

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION**  
**MONDAY, May 6, 2019 6:00 PM - 8150 BARBARA AVENUE**

**A. CALL TO ORDER:** The City Council of Inver Grove Heights met in Work Session on Monday, May 6, 2019, in the Inver Grove Heights Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present were Mayor Tourville; Council members Bartholomew, Perry, Piekarski Krech, and Dietrich. Staff: City Administrator Joe Lynch, Assistant City Attorney Bridget McCauley Nason, Interim Finance Director Shannon Battles, Interim Police Chief Sean Folmar, Patrol Sergeant Kasey Schrandt, and Parks and Recreation Director Eric Carlson.

Mayor Tourville thanked the Inver Grove Heights Police and Fire Departments, Parks and Recreation Department, South St. Paul Police, and Inver Hills Community College for the May Day 5K event. This event would not have taken place if not for all involved. He stated that the Police Officers helped with the streets and traffic control and the Fire Department and Public Works helped with set up.

**1) REVIEW DRAFT OF 2018 CAFR**

City Administrator Joe Lynch stated that Interim Finance Director Shannon Battles would be introducing the Auditor that would be going through the 2018 CAFR. The purpose and objective would be to review the results of the 2018 operations and receive comments, feedback, and any potential changes the Council would like to see made. He stated that they would like to get the information back on the City Council Agenda for approval in May.

Interim Finance Director Shannon Battles introduced Brad Falteysek from Abdo, Eick & Meyers, LLP. Mr. Falteysek, Abdo, Eick, and Meyers, thanked Interim Finance Director Battles for answering all of their questions. He commented that she did a great job in a short amount of time. He stated that he would be discussing their responsibility around the audit, general fund results, other governmental funds and proprietary funds, along with some ratios. He stated that they have collected data and did some comparisons with other Cities of similar size in comparison with Inver Grove Heights.

He began the presentation and discussed the following:

- Auditor's Opinion. To write the Auditor's Opinion they design their tests and procedures to make sure they are comfortable that everything in the financial statements is presented accurately, reflects the balances at year end, and contains activity that happened during the year. He stated that they are giving the City an unmodified or clean opinion on the financial statement. He stated that the State Auditor requires that they go through a series of checklists to ensure they are following different State Statutes that involve deposits, how cash is invested and investments, how long-term debt is issued, issuing bonds, and if the proper procedures are being followed. He stated that they did not find any instances of non-compliance in the items tested and there were no findings around the State Statute requirements.
- General Fund Balance. He stated that they have five years of activity from 2014 to 2018. The top red line is the end of year fund balance in the general fund. The fund balance at year end is compared to the following years budget. He stated that there is a policy to have a minimum of 40% in the reserves at year end. The City is maintaining above that reserve and managing the general fund appropriately according to the policies.
- General Fund Budget to Actual. A chart was displayed showing the budgeted numbers for the year compared to the actual results. He stated that revenues came in about \$700,000 over what was budgeted. This was in the business license and permits. He stated that building activity is still improving and was \$400,000 over what was budgeted. He stated that was budgeted conservatively each year, with the 2017 actual being \$150,000 more than what was received in that year. He commented that building activity is improving year to year and is still budgeted on a conservative basis year after year. He stated that all other totals came in close to budget with a \$60,000 variance in the expenditures on a \$20 million-dollar budget.

- General Fund Revenues by Type. The majority of the revenues are coming from tax levies. It is about 85% of revenues in the general fund. He stated that they are receiving local Government Aid. Taxes are the primary revenue source for the general fund. 85% is pretty common.
- General Fund Expenditures by Type. He stated that with a \$20 million-dollar budget, about half of that is being spent with Public Safety including Police and Fire activities. The remainder is general government, public works, and other. He stated that the general government has been consistent over three years, public safety is going up each year at about the same amount, and public works is trending upwards.
- Special Revenue Fund Balances. These are funds that either have a restricted or committed revenue source. These are revenues coming into these funds year after year that are being restricted by an outside party or committed by US Council through Resolution. He stated that the franchise fee is a new fund in its first year and has about one million dollars. This includes charges on gas and electric utilities which is committed to pavement management. He stated that the Community Center fund has a deficit of \$1.8 million dollars. There is about \$550,000 due from the City of Rosemount related to the ice arena project. He stated that the remainder of that balance needs to be looked at to see how to make up that deficit in the future.
- Debt Service Funds. He stated that improvement bonds with \$3.8 million dollars in cash are in those funds. There are \$332 million dollars' worth of bonds outstanding. He stated that the City is planning on levying enough to support the debt service requirements.
- Capital Projects Fund Balances. These are funds set aside for capital improvements throughout the City. He stated that over the last three years there are restricted amounts that jump from 2017 to 2018 with unspent bond proceeds that would be restricted to that project. Assigned has been steadily increasing, and unassigned has dipped slightly.
- Internal Service Funds. These are funds that are being charged to other City departments. Bringing money into these funds supports that central activity. He stated that the cash balance stayed consistent from 2017 to 2018. Those funds are operating as they should.
- Water Fund. This shows the operating cash receipts compared to operating cash disbursements plus debt service requirements. This looks to see if operating receipts are creating enough revenue to support the disbursements plus the debt service requirements. He stated that each year has been meeting the requirement. The cash balance has declined since 2015 and finished at \$7.7 million dollars at year end. He stated that the minimum balance shows what you do not want to go below.
- Sewer Fund. This shows operating receipts compared to the debt service payments and operating disbursements. He stated that 2017 and 2018 have not met that debt and operating expenditure amount. The debt service requirements have jumped up in the last two years, the operating disbursements have increased as well. He stated this would be an opportunity to take a look at those rates and see if those need to be adjusted or if this is just temporary. He stated that the cash has been declining since 2015, but is still above the minimum amount that they would not want to see it go below.
- New Golf Fund. In 2018 revenue jumped up quite a bit from the previous year. He stated that this could be due to the promotion done last year that a lot of people signed up for. There is about \$400,000 of revenue that is shown as unearned or deferred revenue at year end. Revenue will be recognized as years pass.

