053330-IN	12/31/2013	11/6/13	205.44.6200.453.40042	275.73
R & R SPECIALTIES OF WI, INC.	0053354-IN	12/31/2013	11/6/13	205.44.6200.453.40042	34.50
R & R SPECIALTIES OF WI, INC.	0053700-IN	12/31/2013	12/17/13	205.44.6200.453.40042	54.00
R & R SPECIALTIES OF WI, INC.	0052490-CM	12/31/2013	7/11/13	205.44.6200.453.40042	(62.50)
R & R SPECIALTIES OF WI, INC.	0052491-CM	12/31/2013	7/11/13	205.44.6200.453.40042	(492.96)
R & R SPECIALTIES OF WI, INC.	0052492-CM	12/31/2013	7/11/13	205.44.6200.453.40042	(105.18)
R & R SPECIALTIES OF WI, INC.	0053552-IN	12/31/2013	12/4/13	205.44.6200.453.40042	73.50
R & R SPECIALTIES OF WI, INC.	0052896-IN	12/31/2013	9/16/13	205.44.6200.453.40042	229.41
RECREATION SUPPLY COMPANY	265634	12/24/2013	M09501	205.44.6200.453.60016	476.66

RICE SOUND & SERVICE INC	04-2397	12/11/2013 11/26/13	205.44.6200.453.40040	195.00
ROACH, RICK	11/27/13	12/31/2013 REIMBURSE-MILEAGE	205.44.6200.453.50065	29.37
ROACH, RICK	11/27/13	12/31/2013 REIMBURSE-MILEAGE	205.44.6200.453.50065	14.70
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	205.44.6200.453.60040	11.26
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60011	7.97
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60011	7.97
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60065	9.94
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60065	21.60
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60065	21.21
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.60065	6.79
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	205.44.6200.453.76050	19.98
SAUNA WAREHOUSE	11/14/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.60065	184.00
SCHINDLER ELEVATOR CORPORATIO	8103616537	12/11/2013 1077364	205.44.6200.453.40040	278.49
SESAC	3784348	01/08/2014 63-22-01050	205.44.6200.453.50070	685.00
SLOAN, MARY	10/27/13	12/31/2013 REIMBURSE-TRX COURSE	205.44.6200.453.50070	37.80
SPRINT	842483314-144	12/24/2013 842483314	205.44.6200.453.50020	15.36
SPRINT	842483314-144	12/24/2013 842483314	205.44.6200.453.50020	39.07
SPRINT	842483314-144	12/24/2013 842483314	205.44.6200.453.50020	39.07
SPRINT	842483314-144	12/24/2013 842483314	205.44.6200.453.50020	36.71
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	205.44.6200.453.50020	38.45
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	205.44.6200.453.50020	41.87
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	205.44.6200.453.50020	38.45
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	205.44.6200.453.50020	20.52
SPRUNG SERVICES	63516	12/11/2013 12/3/13	205.44.6200.453.40040	630.50
SPS COMPANIES, INC.	S2811679.001	12/11/2013 3917	205.44.6200.453.60040	1,267.30
STERICYCLE INC	4004552843	12/18/2013 2003272	205.44.6200.453.40025	555.06
TAHO SPORTSWEAR	13TF1118	12/18/2013 6/10/13	205.44.6200.453.60045	846.06
TAHO SPORTSWEAR	13TF1246	12/18/2013 6/25/13	205.44.6200.453.60045	168.56
TARGET-IGH	11/25/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.60065	50.00
TURITTO'S PIZZA	11/3/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.60065	81.42
UNITED LABORATORIES	INV066160	12/24/2013 304172	205.44.6200.453.60016	96.20
UNITED LABORATORIES	INV066160	12/24/2013 304172	205.44.6200.453.60016	96.19
VANCO SERVICES LLC	00005865449	12/11/2013 ES12073	205.44.6200.453.70600	79.60
VISUAL COMMUNICATIONS	10594	12/18/2013 130710A	205.44.6200.453.80200	450.00
WALGREENS	11/29/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.60065	14.37
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	205.44.6200.453.40010	5,961.24
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	205.44.6200.453.40010	2,904.81
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	205.44.6200.453.40020	9,707.02
XCEL ENERGY	12/3/13 393866430	12/03/2013 51-4779167-3	205.44.6200.453.40020	8,511.81
ZUMBA	11/21/13	12/18/2013 ELAN CC 12-18-13	205.44.6200.453.50070	30.00

Fund: 205 - COMMUNITY CENTER

82,352.05

EHLERS AND ASSOCIATES, INC.	2014 PUBLIC FINANCE	01/08/2014 T. LINK	290.45.3000.419.50080	270.00
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	290.45.3000.419.30550	0.85
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	290.45.3000.419.30550	0.31
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	290.45.3000.419.30550	1.47
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	290.45.3000.419.30550	0.31
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	290.45.3000.419.30550	0.85
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	290.45.3000.419.30420	2,565.90
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	290.45.3000.419.30420	348.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	290.45.3000.419.30420	2,501.50
LLOYD'S CONSTRUCTION SERVICES I	0213553-IN	12/31/2013 1255-B13	290.45.3000.419.30700	16,575.00
PEER ENGINEERING, INC	0020136	12/18/2013 23120.00	290.45.3000.419.30700	1,700.00
PROGRESS PLUS	143	12/11/2013 1ST HALF ANNUAL INVESTM	290.45.3000.419.50070	12,500.00

Fund: 290 - EDA

36,464.19

MN STATE ARMORY BUILDING COMMI	12/9/13	12/11/2013 FUND #326 NATIONAL GUAF	326.57.9000.570.90100	46,768.77
MN STATE ARMORY BUILDING COMMI	12/9/13	12/11/2013 FUND #326 NATIONAL GUAF	326.57.9000.570.90200	13,931.23

Fund: 326 - NAT'L GUARD ARMORY D/S

60,700.00

LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	402.44.6000.451.30420	338.34
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	402.44.6000.451.30420	467.00

Fund: 402 - PARK ACQ. & DEV. FUND

805.34

METROPOLITAN COUNCIL ENVIRON S	12/10/13	12/11/2013 NOVEMBER 2013	404.217.2170000	4,870.00
METROPOLITAN COUNCIL ENVIRON S	DECEMBER 2013	12/31/2013 DECEMBER 2013	404.217.2170000	21,915.00

Fund: 404 - SEWER CONNECTION FUND

26,785.00

EHLERS AND ASSOCIATES, INC.	347486	12/18/2013	FINANCIAL MGMNT	405.57.9000.570.30150	66.67
EHLERS AND ASSOCIATES, INC.	347487	12/18/2013	TIF DIST NO 2-1 2013 MODIF	405.57.9000.570.30150	7,293.75
LILLIE SUBURBAN NEWSPAPERS	11/29/13	12/18/2013	11/29/13	405.57.9000.570.50025	104.80
Fund: 405 - NORTH SIDE WTR STOR. FAC.					7,465.22
BRAUN INTERTEC CORPORATION	375982	12/18/2013	109213	425.72.5900.725.30700	1,600.00
BRAUN INTERTEC CORPORATION	378790	12/18/2013	BL-13-01786A	425.72.5900.725.30700	3,991.75
BRKW APPRAISALS, INC.	7220	12/18/2013	11/25/13	425.72.5900.725.30700	3,000.00
Fund: 425 - 2005 IMPROVEMENT FUND					8,591.75
CB&I, INC.	PAY VO. 8	12/30/2013	PROJECT NO. 2006-08 ASHE	426.72.5900.726.80300	137,883.00
SHORT ELLIOTT HENDRICKSON, INC.	276021	12/18/2013	123899	426.72.5900.726.30300	7,998.97
SHORT ELLIOTT HENDRICKSON, INC.	273252	12/11/2013	4340	426.72.5900.726.30300	6,162.34
Fund: 426 - 2006 IMPROVEMENT FUND					152,044.31
INTEGRA REALTY RESOURCES	124-2013-0607	12/18/2013	12/2/13	427.72.5900.727.30700	4,760.00
LANDMARK ENVIRONMENTAL, LLC	13097.01-1	12/18/2013	13097-.01	427.72.5900.727.30700	14,318.00
MN POLLUTION CONTROL AGENCY	7700006840	12/18/2013	VIC	427.72.5900.727.30700	1,000.00
Fund: 427 - 2007 IMPROVEMENT FUND					20,078.00
AMERICAN ENGINEERING TESTING, I	160811	12/31/2013	INV001	432.73.5900.732.30340	9,463.80
Fund: 432 - 2012 IMPROVEMENT FUND					9,463.80
BRAUN INTERTEC CORPORATION	377244	12/11/2013	BL-13-06032	440.74.5900.740.30340	1,047.25
BRAUN INTERTEC CORPORATION	603726	12/11/2013	SP-13-06346	440.74.5900.740.30340	4,082.00
BRAUN INTERTEC CORPORATION	604035	12/24/2013	SP-13-02016	440.74.5900.740.30340	300.00
BRAUN INTERTEC CORPORATION	603939	12/11/2013	SP-13-06346	440.74.5900.740.30340	1,739.35
BRAUN INTERTEC CORPORATION	603044	12/11/2013	I09213	440.74.5900.740.30340	6,367.50
KIMLEY-HORN & ASSOCIATES, INC.	5472659	12/18/2013	160509020.3	440.74.5900.740.30300	102,516.03
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013	81000E	440.74.5900.740.30420	1,040.50
METZEN APPRAISALS	12/16/13	12/31/2013	12/16/13	440.74.5900.740.30700	15,000.00
Fund: 440 - PAVEMENT MANAGEMENT PROJ					132,092.63
INFRA TECH	PR13942A	12/31/2013	12/17/13	441.74.5900.741.40066	13,086.45
M & J SERVICES, LLC	553	12/18/2013	12/3/13	441.74.5900.741.40066	455.00
SOLBERG AGGREGATE CO	9914	12/11/2013	1/7/13	441.74.5900.741.40066	641.36
SOLBERG AGGREGATE CO	9691	11/29/2013	11/29/12	441.74.5900.741.40066	879.37
SOLBERG AGGREGATE CO	11367	12/11/2013	8/26/13	441.74.5900.741.40066	376.09
SOLBERG AGGREGATE CO	11389	12/11/2013	8/26/13	441.74.5900.741.40066	194.41
SPECIALIZED ENVIRONMENTAL TECH	14454	12/18/2013	9/30/13	441.74.5900.741.40066	49.16
Fund: 441 - STORM WATER MANAGEMENT					15,681.84
ALBRECHT COMPANY	12/30/13	12/31/2013	RICH VALLEY VALVE REPLA	444.74.5900.744.40047	17,760.00
Fund: 444 - PARK CAPITAL REPLACEMENT					17,760.00
EMMONS & OLIVIER RESOURCES	00095-0027-29	12/11/2013	00095-0027	446.74.5900.746.30300	5,774.84
HOISINGTON KOEGLER GROUP INC.	007-047-15	12/24/2013	007-047	446.74.5900.746.30600	1,950.00
HOISINGTON KOEGLER GROUP INC.	007-047-16	12/24/2013	007-047	446.74.5900.746.30600	480.00
Fund: 446 - NW AREA					8,204.84
ARCHETYPE SIGNMAKERS	48242	12/18/2013	10/29/13	447.00.7500.460.40040	12,230.00
Fund: 447 - ADA					12,230.00
BARR ENGINEERING COMPANY	10-4/13	12/18/2013	JULY 13 - SEPT 6 2013	451.75.5900.751.30700	1,090.50
BARR ENGINEERING COMPANY	12/3/13	12/18/2013	12/3/13	451.75.5900.751.30700	1,511.00
BRAUN INTERTEC CORPORATION	374383	12/18/2013	I09213	451.75.5900.751.30700	1,082.53
JOEL CARLSON	12/16/13	12/24/2013	JAN 2014	451.75.5900.751.30700	1,000.00
MN POLLUTION CONTROL AGENCY	8800002568	12/18/2013	PETROLEUM BROWNFIELD	451.75.5900.751.30700	375.00
Fund: 451 - HOST COMMUNITY FUND					5,059.03
EHLERS AND ASSOCIATES, INC.	347486	12/18/2013	FINANCIAL MGMNT PLAN	452.57.9000.570.30150	66.66
Fund: 452 - SPRINGWOOD PONDS TIF#3-1					66.66
EHLERS AND ASSOCIATES, INC.	347486	12/18/2013	FINANCIAL MGMNT PLAN	453.57.9000.570.30150	66.67
Fund: 453 - SE QUADRANT TIF DIST 4-1					66.67
ACE PAINT & HARDWARE	518572/5	01/08/2014	501126	501.50.7100.512.60016	11.73
ACE PAINT & HARDWARE	518389/5	12/18/2013	501126	501.50.7100.512.60016	5.65
ACE PAINT & HARDWARE	518397/5	12/18/2013	501126	501.50.7100.512.60016	13.02
ACE PAINT & HARDWARE	518471/5	12/30/2013	501126	501.50.7100.512.60016	21.87
ACE PAINT & HARDWARE	518500/5	12/31/2013	500126	501.50.7100.512.60016	16.02

ACE PAINT & HARDWARE	518540/5	12/31/2013	501126	501.50.7100.512.60016	5.33
ACE PAINT & HARDWARE	518318/5	12/11/2013	501126	501.50.7100.512.60016	7.58
AUTOMATIC SYSTEMS CO.	26959 S	12/18/2013	INVE01	501.50.7100.512.40042	92.18
BADGER STATE INSPECTION, LLC	100203	12/31/2013	12/23/13	501.50.7100.512.30300	2,500.00
CEMSTONE PRODUCTS COMPANY	1358286	12/24/2013	12/12/13	501.50.7100.512.60016	597.43
CEMSTONE PRODUCTS COMPANY	6021860	12/30/2013	9021	501.50.7100.512.60016	550.97
CEMSTONE PRODUCTS COMPANY	6021891	12/30/2013	9021	501.50.7100.512.60016	907.62
CITY OF BLOOMINGTON	11/27/12	12/11/2013	11-1-13 - 11-27-13	501.50.7100.512.30700	420.00
CITY OF BLOOMINGTON	12/1/13-12/31/13	12/31/2013	12/1/13-12/31/13	501.50.7100.512.30700	420.00
CONTROLS & METERS INC	20926CR	11/19/2013	INV100	501.50.7100.512.40042	(289.24)
CONTROLS & METERS INC	21351	12/24/2013	INV100	501.50.7100.512.40042	490.29
DAKOTA AGGREGATES, LLC.	6021603	12/24/2013	9021	501.50.7100.512.60016	129.30
DAKOTA CTY PERMITS OFFICE	3818	12/24/2013	2013-6	501.50.7100.512.30700	250.00
EAGLE BUILDING COMPANY	12/10/13	12/11/2013	EAGLE BUILDERS #1304 HY	501.207.2070300	(24.80)
EAGLE BUILDING COMPANY	12/10/13	12/11/2013	EAGLE BUILDERS #1304 HY	501.50.0000.3813000	(348.00)
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013	10/31/13	501.50.7100.512.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013	10/31/13	501.50.7100.512.30550	11.20
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013	10/31/13	501.50.7100.512.30550	25.39
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013	2013 TRUSTEE FEES	501.50.7100.512.30550	38.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	501.50.7100.512.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	501.50.7100.512.30550	25.39
GOPHER STATE ONE-CALL	83458	12/11/2013	MN00435	501.50.7100.512.30700	426.30
GOPHER STATE ONE-CALL	87085	12/31/2013	MN00435	501.50.7100.512.30700	179.80
HACH COMPANY	8577051	12/11/2013	255136	501.50.7100.512.60019	1,489.52
HACH COMPANY	8579310	12/11/2013	255136	501.50.7100.512.60019	266.09
HAWKINS, INC.	3539108 RI	12/11/2013	108816	501.50.7100.512.60019	153.78
HD SUPPLY WATERWORKS LTD	B793312	12/11/2013	099872	501.50.7100.512.75500	8.66
HD SUPPLY WATERWORKS LTD	B840210	12/24/2013	099872	501.50.7100.512.75500	2,068.99
HD SUPPLY WATERWORKS LTD	B578473	12/24/2013	099872	501.50.7100.512.75500	1,677.37
HOME DEPOT CREDIT SERVICES	12/13/13 6035322502691	12/24/2013	6035322502691268	501.50.7100.512.40042	106.16
HOME DEPOT CREDIT SERVICES	12/13/13 6035322502691	12/24/2013	6035322502691268	501.50.7100.512.60016	80.21
MN DEPT OF HEALTH	12/12/13	12/18/2013	12/12/13	501.50.7100.512.50070	23.00
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	501.207.2070200	6,246.03
MN DEPT OF REVENUE	NOV 2013	12/20/2013	NOV 2013 SALES & USE TA	501.207.2070300	(4,644.67)
MN GLOVE & SAFETY, INC.	276279	12/18/2013	12/12/13	501.50.7100.512.60016	277.77
MN PIPE & EQUIPMENT	0310489	12/31/2013	2195	501.50.7100.512.60016	705.38
OTIS ELEVATOR COMPANY	CL65002114	12/31/2013	283520	501.50.7100.512.40040	1,769.41
PINE BEND PAVING, INC.	156013	12/11/2013	11/12/13	501.50.7100.512.60016	612.56
SAFETY SIGNS	135694	12/30/2013	12/18/13	501.50.7100.512.40050	677.40
SHERWIN-WILLIAMS	6536-4	12/31/2013	6682-5453-5	501.50.7100.512.60016	43.79
SHERWIN-WILLIAMS	6701-4	12/31/2013	6682-5453-5	501.50.7100.512.60016	17.38
SHERWIN-WILLIAMS	6717-0	12/31/2013	6682-5453-5	501.50.7100.512.60016	112.67
SHORT ELLIOTT HENDRICKSON, INC.	276020	12/30/2013	122227	501.50.7100.512.30300	3,094.00
SHORT ELLIOTT HENDRICKSON, INC.	271827	12/11/2013	4340	501.50.7100.512.30300	1,190.00
SORENSEN RESTORATION, INC.	388	12/11/2013	11/27/13	501.50.7100.512.40046	5,672.60
SPRINT	842483314-144	12/24/2013	842483314	501.50.7100.512.50020	58.23
SPRINT	842483314-144	12/24/2013	842483314	501.50.7100.512.60040	1,346.60
SPRINT	842483314-145	12/24/2013	11/13/12/12 842483314	501.50.7100.512.50020	293.55
TKDA	002013003926	12/30/2013	0014026.007	501.50.7100.512.30700	1,394.77
TOTAL CONSTRUCTION & EQUIP.	58918	12/11/2013	13C11001	501.50.7100.512.40040	188.58
TWIN CITY FILTER SERVICE INC	0544468-IN	12/30/2013	CITYIGH	501.50.7100.512.40040	552.93
UPS	000027914A493	12/18/2013	K678	501.50.7100.512.60016	8.18
VALLEY-RICH CO, INC	19515	12/30/2013	R13571 12/14	501.50.7100.512.40046	5,763.28
WALKER LAWN CARE, INC.	3648	12/11/2013	5/30/13	501.50.7100.512.60016	888.50
WATER CONSERVATION SERVICES IN	4482	12/18/2013	12/2/13	501.50.7100.512.30700	378.00
WATER CONSERVATION SERVICES IN	4386	12/18/2013	12/4/13	501.50.7100.512.30700	15,014.00
XCEL ENERGY	12/3/13 392972423	12/11/2013	51-6098709-7	501.50.7100.512.40010	1,110.01
XCEL ENERGY	12/3/13 392972423	12/11/2013	51-6098709-7	501.50.7100.512.40020	11,272.35

Fund: 501 - WATER UTILITY FUND

66,406.89

AUTOMATIC SYSTEMS CO.	26930S	12/06/2013	INVE01	502.51.7200.514.40042	4,696.00
DAKOTA CTY TREASURER	12/10/13	12/11/2013	NOVEMBER 2013	502.207.2070100	40.00
DAKOTA CTY TREASURER	DECEMBER 2013	12/31/2013	DECEMBER 2013	502.207.2070100	40.00
ELECTRIC PUMP INC	0051213-IN	12/18/2013	0164924	502.51.7200.514.80300	59,037.43
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013	10/31/13	502.51.7200.514.30550	16.62
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013	10/31/13	502.51.7200.514.30550	4.80
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013	2013 TRUSTEE FEES	502.51.7200.514.30550	35.34
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013	11/30/13	502.51.7200.514.30550	16.62
METROPOLITAN COUNCIL	0001028199	12/31/2013	5084	502.51.7200.514.40015	135,167.27
MN POLLUTION CONTROL AGENCY	CSO CONFERENCE 2010	01/08/2014	A. BERGLUND, L. BLURTON,	502.51.7200.514.50080	900.00

REDSTONE CONSTRUCTION CO INC	13-35S #1	12/18/2013 10/25/13	502.51.7200.514.80300	79,300.00
XCEL ENERGY	12/3/13 392972423	12/11/2013 51-6098709-7	502.51.7200.514.40010	224.02
XCEL ENERGY	12/3/13 392972423	12/11/2013 51-6098709-7	502.51.7200.514.40020	1,048.00

Fund: 502 - SEWER UTILITY FUND

280,526.10

ACE PAINT & HARDWARE	11/27/13	12/18/2013 11/27/13	503.52.8500.526.60065	11.77
ARAMARK UNIFORM SERVICES	629-7878870	12/11/2013 792502342	503.52.8600.527.60045	28.05
ARAMARK UNIFORM SERVICES	629-7888115	12/11/2013 792502342	503.52.8600.527.60045	28.05
CUB FOODS	11/19/13	12/18/2013 ELAN CC 12-18-13	503.52.8300.524.76050	16.82
DAKOTA ELECTRIC ASSN	11/26/13 201360-5	12/11/2013 201360-5	503.52.8600.527.40020	283.86
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	503.52.8000.521.30550	14.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	503.52.8500.526.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	503.52.8500.526.30550	11.40
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	503.52.8600.527.30550	11.40
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	503.52.8600.527.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	503.52.8000.521.30550	73.60
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	503.52.8600.527.30550	44.16
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8000.521.30550	16.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8000.521.30550	22.00
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8500.526.30550	11.40
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8500.526.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8600.527.30550	17.40
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	503.52.8600.527.30550	3.26
GRANDMA'S BAKERY	392756	12/11/2013 24400	503.52.8300.524.76050	22.61
GRANDMA'S BAKERY	393336	12/11/2013 24400	503.52.8300.524.76050	22.58
GRANDMA'S BAKERY	382780	12/11/2013 2440	503.52.8300.524.76050	37.79
MADISON NATIONAL LIFE INSURANCE JAN 2014		12/30/2013 JANUARY 2014	503.52.8000.521.20630	(34.53)
MADISON NATIONAL LIFE INSURANCE JAN 2014		12/30/2013 JANUARY 2014	503.52.8500.526.20630	(10.76)
MCMURCHIE, AL	11/15/13	12/11/2013 11/15/13	503.52.8300.524.76050	47.63
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	503.207.2070300	1,413.76
MN LIFE INSURANCE CO	JANUARY 2014	01/08/2014 JANUARY 2014 0027324	503.52.8000.521.20620	(6.97)
MN LIFE INSURANCE CO	JANUARY 2014	01/08/2014 JANUARY 2014 0027324	503.52.8500.526.20620	(4.26)
NAPA OF INVER GROVE HEIGHTS	358787	12/11/2013 4165	503.52.8600.527.60022	37.09
NAPA OF INVER GROVE HEIGHTS	358197	12/11/2013 4165	503.52.8600.527.60022	224.93
SOUTH BAY DESIGN	12/1/12	12/11/2013 120113	503.52.8500.526.50025	52.00
SOUTH SUBURBAN RENTAL INC	333714	12/11/2013 0009757	503.52.8600.527.40050	2.30
SPRINT	842483314-144	12/24/2013 842483314	503.52.8500.526.50020	89.26
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	503.52.8500.526.50020	89.26
TRACTOR SUPPLY CREDIT PLAN	11/20/13	12/11/2013 11/20/13 131817	503.52.8600.527.40043	85.68
WINFIELD SOLUTIONS, LLC	000059043997	12/11/2013 7884532	503.52.8600.527.60035	76.51
XCEL ENERGY	12/3/13 392692138	12/03/2013 51-5754364-1	503.52.8500.526.40010	84.53
XCEL ENERGY	12/3/13 392692138	12/03/2013 51-5754364-1	503.52.8500.526.40020	1,050.61
XCEL ENERGY	12/3/13 392692138	12/03/2013 51-5754364-1	503.52.8600.527.40010	259.92
XCEL ENERGY	12/3/13 392692138	12/03/2013 51-5754364-1	503.52.8600.527.40020	13.15
YOCUM OIL COMPANY, INC.	577262	12/18/2013 506975	503.52.8400.525.60021	1,260.69

Fund: 503 - INVER WOOD GOLF COURSE

5,417.23

GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	602.00.2100.415.30550	0.45
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	602.00.2100.415.30550	0.50
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	602.00.2100.415.30550	0.34
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	602.00.2100.415.30550	10.24
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	602.00.2100.415.30550	0.98
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	602.00.2100.415.30550	0.74
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	602.00.2100.415.30550	0.77
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	602.00.2100.415.30550	0.34
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	602.00.2100.415.30550	0.98
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	602.00.2100.415.30420	1,396.00