Councilmember Bartholomew asked about the recognized revenue. Mr. Falteysek responded that if there is a three-year plan, as the years go by it is recognized as another year of revenue. Councilmember Bartholomew asked if that was shown as unrecorded revenue on the balance sheet. Mr. Falteysek responded that it is listed as deferred revenue.

He continued with the presentation as follows:

- Cash and Investments Balances by Fund Type. This takes a look at all the cash and investments throughout the City and categorizes them by function. In total it has steadily increased over the years. In 2018 there were some bond proceeds that haven't been spent and extra money in the golf course fund that hasn't been had in the past. He stated that it has stayed pretty consistent from year to year over the last three years. He

stated that the capital funds had the biggest increase from 2017 to 2018 with \$7 million dollars of unspent bond proceeds that will be spent in 2019.

Mayor Tourville asked about the bar charts and gradients and if there was any way of putting the numbers on the tops of them program wise. Mr. Falteysek responded that they could, and asked if they would like the number in each box or just the total. Mayor Tourville responded that it would be nice to know the total.

Councilmember Bartholomew asked if the slideshow presented would be a part of the CAFR. Mr. Falteysek responded that it would not. The CAFR is included in the packet as a PDF. Councilmember Bartholomew stated that the fund balances are clearly the general fund, the debt service fund is isolated and the monetary amount is in the CAFR. Mr. Falteysek agreed.

Councilmember Bartholomew asked in looking at pavement management for example, and the fund balance at the end of the year, if staff has a detail of what that total is and if there was information on what the plan would be. Mr. Falteysek responded that they do not. If they are in a deficit, they would try to figure out why there is one and if there is a way to reverse that. He stated that if they have excess funds, they have an idea of the projects coming up, but they don't necessarily look at how it adds up to the \$5 million dollars.

Mayor Tourville asked if anything stood out, changed, or was of major concern. He stated that the golf course is a different plan. Mr. Falteysek responded that with the sewer fund, if the operating expenses are staying where they are and the debt is staying where it is, that would be something that needs to be looked at, adjust the rates, or do something else.

City Administrator Lynch stated that includes both the operating as well as the northwest area sewer funds. He stated that they do not have the connections that they had hoped for in the northwest area. He commented that this was one of the main reasons why it is not where it was hoped to be. Mr. Falteysek responded that the cash is declining. The connections would not show up in the operating receipts, that would be separate from the operating piece. It affects the cash balance. He stated that he would make the changes the Council would like made. City Administrator Lynch stated that the Council could get feedback to him and he would give that to Mr. Falteysek.

Councilmember Bartholomew asked about the date required that was empty. Mr. Falteysek responded that the date would be added once the City Council has accepted it.

## **5) SAFETY SURVEY PRESENTATION**

Interim Police Chief Sean Folmar stated that the first Safety Survey was done in January 2018. Based on the results from that survey, a presentation was put together and brought forward to the City Council with the results and a plan of what to do from that information. He stated that this is a culmination of what they did with the enforcement and engagement events from the 2018 data and will also include the 2019 safety survey, the results, and the intention of what to do with the data going forward.

Police Patrol Sergeant Kasey Schrandt stated that he has been a Patrol Sergeant for the last seven years and has worked with the City of Inver Grove Heights for over 19 years. He discussed the initial survey from last year and stated that the survey was done to collect and analyze community feedback of all crime, traffic, quality of life issues, to assess perceived levels of fear within the community, and address community concerns and to better enable the focusing of Police Department resources on problem solving.