Fund: 602 - RISK MANAGEMENT

1,411.34

ACE PAINT & HARDWARE	518229/5	12/11/2013 501126	603.00.5300.444.60012	7.48
ADVANCED GRAPHIX, INC.	189088	12/31/2013 12/27/13	603.00.5300.444.80700	1,728.80
ARAMARK UNIFORM SERVICES	0900184264	12/11/2013 12/13/13	603.00.5300.444.40065	73.54
ARAMARK UNIFORM SERVICES	0900184264	12/11/2013 12/13/13	603.00.5300.444.60045	28.17
BOYER TRUCKS - PARTS DISTRIBUTIC	24634H	12/24/2013 12/18/13	603.00.5300.444.40041	321.69
BOYER TRUCKS - PARTS DISTRIBUTIC	809838	12/31/2013 C20390	603.00.5300.444.40041	320.04
BOYER TRUCKS - PARTS DISTRIBUTIC	770361	12/31/2013 C20390	603.00.5300.444.40041	210.80
CARQUEST OF MSP-ROSEMOUNT	1596-207162	01/08/2014 614420	603.140.1450050	209.22
CARQUEST OF MSP-ROSEMOUNT	1596-207216	01/08/2014 614420	603.00.5300.444.40041	13.15
CARQUEST OF MSP-ROSEMOUNT	1596-207231	01/08/2014 614420	603.00.5300.444.40041	34.39
CARQUEST OF MSP-ROSEMOUNT	1596-204726	12/11/2013 6011420	603.140.1450050	12.70

CARQUEST OF MSP-ROSEMOUNT	1596-205003	12/11/2013 614420	603.00.5300.444.40041	563.51
CARQUEST OF MSP-ROSEMOUNT	1596-205520	12/11/2013 614420	603.00.5300.444.40041	10.63
CARQUEST OF MSP-ROSEMOUNT	1596-204616	12/11/2013 614420	603.140.1450050	33.35
CARQUEST OF MSP-ROSEMOUNT	1596-206221	12/18/2013 614420	603.00.5300.444.40041	23.49
CARQUEST OF MSP-ROSEMOUNT	1596-206223	12/18/2013 614420	603.00.5300.444.40041	7.84
CARQUEST OF MSP-ROSEMOUNT	1596-206263	12/18/2013 614420	603.00.5300.444.40041	23.01
CARQUEST OF MSP-ROSEMOUNT	1596-206292	12/18/2013 614420	603.00.5300.444.40041	14.94
CARQUEST OF MSP-ROSEMOUNT	1596-206292	12/18/2013 614420	603.00.5300.444.60012	14.73
CARQUEST OF MSP-ROSEMOUNT	CM0000557	12/24/2013 13585926	603.00.5300.444.40041	(7.84)
CARQUEST OF MSP-ROSEMOUNT	1596-206531	12/24/2013 614420	603.00.5300.444.40041	128.23
CARQUEST OF MSP-ROSEMOUNT	1596-206538	12/24/2013 614420	603.140.1450050	173.26
CARQUEST OF MSP-ROSEMOUNT	1596-206576	12/24/2013 614420	603.00.5300.444.60040	100.99
CARQUEST OF MSP-ROSEMOUNT	1596-206602	12/31/2013 614420	603.00.5300.444.60040	100.99
CARQUEST OF MSP-ROSEMOUNT	1596-206606	12/24/2013 614420	603.00.5300.444.60040	8.97
CARQUEST OF MSP-ROSEMOUNT	5196-206619	12/31/2013 614420	603.00.5300.444.60040	15.80
CARQUEST OF MSP-ROSEMOUNT	1596-206666	12/24/2013 614420	603.00.5300.444.40041	70.27
CARQUEST OF MSP-ROSEMOUNT	1596-206678	12/24/2013 614420	603.00.5300.444.40041	128.23
CARQUEST OF MSP-ROSEMOUNT	1596205722	12/11/2013 614420	603.140.1450050	5.09
CARQUEST OF MSP-ROSEMOUNT	1596-207036	12/31/2013 614420	603.00.5300.444.40041	60.89
CARQUEST OF MSP-ROSEMOUNT	1596-207036	12/31/2013 614420	603.140.1450050	35.73
CARQUEST OF MSP-ROSEMOUNT	1596-207059	12/31/2013 614420	603.00.5300.444.60012	10.71
CARQUEST OF MSP-ROSEMOUNT	1596-205786	12/11/2013 614420	603.00.5300.444.40041	136.18
CARQUEST OF MSP-ROSEMOUNT	1596-205786	12/11/2013 614420	603.140.1450050	448.88
CARQUEST OF MSP-ROSEMOUNT	1596-205793	12/11/2013 614420	603.00.5300.444.40041	43.82
CARQUEST OF MSP-ROSEMOUNT	1596-205794	12/11/2013 614420	603.00.5300.444.40041	87.32
CARQUEST OF MSP-ROSEMOUNT	1596-205837	12/18/2013 614420	603.00.5300.444.40041	460.13
CARQUEST OF MSP-ROSEMOUNT	1596-205837	12/18/2013 614420	603.140.1450050	448.88
CARQUEST OF MSP-ROSEMOUNT	1596-205843	12/05/2013 614420	603.00.5300.444.40041	(397.40)
CARQUEST OF MSP-ROSEMOUNT	1596-205912	12/18/2013 614420	603.00.5300.444.60012	10.13
CARQUEST OF MSP-ROSEMOUNT	1596-205912	12/18/2013 614420	603.140.1450050	7.63
CARQUEST OF MSP-ROSEMOUNT	1596-205936	12/18/2013 614420	603.00.5300.444.40041	78.40
CITY OF ST LOUIS PARK	23754	12/11/2013 39095	603.00.5300.444.50080	92.00
COMMON SENSE BUILDING SERVICES	32568	12/30/2013 DECEMBER 2013	603.00.5300.444.40040	292.58
CUB FOODS	11/13/13	12/31/2013 HOUSE CHARGE 11/13/13	603.00.5300.444.60011	78.66
ELECTRIC FIRE & SECURITY	87741	12/30/2013 134447	603.00.5300.444.40040	569.11
EMERGENCY APPARATUS MAINTENANCE	71724	12/31/2013 3696	603.00.5300.444.40041	720.02
EMERGENCY APPARATUS MAINTENANCE	71919	12/31/2013 3681 (E-11)	603.00.5300.444.40041	412.39
EMERGENCY AUTOMOTIVE TECHNOLOGY	AW100713-5	12/11/2013 INVERGROVEHTSCTY	603.00.5300.444.40041	140.65
EMERGENCY AUTOMOTIVE TECHNOLOGY	AW100713-5A	12/11/2013 INVER GROVE HTS CITY	603.00.5300.444.40041	1,420.13
EMERGENCY AUTOMOTIVE TECHNOLOGY	AW110413-4	12/11/2013 INVER GROVE HTS CITY	603.00.5300.444.40041	230.21
EMERGENCY AUTOMOTIVE TECHNOLOGY	CS121213-20	12/24/2013 12/12/13	603.00.5300.444.40041	465.33
FACTORY MOTOR PARTS COMPANY	1-4328333	12/11/2013 10799	603.00.5300.444.40041	495.56
FACTORY MOTOR PARTS COMPANY	1-4328473	12/11/2013 10799	603.00.5300.444.40041	417.68
FACTORY MOTOR PARTS COMPANY	1-4331461	12/11/2013 10799	603.00.5300.444.40041	16.03
FACTORY MOTOR PARTS COMPANY	1-4331461	12/11/2013 10799	603.140.1450050	105.99
FLEETPRIDE	58227718	12/24/2013 12/18/13	603.00.5300.444.40041	21.16
FLEETPRIDE	58240482	12/24/2013 12/19/13	603.00.5300.444.40041	220.07
FORCE AMERICA, INC.	01417999	12/31/2013 366100	603.00.5300.444.40041	2,406.10
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	603.00.5300.444.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	603.00.5300.444.30550	14.72
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	603.00.5300.444.30550	10.24
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	603.00.5300.444.30550	3.26
GOPHER BEARING	5612612	12/31/2013 0782358	603.00.5300.444.40041	50.26
H&L MESABI	12/9/13 A	12/24/2013 12/9/13	603.140.1450050	328.11
H&L MESABI	12/9/13	12/24/2013 12/9/13	603.140.1450050	3,594.83
HORWITZ NS/I	W30203	12/31/2013 CTYOFIGH	603.00.5300.444.40040	308.19
HORWITZ NS/I	W30232	12/31/2013 CTYOFIGH	603.00.5300.444.40040	336.87
HOSE / CONVEYORS INC	00041253	12/18/2013 CIT300	603.00.5300.444.40041	211.32
HOSE / CONVEYORS INC	00041280	12/18/2013 CIT300	603.00.5300.444.40041	20.38
HUSKY SPRING - L.W. ANDERSON INC	01ES6267	12/01/2013 4502557	603.00.5300.444.40041	671.01
INVER GROVE FORD	5126945	12/30/2013 10/21/13	603.00.5300.444.40041	405.73
INVER GROVE FORD	5127046	12/30/2013 10/22/13	603.00.5300.444.40041	182.16
INVER GROVE FORD	5128818	12/30/2013 11/12/13	603.00.5300.444.40041	438.43
INVER GROVE FORD	5131067	12/18/2013 12/12/13	603.00.5300.444.40041	270.59
INVER GROVE FORD	5131350	12/24/2013 12/16/13	603.00.5300.444.40041	201.66
INVER GROVE FORD	5131386	12/24/2013 12/16/13	603.00.5300.444.40041	298.20
INVER GROVE FORD	5131642	12/24/2013 12/18/13	603.00.5300.444.40041	566.42
INVER GROVE FORD	5130223	12/11/2013 12/2/13	603.00.5300.444.40041	55.49
INVER GROVE FORD	5130325	12/11/2013 12/3/13	603.00.5300.444.40041	70.28
INVER GROVE FORD	5128965	12/30/2013 11/13/13	603.00.5300.444.40041	(80.35)

INVER GROVE FORD	12/4/13	12/18/2013 12/4/13	603.00.5300.444.40041	543.65
INVER GROVE FORD	5130429	12/30/2013 12/4/13	603.00.5300.444.40041	28.78
INVER GROVE FORD	5130431	12/11/2013 12/4/13	603.00.5300.444.40041	55.22
INVER GROVE FORD	5130432	12/30/2013 12/4/13	603.00.5300.444.40041	(28.78)
INVER GROVE FORD	CM0000547	12/11/2013 12/4/13	603.00.5300.444.40041	(30.25)
KIMBALL MIDWEST	3312058	12/31/2013 222006	603.00.5300.444.60012	287.78
KIMBALL MIDWEST	3312058	12/31/2013 222006	603.140.1450050	238.33
KIMBALL MIDWEST	3328261	12/31/2013 222006	603.00.5300.444.60012	23.25
KIMBALL MIDWEST	3330319	12/31/2013 222006	603.00.5300.444.60012	95.12
LARSON COMPANIES	B-240020050	01/08/2014 14649	603.140.1450050	81.05
LARSON COMPANIES	B-233460073	12/24/2013 14649	603.140.1450050	456.29
LITTLE FALLS MACHINE INC	00052228	12/11/2013 047621	603.00.5300.444.40041	1,103.42
LITTLE FALLS MACHINE INC	00052237	12/11/2013 047645	603.00.5300.444.40041	388.16
LITTLE FALLS MACHINE INC	00052410	12/18/2013 047845	603.00.5300.444.40041	129.25
LITTLE FALLS MACHINE INC	00052569	12/31/2013 047994	603.00.5300.444.40041	41.38
MACQUEEN EQUIPMENT INC	2140410	12/18/2013 12/6/13	603.00.5300.444.40041	176.49
METRO JANITORIAL SUPPLY INC	11012630	12/18/2013 12/11/13	603.00.5300.444.60011	304.22
METRO JANITORIAL SUPPLY INC	11012631	12/18/2013 12/11/13	603.00.5300.444.60012	111.78
METROMATS	8066	12/18/2013 11/14/13	603.00.5300.444.40065	41.15
METROMATS	8223	12/18/2013 11/28/13	603.00.5300.444.40065	41.15
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	603.00.5300.444.60021	2.88
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TA	603.140.1450050	46.19
MN REVENUE	11-30-13	12/23/2013 8022953	603.00.5300.444.60021	248.52
MTI DISTRIBUTING CO	939095-00	12/24/2013 12/12/13	603.00.5300.444.40041	500.13
MTI DISTRIBUTING CO	939772-00	12/31/2013 91180	603.00.5300.444.40041	1,482.17
MTI DISTRIBUTING CO	939960-00	12/31/2013 91180	603.00.5300.444.40041	592.23
MTI DISTRIBUTING CO	939955-00	12/31/2013 91180	603.00.5300.444.40041	72.56
NAPA OF INVER GROVE HEIGHTS	363980	01/08/2014 11019	603.00.5300.444.40041	59.88
NIEBUR TRACTOR & EQUIPMENT, INC	01-24889	12/11/2013 CITYINVE	603.00.5300.444.40041	39.95
NIEBUR TRACTOR & EQUIPMENT, INC	01-24649	12/11/2013 CITYINVE	603.00.5300.444.40041	33.91
PETTY CASH	12/31/13	12/31/2013 DECEMBER 31 2013	603.140.1450060	23.00
POMP'S TIRE SERVICE, INC.	12/11/13	12/18/2013 WK ORDER #980004721	603.140.1450050	1,378.05
RED POWER DIESEL SERVICE, INC.	B9558	12/11/2013 23195	603.00.5300.444.40041	257.10
RED POWER DIESEL SERVICE, INC.	B9711	12/31/2013 12/23/13	603.00.5300.444.40041	2,319.14
RED POWER DIESEL SERVICE, INC.	B9589	12/18/2013 12/3/13	603.00.5300.444.40041	896.91
RUFFRIDGE-JOHNSON	8342	12/18/2013 0900400	603.00.5300.444.40041	3,246.40
SAM'S CLUB	12/23/13 7715 0900 6184	12/31/2013 7715 0900 6184 5624	603.00.5300.444.60040	107.00
SCHLOMKA SERVICES LLC	15245	12/18/2013 11/21/13	603.00.5300.444.40040	255.00
SIGNAL PRO EQUIPMENT	73475	12/18/2013 958425	603.00.5300.444.40041	791.62
SIGNAL PRO EQUIPMENT	73481	12/18/2013 958425	603.00.5300.444.40041	142.57
SOUTH EAST TOWING	181880	12/11/2013 8/16/13	603.00.5300.444.40041	160.31
SPRINT	842483314-144	12/24/2013 842483314	603.00.5300.444.50020	22.00
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	603.00.5300.444.50020	32.02
TITAN MACHINERY	205284-CL	12/18/2013 79298	603.00.5300.444.40041	1,298.10
TOTAL CONSTRUCTION & EQUIP.	59103	12/24/2013 CIOT001	603.00.5300.444.40040	707.40
TOWMASTER TRAILERS INC	353844	12/18/2013 2946	603.00.5300.444.40041	689.40
TRACTOR SUPPLY CREDIT PLAN	11/20/13 6035301200183	12/11/2013 6035301200183679	603.00.5300.444.40041	28.87
TRUCK UTILITIES, INC.	0261820	12/18/2013 000154	603.00.5300.444.40042	2,999.98
UNIFIRST CORPORATION	090 0188395	01/08/2014 1051948	603.00.5300.444.40065	73.14
UNIFIRST CORPORATION	090 0188395	01/08/2014 1051948	603.00.5300.444.60045	28.17
UNIFIRST CORPORATION	090 0180159	12/31/2013 1051948	603.00.5300.444.40065	73.25
UNIFIRST CORPORATION	090 0180159	12/31/2013 1051948	603.00.5300.444.60045	54.55
UNIFIRST CORPORATION	090 0181780	12/31/2013 1051948	603.00.5300.444.40065	73.25
UNIFIRST CORPORATION	090 0181780	12/31/2013 1051948	603.00.5300.444.60045	43.84
UNIFIRST CORPORATION	0900185073	12/18/2013 12/10/13	603.00.5300.444.40065	73.54
UNIFIRST CORPORATION	0900185073	12/18/2013 12/10/13	603.00.5300.444.60045	38.88
UNIFIRST CORPORATION	0900185896	12/24/2013 12/17/13	603.00.5300.444.40065	73.54
UNIFIRST CORPORATION	0900185896	12/24/2013 12/17/13	603.00.5300.444.60045	28.17
UNIFIRST CORPORATION	090 0186740	12/31/2013 1051948	603.00.5300.444.40065	73.54
UNIFIRST CORPORATION	090 0186740	12/31/2013 1051948	603.00.5300.444.60045	28.17
UNIFIRST CORPORATION	090 0184264	12/31/2013 1051948	603.00.5300.444.40065	73.54
UNIFIRST CORPORATION	090 0184264	12/31/2013 1051948	603.00.5300.444.60045	28.17
UNIFIRST CORPORATION	090 0187559	12/31/2013 1051948	603.00.5300.444.40065	73.54
UNIFIRST CORPORATION	090 0187559	12/31/2013 1051948	603.00.5300.444.60045	38.88
WESTERN PETROLEUM COMPANY	97126650-41801	12/11/2013 112741	603.140.1450050	732.81
WESTERN PETROLEUM COMPANY	97128138-41801	12/18/2013 112741	603.140.1450050	992.92
WESTERN PETROLEUM COMPANY	97128219-41801	12/18/2013 112741	603.00.5300.444.40041	194.52
WESTERN PETROLEUM COMPANY	97123853-41801	12/31/2013 112741	603.140.1450050	1,414.83
XCEL ENERGY	12/3/12 392955982	12/03/2013 51-5279113-0	603.00.5300.444.40010	642.88
XCEL ENERGY	12/3/12 392955982	12/03/2013 51-5279113-0	603.00.5300.444.40020	1,497.70

YOCUM OIL COMPANY, INC.	598351	12/30/2013 502860	603.140.1450060	7,605.52
YOCUM OIL COMPANY, INC.	596897	12/18/2013 11482	603.140.1450060	13,431.88
YOCUM OIL COMPANY, INC.	596898	12/18/2013 11482	603.140.1450060	6,412.00
YOCUM OIL COMPANY, INC.	596899	12/18/2013 11482	603.140.1450060	1,535.95
ZIEGLER INC	SW140135878	12/11/2013 4069900	603.00.5300.444.40041	242.93

Fund: 603 - CENTRAL EQUIPMENT

79,972.34

COORDINATED BUSINESS SYSTEMS, CNIN134089		12/18/2013 4502512	604.00.2200.416.40050	396.78
COORDINATED BUSINESS SYSTEMS, ARCM005728		12/18/2013 4502512	604.00.2200.416.40050	(59.70)
COORDINATED BUSINESS SYSTEMS, 242117190		12/18/2013 11/30/13	604.00.2200.416.40050	224.20
OFFICE MAX-IGH	11/22/13	12/18/2013 ELAN CC 12-18-13	604.00.2200.416.60010	43.64
OFFICEMAX INC	801352	12/11/2013 687054	604.00.2200.416.60005	132.05
OFFICEMAX INC	801352	12/11/2013 687054	604.00.2200.416.60010	36.30
OFFICEMAX INC	258102	12/24/2013 687054	604.00.2200.416.60010	20.30
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	604.00.2200.416.60010	187.77
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	604.00.2200.416.60010	104.98
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	604.00.2200.416.60010	71.58
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	604.00.2200.416.60010	1,051.29
S & T OFFICE PRODUCTS	11/30/13	12/11/2013 NOVEMBER 11/30/13	604.00.2200.416.60010	105.32
SAM'S CLUB	12/23/13 7715 0904 0133	12/31/2013 7715 0904 0133 4891	604.00.2200.416.60010	6.01
US BANCORP EQUIPMENT FINANCE, I 242205250		12/18/2013 11/30/13	604.00.2200.416.40050	4,256.61

Fund: 604 - CENTRAL STORES

6,577.13

ARCHETYPE SIGNMAKERS	48242	12/18/2013 10/29/13	605.00.7500.460.30700	3,394.00
ARCHETYPE SIGNMAKERS	48242-17	12/18/2013 11/27/13	605.00.7500.460.30700	2,178.93
COMMON SENSE BUILDING SERVICES	32568	12/30/2013 DECEMBER 2013	605.00.7500.460.40040	3,717.55
CULLIGAN	11/30/13 157-98503022-8	12/18/2013 157-98503022-8	605.00.7500.460.60011	59.03
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	605.00.7500.460.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	605.00.7500.460.30550	3.50
HILLYARD INC	600960801	12/18/2013 ISA-12-10-213	605.00.7500.460.60011	226.62
HILLYARD INC	700111606	12/24/2013 274069	605.00.7500.460.60016	372.78
HUEBSCH SERVICES	3186392	12/24/2013 100075	605.00.7500.460.40065	113.88
HUEBSCH SERVICES	3179198	12/18/2013 100075	605.00.7500.460.40065	114.88
LONE OAK COMPANIES	12/30/13	12/30/2013 UTILITY BILLS 12/30/13	605.00.7500.460.50035	1,417.23
MAILFINANCE	N4369075	12/24/2013 12/8/13	605.00.7500.460.40050	835.58
MINNESOTA ELEVATOR, INC	296551	12/18/2013 5395	605.00.7500.460.40040	232.60
MN DEPT OF LABOR & INDUSTRY	ALR00349421	12/24/2013 0000161847	605.00.7500.460.50070	100.00
NEOPOST USA INC	1/2/14	01/02/2014 POSTAGE	605.00.7500.460.50035	6,019.50
SAM'S CLUB	11/23/1307715 0900 6358	12/18/2013 7715 0900 6358 0533	605.00.7500.460.60011	4.03
SEACOLE	122913	12/18/2013 INV105	605.00.7500.460.60016	1,790.86
USA MOBILITY WIRELESS INC	W0317493L	12/18/2013 0317493-5	605.00.7500.460.40065	4.90
XCEL ENERGY	12/3/12 392955982	12/03/2013 51-5279113-0	605.00.7500.460.40020	7,390.25
ZEE MEDICAL SERVICE	183338	12/24/2013 000701	605.00.7500.460.60065	78.81
ZEE MEDICAL SERVICE	54183338	12/18/2013 IGH000701	605.00.7500.460.60065	78.81

Fund: 605 - CITY FACILITIES

28,137.24

ADVANCED TECHNOLOGY SYSTEMS, 71426		12/30/2013 12/13/13	606.00.1400.413.60010	262.85
AT&T ST. PAUL	287237771092X1212201	12/24/2013 287237771092	606.00.1400.413.50020	25.93
CUSTOM HEADSETS, INC	50043	12/11/2013 C3148	606.00.1400.413.60042	330.24
EASTON, DIANE	12/12/13	12/24/2013 IT SYMPOSIUM	606.00.1400.413.50065	63.21
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	606.00.1400.413.30550	12.00
GENESIS EMPLOYEE BENEFITS, INC	21106	12/18/2013 10/31/13	606.00.1400.413.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21591	12/31/2013 2013 TRUSTEE FEES	606.00.1400.413.30550	14.72
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	606.00.1400.413.30550	3.26
GENESIS EMPLOYEE BENEFITS, INC	21415	12/11/2013 11/30/13	606.00.1400.413.30550	12.00
INTEGRA TELECOM	11502835	12/18/2013 11/23/13	606.00.1400.413.50020	1,067.03
INTEGRA TELECOM	11571817	12/24/2013 645862	606.00.1400.413.50020	852.06
MN DEPT OF REVENUE	NOV 2013	12/20/2013 NOV 2013 SALES & USE TAX	606.00.1400.413.50070	40.22
MYLAN, PATRICK	12/12/13	12/30/2013 REIMBURSE-PARKING/BAC	606.00.1400.413.50065	30.00
MYLAN, PATRICK	12/12/13	12/30/2013 REIMBURSE-PARKING/BAC	606.00.1400.413.60041	162.78
O'DONNELL, SCOTT	12/12/13	12/24/2013 IT GOV CONFERENCE PKG	606.00.1400.413.50065	30.00
OFFICE OF ENTERPRISE TECHNOLOGY	DV13110467	12/18/2013 200B00171	606.00.1400.413.30750	311.81
SOLARWINDS	11/27/13	12/18/2013 ELAN CC 12-18-13	606.00.1400.413.50070	585.00
SPRINT	842483314-144	12/24/2013 842483314	606.00.1400.413.50020	85.85
SPRINT	842483314-144	12/24/2013 842483314	606.00.1400.413.60040	115.10
SPRINT	842483314-145	12/24/2013 11/13/12/12 842483314	606.00.1400.413.50020	50.86

TDS METROCOM	12/13/13 651 451 1944	12/31/2013 651 451 1944	606.00.1400.413.50020	802.86
TDS METROCOM	6514511944 12/13/13	12/24/2013 6514511944	606.00.1400.413.50020	266.47
TDS METROCOM	6514511944 12/21-13	12/21/2013 6514511944	606.00.1400.413.50020	266.42
US INTERNET	110-080034-0002	12/30/2013 2013-2014	606.00.1400.413.30700	440.00
WORKS COMPUTING, INC.	20983	12/30/2013 INVER	606.00.1400.413.30700	1,150.00

Fund: 606 - TECHNOLOGY FUND

6,983.93

ANGELO'S ITALIAN RESTAURANT INC	12/9/13	12/11/2013 12/9/13	702.229.2307200	120.00
ARAMARK REFRESHMENT SERVICES	1091417	12/18/2013 39398	702.229.2286500	182.78
ARAMARK REFRESHMENT SERVICES	1103996	12/18/2013 39398	702.229.2286500	183.11
BARR ENGINEERING COMPANY	23190328.14-20	12/11/2013 PROJECT REVIEWS	702.229.2285400	1,908.00
BARR ENGINEERING COMPANY	23190328.14-20	12/11/2013 PROJECT REVIEWS	702.229.2297101	837.00
BARR ENGINEERING COMPANY	23190328.14-20	12/11/2013 PROJECT REVIEWS	702.229.2299100	240.00
BARR ENGINEERING COMPANY	23190328-14-21	12/11/2013 2013 LAMETTRY'S DEVELOP	702.229.2297101	428.00
BRIO BRASS	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	425.00
CARL BOLANDER & SONS CO	12/18/13 A	12/24/2013 ESCROW 6671 CONCORD B	702.229.2292801	1,500.00
CARL BOLANDER & SONS CO	12/18/13 B	12/24/2013 ESCROW 6556 DOFFING AV	702.229.2295401	1,500.00
CARL BOLANDER & SONS CO	12/18/13	12/24/2013 ESCROW 6685 CONCORD B	702.229.2282301	1,500.00
COSTUME CHARACTERS	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	1,050.00
CULLIGAN	11/30/13 157-98473242-8	12/18/2013 157-98473242-8	702.229.2286300	47.02
DOMINICKS PIZZA	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	190.00
EAGLE BUILDING COMPANY	12/10/13	12/11/2013 EAGLE BUILDERS #1304 HY	702.229.2294300	1,000.00
ECLIPSE GLOBAL TRANSPORTATION	12/9/13	12/11/2013 04493	702.229.2307200	1,225.50
EMMONS & OLIVIER RESOURCES	00095-0038-5	12/11/2013 00095-0038	702.229.2282200	269.75
ETERNITY HOMES LLC	12/18/13	12/24/2013 ESCROW 4916 BOYD AVE	702.229.2284501	566.58
GRAHAM, JEN	12/19/13	12/31/2013 REIMBURSE-HOMS GAME	702.229.2307200	10.71
HEMKER PARK & ZOO	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	825.00
JOSEPH HEINSCH	12/9/13 A	12/13/2013 ENG ESCROW REDUCTION	702.229.2294001	9,000.00
JOSEPH HEINSCH	12/9/13	12/11/2013 ESCROW 1735 86TH COURT	702.229.2289001	837.61
KLEIN, WILLIAM	12/18/13	12/24/2013 HOLIDAY ON MAIN ST	702.229.2307200	142.47
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2284001	44.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2287101	136.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	16.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	32.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	8.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	372.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	80.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291000	32.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2291701	551.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2292101	44.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2293300	32.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2296501	2,281.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2297001	469.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2297601	1,990.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2297900	882.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2298701	592.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2300601	182.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2301401	77.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2302201	275.00
LEVANDER, GILLEN & MILLER P.A.	11/30/13	12/18/2013 81000E	702.229.2302601	110.00
MICHAEL STANTON	12/11/13	12/18/2013 ENG ESCROW RELEASE	702.229.2294901	214.98
OLD WORLD PIZZA	12/31/13	12/31/2013 ORDER 30/132	702.229.2307200	27.38
OLD WORLD PIZZA	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	190.00
ORIENTAL TRADING COMPANY, INC.	11/21/13	12/18/2013 ELAN CC 12-18-13	702.229.2307200	378.50
PIZZA MAN	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	185.00
PULTE HOMES	12/12/13	12/31/2013 CTINVP	702.229.2295001	3,971.41
PULTE HOMES	12/6/13	12/11/2013 REFUND ESCROW 8571 CRI	702.229.2299800	2,500.00
ROBERT THOMAS HOMES	12/13/13	12/31/2013 ESCROW RELEASE	702.229.2283101	799.68
ROBERT THOMAS HOMES	12/18/13	12/24/2013 REFUND ESCROW 7627 ADI	702.229.2299800	2,500.00
ROBERT THOMAS HOMES	6/20/13	12/18/2013 REFUND ESCROW 7644 ADI	702.229.2299800	2,500.00

SAM'S CLUB	3140	12/11/2013 11/23/13	702.229.2307200	11.78
SAM'S CLUB	12/23/13 7715 0900 6160	12/31/2013 7715 0900 6160 6950	702.229.2307200	678.37
SAM'S CLUB	12/23/13 7715 0900 6184	12/31/2013 7715 0900 6184 5624	702.229.2290200	237.97
SAM'S CLUB	12/23/13 7715 0900 6570	12/31/2013 7715 0900 6570 2540	702.229.2307200	1,344.65
SOUTH EAST TOWING	12/5/13	12/18/2013 12/5/13	702.229.2291000	229.26
TARGET BANK	12/18/13 00028954117	12/31/2013 00028954117	702.229.2290200	40.58
TARGET BANK	12/18/13 00028954117	12/31/2013 00028954117	702.229.2307200	54.70
TARGET BANK	12/18/13 00028954117	12/31/2013 00028954117	702.229.2307200	37.30
THE REALTY ASSOCIATES FUND VIII L	12/18/13	12/24/2013 ESCROS 6240 CARMEN AVE	702.229.2295601	2,718.75
TURITTO'S PIZZA	12/9/13	12/11/2013 12/9/13 HOLIDAY ON MAIN S	702.229.2307200	180.00
WILLIAM KRECH	12/11/13	12/18/2013 12/11/13	702.229.2293801	4,965.98
YARUSSO BROS.	12/17/13	12/18/2013 CHRISTMAS LUNCHEON	702.229.2290200	1,709.00

Fund: 702 - ESCROW FUND

57,668.82

Grand Total

1,754,377.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Lease Extension for James and April Dzewic

Meeting Date: January 13, 2014
 Item Type: Consent
 Contact: Thomas J. Link 
 Prepared by: Tom Link, Director of Comm. Dev.
 Reviewed by: NA

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 (Revenue)

PURPOSE/ACTION REQUESTED

The City Council is to consider adopting the ‘Amendment No. 1 to Lease Agreement By and Between the City of Inver Grove Heights and James W. Dzewic and April D. Dzewic for property located at 6549 Doffing Avenue East, Inver Grove Heights, Minnesota’, as attached.

BACKGROUND

In November, 2011, the City acquired the residential property at 6549 Doffing Avenue from James and April Dzewic. The property was acquired as part of the Doffing Avenue Voluntary Acquisition Program. The property consisted of two structures, a single-family residence and a detached garage. The residence was demolished following the City acquisition. The Dzewics leased back the detached garage for a period of two years at no cost, per the terms of the purchase agreement. The Dzewics are now requesting that the term of the lease be extended for six months.

The extension would not affect the City’s ownership of the property. The City has no intent of demolishing the accessory structure this winter. In fact, it may be more cost effective to wait until next spring or summer to allow the demolition to be coordinated with other possible demolition in the neighborhood.

RECOMMENDATION

Staff recommends adoption of the Resolution Approving ‘Amendment No. 1 to Lease Agreement By and Between the City of Inver Grove Heights and James W. Dzewic and April D. Dzewic for property located at 6549 Doffing Avenue East, Inver Grove Heights, Minnesota’, as attached.

Enc: Amendment No. 1 to Lease Agreement

cc: James and April Dzewic

AMENDMENT NO. 1 TO LEASE AGREEMENT
BY AND BETWEEN CITY OF INVER GROVE HEIGHTS
AND JAMES W. DZIEWIC AND APRIL D. DZIEWIC
FOR PROPERTY LOCATED AT 6549 DOFFING AVENUE EAST,
INVER GROVE HEIGHTS, MINNESOTA

THIS AMENDMENT NO. 1 TO LEASE AGREEMENT (Amendment No. 1) is made and entered into this 25th day of November, 2013, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereinafter referred to as City) and James W. Dziewic and April D. Dziewic, husband and wife (hereinafter referred to as Tenant). Subject to the terms and conditions of this Agreement and in reliance upon the covenants and representations of the parties herein contained, the parties hereby agree as follows:

ARTICLE 1
AMENDMENT

1.1 **Amendment.** Section 1.7 of the Lease Agreement between the parties dated November 22, 2011 is hereby amended to read as follows:

1.7 **LEASE TERM.** "Lease Term" means the time period of ~~two~~ (2) years from the date by which Tenant conveys the Subject Property to the City by Warranty Deed to and through May 22, 2014. The Lease Term may be extended only by written approval of the City.

All other terms and conditions of the Lease Agreement between the parties remain unchanged.

[the remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 the day and year first set forth above.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville
Its Mayor

ATTEST:

Melissa Kennedy
Its Deputy City Clerk

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

On this 25th day of November, 2013, before me a Notary Public within and for said County, personally appeared George Tourville and Melissa Kennedy, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and Deputy City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and Deputy City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 8 for City Project No. 2006-08 – Asher Water Tower Replacement

Meeting Date: January 13, 2014
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SDT 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: Water Operating Fund

PURPOSE/ACTION REQUESTED

Consider Pay Voucher No. 8 for City Project No. 2006-08 – Asher Water Tower Replacement.

SUMMARY

The improvements were ordered by the City Council on March 26, 2012. The contract was awarded in the amount of \$2,187,000 to CB & I, Inc. on November 26, 2012 for City Project No. 2006-08 – Asher Water Tower Replacement.

The contractor has completed the work through October 31, 2013 in accordance with the contract plans and specifications. A five (5) percent retainage will be maintained until the project is completed.

I recommend approval of Payment Voucher No. 8 in the amount of \$137,883.00 for work on City Project No. 2006-08 – Asher Water Tower Replacement.

SDT/kf

Attachment: Pay Voucher No. 8

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: City of Inver Grove Heights
 (OWNER) 8150 Barbara Ave
 Inver Grove Heights, MN 55077-3410

CUSTOMER PROJECT: 184000-08
 2006-08

APPLICATION NO. 8

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR
 OTHER

WORK FROM DATE: 10/01/13
 WORK THRU DATE: 10/31/13

VIA (ENGINEER):
 Short Elliott Hendrickson Inc.
 3535 Vadnais Center Drive
 St. Paul, MN 55110-5196

FROM (CONTRACTOR):
 CB&I Inc. - Steel Plate Structures
 9550 Hickman Road Clive, IA 50325-5316

CONTRACT FOR:
 0.75MG Elevated Water Storage Tank

ENG. PROJECT NO: INVER 120095
 CONTRACT DATE: 11/26/12

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		0.00	0.00
TOTAL		0.00	0.00
Approved this Application			
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders		0.00	0.00

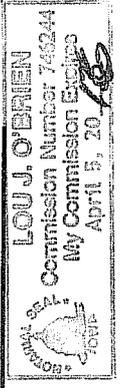
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief that the Work covered by this Application for Payment has been completed in accordance with Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: CB&I Inc. - Steel Plate Structures

By: *David Spake* Date: 11/21/13
 AIR Administrator

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

1. ORIGINAL CONTRACT SUM \$2,187,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1+/- 2) \$2,187,000.00
4. TOTAL COMPLETED & STORED TO DATE (Col K on G703) \$1,901,561.00
5. RETAINAGE:
 - a. 5% of Completed Work (Col G + I on G703) \$95,078.05
 - b. 0% of Stored Material (Col J on G703) 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$95,078.05
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$1,806,482.95
8. CURRENT PAYMENT DUE \$1,668,599.95
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$137,883.00
 \$380,517.05



State of: IOWA County of: POLK
 Subscribed and sworn to before me this 21st day of November, 2013.
 Notary Public *Lou J. O'Brien* Date: April 5, 2016
 My Commission expires:

ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED (Attach explanation if amount certified differs from the amount applied for.)

ENGINEER: Short Elliott Hendrickson Inc.
 By: *[Signature]* Date: 11/22/13
 OWNER: City of Inver Grove Heights
 By: _____ Date: _____
 FUNDING AGENCY: USDA
 By: _____ Date: _____

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



CB&I Inc. - Steel Plate Structures

9550 HICKMAN ROAD
CLIVE, IOWA 50325-5316

INVOICE

INVOICE NO. 184000-08
APPLICATION NO. 8
INVOICE DATE 11/21/13
DUE DATE 12/31/13
TERMS Net 40
A/P VENDOR NO. 05641

MAIL TO: Short Elliott Hendrickson Inc. 3535 Vadnais Center Drive St. Paul, MN 55110-5196	SOLD TO: City of Inver Grove Heights 8150 Barbara Ave Inver Grove Heights, MN 56077-3410
Attn: Miles Jensen Ph. 651-490-2020	Attn: Jim Sweeney Ph: 651-450-2565
Job Location: Inver Grove Heights, MN	
SEH Reference No.: INVER 120095	
City Project No.: 2006-08	

Work From Date: 10/01/13
Work Thru Date: 10/31/13
CBI Contract No. 37184000
CBI Customer No. 931374
Project Manager James T. Julien

DESCRIPTION

0.75MG Elevated Water Storage Tank

Original Contract Price	\$2,187,000.00
Change Order	\$0.00
Total Contract Price	\$2,187,000.00

SCHEDULE OF VALUES	UNITS OF MEASURE	TOTAL PRICE	TOTAL UNITS	TOTAL UNITS OR % COMPLETE		TOTAL COMPLETE
				COMPLETE	COMPLETE	
1 Mobilization	LS	\$25,000.00	1	-	1	\$25,000.00
2 Remove Bituminous Pavement	SY	\$780.00	60	-	-	\$0.00
3 Remove Concrete Curb & Gutter	LF	\$1,275.00	75.0	-	-	\$0.00
4 Remove Storm Sewer Pipe	LF	\$975.00	65	-	-	\$0.00
5 Common Excavation (CV) (P)	CY	\$28,050.00	1,650	-	165	\$2,805.00
6 Select Topsoil Brow (CV)	CY	\$5,000.00	200	-	-	\$0.00
7 Aggregate Base Class 5	Ton	\$6,800.00	425	-	-	\$0.00
8 Select Granular Borrow - Mod 5% (CV)	CY	\$13,600.00	800	-	-	\$0.00
9 Geotextile, Type V	SY	\$2,160.00	1,200	-	-	\$0.00
10 Type SP 9.5 Wearing Course Mix (3,C)	Ton	\$11,570.00	130	-	-	\$0.00
11 Type SP 12.5 Non-Wearing Course Mix (3,C)	Ton	\$11,570.00	130	-	-	\$0.00
12 B612 Concrete Curb & Gutter	LF	\$9,100.00	650	-	-	\$0.00
13 Connect to Existing Sanitary Sewer	EA	\$1,200.00	1	-	-	\$0.00
14 Sanitary Sewer Manhole	LF	\$2,920.00	8	-	-	\$0.00
15 6" PVC Pipe Sewer, SDR 35	LF	\$5,216.00	163	-	-	\$0.00
16 Connect to Existing Water Main	EA	\$780.00	1	-	-	\$0.00
17 Modular Block Retaining Wall	SF	\$8,250.00	165	-	-	\$0.00
18 Trail (Wood Chip)	LS	\$1,900.00	1	-	-	\$0.00
19 6" Water Main Ductile Iron, CL. 52	LF	\$4,640.00	16	-	-	\$0.00
20 16" Water Main Ductile Iron, CL. 52	LF	\$14,190.00	165	-	-	\$0.00
21 Hydrant	LF	\$3,300.00	1.0	-	-	\$0.00
22 6" Gate Valve & Box	LF	\$1,600.00	1	-	-	\$0.00
23 Ductile Iron Fittings	LBS	\$1,224.00	408	-	-	\$0.00
24 Connect to Existing Storm Sewer	EA	\$730.00	1	-	-	\$0.00
25 Over Flow Catch Basin	LF	\$5,600.00	4	-	-	\$0.00
26 Catch Basin Manhole	LF	\$7,084.00	16	-	-	\$0.00
27 2' x 3' Catch Basin	LF	\$2,240.00	4	-	-	\$0.00
28 15" RCP, Class V	LF	\$1,683.00	33	-	-	\$0.00
29 18" RCP, Class V	LF	\$7,875.00	175	-	-	\$0.00
30 4" Perforated Drain Pipe w/ Geotextile Sock	LF	\$700.00	100	-	-	\$0.00
31 4" Solid White - Paint	LF	\$550.00	275	-	-	\$0.00
32 Handicap Symbol - Paint (White)	EA	\$470.00	1	-	-	\$0.00
33 Parking and Traffic Signage	LS	\$470.00	1	-	-	\$0.00
34 Temporary Chain Link Fence (8' High)	LF	\$3,290.00	700	980	-	\$4,606.00
35 Temporary Chain Link Security Gate	EA	\$410.00	1	2	-	\$820.00
36 Hydroseeding, Mix 260	AC	\$1,350.00	1	-	-	\$0.00
37 Silt Fence, Machine Type	LF	\$2,100.00	700	669	-	\$2,007.00
38 Bioroll	LF	\$345.00	150	-	-	\$0.00
39 Basic Electrical	LS	\$62,680.00	1	-	-	\$0.00
40 Telemetry System	LS	\$42,000.00	1	-	-	\$0.00
41 Bonds & Insurance	LS	\$29,000.00	1	100%	-	\$29,000.00
42 Foundation Drawings	LS	\$28,000.00	1	100%	-	\$28,000.00
43 Tank Drawings	LS	\$42,000.00	1	100%	-	\$42,000.00
44 Foundation Construction	LS	\$315,000.00	1	100%	-	\$315,000.00
45 Preliminary Site Work	LS	\$25,000.00	1	100%	-	\$25,000.00
46 Tank Materials	LS	\$305,000.00	1	100%	-	\$305,000.00
47 Tank Fabrication and Ship	LS	\$199,000.00	1	100%	-	\$199,000.00
48 Steel Tank Erection	LS	\$439,523.00	1	100%	-	\$439,523.00
49 Coating and Disinfection	LS	\$438,800.00	1	100%	-	\$438,800.00
50 Dehumidification	LS	\$45,000.00	1	100%	-	\$45,000.00
51 Wall Partition and Ceiling	LS	\$20,000.00	1	0%	-	\$0.00
		\$2,187,000.00		87%		\$1,901,561.00

Total Completed to Date		\$1,901,561.00
Less: Retention 5%		\$95,078.05
Total Amount Billed to Date		\$1,806,482.95
Less: Amount Previously Invoiced		\$1,668,599.95
Current Amount Due		\$137,883.00

DIRECT QUESTIONS REGARDING:

INVOICE PAYMENT: Gayla Zenz, A/R Manager 515-254-9502
 INVOICE BILLING: Joanne Nealon, A/R Administrator 515-254-9505
 INVOICE BILLING: Dian Spake, A/R Administrator 515-254-9506

Regular Mail:

CB&I Inc.
 PO Box 846217
 Dallas, TX 75284-6217

Bank of America EFT Information

Account Name: CB&I Inc.
 Account Number: 3756272668
 ABA: 111000012 (ACH Only)
 ABA: 026009593 (Wire Only)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	UNIT PRICE	UOM	TOTAL UNITS	WORK FROM PREVIOUS APPLICATIONS	PREVIOUS % (G Div C) or UNITS	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN G or I)	TOTAL COMPLETED AND STORED TO DATE (G+I+J)	TOTAL TO DATE QTY/OR % (K Div C)	BALANCE TO FINISH (C-K)	PREVIOUS RETAINAGE 5%	CURRENT RETAINAGE 5%	TOTAL RETAINAGE 5%
1	Mobilization	\$ 25,000.00	\$ 25,000.00	LS	1.0	25,000.00	1	0.00	25,000.00	25,000.00	1	0.00	1,250.00	0.00	1,250.00
2	Remove Bituminous Pavement	\$ 780.00	\$ 13.00	SY	60.0	0.00	0	0.00	0.00	0.00	0	780.00	0.00	0.00	0.00
3	Remove Concrete Curb & Gutter	\$ 1,275.00	\$ 17.00	LF	75.0	0.00	0	0.00	0.00	0.00	0	1,275.00	0.00	0.00	0.00
4	Remove Storm Sewer Pipe	\$ 975.00	\$ 15.00	LF	65.0	0.00	0	0.00	0.00	0.00	0	975.00	0.00	0.00	0.00
5	Common Excavation (CV) (P)	\$ 28,050.00	\$ 17.00	CY	1,650.0	2,805.00	165	0.00	2,805.00	2,805.00	165	25,245.00	140.25	0.00	140.25
6	Select Topsoil Brow (CV)	\$ 5,000.00	\$ 25.00	CY	200.0	0.00	0	0.00	0.00	0.00	0	5,000.00	0.00	0.00	0.00
7	Aggregate Base Class 5	\$ 6,800.00	\$ 16.00	Ton	425.0	0.00	0	0.00	0.00	0.00	0	6,800.00	0.00	0.00	0.00
8	Select Granular Borrow - Mod 5% (CV)	\$ 13,600.00	\$ 17.00	CY	800.0	0.00	0	0.00	0.00	0.00	0	13,600.00	0.00	0.00	0.00
9	Geotextile, Type V	\$ 2,160.00	\$ 1.80	SY	1,200.0	0.00	0	0.00	0.00	0.00	0	2,160.00	0.00	0.00	0.00
10	Type SP 9.5 Wearing Course Mix (3,C)	\$ 11,570.00	\$ 89.00	Ton	130.0	0.00	0	0.00	0.00	0.00	0	11,570.00	0.00	0.00	0.00
11	Type SP 12.5 Non-Wearing Course Mix (3,C)	\$ 11,570.00	\$ 89.00	Ton	130.0	0.00	0	0.00	0.00	0.00	0	11,570.00	0.00	0.00	0.00
12	B612 Concrete Curb & Gutter	\$ 9,100.00	\$ 14.00	LF	650.0	0.00	0	0.00	0.00	0.00	0	9,100.00	0.00	0.00	0.00
13	Connect to Existing Sanitary Sewer	\$ 1,200.00	\$ 1,200.00	EA	1.0	0.00	0	0.00	0.00	0.00	0	1,200.00	0.00	0.00	0.00
14	Sanitary Sewer Manhole	\$ 2,920.00	\$ 365.00	LF	8.0	0.00	0	0.00	0.00	0.00	0	2,920.00	0.00	0.00	0.00
15	6" PVC Pipe Sewer, SDR 35	\$ 5,216.00	\$ 32.00	LF	163.0	0.00	0	0.00	0.00	0.00	0	5,216.00	0.00	0.00	0.00
16	Connect to Existing Water Main	\$ 780.00	\$ 780.00	EA	1.0	0.00	0	0.00	0.00	0.00	0	780.00	0.00	0.00	0.00
17	Modular Block Retaining Wall	\$ 8,250.00	\$ 50.00	SF	165.0	0.00	0	0.00	0.00	0.00	0	8,250.00	0.00	0.00	0.00
18	Trail (Wood Chip)	\$ 1,900.00	\$ 1,900.00	LS	1.0	0.00	0	0.00	0.00	0.00	0	1,900.00	0.00	0.00	0.00
19	6" Water Main Ductile Iron, CL 52	\$ 4,640.00	\$ 290.00	LF	16.0	0.00	0	0.00	0.00	0.00	0	4,640.00	0.00	0.00	0.00
20	16" Water Main Ductile Iron, CL 52	\$ 14,190.00	\$ 86.00	LF	165.0	0.00	0	0.00	0.00	0.00	0	14,190.00	0.00	0.00	0.00
21	Hydrant	\$ 3,300.00	\$ 3,300.00	LF	1.0	0.00	0	0.00	0.00	0.00	0	3,300.00	0.00	0.00	0.00
22	6" Gate Valve & Box	\$ 1,600.00	\$ 1,600.00	LF	1.0	0.00	0	0.00	0.00	0.00	0	1,600.00	0.00	0.00	0.00
23	Ductile Iron Fittings	\$ 1,224.00	\$ 3.00	LBS	408.0	0.00	0	0.00	0.00	0.00	0	1,224.00	0.00	0.00	0.00
24	Connect to Existing Storm Sewer	\$ 730.00	\$ 730.00	EA	1.0	0.00	0	0.00	0.00	0.00	0	730.00	0.00	0.00	0.00
25	Over Flow Catch Basin	\$ 5,600.00	\$ 1,400.00	LF	4.0	0.00	0	0.00	0.00	0.00	0	5,600.00	0.00	0.00	0.00
26	Catch Basin Manhole	\$ 7,084.00	\$ 440.00	LF	16.1	0.00	0	0.00	0.00	0.00	0	7,084.00	0.00	0.00	0.00
27	2' x 3' Catch Basin	\$ 2,240.00	\$ 560.00	LF	4.0	0.00	0	0.00	0.00	0.00	0	2,240.00	0.00	0.00	0.00
28	15" RCP, Class V	\$ 1,683.00	\$ 51.00	LF	33.0	0.00	0	0.00	0.00	0.00	0	1,683.00	0.00	0.00	0.00
29	18" RCP, Class V	\$ 7,875.00	\$ 45.00	LF	175.0	0.00	0	0.00	0.00	0.00	0	7,875.00	0.00	0.00	0.00
30	4" Perforated Drain Pipe w/ Geotextile Sock	\$ 700.00	\$ 7.00	LF	100.0	0.00	0	0.00	0.00	0.00	0	700.00	0.00	0.00	0.00
31	4" Solid White - Paint	\$ 550.00	\$ 2.00	LF	275.0	0.00	0	0.00	0.00	0.00	0	550.00	0.00	0.00	0.00
32	Handicap Symbol - Paint (White)	\$ 470.00	\$ 470.00	EA	1.0	0.00	0	0.00	0.00	0.00	0	470.00	0.00	0.00	0.00
33	Parking and Traffic Signage	\$ 470.00	\$ 470.00	LS	1.0	0.00	0	0.00	0.00	0.00	0	470.00	0.00	0.00	0.00
34	Temporary Chain Link Fence (6' High)	\$ 3,290.00	\$ 4.70	LF	700.0	4,606.00	980	0.00	4,606.00	4,606.00	980	(1,316.00)	230.30	0.00	230.30
35	Temporary Chain Link Security Gate	\$ 410.00	\$ 410.00	EA	1.0	820.00	2	0.00	820.00	820.00	2	(410.00)	41.00	0.00	41.00
36	Hydroseeding, Mix 260	\$ 1,350.00	\$ 2,700.00	AC	0.5	0.00	0	0.00	0.00	0.00	0	1,350.00	0.00	0.00	0.00
37	Silt Fence, Machine Type	\$ 2,100.00	\$ 3.00	LF	700.0	2,007.00	669	0.00	2,007.00	2,007.00	669	93.00	100.35	0.00	100.35
38	Blorol	\$ 345.00	\$ 2.30	LF	150.0	0.00	0	0.00	0.00	0.00	0	345.00	0.00	0.00	0.00
39	Basic Electrical	\$ 62,680.00	\$ 62,680.00	LS	1.0	0.00	0	0.00	0.00	0.00	0	62,680.00	0.00	0.00	0.00
40	Telemetry System	\$ 42,000.00	\$ 42,000.00	LS	1.0	0.00	0	0.00	0.00	0.00	0	42,000.00	0.00	0.00	0.00
41	Bonds & Insurance	\$ 29,000.00	\$ 29,000.00	LS	1.0	29,000.00	100%	0.00	29,000.00	29,000.00	100%	0.00	1,450.00	0.00	1,450.00
42	Foundation Drawings	\$ 28,000.00	\$ 28,000.00	LS	1.0	28,000.00	100%	0.00	28,000.00	28,000.00	100%	0.00	1,400.00	0.00	1,400.00
43	Tank Drawings	\$ 42,000.00	\$ 42,000.00	LS	1.0	42,000.00	100%	0.00	42,000.00	42,000.00	100%	0.00	2,100.00	0.00	2,100.00
44	Foundation Construction	\$ 315,000.00	\$ 315,000.00	LS	1.0	315,000.00	100%	0.00	315,000.00	315,000.00	100%	0.00	15,750.00	0.00	15,750.00
45	Preliminary Site Work	\$ 25,000.00	\$ 25,000.00	LS	1.0	25,000.00	100%	0.00	25,000.00	25,000.00	100%	0.00	1,250.00	0.00	1,250.00
46	Tank Materials	\$ 305,000.00	\$ 305,000.00	LS	1.0	305,000.00	100%	0.00	305,000.00	305,000.00	100%	0.00	15,250.00	0.00	15,250.00
47	Tank Fabrication and Ship	\$ 199,000.00	\$ 199,000.00	LS	1.0	199,000.00	100%	0.00	199,000.00	199,000.00	100%	0.00	9,950.00	0.00	9,950.00
48	Steel Tank Erection	\$ 439,523.00	\$ 439,523.00	LS	1.0	439,523.00	100%	0.00	439,523.00	439,523.00	100%	0.00	21,976.15	0.00	21,976.15
49	Coating and Disinfection	\$ 438,800.00	\$ 438,800.00	LS	1.0	307,160.00	70%	131,640.00	438,800.00	438,800.00	100%	0.00	15,358.00	6,582.00	21,940.00
50	Dehumidification	\$ 45,000.00	\$ 45,000.00	LS	1.0	31,500.00	70%	13,500.00	45,000.00	45,000.00	100%	0.00	1,575.00	675.00	2,250.00
51	Wall Partition and Ceiling	\$ 20,000.00	\$ 20,000.00	LS	1.0	0.00	0%	0.00	0.00	0.00	0%	20,000.00	0.00	0.00	0.00
		\$ 2,187,000.00				1,756,421.00	80%	145,140.00	0.00	1,901,561.00	87%	285,439.00	87,821.05	7,257.00	95,078.05