He stated that the initial 2018 survey was completed on January 12, 2018, with 459 people completing the survey. Perception on seriousness of crime and quality of life concerns include the following top four areas on ratings of moderately to very serious:

- 1) Theft from motor vehicles (car prowling) – 36%

- 2) Speeding or traffic related concerns – 26%
- 3) Break-ins (burglary) of garages, sheds, or homes – 25%
- 4) Disorderly persons/youth – 20%

The top areas based on rating for an increased emphasis:

- 1) Drug and alcohol issues
- 2) Juvenile/Youth problems
- 3) Traffic safety
- 4) Domestic/Family violence
- 5) Others: Vandalism, theft, DWI, child abuse/neglect

He discussed what they did with the survey for Theft & Burglary and Youth Delinquency as follows:

- Proactive Curfew Sweeps
- Proactive Park Checks:
  - 10 traffic stops for in park after hours
  - 2 warrant arrests
  - 1 DWI arrest
  - 1 open bottle of alcohol and controlled substance seizure
  - Located juvenile runaway
- Proactive Residential Checks:
  - 2 open garage doors (knock on doors to let the owners know the garage door was open)
- Proactive Business Checks

For Traffic Safety:

- Proactive Traffic Enforcement Events
  - 6 enforcement events
  - 144 traffic stops
  - 36 citations
  - 108 warnings

For Domestic and Family Violence:

- Proactive Domestic Assault/No Contact Order Sweeps
  - 2 Sweep Events:
  - 44 people contacted
  - Many were appreciative of contact
- Increased involvement of the in-house 360 Communities Domestic Violence Sexual Assault Advocate

For Community Engagement: This gives people the opportunity to see the Police out in a non-enforcement situation.

- Coffee with a Cop
  - Starbucks
  - Cub Foods
  - Caribou (South)
  - Caribou (North)
  - McDonalds (South)
- Castle with a Cop @ White Castle
- Back to School Verizon Event = (200+ participants)
- Safe Summer Night Events:
  - Emerald Hills (100+ participants)
  - Rolling Meadows (125+ participants)

Additional Community Engagements:

- Career Day = 75+ participants
- School Safety = 65+ participants
- Back to School Bash = 200+ participants

- LEO (Law Enforcement) Fair = 120+ participants
- Build a Bike with Thomson Reuters
  - Officer Ericka Running featured on Wear the Badge Campaign from the Minnesota Chiefs of Police Association.
- Night to Unite = 58 neighborhood gatherings
- IGH Days
- Shop with a Cop

Photos from the various events were displayed.

Patrol Sergeant Schrandt stated that some findings from the survey indicated the need for Social Media. They have since created Facebook and Twitter pages that give people a chance to see what the Police does throughout the community. People have the opportunity to post on the pages.

Patrol Sergeant Schrandt discussed the 2<sup>nd</sup> Survey and stated that the purpose of the survey was to:

- 1) Collect and Analyze Community feedback about crime, traffic, and quality of life issues.
- 2) Assess perceived levels of fear within the community.
- 3) Address community concerns and to better enable the focusing of Police Department resources on problem solving.

The second community safety survey was launched on December 12, 2018 and closed on January 7, 2019. 313 people completed the survey.

- There was a 146-participant reduction in completed survey compared to the first initial survey.
- Increased Awareness of Survey:
  - Social Media
  - Posting:
    - Multi-housing locations
    - Retail locations
      - Cahill
      - Upper 55<sup>th</sup>
    - Pilot Travel Center
    - Gas Stations

Councilmember Piekarski Krech asked if they did the first survey during the same timeframe. Patrol Sergeant Schrandt responded that he was unsure of the timeframe. Councilmember Piekarski Krech commented that people may not have participated in the survey due to the time of year with Christmas. Patrol Sergeant Schrandt responded that they had more of a social media contact form this year. He stated that he noticed people tend to speak up when there is something negative to share. When people are happy, they usually do not participate much.

Patrol Sergeant Schrandt discussed the following data points of the survey:

- 81% identified themselves as homeowners
- 8% were employees of an Inver Grove Heights based business or organization
- 3% were between the ages of 16-24 years old
- 59% were between the ages of 36 and 65
- 66% were women
- 95% reported themselves and white or Caucasian
- 75% felt Inver Grove Heights Police use good judgment in use of force scenarios
- 21% were unsure about Inver Grove Heights Police using good judgment in use of force scenarios
- 70% felt the Department is very approachable to extremely approachable
- 58% are satisfied with the level of proactive Police patrols
- 29% would like an increased level of Police patrols but they do not have neighborhood safety problems – they would like more patrol to maintain neighborhood safety

He discussed the following level of crime and quality of life concerns:

- 79% reported in general they felt very safe or extremely safe in their neighborhood or workplace
- 64% reported at night they felt very safe or extremely safe in their neighborhood or workplace