CB&I Inc. - Steel Plate Structures

9550 HICKMAN ROAD
CLIVE, IOWA 50325-5316

PARTIAL WAIVER OF LIEN

To: **City of Inver Grove Heights**
8150 Barbara Ave
Inver Grove Heights, MN 55077-3410

CB&I Contract Number: 37184000

We, having been engaged by you to perform work in the construction of

0.75MG Elevated Water Storage Tank
City Project No.: 2006-08

at job location site: **Inver Grove Heights, MN**

in accordance with the AGREEMENT SIGNED/EFFECTIVE DATE OF **November 26, 2012**
certify that we have fully paid for all work, labor, material, and equipment furnished to
date by us, or by our subcontractors, or material men. In consideration of the payment
to us of **\$137,883.00** for the following invoice(s).

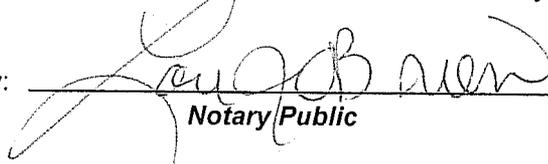
<u>Work Thru Date</u>	<u>Invoice Number</u>	<u>Amount</u>
Oct-31-13	184000-08	\$137,883.00

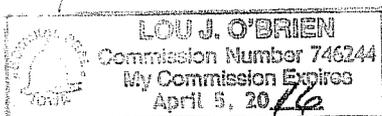
We hereby release to the extent of payment for said invoice(s) any and all lien, or right of lien, on account of labor and/or material furnished in the performance of our work. This partial waiver of lien is limited to the work included in said invoice(s), and this waiver does not extend to any labor and/or material furnished by us on prior or subsequent invoice(s).

Executed this 21st day of November, 2013.

By: 
A/R Administrator
CB&I Inc. - Steel Plate Structures

Subscribed and sworn to before me this 21st day of November, 2013.

By: 
Notary Public



Consider Approval of Various American with Disabilities Policies

Meeting Date: January 13, 2014
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

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

PURPOSE/ACTION REQUESTED

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

- Public Notice

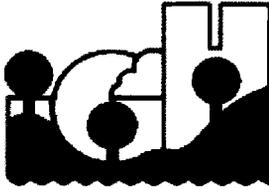
SUMMARY

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.

Employment	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.
Effective Communication	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.
Modifications to Policies and Procedures	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.

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	ecarlson@invergroveheights.org
Website	www.invergroveheights.org
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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

SCHEDULE SPECIAL MEETING

Meeting Date: January 13, 2014
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 a special City Council meeting on Tuesday, January 21, 2014 at 7:00 pm in the City Council Chambers at City Hall

SUMMARY:

On January 6th Council directed staff to schedule a special meeting to discuss the organizational structure.

Staff will post notice of the special meeting as required.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: January 13, 2014
Item Type: Consent
Contact: Jenelle Teppen, Asst. City Admin
Prepared by: Amy Jannetto, H.R. Coordinator
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 Staff requests that the Council approve the personnel actions listed below:

Please confirm the seasonal/temporary employment of: Aquatics – Kersten Schwarz, Andrew Miller, Carisa Brown, Connor Phares, Madeline Bauer, Nicholas Osborn, Lindsay Hoeft, - Recreation – Rosalyn Evelyn Pavelka, Emma Russ, Matthew Gildsdorf, Richard Mraz, Joshua Stidham, Matthew Labarre, Abigail Tietjen, Thor Greengard, Nicholas Gallahue, Brandon Sage, Phillip Walker, Utilities – Anna Biljan, Fitness – Marci Gorman, Robyn Deusterman, - Guest Services – Kris Brevig, Jessica Bohlken.

Please confirm the seasonal/temporary termination of employment of: Inspections – Jeff Tollard, Aquatics – Pilar Agvilar, Derek Harden-Moreland.

Please confirm the employment of: Erik Streff-Howe, Police Officer.

Please confirm the employment of: Julie Peterson, Customer Service Specialist –Guest Services.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER THIRD AND FINAL READING OF AN ORDINANCE AMENDING CITY CODE TITLE 3, CHAPTER 4, SECTIONS 3-4-2-2 and 3-4-2-3 and 10-3-8 ADJUSTING DEVELOPMENT FEES FOR 2014

Meeting Date: January 13, 2014
Item Type: Regular
Contact: Jenelle Teppen, Asst. City Admin.
Prepared by:
Reviewed by: Scott Thureen, PW Director
Allan Hunting, City Planner
Tom Link, CD Director

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 The Council is asked to consider the third and final reading of an ordinance to amend the City Code to adjust the fees and charges associated with development activities. This includes water and sanitary sewer connection fees, and fees associated with planning activities (such as rezoning, variance, conditional use permits, etc.).

SUMMARY Minnesota State Statues 462.353 sets forth the requirements with respect to a municipality's authority to prescribe fees associated with planning activities.

While Statute 462 does not speak to building permit fees or water or sanitary sewer connection fees, the City Attorney's advice is to set forth the fees in the Code given the scope of development that is anticipated to take place over the next several years in the northwest area.

Staff proposes changes to the fees that address water and sanitary sewer connection fees, etc. The water and sewer connection fees are proposed to increase between 3.5% and 4.5%. These proposed fees are based on financial projections supplied by Ehlers and Associates.

Staff proposes to increase the escrow fees for a few items to cover the increasing costs and complexities of reviewing certain applications. This will reduce or eliminate the billing to the applicants for expenses that exceed the amount of escrow currently collected.

Staff submitted the proposed fees to the Chamber of Commerce President and she reports the following:

The Board discussed the proposed fee change at the Board meeting this morning and wanted to communicate the following message:

“On behalf of the board of directors of the River Heights Chamber of Commerce, we appreciate the opportunity to weigh in on the ordinance to amend the city code title 3, chapter 4 sections 3-4-2-2 and 3-4-2-4 and 10-3-8 adjusting development fees for 2014.

The board would request for future business related issues, that we be made aware of the proposals prior to the first reading at council. That being noted, the board would advise caution to increasing fees, adding additional programs or fees and passing levies or increasing taxes that would jeopardize the city's ability to remain competitive to future development.”

The proposed changes are reflected on the attached.

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 3, CHAPTER 4, SECTION 3-4-2-2 AND SECTION 3-4-2-3 AND SECTION 3-4-3 AND TITLE 10, CHAPTER 3, SECTION 10-3-8 B OF THE INVER GROVE HEIGHTS CITY CODE RELATING TO FEES

The City Council of Inver Grove Heights does hereby ordain as follows:

Section 1. Amendment No. 1. Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-2 is hereby amended in its entirety to read as follows:

3-4-2-2: WATER, SANITARY SEWER AND STORM WATER SYSTEMS CONNECTION FEES:

A. Purpose and Intent. Minn. Stat. § 444.075, subd 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City water utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City sanitary sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

Minn. Stat. § 444.075, subd. 3. and IGH City Code Title 8 allows the City to impose just and equitable charges for connection to the City storm sewer utility system to pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law.

The purpose and intent of this Title 3, Chapter 4, Section 3-4-2-2 is to impose connection fees for the water utility system and the sanitary sewer utility system and the storm water sewer utility system, also known as the storm water system.

B. Definitions. For purposes of this Title 3, Chapter 4, Section 3-4-2-2, the following terms shall have the following meanings:

Northwest Area means that certain geographic area within the City of Inver Grove Heights defined, established and referred to as the Northwest Area Overlay District pursuant to the City's zoning regulations.

Net Developable Area means the number of acres within a property remaining after excluding those portions that are either: a) encumbered by right of way for arterial roads as defined in the Inver Grove Heights Comprehensive Plan; or b) lying below the ordinary high water level of public waters as identified in the Shoreland Overlay District; or c) lying within the boundaries of wetlands delineated according to the Minnesota Wetland Conservation Act; or d) bluffs in Shoreland Overlay Districts abutting public waters; or e) land to be dedicated to the City of Inver Grove Heights for public park/recreation area purposes. Net Developable Area does not include outlots within a plat that are intended to be replatted at a later date into developable lots.

Gross Acres means the total acres within a plat, subdivision or parcel. Gross Acres do not include outlots within a plat that are intended to be replatted at a later date into developable lots.

SAC Unit means a unit as determined by the Metropolitan Council Environmental Services according to the Metropolitan Council Service Availability Charge Manual.

C. Connection Fees For Water Utility System For Land Outside of Northwest Area. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

Fees Payable At Time of Plat

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk water line.

Water Plat Connection Fee	\$1,095 \$1,135 multiplied by a density factor of 3.5 multiplied by Gross Acres
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Fees Payable At Time of Building Permit

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit Fee	\$735 \$760 per SAC Unit
Water Treatment Plant Fee	\$640 \$660 per SAC Unit
Water Core Connection Fee (based on water service size)	
1 inch	\$1,525 \$1,580
1 ½ inch	\$3,415 \$3,535
2 inch	\$6,065 \$6,275
3 inch	\$14,190 \$14,865
4 inch	\$24,245 \$25,095
6 inch (or larger)	\$56,845 \$58,835

D. Connection Fees For Sanitary Sewer Utility System For Land Outside of Northwest Area. The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA).

Fees Payable At Time of Plat

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.

Sanitary Sewer Plat Connection Fee	\$1,095 \$1,135 multiplied by a density factor of 3.5 multiplied by Gross Acres
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Fees Payable At Time of Building Permit

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The B-Line special connection charge only applies to that area of the City served by the B-Line sanitary system; for properties in the B-Line area, the B-Line special connection charge is payable in addition to the other fees set forth below.

M.C.E.S. SAC Unit Fee	\$2,435 \$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee	\$385 \$400 per SAC Unit
B-Line Special Connection Charge	\$1,030 \$1,065 per SAC Unit (applicable only to B-Line Area)
Sewer Core Connection Fee (based on building sewer service size)	
4 inch	\$490 \$505
6 inch	\$830 \$860
8 inch	\$1,465 \$1,515
10 inch	\$2,295 \$2,375
12 inch	\$3,415 \$3,415

E. Connection Fees For Water Utility System For Northwest Area. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land within the Northwest Area.

**Fees Payable At Time of Plat
(Northwest Area)**

The following fees must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	\$955 \$1,000 multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	\$955 \$1,000 multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	\$955 \$1,000 multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	\$955 \$1,000 multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$955 \$1,000 .
In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net

	Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$955 \$1,000 .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$955 \$1,000 .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$955 \$1,000 .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

Fees Payable At Time of Building Permit (Northwest Area)

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Water Building Permit Connection Unit	\$2,640 \$2,760 per SAC Unit
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Fee (Northwest Area)	
Water Treatment Plant Fee (Northwest Area)	\$640 \$670 per SAC Unit
Water Core Connection Fee (based on water service size) (Northwest Area)	
1 inch	\$1,575 \$1,645
1 ½ inch	\$3,530 \$3,690
2 inch	\$6,270 \$6,550
3 inch	\$14,095 \$14,730
4 inch	\$25,080 \$26,210
6 inch (or larger)	\$58,795 \$61,440

F. Connection Fees For Sanitary Sewer Utility System For Northwest Area.

The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land within the Northwest Area:

Fees Payable At Time of Plat (Northwest Area)

The following fee must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. The fee is not payable if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

Sanitary Sewer Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 Zoning Districts	\$1,525 \$1,595 multiplied by a density factor of 2.0 multiplied by the Net Developable Area
In the R-3A Zoning District	\$1,525 \$1,595 multiplied by a density factor of 4.0 multiplied by the Net Developable Area
In the R-3B Zoning District	\$1,525 \$1,595 multiplied by a density factor of 6.5 multiplied by the Net Developable Area
In the R-3C Zoning District	\$1,525 \$1,595 multiplied by a density factor of 12.0 multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,525 \$1,595 .
In the B-2, B-3 and B-4 Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area

	Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$1,525 \$1,595 .
In the I-1 and I-2 and Industrial – Office Park Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,525 \$1,595 .
In the P-Institutional Zoning Districts	The fee shall be calculated as follows. First, multiply the Net Developable Area by 0.25 (the minimum Floor Area Ratio – FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,525 \$1,595 .
In the Mixed Use – Residential and in the Mixed Use - Commercial Zoning Districts	The fee shall be calculated with respect to each pro-ratable area component of the mixed use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.

Fees Paid At Time of Building Permit (Northwest Area)

The following fees must be paid by the landowner when a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first.

M.C.E.S. SAC Unit Fee (Northwest Area)	\$2,435 \$2,485 per SAC Unit
Sanitary Sewer Building Permit Connection Unit Fee (Northwest Area)	\$4,215 \$4,405 per SAC Unit
Sewer Core Connection Fee (based on building sewer service size)	

4 inch	\$510 \$530
6 inch	\$860 \$900
8 inch	\$1,525 \$1,595
10 inch	\$2,390 \$2,500
12 inch	\$3,430 \$3,585

G. Connection Fees For Storm Water Sewer Utility System For Northwest Area. The following connection fees for the storm water sewer utility system also known as the storm water system are hereby imposed and required to be paid with respect to land within the Northwest Area:

Fees Payable At Time of Plat (Northwest Area)

The following fees must be paid by the landowner when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first.

The fees are not payable for outlots if the property is being platted as an agricultural planned unit development.

Storm Water Plat Connection Fee (Northwest Area)	
In the R-1 and R-2 and R-3A Zoning Districts	\$10,355 \$10,870 per acre multiplied by the Net Developable Area
In the R-3B and R-3C Zoning Districts	\$10,595 \$11,125 per acre multiplied by the Net Developable Area
In the B-1 and Office Park Zoning Districts	\$11,890 \$12,485 per acre multiplied by the Net Developable Area
In the B-2, B-3 and B-4 Zoning Districts	\$11,565 \$12,145 per acre multiplied by the Net Developable Area
In the I-1, I-2 and I-Office Park Zoning Districts	\$11,245 \$11,805 per acre multiplied by the Net Developable Area
In the P-Institutional Zoning District	\$10,595 \$11,125 per acre multiplied by the Net Developable Area
In the Mixed Use - Residential Zoning District	\$10,595 \$11,125 per acre multiplied by the Net Developable Area
In the Mixed Use - Commercial Zoning District	\$11,245 \$11,805 per acre multiplied by the Net Developable Area

H. Outlots. With respect to calculating the fees payable at the time of platting, the acreage within the outlots that are intended to be replatted into buildable lots at a later date shall not be included within the calculations. When the acreage within the outlots are subsequently replatted into buildable lots, the fees for such acreage shall then be paid at the time of the replat.

Section 2. Amendment No. 2. Inver Grove Heights City Code Title 3, Chapter 4, Section 3-4-2-3 is hereby amended in its entirety to read as follows:

3-4-2-3: SANITARY SEWER AND WATER TRUNK AREA ASSESSMENTS: With respect to special assessments under Chapter 429 of the Minnesota Statutes, the assessments

rolls for sanitary sewer and water trunk lines shall initially be calculated using the following per acre assessment amounts for trunk line area benefit.

~~\$3,825~~ **\$3,960** per acre for water trunk line area benefit

~~\$3,825~~ **\$3,960** per acre for sanitary sewer trunk line area benefit

The Council may adjust the assessment roll and special assessments after public hearing pursuant to Minn. Stat. § 429.061 and the Council shall determine the final assessment roll and special assessments by resolution.

Section 3. Amendment No. 4. Inver Grove Heights City Code Title 3, Chapter 4, Section 10-3-8 is hereby amended to read as follows:

- B. Fee Amounts and Escrow Deposit: The city may require that applicants deposit in escrow with the city, together with the application filing fees, the sums required by the city toward prepayment of the attorney, planning and engineering costs. The prepayment amounts shall be a credit toward the fees for the attorney, planning and engineering and other professional consultant fees to be reimbursed by the applicant. All such fees, if not paid by the escrow, shall be paid by the applicant within sixty (60) days of final action on the matter by the city council. If such fees are less than the escrowed amount, such escrow will be returned to the applicant within sixty (60) days of the final action on the matter by the city council. The following escrow amounts shall be deposited, together with land use approval applications: (Ord. 1098, 11-8-2004)

TYPE OF LAND USE APPROVAL	BASE FEE	GIS FEE	ESCROW
Conditional Use Permit, single family residential	\$250		\$0
Conditional Use Permit, other	\$500		\$1,250 \$3,000
Conditional Use Permit, other – amendment	\$150		\$500 \$1,000
Comprehensive Plan Amendment	\$500	\$50	\$2,500
Comprehensive Plan Amendment - minor	\$200		\$250
Zoning Code Amendment	\$500		\$500
Zoning Code Amendment – minor	\$100		\$250
Rezoning	\$500	\$50	\$0 \$500
Variance - Residential	\$200		\$0
Variance - Commercial	\$200		
Planned Unit Development Preliminary	\$1,000 + plat fees		\$5,000
Final	\$500		\$2,500 \$3,000
Planned Unit Development Amendment	\$250		\$1,000
Determination of Substantially Similar Use	\$200		\$200
Major Site Plan Review	\$500		\$2,000 \$3,000
Preliminary Plat	\$250/+ \$5 per lot		\$3,000
Final Plat – single family	\$350	\$25/lot	\$2,000 \$3,000
Final Plat - other	\$200	\$100/acre	\$3,000
Waiver of Plat	\$300	\$25	
Administrative Subdivision	\$100	\$25/lot	
Street Easement Vacation	\$150	\$50	\$500
Street Dedication	\$150	\$50	
Wetland Conservation Act Certification	\$75		

Wetland Replacement Plan	\$200	\$100/acre	\$2,500
Northwest Area Sketch Plan Review			\$1,000
Northwest Area Environmental Studies Fee	\$80/gross acre		
Abstract Fee	\$46		
Interim Use Permit	\$500		\$1,250
Non Conforming Use Certificate	\$500		\$1,250

(Ord. 1180, 12-10-2007)

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed this 13th day of January, 2014.

George Tourville, Mayor

ATTEST:

Melissa Kennedy, Deputy City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

KEH&H (Morries Mazda) – Case No. 13-56V

Meeting Date: January 13, 2014
 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 relating to a **Variance** to allow 49% of a wall surface with metal panels whereas 33% is maximum allowed for property located at 10 Mendota Road.

- Requires 3/5th's vote.
- 60-day deadline: January 18, 2014 (first 60-days)

SUMMARY

Morries Mazda will be moving into and renovating the old Volkswagen Dealership, currently Lametry Collision, into a Mazda dealership. Part of the renovation consists of remodeling the exterior of the building to match the Mazda dealership architecture. The variance consists of allowing 49% percent of the south facing wall of the building to have architectural metal panels. Section 10-15-17 limits the use of sheet or corrugated steel or aluminum panels to a maximum of 1/3 of a building wall.

ANALYSIS

Code restricts the use of corrugated metal or metal panels to 1/3 of a building wall in order to require buildings to be made of more substantial materials for tax valuation and to prohibit the use of metal pole barns for commercial buildings. In this case the exterior of an existing building is being remodeled using architectural metal panels and one side of the building will not comply with the 1/3 wall maximum standard. The metal is architectural metal panels which are incorporated into the overall exterior design of the building. It is not being used as means to construct a less expensive building. The use of the architectural metal panels in this instance is not contrary to the intent of the code.

RECOMMENDATION

Planning Staff: Recommends approval of the variance request with the condition listed in the attached resolution.

Planning Commission: Also recommends approval of the variance request. (7-0).

Attachments: Variance Resolution
 Planning Commission Recommendation
 Planning Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A VARIANCE TO ALLOW THE USE OF
ARCHITECTURAL METAL PANELS UP TO 49% OF THE EXTERIOR OF THE
SOUTH FACE OF THE BUILDING**

**CASE NO. 13-56V
(KEH &H (Morries Mazda))**

WHEREAS, an application for a Variance has been submitted for the property located at 10 Mendota Road and legally described as:

All of Lot 3 and Lot 4, Glenn Clarke Homestead, Except the West 60 feet Subject to Parcels 17 and 18 Dakota County Right of Way Map No. 241 and the East 30 feet of the West 60 feet of Lot 4 lying Southerly of Parcel 19 Dakota County Right of Way Map No. 241.

WHEREAS, the request is to allow the use of architectural metal panels over 49% of the exterior of the south face of the building whereas the maximum allowed use of metal is 33% of a wall facade;

WHEREAS, the afore described property is zoned B-3, General Business;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on January 7, 2014 in accordance with City Code 10-3-3: C.;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The use of the architectural metal panels in this instance is not contrary to the intent of the code. The panels are being used as an integral architectural element of the overall building exterior scheme and not being used as a cheaper alternative to any of the allowed exterior materials.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to the use of architectural metal panels over 49% of the exterior of the south face of the building whereas the maximum allowed use of metal is 33% of a wall facade is hereby approved with the following conditions:

1. The building exterior shall be remodeled in substantial conformance with the exterior elevation plan dated 11/18/13 on file with the Planning Division.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 13th day of January, 2014.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: January 6, 2014

SUBJECT: KEH&H (Morries Mazda) – CASE NO. 13-56V

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for KEH&H (Morries Mazda) to allow up to 50% of a wall surface to be comprised of metal paneling, whereas 33% is the maximum allowed, for the property located at 10 Mendota Road. 5 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that Morries Mazda will be moving into the old Volkswagen dealership, currently Lametry Collision, and renovating it to match the Mazda dealership architecture. The variance consists of allowing 49% of the south facing wall of the building, which is the main entrance, to have architectural metal panels. The City's Zoning Code allows a maximum of 1/3 of a building wall to be metal panels. The Code standard was put in place to avoid lower quality building exteriors. In this case; however, the applicant is proposing architectural metal panels which would enhance the look of the building and would not decrease its value. Staff recommends approval of the request and believes in this instance the proposed request is not contrary to the intent of the code.

Chair Hark asked if the applicants were requesting that an additional 16% of the wall be comprised of metal paneling.

Mr. Hunting replied in the affirmative.

Commissioner Klein asked if the proposed design complied with what Mazda was using on their existing and newly constructed dealerships.

Opening of Public Hearing

Darwin Lindahl, 4124 Quebec Avenue North, Minneapolis, advised he was the architect for the project.

Chair Hark asked if he understood the staff report and recommendations.

Mr. Lindahl replied in the affirmative. He stated that each of the auto manufacturers in the area have a distinct image; the one being proposed was Mazda's. He displayed a color illustration of the proposed building. He advised that because of the orientation of the site and the limited amount of surface on the wall, they have to exceed the 33% in order to incorporate the Mazda image.

Chair Hark asked if there were other Mazda dealerships in the Twin Cities with this image.

Mr. Lindahl replied in the affirmative, stating there was one in Minnetonka.

Commissioner Wippermann asked if they were adding onto the existing building.

Mr. Lindahl replied only a minor addition was being proposed.

Commissioner Wippermann asked why they could not alter the exterior to comply with City Code.

Mr. Lindahl replied that in order to comply with the manufacturers design requirements they had to exceed the 33%. He advised that the building was oriented to the south in order to gain visibility from the highway; however, there was limited space on that side. Had the building been oriented differently they could have complied with code requirements since the building had much more frontage along Akron.

Chair Hark closed the public hearing.

Planning Commission Discussion

Chair Hark stated he had no issues with the request.

Commissioner Simon believed the practical difficulty was that the proposed exterior was a manufacturer's requirement.

Commissioner Elsmore stated she supported the request because the intent of the code was to prevent people from covering their buildings with cheap metal siding, and that was not what was being proposed in this instance.

Planning Commission Recommendation

Motion by Commissioner Scales, second by Commissioner Lissarrague, to approve the request to allow up to 49% of a wall surface to be comprised of metal paneling, whereas 33% is the maximum allowed, for the property located at 10 Mendota Road, for the reasons stated in the report.

Motion carried (7/0). This item goes to the City Council on January 13, 2014.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

REPORT DATE: December 23, 2013 **CASE NO.:** 13-56V
HEARING DATE: January 7, 2014
APPLICANT: KEH&H (Morries Mazda)
PROPERTY OWNER: KEH&H
REQUEST: Exterior Material Variance
LOCATION: 10 Mendota Road
COMPREHENSIVE PLAN: CC, Community Commercial
ZONING: B-3, General Business
REVIEWING DIVISIONS: Planning **PREPARED BY:** Allan Hunting
City Planner

BACKGROUND

The applicant is requesting a variance to allow more than 1/3 of a building wall to have corrugated metal panels. Morries Mazda will be moving into and renovating the old Volkswagen Dealership, currently Lamettry Collision, into a Mazda dealership. Part of the renovation consists of remodeling the exterior of the building to match the Mazda dealership architecture. The variance consists of allowing 49% percent of the south facing wall of the building to have architectural metal panels. Section 10-15-17 limits the use of sheet or corrugated steel or aluminum panels to a maximum of 1/3 of a building wall.

SURROUNDING USES

The subject site is surrounded by the following uses:

North - Commercial; City of West St. Paul

East - Commercial; zoned B-3, General Business; guided Community Commercial

West - Commercial; zoned B-3, General Business; guided Community Commercial

South - Commercial; zoned B-3, General Business; guided Community Commercial

EVALUATION OF REQUEST

VARIANCE CRITERIA

City Code Title 11, Chapter 3. **Variations**, states that the City Council may grant variations when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in

complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The surrounding neighborhood is zoned commercial and the primary use of the surrounding properties is auto dealerships. The use of the property is consistent with the surrounding neighborhood.

The ordinance prohibits the use of sheet metal or corrugated metal as the primary exterior material in order to eliminate the use of "metal pole barns" for commercial buildings and to provide a higher quality exterior for aesthetics and tax valuation purposes. Over the years, the code has been modified to allow some metal on each side of a building. In this case, the metal is architectural metal panels which are incorporated into the overall exterior design of the building. It is not being used as means to construct a less expensive building. The balance of the building exterior is consistent with the building material requirements. The use of metal in this case is an architectural design element used to enhance the look of the building. The use of the metal in this instance is not contrary to the intent of the ordinance provision.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

There is an existing conditional use permit for automobile sales at this location. The applicant will be operating under that permit. The only changes to the site consist of the renovation to the building. The use of the building is consistent with the current zoning. The use of the metal panels is to enhance the exterior of the building architectural design.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The variance to the regulations is not tied to any unique physical constraint of the property. The regulation addresses physical constraints to buildings. The use of metal in this case is an architectural design element used to enhance the look of the building is not contrary to the intent of the ordinance provision.

4. *The variance will not alter the essential character of the locality.*

Allowing varied exterior materials would not alter the character of the neighborhood. There is a mix of commercial buildings that have their own unique character. The use of the metal panels is not contrary to the intent of the ordinance restriction.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives available for the requested action:

A. **Approval** If the Planning Commission finds the request to be acceptable, the Commission should recommend approval of the request with at least the following conditions:

- Approval of a **Variance** to allow the use of architectural metal panels over more than 1/3 of the exterior of the south face of the building, up to 49%, subject to the following condition:
 1. The building exterior shall be remodeled in substantial conformance with the exterior elevation plan dated 11/18/13 on file with the Planning Division.

B. **Denial** If the Planning Commission does not favor the proposed variance, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

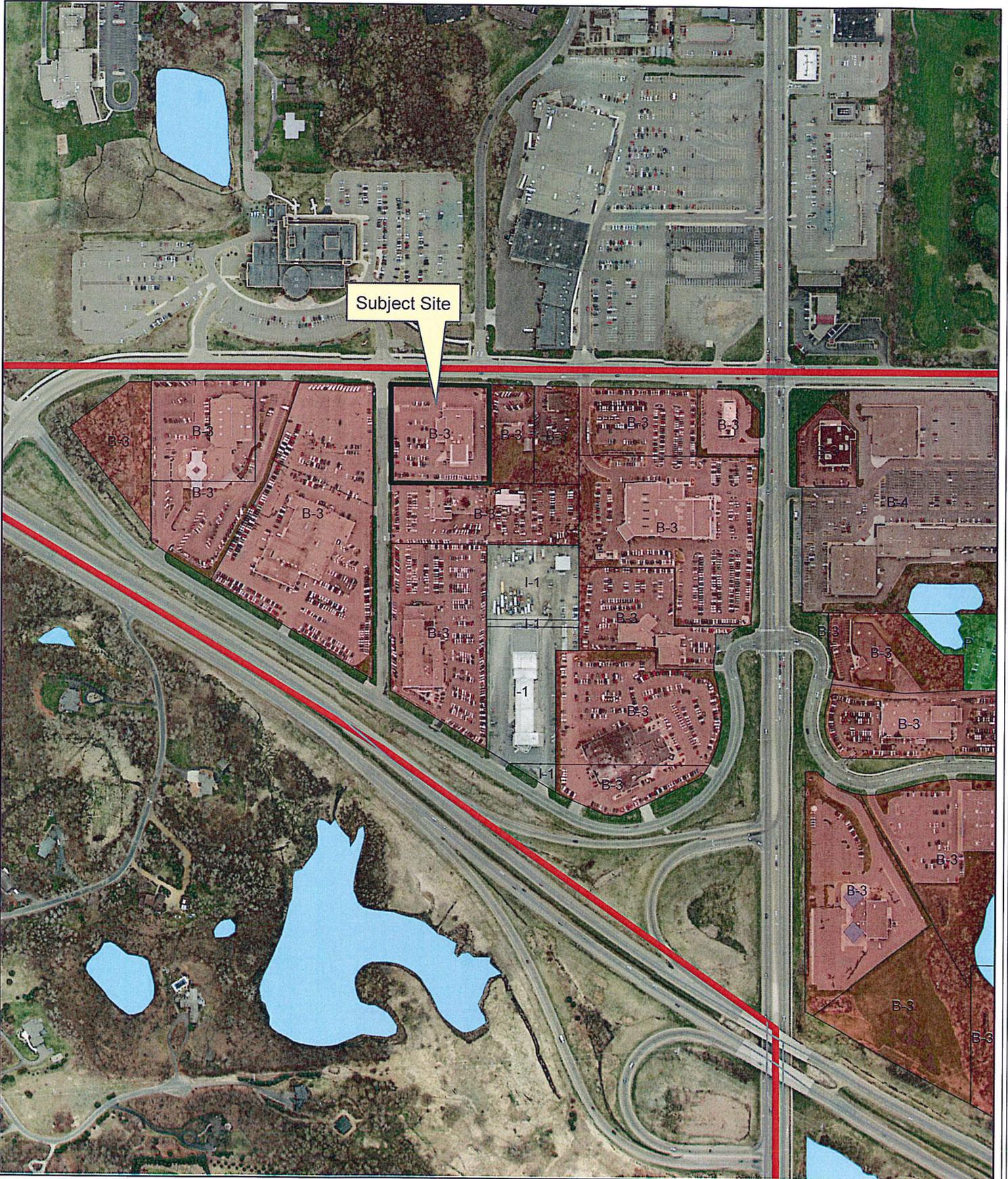
Staff believes a practical difficulty can be found as the use of the architectural metal panels in this instance is not contrary to the intent of the code. The panels are being used as an integral architectural element of the overall building exterior scheme and not being used as a cheaper alternative to any of the allowed exterior materials.

Attachments: Exhibit A - Location/Zoning Map
Exhibit B - Applicant Narrative
Exhibit C - Exterior elevation plan



Location Map

Case No. 13-56V



***Morrie's Mazda – Inver Grove Heights
10 Mendota Road East
Inver Grove Heights, Minnesota
Variance Application***

Narrative:

Introduction:

- The Applicant, KEH&H wishes to request a Variance from the requirements governing exterior building materials set forth in section 10-15-17 of the Inver Grove Heights Zoning Code, in regard to the remodel/ expansion to their existing building on the following property: Lot 3 and Lot 4 of Glenn Clarke Homestead, except for the west 30 feet of Lot 4, Glenn Clarke Homestead (hereafter referred to as the “Development Site”).
- The Variance request is to allow the proposed design to exceed the maximum amount of exterior metal panel cladding allowed by the Zoning Code by an **additional 16% for the south facade**, as further described in this narrative and the other Variance Application documents.

General Project Scope:

- The project renovation and additions are for the purpose of adapting and updating the existing Volkswagen dealership facility on the Development Site to the unique facility image standards required by the current automobile manufacturer (Mazda) the Applicant is under contract with, in order to sell vehicles on the Development Site.

Exterior metal panel is integrated into the building design:

- The majority of the renovation/ remodel occurs on the south side of the existing building. Architectural grade metal panel is proposed to comprise **49%** of this facade.
- The west, north, and east elevations will have minimal remodeling with limited amounts of metal panel - below the limits set forth in section 10-15-17.
- Architectural grade metal panels of varying color and texture are *intentional* elements of the manufacturer's palette of materials, which are meant to exemplify the Mazda “sports car” aesthetic.
- The primary materials of the proposed building addition and remodel are; storefront glazing with framing and trim of various colors, black E.I.F.S. at the ground floor, with metal panel above. The remainder of building will receive

fresh paint.

- Architectural grade metal panels are integrated into the existing building in a thoughtful, aesthetically pleasing architectural design, as illustrated in the conceptual rendering of the south elevation below.

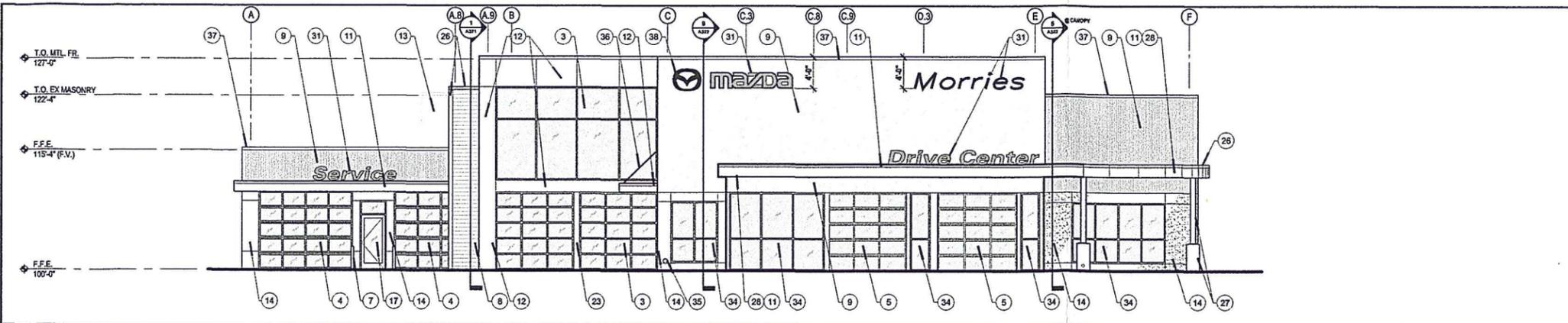


Conclusion:

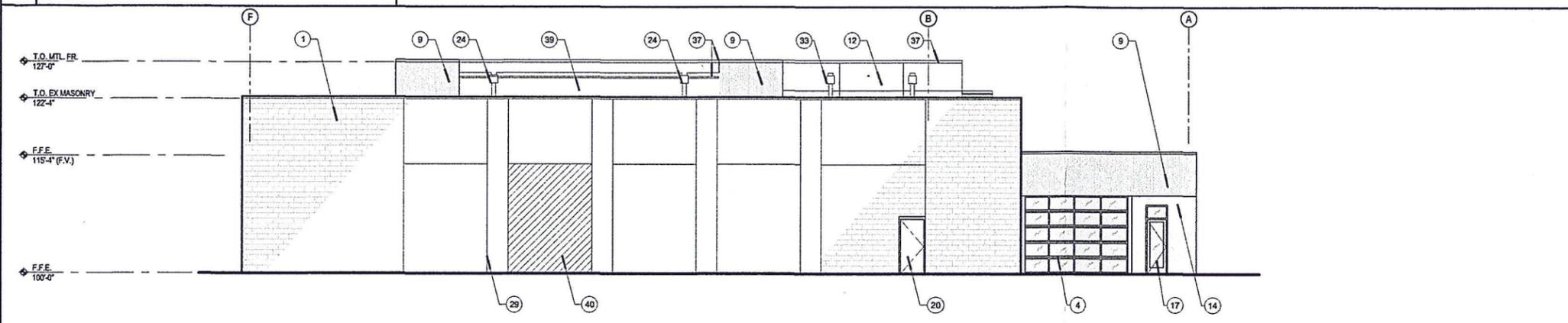
We believe the Variance to allow an additional 16% of metal panel on the south facade beyond the limit set forth in section 10-15-17, should be granted for the following reasons:

- Architectural grade metal panels in the proposed design are mostly limited to narrow linear expanses to reinforce the vertical and horizontal elements in the facade – there are no vast unbroken expanses of metal panel.
- The amount of Architectural grade metal panel proposed doesn't significantly exceed the amount allowed in the City Code, and results in an attractive architectural design that is harmony with the intent of the City Code and Comprehensive Plan for the district.
- Upon receipt of the Variance, the Applicant will be able to receive approval from the Manufacturer, and thus return the Development Site to its reasonable intended use consistent with the existing CUP.

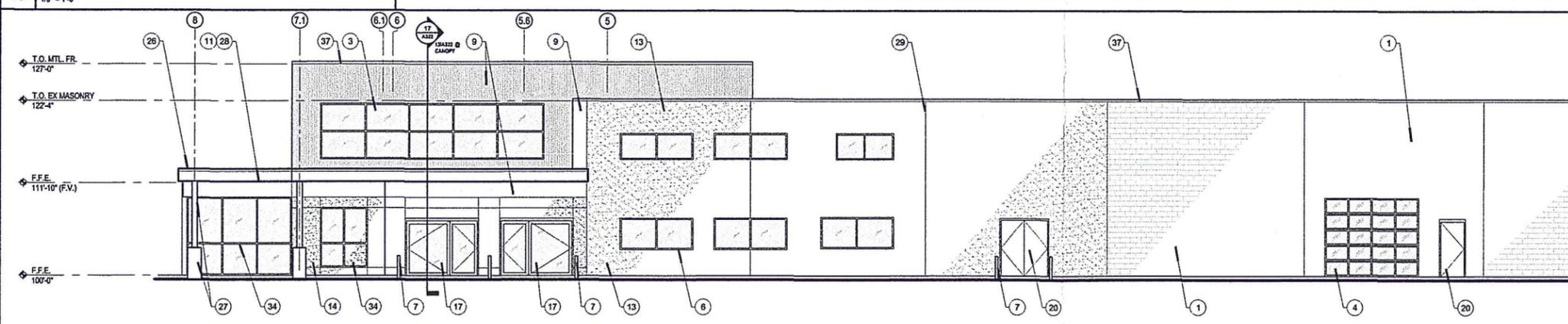
11/18/2013 3:43:10 PM Z:\Projects\AutoCAD\2013-27 - Morrie's Mazda - Inver Grove\Morrie's Mazda\Sheets\A201 EXTERIOR ELEVATIONS.dwg



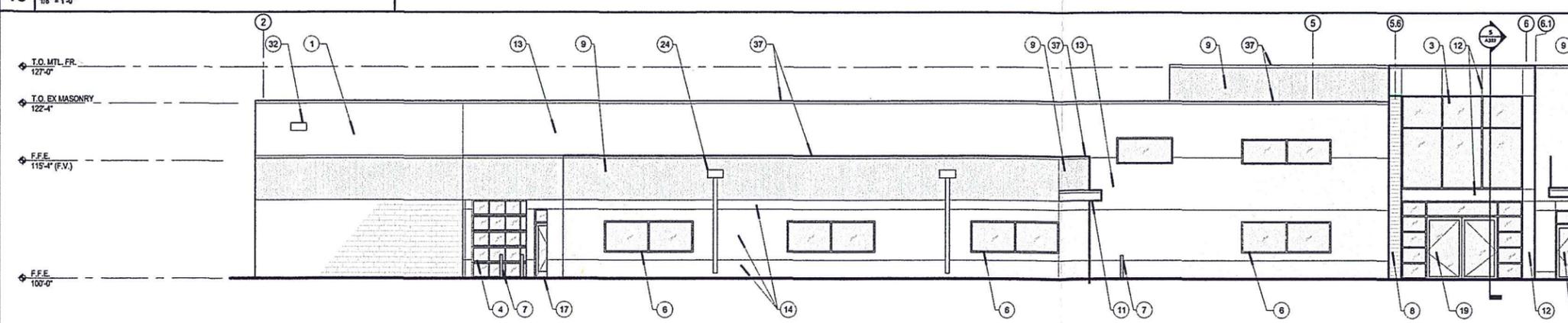
20 SOUTH ELEVATION
1/8" = 1'-0"



19 NORTH ELEVATION
1/8" = 1'-0"



18 EAST ELEVATION
1/8" = 1'-0"



17 WEST ELEVATION
1/8" = 1'-0"

- KEY NOTES:**
- EXIST. CMU WALL. PAINT TO MATCH E.L.F.S. - 1 (DRYVIT #102; BRITE WHITE)
 - PREFIN. ALUMINUM BREAK METAL
 - CLEAR ANODIZED ALUMINUM STOREFRONT W/ CLEAR INSULATED GLAZING
 - EXIST. SECTIONAL OVERHEAD DOOR WITH CLEAR ANODIZ. ALUM. FINISH & CLR. INSUL. TEMP. GLAZ.
 - SECTIONAL OVERHEAD DOOR WITH CLEAR ANODIZ. ALUM. FINISH & CLR. INSUL. TEMP. GLAZ
 - EXIST. CLEAR ANODIZED ALUMINUM STOREFRONT W/ CLEAR INSULATED GLAZING
 - EXISTING PIPE BOLLARD - PREP., PRIME, AND PAINT P8 (GLIDDEN PRO. #4216HP, #70YR 30651, ORANGERY)
 - MP-1: CORRUGATED METAL PANEL - CENTRIA 1W-20A, #435B651, LIME GREEN
 - MP-2 CORRUGATED METAL PANEL - CENTRIA STYLE RIB, #9946, SILVERSMITH
 - NOT USED
 - MP-4: FLAT METAL PANEL - CENTRIA, #435B651, LIME GREEN
 - MP-5: FLAT METAL PANEL - CENTRIA, 9946, SILVERSMITH
 - E.L.F.S. - 1: (DRYVIT #102 BRITE WHITE)
 - E.L.F.S. - 3: (DRYVIT #715 LICORICE)
 - NOT USED
 - HOURS OF OPERATION SIGN
 - EXISTING CLEAR ANODIZED ALUMINUM FRAME. DOOR FRAME FINISH COLOR: GLIDDEN PRO #4216HP, #133B 17599 REGATTA BAY
 - NEW CLEAR ANODIZED ALUMINUM STOREFRONT FRAME. DOOR FRAME FINISH COLOR: GLIDDEN PRO #4216HP, #133B 17599 REGATTA BAY
 - NEW CLR. ANODIZ. ALUM. STOREFRONT FRAME W/ CLR. INSUL. TEMP. GLAZ. DOOR FRAME FINISH COLOR: GLIDDEN PRO #4216HP, #133B 17599 REGATTA BAY
 - EXISTING HOLLOW METAL DOOR AND FRAME - PAINT TO MATCH ADJACENT WALL
 - PREFINISHED OVERFLOW SCUPPER TO ADJACENT WALL
 - DOWNSPOUT NOZZLE
 - CLEAR ANODIZED ALUM. BREAK METAL TRIM
 - EXISTING CONDUCTOR HEADS AND DOWNSPOUTS - PAINT TO MATCH ADJACENT WALL
 - CLEAR ANODIZED ALUMINUM BREAK METAL CLADDING @ FURRED DOOR JAMB
 - PRE-FINISHED BREAK METAL FLASHING TO MATCH ADJACENT METAL PANEL
 - STEEL COLUMN - PAINT TO MATCH MP-5 ON C.I.P. CONC. BASE - STAIN SEAL TO MATCH MP-5
 - CANOPY STRUCTURE CLAD WITH PREFINISHED METAL PANEL
 - EXISTING CONTROL JOINT
 - EX. CLEAR ANODIZED ALUMINUM AUTO DOOR & FRAME WITH CLEAR INSUL. TEMPERED GLAZ.
 - ILLUMINATED SIGNAGE. BY MNSP APPROVED VENDOR. PROVIDE J-BOX AND BRACING BEHIND MTL WALL PANEL AS REQUIRED BY SIGN MANUFACTURER
 - EXISTING SCUPPER - PAINT TO MATCH ADJACENT WALL
 - CONDUCTOR HEAD AND DOWNSPOUT - PAINT TO MATCH ADJACENT WALL
 - PREFIN. ALUM. STOREFRONT W/ CLEAR INSULATED GLAZING. FRAME FINISH COLOR: P-8 GLIDDEN PRO #4216HP, #70YR 30651 ORANGERY
 - DOWNSPOUT NOZZLE
 - DECORATIVE TURN BUCKLE / TENSION ROD. FAUX CANOPY SUPPORT. TO MATCH MP-5 (SEE ABOVE)
 - PRE-FINISHED METAL CAP FLASHING TO MATCH ADJACENT WALL
 - SIGNAGE BY MNSP APPROVED VENDOR. PROVIDE BRACING BEHIND MTL WALL PANEL AS REQUIRED BY SIGN MANUFACTURER.
 - EXISTING WALL - PAINT TO MATCH MP-2
 - EXISTING OPENING TO BE FILLED WITH NEW CMU - PAINT TO MATCH E.L.F.S. - 1 (DRYVIT #102; BRITE WHITE)

D.L.A.
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 e-mail: lindahlarch@gmail.com

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Project #: 2013-27

PROPOSED FACILITY FOR:
MORRIE'S MAZDA
 10 MENDOTA ROAD EAST
 INVER GROVE HEIGHTS, MINNESOTA

Revisions:

No.	Revision	Date
1	VARIANCE APP.	11-18-13

Certification:
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Darwin Lindahl
 Darwin M. Lindahl
 Date: 07/25/11 License No: 15248

Drawing:
EXTERIOR ELEVATIONS

Sheet No:
A201

VARIANCE APPLICATION - ISSUED: 11-18-13

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

DEPALMA – Case No. 13-55V

Meeting Date: January 13, 2014
 Item Type: Regular
 Contact:  Heather Botten 651.450.2569
 Prepared by:  Heather Botten, Associate 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"/>	Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a **Variance** allowing a 15 foot side yard setback for an accessory building whereas 50 feet is required for property located at 6860 Athena Way.

- Requires a 3/5ths vote.
- 60-day deadline: January 18, 2014 (first 60-days)

SUMMARY

The applicant is requesting a side yard setback variance to allow the construction of a 1,200 square foot accessory building to be located 15 feet from the side property line whereas 50 feet is the required setback for accessory buildings larger than 1,000 square feet. The proposed structure would be in compliance with all other setback, size, and impervious surface requirements. The topography on the lot drops drastically to the west of the driveway. In addition to topographical challenges, the location of the house, well, and driveway also limit the buildable area on the east side of the driveway leaving no viable option to place a structure that can meet a 50 foot setback.

The 1,200 square foot structure is not out of character for the neighborhood and it would allow the applicant reasonable use of the property. The proposed setback does not appear to have any adverse impacts on the neighboring properties as the lot is heavily wooded and the structure would be over 200 feet from the road and over 240 feet from the closest residential structure. The request is in harmony with the general purposes and intent of the City Code and is consistent with the Comprehensive Plan.