In their own neighborhood:

- Increased 18%
- Stayed the same 76%
- Decreased 6%

In the city overall:

- Increased 35%
- Stayed the same 54%
- Decreased 5%
- Other 6%

He discussed the perception on seriousness of crime and quality of life concerns as follows:

- The top 4/5 areas are based on ratings of moderately to very serious:
- Speeding or traffic related concerns 28%. Last year was 26%. Increase of 2%
- Theft from motor vehicles (car prowling) 24%. Last year was 36%. Decrease of 12%
- Break-ins (burglary) of garages, sheds, or homes 15%. Last year was 25%. Decrease of 10%
- Domestic Violence 15%. Last year was not a perception
- Disorderly persons/youth 13%. Last year was 20%. Decrease of 7%

He discussed the 2019 Policing Plan Priorities stating that it is based on the data developed. He stated that the top priorities did not change from 2018 and are as follows:

- 1) Traffic Safety
- 2) Theft from Vehicle
- 3) Burglary – shed, garage, home, business
- 4) Domestic and Family Violence
- 5) Youth Delinquency

What the Police Department would do in 2019 as follows:

- 12 Enforcement Events
  - Each Sergeant is hosting two events
- 12 Community Engagement Events
  - Each Sergeant is hosting two events
- 6 Safe Summer Events
  - Each Sergeant is hosting one safe summer event
- Increased Social Media Presence

For Traffic Safety Strategies:

- Distracted driving – Education and Enforcement
- DWI Enforcement – Focused on both alcohol and drug impairment
- High visibility traffic safety efforts (Dakota County Traffic Safety)
- Focused enforcement details
- Speed trailer
- Increased Social Media education

Theft from Vehicle Strategies:

- Prevention messaging (reminders to lock vehicles and not leave items in plain view)
- Charging all available offenses – tampering and possession of stolen property
- Curfew sweeps

#### Burglary Strategies:

- Offer "Crime Prevention Through Environmental Design" consultations
- Publish burglary prevention tactics and resources on Department webpage and Social Media
- Open garage door notifications
- Increase cross-jurisdictional coordination of burglary investigation efforts

#### Domestic & Family Violence Strategies:

- Domestic abuse No Contact Order and order for Protection Safety Assessment details
- Work with City Attorney to expand evidence-based prosecution
- Fully analyze investigation, prosecution, and advocacy for service gaps
- Develop closer relationship with Dakota County Probation Officer supervising Inver Grove Heights domestic violence offenders
- Continue to partner with the on-site domestic abuse advocate

#### Youth Delinquency Strategies:

- Proactive youth outreach
- Targeted curfew sweeps
- Increased collaboration with City Parks Department to encourage and ensure pro-social use
- Explore use of restorative justice intervention for certain youth-related offenses

Mayor Tourville stated that the survey was done at the exact same time as the first one, December to January, but off by two days.

Interim Police Chief Folmar stated that they also have 147 pages of graphs, charts, demographics, and concerns. Councilmember Bartholomew asked for an electronic version. Interim Police Chief Folmar stated that he would send it to all of the Council Members.

Mayor Tourville stated that they have done the survey twice. He asked if the actuals match up to the theory citizens have. Interim Police Chief Folmar responded that they fairly match. Quality of life issues bother people the most. Mayor Tourville asked when going forward, if they can have a correlation on the actual's year end. He stated that it is a good tool to start and will come on an annual basis. Interim Police Chief Folmar stated that some information will be brought forward next month with the new Police Chief.

Councilmember Dietrich asked if the distracted driving law that is going into effect in August would change their strategies. Interim Police Chief Folmar responded that it is important to educate students and youth. He commented that they could use Social Media to do so as well as actively going out, stopping them, and letting them know of the fine. Patrol Sergeant Schrandt stated that sometimes when they stop one person, that person Facebooks all of their friends so others find out. Councilmember Dietrich asked how the law change would work. Interim Police Chief Folmar responded that currently people can be pulled over for using their phone other than for talking or dialing, that would be distracted driving. In August it means if the driver has anything in their hands.

Mayor Tourville stated that other Cities have had Police on school buses to monitor down on drivers. He agreed with Patrol Sergeant Schrandt's statement about Facebook, and that people tend to alert others when something happens.

Interim Police Chief Folmar stated that the data that was shown of their activity in 2018, was only done during time dedicated specifically to that task, the intent is to increase that time.

Councilmember Bartholomew asked what they were deficient in regarding evidence gathering and working with the Prosecutor. Interim Police Chief Folmar responded that with evidence-based prosecution, a lot of times they have victims who change their statements or recant them after the fact. Their abuser may suggest they change their story or don't show up for court. Sometimes those cases are dismissed because the victim is not cooperating with

prosecution. He stated that working with the City Attorney office, they can help the Police write better reports, document more items so these people can be held accountable whether or not the victim wants to participate. Councilmember Piekarski Krech asked if the City Council could get the information ahead of time so they have a schedule about the events that the Sergeant's are in charge of. Interim Police Chief Folmar responded that all of those events have already been scheduled. He stated that he would provide that information to the Council.