Planning Staff: Based on the information provided staff recommends approval of the side setback variance with the conditions listed in the attached resolution.

Planning Commission: At the January 7, 2014 public hearing the Planning Commission also recommended approval of the request (4-3).

Attachments: Approval Resolution
 Planning Commission Recommendation
 Planning Staff Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A VARIANCE TO ALLOW A 1,200 SQUARE FOOT
ACCESSORY BUILDING 15 FEET FROM THE SIDE PROPERTY LINE**

**CASE NO. 13-55V
(DEPALMA)**

WHEREAS, an application for a Variance has been submitted for the property located at 6860 Athena Way and legally described as:

Lot 4, Block 1, Scales Landmark Addition, Dakota County, Minnesota

WHEREAS, the request is to construct a 1,200 square foot accessory structure 15 feet from the side property line whereas 50 feet is required for structures larger than 1,000 square feet in size;

WHEREAS, the afore described property is zoned E-1, Estate Residential;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on January 7, 2014 in accordance with City Code 10-3-3: C.;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The request is in harmony with the general purposes and intent of the City Ordinance and is consistent with the Comprehensive Plan.

- b. Steep topography and the layout of the property limit the location of accessory structures on the lot.
- c. The request is not out of character for the neighborhood and it does not appear to have any adverse impacts on the neighboring properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a 1,200 square foot accessory structure 15 feet from the side property line is hereby approved with the following conditions:

- 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Division.
- 2. The accessory structure shall not be used for commercial uses, storage related to a commercial use, or home occupations.
- 3. A grading/erosion control plan shall be required at the time of the building permit application and approved by the City Engineer.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 13th day of January, 2014.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Melissa Kennedy, Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights
FROM: Planning Commission
DATE: January 7, 2014
SUBJECT: **ANTHONY & ANNE DEPALMA – CASE NO. 13-55V**

Reading of Notice

Commissioner Simon read the public notice to consider the request for a variance from the side yard setback to allow a 1,200 square foot garage 15 feet from the side property line whereas 50 feet is the required setback, for the property located at 6860 Athena Way. 7 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is requesting a side yard setback variance to allow a 1,200 square foot accessory building to be located 15 feet from the side property line whereas 50 feet is the required setback for accessory buildings larger than 1,000 square feet. If the new structure was an addition to the home or an accessory building less than 1,000 square feet in size the side yard setback would be 10 feet. The proposed structure would not be pole construction and would be in compliance with all other ordinance requirements. The property is a wooded lot with topographical challenges and a limited buildable area. Based on the zoning of the property and the lot size they would be allowed to have one accessory building up to 1,600 square feet in size. One of the functions of setback requirements is to maintain the consistency of structure placement and the aesthetic qualities from view. The lot is wooded and is screened from the neighboring properties. The proposed structure would be over 200 feet away from the road and over 240 feet away from the closest residential structure. Staff believes a practical difficulty could be found for the 15 foot side yard setback due to the topography of the lot and the location of the well and driveway limiting the buildable area. Staff recommends approval of the request with the conditions listed in the report. Staff received three emails from the surrounding neighbors; one in support of the request and two in opposition. A phone call was also received from a neighbor who had no concerns with the request.

Chair Hark asked if staff heard from the neighbor to the east.

Ms. Botten replied they had not.

Commissioner Klein asked if the City was considering a street connection through this neighborhood at some point.

Mr. Link replied that such a discussion had taken place in the past but he was unsure of the alignment and was not aware of any recent conversations regarding a connection.

Chair Hark asked where the septic system was located on the lot.

Ms. Botten deferred to the applicant for its exact location.

Opening of Public Hearing

Anne DePalma, 6860 Athena Way, advised she was available to answer any questions.

Chair Hark asked if she understood the recommendations listed in the report.

Ms. DePalma replied in the affirmative. She pointed out the septic and drainfield locations located west of the home.

Chair Hark asked if the applicant had had any discussions with the neighbor to the east.

Ms. DePalma replied she had not.

Commissioner Wippermann asked if it would be possible to move the garage to the west and the driveway to the east of the proposed building. He stated that driveway setbacks were not as stringent.

Ms. DePalma replied it would be challenging, especially since there was an existing landlocked water reservoir in that location. Also, the driveway already required an easement over the neighboring property.

Chair Hark closed the public hearing.

Planning Commission Discussion

Chair Hark stated he supported the request and felt there were practical difficulties due to the steep topography. Also, he did not think moving the building to the west would be a viable option because of the well location.

Commissioner Wippermann stated he would be voting no on the request as he felt there was an alternative location available.

Planning Commission Recommendation

Motion by Commissioner Scales, second by Chair Hark, to approve the request for a variance from the side yard setback to allow a 1,200 square foot garage 15 feet from the side property line whereas 50 feet is the required setback, for the property located at 6860 Athena Way.

Commissioner Elsmore questioned how this was different than the first request tonight in which the Commission voted for denial of the variance. She stated they were very similar with the exception of an outcry from the neighbors on the earlier request.

Chair Hark stated he felt there was a practical difficulty at this location due to the topography and well location whereas he did not find a practical difficulty with the previous request.

Commissioner Scales felt this request was completely different than the first request, with the

biggest difference being that this was on the back corner of a lot in the woods where the neighbors would not see it rather than the front yard along the road.

Commissioner Klein pointed out that this was in a big hole as well.

Chair Hark stated another distinction was the fact that the proposed structure was much smaller than that of the earlier request.

Commissioner Lissarrague was concerned about approving this request because despite the topographical issues and the potential for additional cost, the building could be moved to a different location. He noted that although neighbors did not show up at the meeting tonight did not mean there would not be concerns in the future.

Commissioner Scales stated the main distinction between the two requests was that the neighbors' concern on the first request was the buildings visibility from the road. In this case, however, the building would not be visible. Also, the abutting neighbors did not have an issue with this request.

Commissioner Wippermann pointed out that staff received two letters from residents opposed to the request.

Commissioner Simon advised she would be voting no, and stated that reorienting the building in a north-south direction rather than east-west would reduce the encroachment by 10 feet.

Chair Hark asked if the well could be considered when looking at the variance criteria since it was essentially a permanent part of the land.

Mr. Hunting replied in the affirmative, stating wells are significant physical improvements that are not easily moved. He noted that the Commission is discussing completely re-routing a driveway and moving a well. That would be a significant impact to an applicant as part of a project that did not have to be looked at with the other request. Also, this is a side yard setback whereas the other request was for a front yard setback.

Commissioner Simon reiterated that the applicant could leave the garage in the proposed location but reorient it north-south and thus reduce the setback encroachment by 10 feet.

Chair Hark noted there could be required setbacks from the well.

Commissioner Elsmore thanked Mr. Hunting and fellow Commissioners for their comments, stating the distinction between the two requests was now clearer. She considered moving the driveway and the well a practical difficulty and therefore would vote in favor of the request.

Motion carried (4/3 – Lissarrague, Simon, Wippermann). This item goes to the City Council on January 13, 2014.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

REPORT DATE: December 30, 2013

CASE NO: 13-55V

HEARING DATE: January 7, 2014

APPLICANT & PROPERTY OWNER: Anthony and Anne DePalma

REQUEST: Variance from the side setback requirements

LOCATION: 6860 Athena Way

COMPREHENSIVE PLAN: Low Density Residential

ZONING: E-1, Estate Residential

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The applicant is requesting a side yard setback variance to allow the construction of a 1,200 square foot accessory building to be located 15 feet from the side property line whereas 50 feet is the required setback for accessory buildings larger than 1,000 square feet. If the new structure was a home or an accessory building less than 1,000 square feet in size the side yard setback would be 10 feet.

The proposed structure would not be pole construction and it would be in compliance with all other setback, size, and impervious surface requirements. The property is a wooded lot with topographical challenges and a limited buildable area.

SURROUNDING USES

The subject site is surrounded by the following uses:

- North - Residential; zoned R-1C, Single Family; guided LDR, Low Density Residential
- East - Residential; zoned R-1A, Single Family; guided LDR, Low Density Residential
- West - Residential; zoned E-1, Estate Residential; guided LDR, Low Density Residential
- South - Residential; zoned E-1, Estate Residential; guided LDR, Low Density Residential

EVALUATION OF REQUEST

VARIANCE CRITERIA

City Code Title 11, Chapter 3. **Variances**, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code

identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The regulations on accessory structures have changed over the years to allow for larger buildings in the larger lot areas of the City. When the code was last changed to allow for larger buildings, it was recognized that larger buildings should have greater setbacks. The proposed building is 1,200 square feet; any accessory structure larger than 1,000 square feet requires a setback of at least 50 feet. Less than 1,000 square feet follows standard accessory structure setbacks; in this case, a setback of 10 would be required.

The request is in harmony with the intent of the comprehensive plan as the lot is being utilized as residential which would contain improvements such as accessory structures.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The 1,200 square foot accessory building is not out of character for this area. Based on the zoning of the property and the size of the lot (2.68 acres), one accessory building up to 1,600 gross square feet in size would be allowed on the property. The proposed structure would allow the owner to use the property in a reasonable manner. In respect to the land use, impervious surface, other setbacks and code requirements the request is in harmony with the provisions in the zoning ordinance.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The lot contains a wide range of topographic relief. The topo grades drop on the west side of the driveway. Based on the topography, location of the house, well, and driveway there is no viable place east of the driveway that can meet the 50 foot setback requirement. The lot may be 2.68 acres in size but the topography of the property does severely limit the location of any structure.

4. *The variance will not alter the essential character of the locality.*

One of the functions of setback requirements is to maintain consistency of structure placement and aesthetic qualities from view. Allowing a reduced side yard setback may not have a direct impact on this neighborhood. The lot is wooded and screened from the neighboring properties. The proposed structure would be setback over 200 feet from the road and the closest residential structure to the proposed building would be to the south located about 240 feet away.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

The Planning Commission has the following alternatives available for the requested action:

A. **Approval** If the Planning Commission finds the request to be acceptable, the Commission should recommend approval of the request with at least the following conditions:

- Approval of a **Variance** to allow a 1,200 square foot accessory structure 15 feet from the side lot line subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Division.
 2. The accessory structure shall not be used for commercial uses, storage related to a commercial use, or home occupations.
 3. A grading/erosion control plan shall be required at the time of the building permit application and approved by the City Engineer.

B. **Denial** If the Planning Commission does not favor the proposed variance, the above request should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

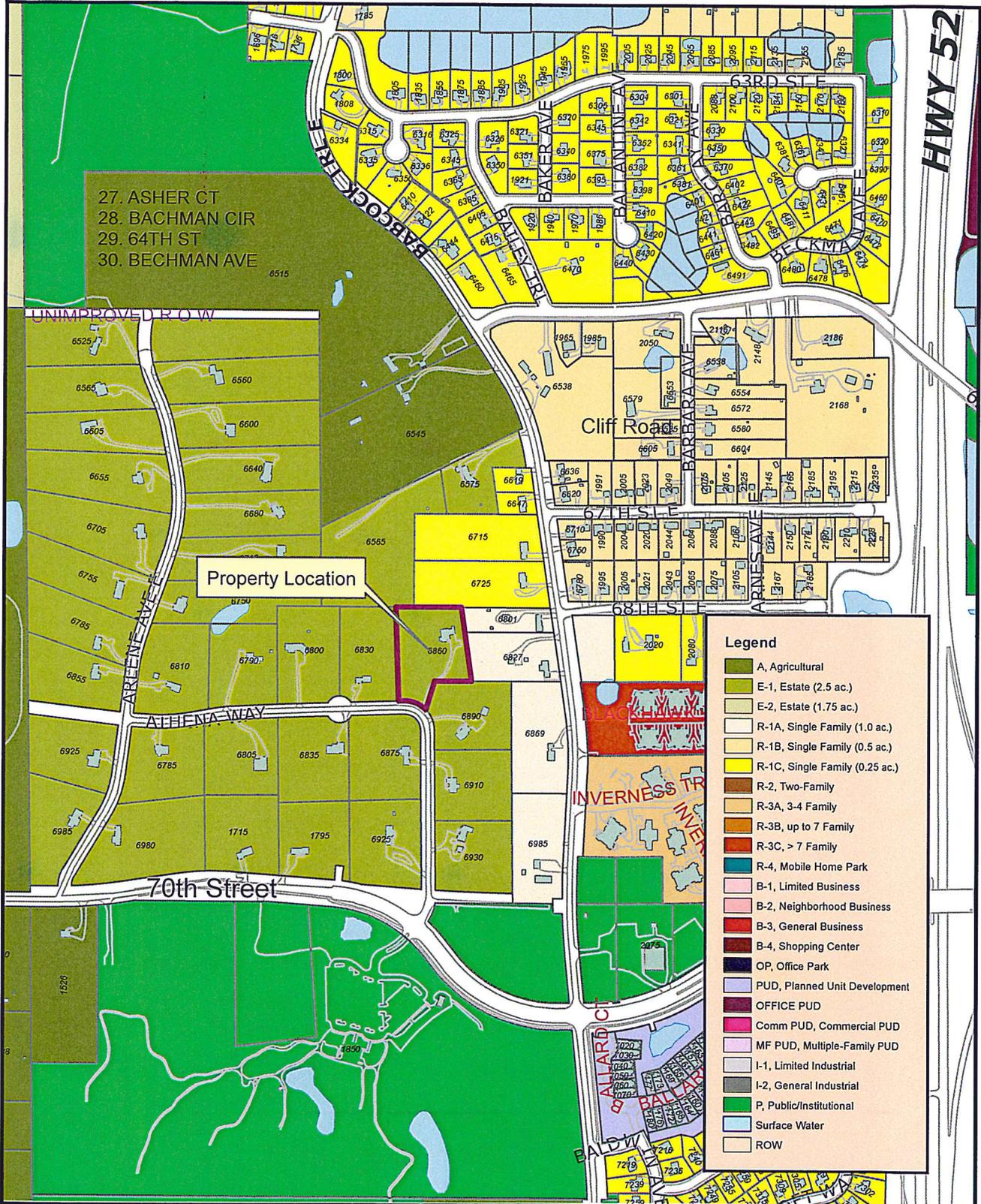
The request is not out of character for the neighborhood and is consistent with the comprehensive plan. The accessory structure is a typical improvement for a residential property and the 15 foot setback does not appear to have any adverse impacts on the neighboring properties. Staff believes a practical difficulty can be found for the 15 foot side yard setback due to the topography of the lot limiting the buildable area for the proposed structure.

Based on the information in the preceding report and the conditions listed in Alternative A, staff is recommending approval of the setback variance.

Attachments: Exhibit A - Location/Zoning Map
Exhibit B - Applicant Narrative
Exhibit C - Site Plan with topography
Exhibit D - Comments from neighbors



6860 Athena Way Case # 13-55V



N
Map not to scale

Exhibit A
Zoning and Location Map

Anthony & Anne DePalma
6860 Athena Way
Inver Grove Heights, MN 55077

November 18, 2013

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

To Whom It May Concern,

We are requesting a variance to building code 10-8A-2B to enable construction of a 30' x 40' detached garage on our property, within the required 50' setback area. Our property is zoned E-1 which allows for a 1600 square foot structure per 10-15-18C. However, our property does not have a flat area that would allow the required 50' setback on the east side. Setbacks would be met on the other 3 sides of the property.

As you can see from the topographical map, our property is significantly sloped (ravine). The previous owners placed the house near the northeast corner. The existing house has a 2 car garage. We are proposing this detached garage be built near the existing driveway, along the east side of the property to provide ease of access to the building. The east side of our property is the rear property line of the neighbors to the east. Due to distance and tree cover, this building will not likely be visible from the street. It will have no impact on light or air supply to adjacent properties.

Neighbors whose property is adjacent to our east property line are:

Adolph and Eleanor Kostrezewski
6801 Babcock Trail

James and Rhonda Greshowak
6827 Babcock Trail

Neighbors whose property is adjacent to our south property line are:

Greg and Karen Stephan
6890 Athena Way

Neighbors across the street are:

Dennis and Pat Crist
6875 Athena Way

Neighbors adjacent to the other, unaffected property lines are:

Michael Plimi and Kristine Olson
6830 Athena Way

Joseph and Jane Costa
6725 Babcock Trail

Jeffrey Kemp
6565 Babcock Trail

Please review this request and let us know of any additional information needed. Thank you in advance for your cooperation.

Sincerely,

Anthony DePalma

Anne DePalma

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**City of
Inver Grove Heights
Property Map**

0 30 60 90 120 Feet

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937

936

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6830

6860

48'

x Well

934

933

932

931

6827

911

614

912

15'

930

30'

40'

Proposed Garage

928

55'

621

927

920

616

925

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ATHENA WAY

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Heather Botten

From: tuzee@comcast.net
Sent: Thursday, January 02, 2014 1:01 PM
To: Heather Botten
Subject: Variance case 13-55V

From:

Gregory and Karen Stephan,

6890 Athena Way

Heather,

this is in response to upcoming Planning and Council meetings considering Depalma's request for variance at 6860 Athena Way. We are an abutting property owner of the Depalma's.

This note is to affirm that we have no objection to this variance.

Please respond to indicate you have received this note, that this note is adequate to represent our position, and that this note will be appropriately included in review of Depalma's request to the Planning Commission and to the Council.

Thank you,

Signed:

Gregory Stephan
Karen Stephan

Heather Botten

From: DENNIS W CRIST [dennycrist@msn.com]
Sent: Wednesday, January 01, 2014 9:52 AM
To: Heather Botten
Subject: 6860 Athena Way Case #13-55V

Hi Ms. Botten,

Thank you for taking the time to read this letter.

These lots are 2 1/2 acre minimum and it seems to me that the party should be able to locate a garage within the required setbacks.

The development covenants and restrictions do not allow pole barn type buildings. Any auxiliary/garage type buildings need to be finished to like materials of the main residence structure.

8. No building, fence, wall or other structure shall be erected, placed or altered upon any lot until the plans and specifications showing the nature, kind, shape, height, materials, and location of same shall have been submitted to and approved as to the quality of workmanship and materials, harmony of design with existing structures to the Architectural Control Committee.

Denny Crist
6875 Athena Way,
Inver Grove Heights, Mn. 55077
651-455-6793

Heather Botten

From: K O [k6830@hotmail.com]
Sent: Wednesday, January 01, 2014 2:27 PM
To: Heather Botten
Subject: variance for 6860 Athena Way

City of Inver Grove Heights

Planning Commission:

Please do not grant the variance requested for the property at 6860 Athena Way.

These are large lots and no building of any size should need to encroach on the property lines.

The privacy and spaciousness of these lots should be retained to maintain the value of these properties .

Thank you

K. Olson
6830 Athena Way

- A copy of this letter was also sent by US mail -

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

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
*KENNETH J. ROHLF
◊STEPHEN H. FOCHLER
◊JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
ANN C. O'REILLY
◻*DONALD L. HOEFT
DARCY M. ERICKSON
DAVID S. KENDALL
BRIDGET McCAULEY NASON
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

TO: Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: January 9, 2014
**RE: Discuss Changes to City Ordinance Related to Alcoholic Beverages –
January 13, 2014 Council Meeting**

Section 1. Background. At the December 9, 2013 Council meeting, I brought to your attention that the revised alcoholic beverage ordinance did not include two authorizations under state law. It is not required that these authorizations be in the ordinance. The decision to include them in an ordinance is optional and rests with each city. The two provisions are as follows. Minn. Stat. § 340A.404, subd. 4 states:

Subd. 4. Special provisions; sports, conventions, or cultural facilities; community festivals.

(a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy-making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises, and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.

(b) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the

municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event.

Section 2. Discussion. The Park and Recreation Facilities staff has recommended that the two provisions not be incorporated into the revised ordinance. The Park and Recreation Advisory Committee concurs with the staff recommendation. Eric Carlson has provided a separate memo to the Council concerning the recommendations.

In focusing on the National Guard Armory, the current ordinance permits alcohol to be sold or dispensed by a licensed caterer pursuant to a state issued caterer's license. This provision remains in the revised ordinance.

The current ordinance also states that a licensed retail on-sale provider may dispense alcohol (without sale) at the National Guard Armory. Due to a state law change, this particular provision has been eliminated from the revised ordinance. I understand that the staff is comfortable with the fact that this provision has been eliminated in as much as there has been little demand for dispensing alcohol without sale and without providing food pursuant to a caterer's license.

The result is that at the National Guard Armory the only way that alcohol will be provided is pursuant to a caterer's license.

Section 3. Council Action. The revised ordinance is on the January 13, 2014 Council agenda for second reading. No changes have been made from the first reading.

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE REPEALING INVER GROVE HEIGHTS CITY CODE,
TITLE 4, CHAPTER 1, ARTICLES A, B, C, AND D
RELATED TO ALCOHOLIC BEVERAGES AND ENACTING INVER GROVE
HEIGHTS CITY CODE TITLE 4, CHAPTER 1 RELATED TO ALCOHOLIC
BEVERAGES**

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

Section One. Repeal and Replacement. Title 4, Chapter 1, Article A, of the Inver Grove Heights City Code is hereby repealed in its entirety and replaced as follows and the following is hereby ordained and adopted:

4-1-1: STATE LAW ADOPTED:

The provisions of Minnesota statutes chapter 340A, commonly known as the Liquor Act, with reference to the definition of terms, application for license, granting of license, conditions of license, restrictions on consumption, provisions on sales, conditions of bonds of licensees, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of alcoholic beverages are hereby adopted and made a part of this chapter as if fully set forth herein, except as modified herein. Whenever there is an inconsistency between the provisions of Minnesota statutes chapter 340A and the provisions of this chapter, the more restrictive shall control. (Ord. 1078, 2-9-2004)

4-1-2: DEFINITIONS:

In addition to the definitions set forth in Minnesota statutes chapter 340A, the following words are defined for the purpose of this chapter as follows:

A. "Restaurant" means an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly served at tables to the general public and which also meets the following requirements:

1. Seating capacity for at least fifty (50) guests;
2. At least seven hundred fifty (750) square feet of seating area for guests;
3. Has a printed menu for each guest at the table;

4. Prepares and serves hot meals on the site of the establishment;
 5. Has nonplastic eating utensils for guests;
 6. Has on the site a conventional stove, oven or grill for preparation of hot meals and not just a microwave oven; and
 7. Has a valid health department restaurant license. (Ord. 1078, 2-9-2004)
- B. "Alcoholic beverage" means any beverage containing more than one-half of one percent alcohol by volume.
- C. "Liquor," when used without modification by the words "intoxicating" or "3.2 percent malt liquor," includes all forms of alcoholic beverages.

4-1-3: LICENSE REQUIRED:

No person, except a wholesaler or manufacturer to the extent authorized under state law, shall directly or indirectly, on any pretense or by any device, deal in, sell, barter, keep for sale, charge for possession, or otherwise dispose of or deliver any alcoholic beverage as part of a commercial transaction without first having received a license or permit to do so as provided in this chapter and State law. (Ord. 1078, 2-9-2004)

4-1-4: TYPES OF LICENSES:

A. There shall be the following types of liquor licenses:

On-sale intoxicating liquor license

Off-sale intoxicating liquor license

On-sale wine license

Temporary off-sale wine license

Club intoxicating liquor license

Sunday on-sale intoxicating liquor license

Temporary on-sale intoxicating liquor license

Consumption and display permit

One day consumption and display permit

On-sale 3.2 percent malt liquor license

Off-sale 3.2 percent malt liquor license

Temporary on-sale 3.2 percent malt liquor license

Culinary class limited on-sale license

On-sale brewer taproom license.

Off-sale small brewer license.

B. Liquor licenses may be issued as follows:

1. **On-Sale Intoxicating Liquor License:** On-sale intoxicating liquor licenses may be issued to hotels that have an on-site restaurant as defined in this chapter, clubs or congressionally chartered veterans organizations with the approval of the Commissioner of Public Safety, theaters, restaurants and exclusive liquor stores and shall permit the on-sale of alcoholic beverages.
2. **Off-Sale Intoxicating Liquor License:** Off-sale intoxicating liquor licenses may be issued to exclusive liquor stores whose fixtures and structures, exclusive of land, have a fair market value of at least fifty thousand dollars (\$50,000.00) and shall permit off-sales of alcoholic beverages.
3. **On-Sale Wine License:** On-sale wine licenses may be issued to theaters and restaurants and shall permit only the sale of wine not exceeding fourteen percent (14%) alcohol by volume, for consumption on the licensed premises only, in conjunction with the sale of food. The holder of an on-sale wine license who is also licensed to sell 3.2 percent malt liquor on-sale pursuant to Minnesota statutes section 340A.411 and this chapter, has seating capacity for at least twenty-five (25) people at one time and whose gross receipts are at least sixty percent (60%) attributable to the sale of food may also sell intoxicating malt liquor on-sale without an additional license.
4. **Temporary Off-Sale Wine License:** Temporary off-sale wine licenses may be issued for the off-sale of wine at an auction with the approval of the Commissioner of Public Safety. A temporary off-sale wine license authorizes the sale of only vintage bottle wine that is at least five years old and is of a brand and vintage that is not commonly being offered for sale by any wholesaler in Minnesota. The license may authorize the off-sale of wine for not more than three consecutive days provided not more than six hundred cases of wine are sold at any auction. The licenses are subject to the terms, including license fee, imposed by the issuing city or county. Licenses issued under this subdivision are subject to all laws and ordinances governing the sale of intoxicating liquor except section 340A.409 and those laws and ordinances which by their nature are not applicable.
5. **Club Intoxicating Liquor License:** A club intoxicating liquor license may be issued to a club or congressionally chartered veterans' organization which has been in existence for at least three (3) years. Said club license shall permit the sale of alcoholic beverages to members and bona

fide guests only, except that a club may permit the general public to participate in a wine tasting conducted at the club under Minnesota statutes section 340A.419.

6. **Sunday On-Sale Intoxicating Liquor License:** A Sunday on-sale intoxicating liquor license may be issued only to hotels, clubs, and restaurants that hold an on-sale intoxicating liquor license and meet all state statutory requirements for issuance of a Sunday on-sale license. A Sunday on-sale intoxicating liquor license shall permit the sale of intoxicating liquor for consumption on the premises between the hours of ten a.m. (10:00 a.m.) on Sunday and two a.m. (2:00 a.m.) on Monday in conjunction with the sale of food.
7. **Consumption and Display Permit:** A consumption and display permit may be issued to an organization that complies with the requirements of Minnesota statutes section 340A 414 and that has obtained a permit from the Commissioner of Public Safety.
8. **Temporary On-Sale Intoxicating Liquor License:** Temporary on-sale intoxicating liquor licenses may be issued to a club, charitable, religious, or other nonprofit organizations in existence for at least three years, a political committee registered under Minnesota statutes section 10A.14, or a state university in connection with a social event within the city sponsored by the licensee. No license shall be for longer than four consecutive days, and the city shall issue no more than twelve (12) days' worth of temporary licenses to any one organization in one calendar year.
9. **One Day Consumption and Display Permit:** One day consumption and display permits may be issued to nonprofit organizations in conjunction with a social activity in the city sponsored by the organization. (Ord. 1242, 10-10-2011)
10. **On-Sale Brewer Taproom License:** On-sale brewer taproom licenses may be issued to the holder of a brewer's license under Minnesota statutes section 340A.301, subdivision 6, clauses (c), (i), or (j) and shall permit the sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to a brewery location owned by the brewer.
11. **Off-Sale Small Brewer License:** Off-sale small brewer licenses may be issued to a brewer licensed under Minnesota statutes section 340A.310, subdivision 6, clause (c), (i), or (j) and shall permit the off-sale of malt liquor at the brewer's license premises.
12. **On-Sale 3.2 Percent Malt Liquor License:** On-sale 3.2 percent malt liquor licenses may be issued only to golf courses, bona fide clubs, restaurants and hotels where food is prepared and served for consumption on the premises and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks. On-sale 3.2 percent malt liquor licenses shall permit the sale of 3.2 percent malt liquor for consumption on the premises only.
13. **Off-Sale 3.2 Percent Malt Liquor License:** Off-sale 3.2 percent malt liquor licenses may be granted to general food stores and to gasoline service stations where nonalcoholic beverages are also sold. Off-sale 3.2 percent malt liquor licenses shall permit the sale of 3.2 percent malt liquor at retail in the original package for consumption off the premises only.

- 14. Temporary On-Sale 3.2 Percent Malt Liquor License: Temporary on-sale 3.2 percent malt liquor licenses may be issued to clubs, charitable, religious, and nonprofit organizations.
- 15. Culinary Class Limited On-Sale License: A limited on-sale intoxicating liquor license may be issued to a business establishment: (1) not otherwise eligible for an on-sale intoxicating liquor license; and (2) that, as part of its business, conducts culinary or cooking classes for which payment is made by each participant or advance reservation required. The license authorizes the licensee to furnish to each participant in each class, at no additional cost to the participant, up to a maximum of six ounces of wine or twelve ounces of intoxicating malt liquor, during and as part of the class, for consumption on the licensed premises only.

4-1-5: NUMBER OF LICENSES:

The following number of licenses and permits may be issued or approved by the city, although there is no obligation for the city to issue or approve any prescribed minimum number:

Type	Number
On-sale intoxicating liquor license for hotels	No maximum limit
On-sale intoxicating liquor license for theaters	No maximum limit
On-sale intoxicating liquor license for restaurants	No maximum limit
On-sale intoxicating liquor license for exclusive liquor stores	18
On-sale intoxicating liquor license for clubs/congressionally chartered veterans organizations	No maximum limit
On-sale wine license	No maximum limit
Sunday on-sale intoxicating liquor license	No maximum limit
Off-sale intoxicating liquor license	No maximum limit
Temporary on-sale intoxicating liquor license	No maximum limit
One day consumption and display permit	10 per year
On-sale brewer taproom license	No maximum limit
Off-sale small brewer license	No maximum limit
On-sale 3.2 percent malt liquor license	No maximum limit
Off-sale 3.2 percent malt liquor license	No maximum limit

Temporary on-sale 3.2 percent malt liquor license	No maximum limit
Culinary class limited on-sale license	No maximum limit
Consumption and display permit	No maximum limit

(Ord. 1242, 10-10-2011)

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

- A. No license or permit shall be granted to any person, place, or business made ineligible for such license or permit by federal or state law or the provisions of the city code.
- B. No license shall be granted to a person who is under twenty-one years of age or who is not of good moral character and repute, nor to any person who, within five (5) years prior to the application of such license, has been convicted of a felony or of any willful violation of the laws of the United States, of the state of Minnesota or of any local ordinance with regard to the manufacture, sale, distribution, or possession for sale or distribution of liquor, nor to any person whose license under the Liquor Act has been revoked for any willful violation of any such laws or ordinances.
- C. No license shall be issued to any person in connection with the premises of another to whom no license could be issued under the provisions of the Liquor Act; provided that this subsection shall not prevent the granting of a license to a proper lessee by reason of the fact that he/she has leased the premises of a minor or a person who has been convicted of a crime other than a violation of the Liquor Act.
- D. No more than one license shall be issued to any person in the city except as otherwise specifically provided for in the Liquor Act.
- E. No license shall be granted for any premises which has a common entrance or exit between any two (2) establishments, except that a public concourse or public lobby shall not be construed as a common entrance or exit.
- F. No license shall be granted to a corporation which has a manager who would be ineligible to receive a license as an individual pursuant to the provisions of this chapter or under state law.
- G. No license shall be granted to an individual who, in the judgment of the council, is not the real party in interest or beneficial owner of the business operated or to be operated under the license.
- H. No applicant for a license or licensee shall apply for or possess a federal wholesale liquor dealer's special tax stamp or a federal gambling stamp. (Ord. 1078, 2-9-2004)

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

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

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

1. Licenses that existed on October 1, 1995, for locations that do not meet the requirements of this subsection may nonetheless be renewed or transferred for such locations.
2. If a school or church in the future expands or is built within five hundred feet (500') of a licensed location that did meet the requirements of this subsection, the license may nonetheless be renewed or transferred for such location.
3. If a government entity acquires a licensed location that was within five hundred feet (500') of a school parcel or church parcel, then the license may be transferred to another location within five hundred feet (500') of the same school parcel or the same church parcel as long as the relocation occurs within forty two (42) months after the acquisition by the government entity.
4. If a government entity acquires a licensed location that was within five hundred feet (500') of a school parcel or church parcel, then the license may be temporarily transferred to another location for a period up to thirty (30) months within five hundred feet (500') of any school parcel or any church parcel as long as the relocation occurs within six (6) months after the acquisition by the government entity; in such instance, the authorization for the temporary relocated site expires after thirty (30) months from the time that the city issued the license for the relocated site; after the thirty (30) month period, the relocated site is no longer eligible for an off-sale intoxicating liquor license. (Ord. 1233, 3-28-2011)

J. No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city or any other government unit or agency are delinquent and unpaid.

4-1-7: APPLICATION FOR INITIAL LICENSE:

A. Verification: Every application for a liquor license shall be made on the form required by the city and shall be verified and filed with the clerk. No person shall make a false statement in any application.

B. Required Information for All Licenses Other than Temporary Licenses:

1. All Applicants:

- a. In addition to any information required by the Minnesota Department of Public Safety, an initial application for a liquor license shall also contain the information required herein, as well as any other information that the council may require.
 - b. Whether the applicant is a natural person, corporation, partnership or other form of organization.
 - c. The type of license the applicant seeks.
 - d. The exact legal description of the premises to be licensed, together with a drawing of the area showing dimensions, location of buildings, street access, parking facilities and the locations of and distances of any nearby church building and school grounds.
 - e. The street number and address of the premises where the sale of liquor is to be conducted and the rooms where liquor is to be sold or consumed. An applicant for an on-sale license shall submit a floor plan of the dining room or dining rooms which shall be open to the public, shall show dimensions and shall indicate the number of persons intended to be served in each of the rooms.
 - f. If a permit from the federal or state government is required, whether or not such permit has been issued, and if so required, in what name issued and the nature of the permit.
 - g. The names and addresses of all persons, other than the applicant, who have any financial interest in the business, buildings, premises, fixtures, furniture, and stock in trade; the nature of such interest, amount thereof, and terms for payment or other reimbursement. This shall include, but not be limited to, any lessees, lessors, mortgagees, mortgagors, lenders, lien holders, trustees, trustors and persons who have cosigned notes or otherwise loaned, pledged or extended security for any indebtedness of the applicant.
 - h. The value of the fixtures and structures, exclusive of land, on the premises proposed to be licensed.
2. Natural Persons: If the applicant is a natural person, the following information shall be required:
- a. True name, place and date of birth, and street residence address of applicant.
 - b. Whether applicant has ever used or been known by a name other than his/her true name, and if so, such name or names along with information concerning dates and places where used.
 - c. The name of the business if it is to be conducted under a designation, name or style other than the full individual name of the applicant. In such case, a copy of the certification, as required by Minnesota statutes chapter 333, certified by the clerk of the district court, shall be attached to the application.

- d. Whether applicant is married or single. If married, true name, place and date of birth and street residence address of applicant's present spouse.
 - e. Street addresses at which applicant has lived during the preceding five (5) years.
 - f. Kind, name and location of every business or occupation applicant has been engaged in during the preceding five (5) years.
 - g. Names and addresses of applicant's employers and partners, if any, for the preceding five (5) years.
 - h. Whether the applicant has ever been convicted of any felony, crime, or violation of any ordinance, other than traffic tickets. If so, the applicant shall furnish information as to the time, place and offense for which convictions were had.
 - i. Whether applicant has ever been engaged as an employee or in operating a hotel, restaurant, cafe, tavern or other business holding a liquor license. If so, applicant shall furnish information as to the time, place and length of time of such employment or operation.
3. Partnerships: If the applicant is a partnership, the names and addresses of all partners, and all information concerning each partner as is required of a single applicant in subsection B2 of this section shall be provided. A managing partner or partners shall be designated. The interest of each partner in the business shall be disclosed. If the partnership is required to file a certificate as to a trade name under the provisions of Minnesota statutes chapter 333, a true copy of such certificate, certified by the clerk of the district court, shall be attached to the application.
 4. Corporations, Limited Liability Companies, and Other Entities: If the applicant is a corporation, limited liability company, or other entity, the following shall be required:
 - a. Name, and if incorporated, the state of incorporation.
 - b. A true copy of the certificate of incorporation, articles of incorporation, articles of organization, or association agreement and bylaws and, if a foreign corporation, a certificate of authority, as described in Minnesota statutes chapter 303.
 - c. The name of the manager or proprietor or other agent in charge of the premises to be licensed, giving all the information about said person as is required of a single applicant in subsection B2 of this section.
 - d. A list of all persons who, alone or together with their spouse, or a parent, brother, sister or child of either of them, own or control an interest in said corporation, limited liability company, or entity or who are officers or directors of said corporation, limited liability company, or entity, together with their addresses and all information as is required of a single applicant in subsection B2 of this section.

5. Clubs: If an application is submitted by a club, whether for an on-sale or club license, the following information shall be submitted in addition to that required by Minnesota Department of Public Safety and by the previous provisions of this section:
 - a. The purpose for which the club was originally organized and for which it is now exists.
 - b. Date that club was first organized and place of such organization.
 - c. The number of members.
 - d. The name of the manager, proprietor or other person who shall be in charge of the licensed premises. (Ord. 1078, 2-9-2004).
 - e. A sworn statement by a responsible individual having personal knowledge of the facts or other documentation satisfactory to the city clerk shall be submitted with the application verifying that the club meets all the requirements of Minnesota statutes section 340A.101, subdivision 7. (Ord. 1078, 2-9-2004; amd. 2008 Code)
- C. Plans Required For On-Sale Applications: Whenever the application for an on-sale license, or for a transfer thereof, is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.
- D. Execution Of Application: If the application is by a natural person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by a partnership, by all partners; if by an unincorporated association, by the manager or managing officer thereof. If the applicant is a partnership, the application, license and bond (or insurance policy) shall be made and issued in the name of all partners. (Ord. 1078, 2-9-2004)
- E. License Transfer Applications: Whenever a licensee's ownership changes and council approval of the licensee transfer is required, an application for a new liquor license must be completed and submitted to the city council for review and approval in the same manner as an application for a new license.

4-1-8: RENEWAL APPLICATIONS:

- A. Time For Renewal: Applications for the renewal of an existing license shall be made at least sixty (60) days prior to the date of the expiration of the license. If, in the judgment of the council, good and sufficient cause is shown by any applicant for his/her failure to file a renewal application within the time prescribed herein, the council may nevertheless receive such application.
- B. Forms; Information Required: The renewal application shall be made on such forms as may be required by the city, the Minnesota Department of Public Safety and the Minnesota Bureau of Criminal Apprehension. In addition, the applicant shall provide the information required by

the city council on such abbreviated forms A foreign corporation shall also provide a current certificate of authority.

- C. Statement Of Gross Sales; On-Sale Intoxicating Liquor Licenses: At the earliest practicable time after application is made for renewal of an on-sale intoxicating liquor license, and in any event prior to the time that the application is approved by the council, the applicant shall file with the city clerk a statement made by a certified public accountant that shows the gross liquor sales and the total food sales of the restaurant for the preceding twelve (12) month period beginning September 1 and ending on August 31. (Ord. 1078, 2-9-2004).

4-1-9: INVESTIGATION OF APPLICATIONS:

- A. Initial Application: All initial applications for a license shall be referred to the city's police department for verification and investigation of the facts set forth in the application. The police department shall cause to be made such investigation of the information requested in section 4-1-7 of this chapter as shall be necessary and shall make a written recommendation to the city council including relevant information obtained as a result of the investigation. Upon an initial application or application for a transfer of an existing license, the police department shall also conduct a preliminary background and financial investigation of the applicant.
- B. Renewal Application: All renewal applications shall be referred to the city police department for verification and investigation of the matters set forth in the abbreviated renewal application form. The police department shall make a written recommendation to the city council including relevant information obtained as a result of the investigation. If the city council deems it in the public interest to do so, the council may order that a renewal application be subjected to the same types of investigation as required for an initial application.
- C. Results Of Investigations: Without limiting the discretion of the council to deny a license application for other reasons, no license shall be issued, transferred or renewed if the results of the investigation show, in the opinion of the city council, that issuance, transfer or renewal would not be in the public interest.
- D. Investigation Fees:
1. Payment of Investigation Fee: Applicants shall pay the background investigation fee established by resolution of the city council.
 2. Additional Fees: At any time that an additional investigation is required because of a change in the ownership or control of a corporation, a partnership or an association, or because there is a change in the officers, charter, articles or bylaws of a corporation, or because there is a change in the partnership or association agreement, or because of an enlargement, alteration or extension of premises previously licensed, the licensee shall pay an additional background investigation fee in the amount established by resolution of the city council. (Ord. 1078, 2-9-2004)

4-1-10: LICENSE FEES:

- A. Amounts Established: The annual fees for the different types of licenses granted under this chapter are established by resolution of the city council. Computation of fees for on-sale intoxicating liquor licenses shall be based upon the amount of liquor sales on which a licensee is required to pay liquor tax as shown on the licensee's Minnesota sales and use tax returns for the most recent twelve (12) months beginning September 1 and ending August 31. Copies of the returns shall be verified by a certified public accountant and shall be filed along with the renewal application. Until a liquor sales base is established, the fee for a new license shall assume the gross annual liquor sales do not exceed two hundred and fifty thousand dollars (\$250,000.00).
- B. Payment: Payment of all license fees other than an on-sale intoxicating liquor license fee shall be due at the time of application. One-half of the annual license fee for a new on-sale intoxicating liquor license shall be paid before the application for the license is accepted with the remaining half of the license fee due six months later or thirty (30) days prior to the expiration of the license, whichever is sooner. The annual license fee for the renewal of an existing on-sale intoxicating license shall be paid one-half ($\frac{1}{2}$) thereof at least thirty (30) days prior to the expiration of the existing license and the other one-half ($\frac{1}{2}$) thereof on or before June 1 of the year for which the license is issued. All fees shall be paid into the general fund of the city.
- C. Refunds:
1. Upon rejection of any application for a license or upon withdrawal of an application before approval of the issuance of a license by the council, the license fee shall be refunded to the applicant except where rejection is for a willful misstatement in the license application.
 2. No part of the fee paid for any license shall be refunded except as authorized under Minnesota statutes section 340A.408, subdivision 5.
- D. Proration Of Fee:
1. The fee for a license other than a temporary license granted after the commencement of the license year shall be prorated on a quarterly basis.
 2. When the license is for a premises where the building is not ready for occupancy, the time fixed for computation of the license fee for the initial license period shall be the date the building is ready for occupancy or the date specified by the council at the time the license is granted, whichever is sooner.
- E. Exception: Where a new application is filed as a result of incorporation by an existing licensee and the ownership control and interest in the license are unchanged, no additional license fee will be required. (Ord. 1078, 2-9-2004)

F. Fee Reduction, Off Sale intoxicating liquor licenses: Off-sale intoxicating liquor licensees may request a reduction in their annual license fee by the amount specified in Minnesota statutes section 340A.408 if the licensee provides proof of compliance with the requirements of Minnesota statutes section 340A.408 at the time of an initial or renewal application.

4-1-11: FINANCIAL RESPONSIBILITY REQUIREMENTS:

A. Proof Of Financial Responsibility; Amounts: An applicant for a license to sell alcoholic beverages at retail shall demonstrate at the time of filing a license application proof of financial responsibility with regard to liability imposed by Minnesota statutes section 340A.409. Proof of financial responsibility may be shown by filing: (Ord. 1078, 2-9-2004; amd. 2008 Code)

1. A certificate that there is in effect for the period covered by the license an insurance policy or pool providing the following minimum coverages:
 - a. Fifty thousand dollars (\$50,000.00) because of bodily injury to any one person in any one occurrence, and subject to the limit for one person, in the amount of one hundred thousand dollars (\$100,000.00) because of bodily injury to two (2) or more persons in any one occurrence, and in the amount of ten thousand dollars (\$10,000.00) because of injury to or destruction of property of others in any one occurrence; and
 - b. Fifty thousand dollars (\$50,000.00) for loss of means of support of any one person in any one occurrence, and subject to the limit for one person, and one hundred thousand dollars (\$100,000.00) for loss of means of support of two (2) or more persons in any one occurrence; and
 - c. An annual aggregate policy limit for dramshop liability of not less than three hundred thousand dollars (\$300,000.00) per policy year may be included in the policy provisions; or
2. A bond of a surety company with minimum coverages as provided in subsection A1 of this section; or
3. A certificate from the commissioner of management and budget that the licensee has deposited with the commissioner of management and budget one hundred thousand dollars (\$100,000.00) cash or securities which may legally be purchased by savings banks or for trust funds having a market value of one hundred thousand dollars (\$100,000.00). (Ord. 1078, 2-9-2004).

B. Exemptions:

1. The provisions of subsection A of this section shall not apply to: on-sale 3.2 percent malt liquor licensees with sales of less than twenty five thousand dollars (\$25,000.00) of 3.2 percent malt liquor for the preceding year; off-sale 3.2 percent malt liquor licensees with sales of less than fifty thousand dollars (\$50,000.00) of 3.2 percent malt liquor for the preceding year; holders of on-sale wine licenses with sales of less than twenty five thousand dollars

(\$25,000.00) of wine for the preceding year; holders of temporary wine licenses issued under law; or wholesalers who donate wine to an organization for a wine tasting conducted under Minnesota statutes sections 340A.418 or 340A.419. (Ord. 1078, 2-9-2004; amd. 2008 Code)

2. At the time of filing an application for license, or at such subsequent time as may be required by state law, a licensee claiming an exclusion from the requirements of subsection A of this section shall file with the city clerk for transmission to the Minnesota Department of Public Safety an affidavit from the applicant and the applicant's accountant that sales of 3.2 percent malt liquor or wine in the preceding calendar year did not exceed the maximums set by this section.

C. Approval Of Bond Or Insurance: The surety bonds or insurance policies required by subsection A of this section shall be subject to the approval of the city clerk.

D. Surety Or Insurance Companies: The surety on such bond or the insurer on such liability insurance policy shall be a surety company or insurance company, as the case may be, duly licensed to do business in the state of Minnesota, and the bond and liability insurance policy shall run to the city and be approved as to form and execution by the city clerk. All surety bonds or liability insurance policies, when approved by the proper city or state officers, shall be deposited with the city clerk.

E. Terms Of Bond: All such bonds shall be conditioned as provided in the Minnesota statutes and shall be for the benefit of those persons described in the statutes.

F. Failure To Have Insurance Or Bond: Compliance with the financial responsibility requirements of state law and this section is a continuing condition of any license. Failure to have insurance coverage or a bond as required by this section shall be grounds for immediate revocation of the license. (Ord. 1078, 2-9-2004).

4-1-12: ISSUANCE OF LICENSES:

A. Hearing Requirement:

1. Initial Application: Within twenty (20) day after the receipt of a completed application for a liquor license or permit other than a temporary license or permit, all required supporting documentation and the written recommendation by the police department, the city clerk shall cause to be published in the official newspaper, ten (10) days in advance, a notice of a public hearing to be held by the council, setting forth the day, time and place when the hearing will be held, the name of the applicant, the premises where the business is to be conducted, the nature of the business and such other information as the council may direct. At the hearing, opportunity shall be given to any person to be heard for or against the granting of the license. After such investigation and hearing, the council shall grant or deny the application in its discretion. The council may impose reasonable conditions on any license issued or renewed in order to promote the public health, safety, and welfare.

2. **Renewal Application:** The council shall hold a public hearing regarding renewal applications on the fourth Monday in November. Notice of the time and place of said hearing and the fact that renewal applications will be considered shall be published in the official newspaper ten (10) days in advance of the hearing. Opportunity shall be given to any person to be heard for or against the granting of a renewal license. The council shall grant or deny the application in its discretion.
3. **Temporary License Applications and Permits:** The council shall hold a hearing regarding applications for temporary liquor licenses and permits.
- B. **Vote Required:** A four-fifths ($\frac{4}{5}$) vote shall be required for the granting of any new or renewal license or permit.
- C. **Conditions Of Issuance; Nontransferability:** Each license shall be issued to the applicant only. Each license shall be issued only for the premises described in the application. No license may be transferred to another person or to another place without the prior approval of the council and without the filing of an application for a new license. Any transfer of stock of a corporate licensee, partnership interest in a partnership, or membership interest in a limited liability company shall be deemed to be a transfer of the license, and such transfer without prior council approval is grounds for revocation of the license.
- D. **Report To State:** The clerk shall, within ten (10) days after the issuance of any license under this chapter, submit to the Minnesota Department of Public Safety the full name and address of each person granted a license, the trade name, the effective license date and the date of expiration of the license. He/she shall also submit to the Minnesota Department of Public Safety any change of address, transfer, cancellation or revocation of any license by the council during the license period.
- E. **Premises Under Construction:** If, at the time of granting the license, actual use of said license cannot be made until a future date because the subject premises are under construction, remodeling or improvement or are otherwise not ready for occupancy, then the council shall set a date by which actual use of the license must be made. If actual use is not made by the council's specified date, then said license shall be null and void. In no event shall the city clerk issue the license until notified by the building official that the building is ready for occupancy.
- F. **Approval Of Minnesota Department of Public Safety:** Licenses approved by the council shall not be effective until approved, together with the bond, by the Minnesota Department of Public Safety, if required by state statute. (Ord. 1078, 2-9-2004)

4-1-13: TERM OF LICENSE:

- A. **Term and Expiration:** All licenses except for temporary licenses issued for specific dates shall expire on December 31st of each year. Licenses shall be issued for a period of one year, except that if a portion of the year has elapsed when application for a license is made, a license may be issued for the remainder of the year for a pro rata fee. In computing such fee, any unexpired fraction of a month shall be counted as one month. Temporary licenses expire

according to their terms. Consumption and display permits issued by the Commissioner of Public Safety and the accompanying city consent to the permits shall expire on March 31st of each year.

- B. Corporate Licenses: Licenses issued to corporations, partnerships, limited liability companies, or other entities shall become invalid if there is a change in the officers, directors, governors, partners, charter, articles, bylaws, membership interests, or ownership of the entity unless said change is only a change to the titles of the officers, directors, governors, or partners without any change to the officers, directors, or partners themselves or any other change which is approved by the council, in which event, said license shall continue in force until the end of the current license year.
- C. Report Of Changes: Corporations, partnerships, limited liability companies, or other entities holding licenses under this chapter shall submit written notice to the clerk of any of the changes listed in this subsection on or before thirty (30) days prior to the effective date of any such change. The licensee shall notify the clerk when a person not listed in the application acquires an interest which, together with that of a spouse, parent, brother, sister or child, exceeds five percent (5%), and shall give all information about said person and which is required of a person pursuant to this section, except that off-sale licensees shall report any change in interest. (Ord. 1078, 2-9-2004)

4-1-14: CONDITIONS OF LICENSE:

Every license shall be granted subject to the conditions of this section and of any other applicable city ordinance or state or federal law.