Mayor Tourville stated that a couple of years ago the Police Department really stepped up with Social Media. They also did actual activities going as far as stopping kids to give them ice cream treats. He stated that they should continue on those and expand. He stated that the Police have the full support of the City Council in doing so. He stated that 360 Communities has made a huge difference working side by side. He commented that he has received email compliments from people in town saying they don't know what they would have done without the support and quickness it is done.

#### **4) FEE UPDATES FOR NEW ORDINANCES**

Interim Police Chief Folmar discussed proposed fees for 2019. This is for three new Ordinances that were passed in April about Large Assemblies, Excessive Consumption of City Services, and the Excessive Noise Ordinance. He stated that these items are up for discussion, to add to the schedule and brought back to a regular Council meeting for adoption. He stated that he met with Planning, Engineering, Code Enforcement, and with Bridget from the City Attorney's Office to discuss these fees. He stated that after discussion it was decided that the large assemblies \$250.00 permit fee, including the investigation by the Police Department, would be fair. An escrow would be established and held by the city in an amount of \$500.00 to \$5,000.00, depending on the size and scope of the event. He stated that they are in the process of creating a routing form that will track from department to department. This would include accounting for escrow fees, how much of the escrow fee there was, the reason for the size of the escrow fee, and the return of the escrow fee minus anything kept for clean up or rental that the city had to pay for. He stated that all funds will be returned minus the \$250.00 application fee.

He stated that Excessive Consumption of City Services was broken into two different excessive inspection services. This would have a fee of \$250.00 each time after four inspections within a 12-month period. Excessive Police and nuisance enforcement services would also be \$250.00 minimum per occurrence, after four occurrences within 180 days. If the actual costs, including salary and fringe benefits from employee's equipment, the pro-rated cost exceeded \$250.00, then the actual costs would be charged as outlined in the Ordinance.

He stated that the Excessive Noise Ordinance by Ordinance is a Misdemeanor offense, is a citable offense for a Police Officer or by complaint through Code Enforcement or anyone in that division through the City Attorney's office.

Councilmember Piekarski Krech stated that she was concerned that the fees would be enough to cover costs. She asked if this is reasonable and if they would be looking at it each year to make sure they are covering their labor costs. Interim Police Chief Folmar responded that they would continue to increase the fees as they see fit or as labor costs increase. He stated that he reached out to the cities of Shakopee, Cottage Grove, Roseville, and Maplewood as they have similar type Ordinances. Most of the fees fall in line with the rest of the communities of our size who have similar Ordinances.

Mayor Tourville asked Assistant City Attorney Bridget McCauley Nason if we are in line with other Communities. Assistant City Attorney McCauley Nason responded that she didn't look directly at the fees charged by other Cities for this service, the Ordinance requires that the fee try to match the costs for these types of services. She stated that with the Excessive Police Services portion, the language in the Code is language found in many other Cities. These types of fees would not be collected routinely, these are people who have had more than four different incidences at their location. They are the exception not the rule of when these fees would be imposed.

Councilmember Bartholomew asked how they would handle the Excessive Noise Ordinance and if they would write them a ticket, cite them, or ask them to be quiet or close down. Interim Police Chief Folmar responded that all of the Officers have the ability to have discretion. If they choose to cite on the first offense, they will deal with it then and there. They may find situations where they may ask them to be quiet or close down. Councilmember Bartholomew asked if the Ordinance allows for a sliding fee. Interim Police Chief responded that it is a Misdemeanor, it would be up to the Court to decide. It is 90 days in jail and/or \$1,000.00 fine.

Interim Police Chief Folmar stated that with Large Assembly, they have the escrow dollars and could keep them if necessary. Councilmember Bartholomew asked if there is a draft escrow form and if the Council would be able to see it when completed. Interim Police Chief Folmar responded they are working on it and would be bringing it to the Council when completed.

### **3) UPDATE ON EMERALD ASH BORER INFESTATION**

Parks and Recreation Director Eric Carlson gave an update on the Emerald Ash Borer (EAB) and stated that at the end of March, the Emerald Ash Borer was discovered in Inver Grove Heights. It has been discovered in all of the cities that surround Inver Grove Heights. He stated that they need to make the public aware of that. A notice was placed in the Southwest Review to let people know. He stated that they are planning on following the same procedures for the EAB plan put in place 10 years ago. Letters will be sent to those who have a right of way identified ash tree and letting them know that if they choose, the city will remove the tree at the cities cost. That includes the tree, stump, and restoring the area with black dirt and grass seed. Also included in the letter would be information saying that the Emerald Ash Borer has been discovered and is a matter of time before that tree is infected, if it isn't already. He stated that because the EAB was discovered in the northwest corner of the city, they hired a company to help do a windshield survey of all the ash trees north of Upper 55<sup>th</sup> Street. 26 trees were suspected to have EAB, those that they are sure of will be notified that the city plans to take those trees down. He stated that the City Forrester has communicated with some homeowners that have suggested that they themselves would try to treat a right of way tree on their property. This is something that homeowners are allowed to do at their expense. He stated that the city would make sure to communicate with those that have been treating the tree, and if they do not want it taken down the city will not take it down. He stated that they would try to take the trees that they know about now, down in mid-May. The Department of Agriculture doesn't want any trees removed between the end of May through August. Due to that, they would get back to that activity in the fall.

He stated that there are currently approximately 560 trees left on either city property or within the right of way identified as ash trees. It would cost about \$200,000 to remove all of those trees if they become infected. He stated that there is approximately \$100,000 to address that. Over the next three to five years additional resources will have to be found to address the problem.

Councilmember Piekarski Krech asked what happens if nothing is done. Parks and Recreation Director Carlson responded that it would speed up the process of being infected and eventually the tree would die and become a hazard to people and property. That is why tree removal is important. Councilmember Piekarski Krech stated nothing could be done to stop it as it would die anyway. Parks and Recreation Director Carlson responded that ash trees found in the wooded area of the park system would not be dealt with as they are not a threat to people or property. If it is next to a trail or in the right of way in the front yard, those would be addressed so they do not injure someone or destroy property.

Mayor Tourville stated that this is the same plan other cities have. One of the problems that other cities have had, is when the homeowner says they will care for it themselves. He commented that there hasn't been a treatment that does any good. Sometimes traps attract them to a neighborhood. He asked if there is any accounting or computer software that would keep track of trees cared for by homeowners. Parks and Recreation Director Carlson responded that there is a chemical treatment that people can use on trees that has been found to be fairly effective. He suggested that homeowners call a certified arborist to get educated on the chemical. He stated that the chemical

must be used diligently every two years. He displayed a map of the city that shows where ash trees are and where they were removed since 2015. He stated that they keep track of what they do with trees, as well as keep track of those that call and say they are treating the tree themselves. He commented that this is done so the city doesn't take down a tree without the homeowner's knowledge and agreement.

Parks and Recreation Director Carlson stated that if they find an infected ash tree on private property that is infected and is a hazard, a letter is sent to the property owner letting them know they need to remove the tree and if they do not, the city will remove it and assess it on their property taxes. He stated that they updated the city Ordinances when EAB started becoming an issue.

Mayor Tourville commented that the AG Bill has some money, around \$25,000 for the State of Minnesota.

Councilmember Bartholomew asked if the trees that are in the right of way were put there by the city. He asked what would happen if a property owner put a tree in the right of way. He questioned if it would be the cities responsibility to take it down. Parks and Recreation Director Carlson responded that they are not always sure who put the tree in the right of way, but because it is the right of way, the city has a right to take it out because the city manages the right of way. He stated that a requirement for new developments is that they do not plant more ash trees.

Mayor Tourville commented that response is quick when ash trees are taken down, as was the case with Simley Pond. Parks and Recreation Director Carlson agreed. Mayor Tourville suggested continually sending the message about the policy. He suggested putting it online, and using social media. Parks and Recreation Director Carlson stated that this would take three to five years and that they will be doing the best they can to publicize it using the website, social media, and letters.

Mayor Tourville asked about the information on tree tracking. Parks and Recreation Director Carlson responded that there is information in the Council packets. The survey that was done was a windshield survey of the area north of upper 55<sup>th</sup> Street. The entire city was not done. Roughly 20% of the trees in that area are believed to be infected. He commented that we can assume that 20% of the trees throughout the city may be affected.

Mayor Tourville commented that Eagan had a large discovery of EAB. Parks and Recreation Director Carlson responded that all of the cities surrounding Inver Grove Heights have discovered EAB.

## **2) DISCUSS FINANCING FOR HERITAGE VILLAGE PARK**

Parks and Recreation Director Eric Carlson gave an update on the funding for Heritage Village Park. No decisions need to be made by the Council this evening. He stated that the project has gone out to bid with the legal notice published in the previous Sunday's paper. Bids will be opening up and due on May 30<sup>th</sup>. The Parks Commission will be reviewing bids at their meeting on Wednesday, June 12<sup>th</sup>. The City Council will consider a contract at the Council meeting on Monday, June 24<sup>th</sup>. He stated that they have approximately \$1.6 million dollars left. If approximately \$600,000 of that is taken out to purchase the final piece of property and the commitments that haven't been paid yet for the Phase 1 development of the dog park at Heritage Village Park, there is \$454,000 available between the State Grant, Dakota County GPA, and city matching funds, to do something with Phase II. He stated that there is an additional \$850,000 in Grant money received from Dakota County from the ELF (Environmental Legacy Fund) Grant. That money would have the city committing to building a playground and a shelter. There is not enough money to do all of those things if choosing to access some or all of the \$850,000. He commented that these numbers are estimates, not bids. Once the real numbers come in the Council will have a better idea of the options.