- A. Posting License: Every license shall be posted in a conspicuous place in the premises for which it is issued.
- B. Premises: No license shall be effective beyond the compact and contiguous space for which the same was granted. A person must not possess open containers of alcoholic beverages or consume alcoholic beverages on the premises under the licensee's control outside of the licensed structure or in any area of the licensed premises that was not designated for those activities in the license application.
- C. Days And Hours Of Sales:
 - 1. No liquor sales shall be made during the hours or days such sales are prohibited by state law.
 - 2. The sale of intoxicating liquor shall be permitted only within the hours and only on the days fixed and allowed by Minnesota statutes. Not only must the sale of intoxicating liquor cease at the closing hour appointed each day by statute, but all persons other than employees of the licensee shall vacate the licensed premises within thirty (30) minutes of said closing hour. Notwithstanding anything contained in this subsection, a licensee may keep his/her premises open for his/her normal business purposes except the sale of liquor after the closing hour for

the sale of liquor, provided that such licensee has closed off all access to the bar in a manner approved by the council.

3. Under a Sunday on-sale license, a restaurant, club or hotel with a seating capacity for at least thirty persons which holds an on-sale intoxicating liquor license may serve intoxicating liquor between the hours of ten a.m. (10:00 a.m.) on Sunday and two a.m. (2:00 a.m.) on Monday in conjunction with the serving of food, provided the licensed establishment has a 2:00 a.m. permit issued by the Commissioner of Public Safety.

4. No holder of a 3.2 percent malt liquor license may conduct business on the premises between the hours of two (2:00) a.m. and eight (8:00) a.m. Monday through Saturday or on any Sunday between the hours of two (2:00) a.m. and ten (10:00) a.m. Notwithstanding the foregoing, a licensee may keep the licensed premises open for its normal business purposes, except for the sale of 3.2 percent malt liquor, after the closing hour for the sale of liquor, provided that such licensee has closed off all access to the 3.2 percent malt liquor in a manner approved by the city council.

5. No club shall sell alcoholic beverages to anyone other than members and bona fide guests in the company of members.

D. Sales To Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished or delivered for any purpose to any person under the age of twenty one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

E. Sales In Hotels: No sale of alcoholic beverages shall be made to or in guestrooms of hotels, unless the rules of such hotel provide for the service of meals in guestrooms, the sale of such alcoholic beverages is made in the manner on-sales are required to be made, such sale accompanies and is incident to the regular service of meals to guests therein, and the rules of such hotel and the description, location and number of such guestrooms are fully set out in the application for a license.

F. Conduct Of Business:

1. Every licensee shall be responsible for the conduct of his/her place of business and shall maintain conditions of sobriety and order therein.

2. No licensee shall keep, possess or operate, or permit the keeping, possession or operation of, on the licensed premises or in any room adjoining the licensed premises, any slot machine, dice or any gambling device or apparatus, nor permit any gambling therein, nor permit the licensed premises or any room in the same or in any adjoining building, directly or indirectly under the licensee's control, to be used for any illegal purpose. Notwithstanding the foregoing, gambling licensed and permitted by the Minnesota charitable gambling board is allowed in connection with temporary licenses and events, and sales sponsored by the Minnesota state lottery may be made at any licensed established allowed by state law.

G. Display Of Liquor In On-Sale Establishments: No on-sale liquor establishment shall display liquor to the public during hours when the sale of liquor is prohibited. No on-sale licensee shall permit any glass, bottle, or other container containing an alcoholic beverage to remain upon any table, bar, stool, or other place where customers are served within a licensed establishment more than thirty (30) minutes after the time when a sale can legally occur.

H. Receipt Required For Off-Sale Deliveries: No off-sale licensee or his/her agent or employee shall deliver any intoxicating liquor to or at any place or premises without obtaining a receipt therefor, signed by the person receiving such liquor and bearing the time, date and place of delivery. Such receipts shall be kept in the files of the licensee for a period of one year, and such files and receipts shall be kept available for inspection by the police department at all hours during which the licensed premises are open for business.

I. Ethyl Alcohol And Neutral Spirits: No licensee shall keep ethyl alcohol or neutral spirits on any licensed premises or permit their use on the premises as a beverage or mixed with a beverage. (Ord. 1078, 2-9-2004)

J. Alcohol Server Training Required.

1. For the purposes of this section, a "licensed establishment" means any premises holding any license issued by the city to sell or serve any alcoholic beverage, provided, however, that a licensed establishment shall not include any premises holding only a temporary on-sale license, one day consumption and display permit or a caterer's permit.
2. For the purposes of this section, a "liquor licensee" is the holder of any license issued by the city to sell or serve any alcoholic beverage, provided, however, that a liquor licensee shall not include the holder of only a temporary on-sale license, one day consumption and display permit or a caterer's permit.
3. Every liquor licensee shall require that anyone who serves or sells any alcoholic beverage at the licensed establishment must comply with the alcohol server training requirements of this section.
4. Anyone who serves or sells any alcoholic beverage at a licensed establishment shall complete a program of alcohol server training before they are allowed to serve or sell any alcoholic beverage.
5. No one shall serve or sell any alcoholic beverage at a licensed establishment unless that person has completed an alcohol server training program within the twenty four (24) month period prior to the date of serving or selling the alcoholic beverage.
6. The alcohol server training program must meet the standards hereafter set forth and must be provided by a business entity or association whose regular business includes providing such trainings and who is not owned by a license holder; provided, however, the training may be provided by a license holder if the training meets the standards hereafter set forth and the

training program is approved by the city's chief of police or designee. The standards for training must include the following:

- A. Information regarding the laws pertaining to the sale of alcohol;
 - B. The rules for identification checks;
 - C. Responsibilities of establishments serving or selling alcoholic beverages;
 - D. Verification of age, forms of identification, and forms of false or misleading age identification;
 - E. The effect of alcohol on humans and the physiology of alcohol intoxication;
 - F. Recognition of the signs of intoxication;
 - G. Strategies for intervention to prevent intoxicated persons from consuming further alcohol;
 - H. Liability of the person serving alcohol; and
 - I. Identifying minors.
7. Liquor licensees shall keep on file proof that all persons serving or selling alcoholic beverages at the licensed establishment have completed the alcohol server training required by this section. Such proof shall be kept for at least three (3) years. Proof of a person's completion of alcohol server training shall be presented to a police officer upon request no later than three (3) days after the request, excluding holidays and weekends. Liquor licensees shall submit the following information about all persons who currently serve or sell alcoholic beverages at the licensed establishment with their liquor license renewal application: the person's name, date of birth, date of hire, and the date the person last completed alcohol server training.
8. No liquor licensee shall allow the sale or service of any alcoholic beverage by a person who has not complied with the alcohol server training requirements of this section. Any such sale or service shall constitute a violation of the licensee's liquor license.
9. No person shall serve or sell any alcoholic beverage at a licensed establishment without first complying with the alcohol server training requirements of this section. (Ord. 1201, 11-23-2009)
10. Every licensee shall allow any peace officer, health officer, building official, city employee, or any other person designated by the council to conduct compliance checks and to otherwise enter, inspect, and search the premises of the licensee during business hours and after business hours during the time customers remain on the premises without a warrant.

11. Death of Licensee: In the event of the death of a person holding a license, the personal representative of that person is allowed to continue to operate the business within the terms of the license for a period not to exceed 90 days after the death of the licensee.
12. Change in Required Information: Each licensee has the continuing duty to promptly notify the city clerk of any change in the information or facts required to be furnished on a license application. This duty continues throughout the period of the license.

4-1-15: BUILDING AND PREMISES:

- A. Enlargement, Alteration Or Extension Of Premises: Proposed enlargement, alteration or extension of premises previously licensed shall be reported to the clerk at or before the time application is made for a building permit for any such change.
- B. Occupancy Load Limits:
 1. Intent And Purpose: In order to protect the safety of patrons, to allow safe evacuation in case of fire, and to prevent overcrowding, the Chief Building Official shall establish the maximum number of persons that may be allowed in any on-sale licensed premises, including clubs.
 2. Floor Plan: As part of the original on-sale license application, including club applications, and each renewal application, the proposed licensee shall submit to the city a floor plan of the interior of the premises which shall be drawn on a clean sheet of paper and list all interior dimensions. The plan shall show the location of permanent fixtures, the seating arrangements and seating capacity, and the location and width of exitways and aisles. If, when a renewal application is made, the premises layout has not changed from the floor plan already on file with the city, then the licensee need not submit another copy of the floor plan, but the licensee shall state on the renewal application that the floor layout has not changed.
 3. Number Of Occupants: The Chief Building Official shall determine the maximum number of occupants that can be allowed in the licensed premises. This determination shall be based on the floor plan and the building code.
 4. Prevention Of Overcrowding: No licensee or employee thereof shall permit overcrowding or admittance of any person beyond the occupancy load limit set by the Minnesota State Building Code.
 5. Posting Occupancy Load Limit: In plain sight and in prominent locations on the premises, the licensee shall post signs indicating the maximum occupancy load limit. The number and location of the signs shall be as required by the Minnesota State Building Code.
 6. Right Of Entry: The Chief Building Official shall be permitted to inspect the premises of any on-sale liquor establishment, including clubs, during normal business hours to determine the maximum occupancy limit or seating capacity of the building or review an earlier determination of that

- C. Temporary Expansion of Premises: After a hearing, the city council may approve a temporary amendment to an existing on-sale liquor license to allow the sale of alcoholic beverages in an area outside the licensed premises if the council determines in its sole discretion that the following criteria are met:
- a. the area to be used must be immediately adjacent to the licensed premises;
 - b. the area will be used in connection with a special event no longer than two days in duration;
 - c. no more than three temporary amendments per year will be allowed for a licensee at any one establishment. A special license issued to a non-profit organization which contracts with the licensee for provision of service will be counted as part of this total;
 - d. adequate measures will be taken to control access to the additional area to ensure that alcoholic beverages are not sold to minors and are not carried outside of the licensed premises and the additional area;
 - e. adequate measures will be taken to ensure that there will be no violation of the city's noise ordinance;
 - f. the use of the additional area will not decrease available parking below that required by the zoning ordinance for the licensed premises;
 - g. the use of the additional area will not unreasonably impede traffic circulation;
 - h. the licensee has obtained adequate liability insurance for the additional area; and
 - i. the issuance of the temporary amendment would not be adverse to the public health, safety and welfare.
2. To obtain a temporary amendment, the licensee must submit an application accompanied by:
- a. a diagram showing the expanded area to be used;
 - b. a detailed description of the special event for which the area will be used;
 - c. a detailed description of the security measures to be used;
 - d. evidence that the licensee has liability insurance to cover the additional area;
 - e. evidence that the licensee has the right to use the additional area; and
 - f. the fee specified in the city fee schedule.
3. The application for a temporary amendment to the liquor license shall be granted or denied by the city council in its discretion.

4-1-16: RESTRICTIONS ON SALES, PURCHASES AND CONSUMPTION:

- A. Illegal Sales: No person shall give, sell, procure or purchase alcoholic beverages to or for any person to whom the sale of intoxicating liquor is forbidden by law.

B. Places Of Consumption And Sale: No person shall mix or prepare alcoholic beverages for consumption and no person shall consume alcoholic beverages in any public place subject to the following exceptions:

1. A person may consume or mix or prepare alcoholic beverages on premises appropriately licensed in accordance with the city ordinances and laws of the state. (Ord. 1078, 2-9-2004)
2. A person may consume 3.2 percent malt liquor at Inver Wood golf course, but only if such 3.2 percent malt liquor is consumed within the areas specifically prescribed by the license. (Ord. 1078, 2-9-2004; amd. 2008 Code)
3. Consumption, sale and dispensing of intoxicating liquor may occur at the National Guard Training And Community Center (NGTCC) but only under the conditions specified in section 4-1-17.
4. Persons of lawful age may possess and consume 3.2 percent malt liquor in South Valley Park but only in or within one hundred fifty feet (150') of the group picnic shelter located in the park, and only in conjunction with an event for which the sponsor has obtained a permit from the city to use the group picnic shelter, and only if the person possessing or consuming the 3.2 percent malt liquor is an invited guest of the event sponsor. (Ord. 1078, 2-9-2004)
5. Persons of lawful age may possess and consume 3.2 percent malt liquor in Rich Valley Park subject to such rules and regulations as the city council, by resolution, may from time to time impose. (Ord. 1236, 5-23-2011)

(Ord. 1078, 2-9-2004)

C. Parking Areas:

1. Except incident to a sale made pursuant to a temporary on-sale intoxicating, temporary on-sale 3.2 percent malt liquor license issued by the city, or one-day consumption and display permit, no person shall consume alcoholic beverages while in the parking area of any school, college, park, government facility, shopping center or commercial establishment.
2. Except incident to a sale made pursuant to a temporary on-sale intoxicating, temporary on-sale 3.2 percent malt liquor license, or one-day consumption and display permit issued by the city, no person in the parking area of any school, college, park, government facility, shopping center or commercial establishment shall have in his/her possession on his/her person any bottle or receptacle containing an alcoholic beverage which has been opened or the seal broken or the contents of which have been partially removed. (Ord. 1078, 2-9-2004; amd. 2008 Code)

4-1-17: NATIONAL GUARD TRAINING AND COMMUNITY CENTER REGULATIONS:

- A. Purpose And Intent: By this section, the city seeks to control the conditions by which intoxicating liquor may be served, consumed and sold at the National Guard Training And Community Center (hereafter referred to as the NGTCC) located in the city. The city has a lease with the owner of the NGTCC, and it is expected that the city in turn will be renting the NGTCC to various individuals and organizations for meetings, social affairs, conventions, conferences, wedding and anniversary receptions and similar events.
- B. Sales and Service: Alcoholic beverages may be sold or served at the NGTCC only under the following conditions:
1. Alcoholic beverages may only be served and sold by the holder of a caterer's permit. Users and guests are prohibited from bringing in and/or serving their own alcoholic beverages.
 2. No sale or service shall occur between the hours of twelve (12:00) a.m. and eight (8:00) a.m. (Ord. 1078, 2-9-2004; amd. 2008 Code)
 3. Sales and service shall only occur in conjunction with an event for which the sponsor has a rental agreement with the city to use the NGTCC.
 4. At least two (2) weeks prior to the event, the holder of the caterer's permit shall deliver to the city a copy of the permit and certificate of insurance providing off premises liquor liability coverage in at least the amount of the statutory limits, naming the city of Inver Grove Heights as an additional insured.
 5. No sale or service of alcoholic beverages shall occur unless the sponsor of the event has made arrangements at the sponsor's expense to have one or more Inver Grove Heights Police Officers, as determined by the rental agreement between the city and the sponsor, present at all times while sales or service are occurring. No sale or service shall occur unless the required number of Police Officers are present.
 6. The event shall not be open to the public; the event shall only be open to invited guests of the event sponsor.
 7. Sales and service of alcoholic beverages shall only be made to the invited guests of the event sponsor.
 8. Sales and service of alcoholic beverages shall only be made in the areas of the NGTCC designated by the Facility Rental Coordinator. The designated areas shall be specified in the rental agreement. In no event shall sales occur in the parking lot or in the veterans memorial community center in the corridor that connects the NGTCC to the veterans memorial community center.
- C. Consumption: No consumption of alcoholic beverages shall occur at the NGTCC except under the following conditions:

1. The consumption of alcoholic beverages shall only occur if the alcoholic beverage has been lawfully sold or served at the NGTCC pursuant to subsection B of this section.
2. No consumption shall occur between the hours of twelve (12:00) a.m. and eight (8:00) a.m.
3. Consumption shall only occur in conjunction with an event for which the sponsor has a rental agreement with the city to use the NGTCC.
4. Consumption shall only occur by invited guests of the sponsor of the event.
5. Consumption shall only occur in the areas of the NGTCC that the Facility Rental Coordinator designates. The designated areas shall be specified in the rental agreement. In no event shall any consumption occur in the parking lot, the veterans memorial community center, or in the corridor that connects the NGTCC to the veterans memorial community center.
6. Consumption shall only occur in compliance with the other statutes, ordinances, rules and regulations that govern consumption of alcoholic beverages. (Ord. 1078, 2-9-2004)

4-1-18: RIGHT OF INSPECTION:

Any duly authorized law enforcement officer, health officer, fire official or building official shall be allowed to inspect the licensed premises at reasonable times and hours to ensure compliance with all provisions of this chapter. Upon demand by any police officer, any person engaged in providing services in any licensed premises shall identify themselves, giving his/her true legal name and his/her correct address. (Ord. 1078, 2-9-2004)

4-1-19: CIVIL PENALTIES AND SANCTIONS:

A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

1. Sold alcoholic beverages to another retail licensee for the purpose of resale;
2. Purchased alcoholic beverages from another retail licensee for the purpose of resale;
3. Conducted or permitted the conduct of gambling on the licensed premises in violation of the law;
4. Failed to remove or dispose of alcoholic beverages when ordered by the chief of police to do so under Minnesota statutes section 340A.508, subdivision 3;
5. Failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages;
or
6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand

dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one day license suspension.
3. Third violation within the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a three (3) day license suspension.
4. More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days or the council shall revoke the license.

C. Hearing And Notice: The licensee shall be granted a hearing upon at least ten (10) days' notice before revocation or suspension is ordered by the council. For purposes of this subsection, "notice" shall mean written notice served upon the licensee personally or by leaving the same at the licensee's usual place of abode with some person of suitable age and discretion then residing therein or by leaving the same at the licensed premises with the person in charge thereof. The notice shall state the time and place of the hearing and shall state the nature of charges against the licensee. No suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to Minnesota statutes sections 14.57 to 14.69 (the administrative procedures act). This subsection does not require the council to conduct the hearing before an employee of the office of administrative hearings. Imposition of a fine or suspension by either the council or the commissioner of public safety does not preclude the imposition of an additional fine or suspension by the other so long as the total fine or suspension does not exceed the maximum allowed by state statute. (Ord. 1161, 8-27-2007)

4-1-20: CONSUMPTION AND DISPLAY PERMIT.

A consumption and display permit may approved for an organization that complies with the requirements of Minnesota statutes section 340A.414 and that has obtained a permit from the commissioner of public safety. No business establishment or club that does not hold an on-sale intoxicating liquor license may directly or indirectly allow the consumption and display of alcoholic beverages or knowingly serve any liquid for the purpose of mixing with intoxicating liquor in the city without first obtaining a consumption and display permit. An applicant for a consumption and display permit approval shall submit an application for approval by the city to the city clerk and the City Council shall approve or deny the permit application in its discretion

after a hearing. Holders of a consumption and display permit shall comply with the financial responsibility requirements of this chapter and shall pay the fee set by the city council.

4-1-21: TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE:

- A. Intent And Purpose: It is the intent and purpose of this section to effectuate the authorization to issue temporary on-sale intoxicating liquor licenses given to municipalities by Minnesota statutes section 340A.404, subdivision 10, and to supplement, but not repeal, any part of this chapter.
- B. Authorized Licensees: Temporary on-sale intoxicating liquor licenses may only be issued to a club or charitable, religious or other nonprofit organization in existence for at least three (3) years, a political committee registered under Minnesota statutes section 10A.14, or a state university in connection with a social event within the city sponsored by the licensee.
- C. Authorized Purposes: A temporary on-sale intoxicating liquor license shall permit the licensee to sell intoxicating liquor for consumption at a specific location. A temporary on-sale intoxicating liquor license may authorize on-sales of intoxicating liquor at premises other than the premises the licensee owns or permanently occupies.. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full year on-sale intoxicating liquor license issued by any municipality.
- D. Duration Of License: The license may authorize the on-sale of intoxicating liquor for not more than four (4) consecutive days.
- E. Application And Issuance Of License: An applicant for a temporary on-sale liquor license shall submit an application for approval by the city to the city clerk and the City Council shall approve or deny the license application in its discretion after a hearing.
- F. License Fee: The fee for a temporary on-sale liquor license shall be established by resolution of the city council, and must be paid prior to issuance of such license.
- G. Presence Of Police Officer: If the temporary on-sale liquor license allows the sale of alcoholic beverages on public property, the licensee shall hire a uniformed police officer to remain on the premises during the use of the license.
- H. Approval By Commissioner Of Public Safety: A temporary on-sale liquor license issued under this section is not valid unless first approved by the commissioner of public safety.
- I. Insurance: Applicants must provide proof of the same liability insurance coverage required for any other retail liquor license. (Ord. 1242, 10-10-2011)

4-1-22: TEMPORARY ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE:

- A. Intent And Purpose: It is the intent and purpose of this section to effectuate the authorization to issue temporary 3.2 percent malt liquor licenses as established by Minnesota statutes section 340A.403 and to supplement, but not repeal, any part of this chapter.
- B. Authority Of License: A temporary on-sale 3.2 percent malt liquor license shall permit the licensee to sell 3.2 percent malt liquors for consumption at a designated location.
- C. Establishments Qualified To Receive License: Temporary on-sale licenses may be issued to a club or charitable, religious, or nonprofit organization for the sale of 3.2 percent malt liquors. (1974 Code § 1215.31; amd. 2008 Code)
- D. Application And Issuance Of License: An applicant for a temporary on-sale 3.2 percent malt liquor license shall submit an application for approval by the city to the city clerk and the City Council shall approve or deny the license application in its discretion after a hearing.
- E. License Fee: The fee for temporary on-sale licenses required by this section is established by resolution of the city council.
- F. Term Of License: The term of a temporary on-sale license shall not exceed seven (7) days, and the term thereof shall be specified in the application.
- G. Presence Of Police Officer: If the temporary license is used on public property, the licensee shall hire a uniformed police officer to remain on the premises during the use of the license. (1974 Code § 1215.31)
- H. Insurance: Applicants must provide proof of the same liability insurance coverage required for any other retail liquor license. (Ord. 1242, 10-10-2011)

4-1-23: ONE DAY CONSUMPTION AND DISPLAY PERMITS:

- A. Intent And Purpose: It is the intent and purpose of this section to effectuate the authorization to issue one day consumption and display permits given to municipalities by Minnesota statutes section 340A.414, subdivision 9, and to supplement, but not repeal, any part of this chapter.
- B. Authorized Licensees: One day consumption and display permits may only be issued to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.
- C. Application And Issuance Of License: An applicant for a one day consumption and display permit shall submit an application for approval by the city to the city clerk and the City Council shall approve or deny the license application in its discretion after a hearing
- D. License Fee: The fee for a one day consumption and display permit shall be established by resolution of the city council, and must be paid prior to issuance of such license.

- E. Presence Of Police Officer: If the one day consumption and display permit is used on public property, the licensee shall hire a uniformed police officer to remain on the premises during the use of the license.
- F. Approval By Commissioner Of Public Safety: A one day consumption and display permit issued under this section is not valid unless first approved by the commissioner of public safety.
- G. Insurance: Since the one day consumption and display permit is not a retail permit for the sale of alcoholic beverages, no proof of liability insurance will be required for issuance of the permit. (Ord. 1242, 10-10-2011)

4-1-24: TEMPORARY OFF-SALE WINE LICENSES:

- A. Intent And Purpose: It is the intent and purpose of this section to effectuate the authorization to issue temporary off-sale wine licenses given to municipalities by Minnesota statutes section 340A.405, subdivision 4, and to supplement, but not repeal, any part of this chapter.
- B. Application And Issuance Of License: An applicant for a temporary off-sale wine license shall complete the application form prescribed by the city clerk. The city council shall review the application and grant or deny the issuance of the license in its discretion. No public hearing shall be required.
- C. License Fee: The fee for a temporary off-sale wine license shall be established by resolution of the city council, and must be paid prior to issuance of such license.
- D. Approval By Commissioner Of Public Safety: A temporary off-sale wine license issued under this section is not valid unless first approved by the commissioner of public safety.
- E. Insurance: No proof of liability insurance will be required for issuance of the permit. (Ord. 1242, 10-10-2011)

Section Two. Repealed. Title 4, Chapter 1, Article B, of the Inver Grove Heights City Code is hereby repealed in its entirety.

Section Three. Repealed. Title 4, Chapter 1, Article C, of the Inver Grove Heights City Code is hereby repealed in its entirety.

Section Four. Repealed. Title 4, Chapter 1, Article D, of the Inver Grove Heights City Code is hereby repealed in its entirety.

Section Five. Effective Date. This Ordinance shall be in full force and effect beginning on _____, 2014.

Passed in regular session of the City Council on the ____ day of January, 2014.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Melissa Kennedy, Deputy City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

DESIGNATE OFFICIAL NEWSPAPER FOR 2014

Meeting Date: January 13, 2014
 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 2014.

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 2014. The submission included only prices for legal publications (not delivery areas).

For 2014 the South-West Review will charge \$7.00 per column inch for a one-time publication, and \$6.75 per column inch for each additional publication (this is a \$.45 increase for both over 2013).

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 2014.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Official Depositories for 2014

Meeting Date: January 13, 2014
Item Type: Regular
Contact: Kristi Smith 651-450-2521
Prepared by: Kristi Smith, Finance Director
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

Approve official depositories for 2014.

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 2014

Meeting Date: January 13, 2014
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 2014 or adopt a rotation of service practice.

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 2014 or designate a Councilmember to serve in that capacity for the entire year.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2014
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 current alternate is Councilmember Bartholomew.

Council should appoint a representative and an alternate to the Association of Metropolitan Municipalities for 2014.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appoint Deputy Weed Inspector for 2014

Meeting Date: January 13, 2014
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 2014

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 2013 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 2014.