Councilmember Piekarski Krech asked why the ELF Grant is only available for that. She questioned if it was requested to be that way. Parks and Recreation Director Carlson responded that two or three different Grants were

submitted. City Administrator Lynch responded that there were five different projects that were submitted. There was a total of \$3 million dollars made available by the County. He stated that the cities of Burnsville, Inver Grove Heights, Rosemount, and South St. Paul, were the only eligible communities because they have landfills. The County Board made the decision on the awards based on the project. He stated that the \$850,000 was for the Heritage Village Park project, four other Grants submitted did not get awarded.

Parks and Recreation Director Carlson stated that a part of the Grant agreement with the County was to use those dollars toward the dog park, property acquisition, installation of playground equipment, MRRT connections, walking paths, seating areas, and an open-air picnic shelter. He quoted the Grant agreement stating "if the city receives one or more reimbursement payments from the County, the city shall complete the heritage Village Park project substantially as presented to the County in the city application for County Grant funds. Failing to do so, the city shall repay the amount of any reimbursement payments received from the County for this project". He stated that to date he has avoided using any of the \$850,000, so the City has not committed to anything. In June the City Council will make a decision based on what bids are submitted, whether to access the money or not, and how to accomplish the other parts of the projects outlined in the Grant agreement.

Councilmember Piekarski Krech asked what they would have to do in order to get the Grant and not be in default. She commented that there are other needs in the city, and asked how this would be divided out. She asked about the \$1.2 million dollars they would need to match. Parks and Recreation Director Carlson responded that when the State Grant was accepted, they had identified \$1.2 million dollars of city funds as follows: \$126,000 from the Doffing Avenue Fund, \$75,000 from the Sewer Fund, \$50,000 from the Closed Bond Fund, \$25,000 from the Water Fund, and \$980,000 from the Park Acquisition Fund. He stated that they have met that requirement of the ELF Grant. Other items that have to be accomplished is the dog park, which will be done, property acquisition, which will be done, MRRT connections are assumed to be done, this also includes the playground equipment and the open-air shelter. The last three items would have to be accomplished as a part of accessing the \$850,000. They can choose not to do those things and not use the money, but that shrinks the ability of what they can accomplish.

Councilmember Piekarski Krech asked if they are committed to using the entire \$850,000 or if they could use half. Parks and Recreation Director Carlson responded that he would have to get clarification from the County on that question. Councilmember Bartholomew asked if they have already spent the \$1.2 million dollars. Parks and Recreation Director Carlson responded that they either have spent it or are on the way to spending that amount.

Mayor Tourville asked if they needed to spend \$1.2 million dollars in order to get \$850,000. Parks and Recreation Director Carlson responded that part of the Grant Agreement states that the city would receive the \$850,000 from Dakota County if we build a dog park, put in playground equipment, connect to the Mississippi River Regional Trail (MRRT), build an open-air picnic shelter and other items. Part of the agreement was to commit to spend \$1.2 million of our own dollars which we have or about to do by finishing the dog park and purchasing the last piece of property. He stated that we don't have to spend more money to get to \$1.2 million dollars. We would have already accomplished that by finishing Phase I.

Councilmember Piekarski Krech asked if they can complete all that for \$850,000. Parks and Recreation Director Carlson responded that they cannot. Mayor Tourville asked what the Delta was. Parks and Recreation Director Carlson responded with the following scenario:

- The engineers estimate to do the next phase of improvements at Heritage Village Park, not including the building or playground equipment, is \$1.7 million dollars.
- \$462,000 is left to spend and committed to the dog park.
- \$1.7 million dollars for grading, install a parking lot, make trail connections, put sidewalks in, and extend utilities for the future building.
- JPA with the County for historical interpretation at Swing Bridge Park. They are providing the match and using some of the cities Grant funds.
- Property acquisition for the last piece of property.

- Construction observation and contingencies are figured in.

He stated that to make it balance they would have to use about \$290,000 from the Host Community Fund. The City has applied for money through the DEED Grant from the State. City Administrator Lynch stated that the City received legislation that included property acquisition. Councilmember Piekarski Krech asked how that improves the employment opportunities in the city by buying parkland. City Administrator Lynch responded that was the problem with the initial legislation, it was something that Inver Grove Heights and Burnsville argued that this was something that was needed, so the legislation was changed so we could use it for property acquisition. He commented that the argument was purchase and assembly of properties. Councilmember Piekarski Krech asked how that improves the employment opportunities in the city. City Administrator Lynch responded that was the problem with the initial legislation, the purchase of property and assembly of property couldn't provide that, the legislation was changed to allow for the city to do that. He stated that if application isn't made by May 1<sup>st</sup>, we would lose the opportunity to use those dollars for 2019. Councilmember Piekarski Krech asked if there weren't other opportunities within the city that has needs that the money could be used to create employment opportunities. City Administrator Lynch responded they currently do not have anything. There are no ready projects for any of the areas on Concord.

Councilmember Piekarski Krech commented that streets need improving, businesses want to come in, money is needed for EDA and the need to promote business. She commented that she looks at the priority of where to put the money when we are looking for money for other things. Mayor Tourville responded that it could be used for Economic Development, but not for streets, there are exceptions. City Administrator Lynch stated that a previous use was for property acquisition along Dixie and Dickman. It has been used to buy properties for future sale, though they have not received a product or project out of that yet. He stated that is the reason they went to the legislature, so they allowed for a change in the language to allow that.

Mayor Tourville stated that the completion of Heritage Village Park, including the dog park and the inclusive playground, could be site specific and destination. The destination sites are half of the DEED funding, and destination sites could provide for the possibility of economic development.

Councilmember Bartholomew asked about the DEED Grant and if they could change their minds on using it elsewhere if an opportunity came up. City Administrator Lynch responded that they could probably write back the DEED in terms of properties to use it for, but it would have to be for property acquisition. If not this property, it would have to be another that we would have to ask for a change in location. He stated that this amount is split 50/50 with the City of Burnsville.

Parks and Recreation Director Carlson stated that if they wanted to use the \$850,000, this would be a way to get there so that in 2020 when they go to build the building and the playground equipment, it would cost about \$1.6 million dollars. It would be approximately \$210,000 from the Host Community Fund, approximately \$100,000 from the volunteer group to be raised towards the playground equipment, use the DEED money in 2020 if there is not a project identified, and ask the County to contribute another \$850,000 of ELF Funds to make it possible to afford the building and the inclusive playground. He stated that at that point they would have a park that would be completely graded, have landscaping, a parking lot, inclusive playground, shelter with restrooms, picnic areas, and connections to the Mississippi River Regional Trail down along Doffing Avenue to Swing Bridge Park. He stated that this would be a park that people could use and the dog park would also be complete. He stated that the expense numbers are not real yet, they would know real numbers at the end of May and are working on numbers needed for 2020.

Councilmember Piekarski Krech asked if he was being conservative or low for the estimates. Parks and Recreation Director Carlson responded that the consultants tried to estimate a number that is in the middle of what they would get for actual bids. Some could be higher or lower, the details are being worked on. He commented that there is also the opportunity to seek donations from within the community. He stated that he is meeting with a couple of

people tomorrow to talk about some of the dirt requirements for the site and if anyone can help so they do not have to pay for dirt.

Councilmember Piekarski Krech asked if the 501c3 status for the dog park has been finalized. Parks and Recreation Director Carlson responded that the dog park group did not pursue a 501c3 because people can donate to the city and have the same impact that they would have if they were to donate to a 501c3. Councilmember Piekarski Krech asked if there was a formal agreement for dog park donations. Parks and Recreation Director Carlson responded that the donations for the dog park comes directly to the city and is being tracked so it can be reported back to the City Council and the dog park group.

Councilmember Piekarski Krech commented that there is a cost to upkeep the dog park, the dog park and the fees have to cover the cost of upkeep. She commented that there are people who want the inclusive playground and people in the northwest area that want a park, there is only so much money to go around. She stated that it will not cover all of that unless there are donations from other groups.

Councilmember Bartholomew asked if the ELF Grant would have the same city matching or more or less. Parks and Recreation Director Carlson responded that he didn't believe there would be a city match. At the time the Grant was written, the city identified the funding we had available. For example, they could say they had \$210,000 available. Councilmember Bartholomew stated they could ask for \$850,000 or have a lesser match of what we already spent. Parks and Recreation Director Carlson responded yes.

Councilmember Bartholomew asked how they are soliciting donations for the dog park. He asked if there was information on the website. Parks and Recreation Director Carlson responded that the volunteer group sent letters to select businesses in the community and is knocking on doors and talking to friends. He responded that he didn't know of anything listed on the website but would write it down as a suggestion. Mayor Tourville commented that people that go on the Dog Park Facebook page would probably find the request. Councilmember Piekarski Krech commented that she looked on that page today and didn't see anything. Mayor Tourville commented that there was a donation drive during Inver Grove Heights Days.

Parks and Recreation Director Carlson stated that this information is informational and shows where things are at and what decisions the Council will be asked to consider in June.

Councilmember Perry asked about the \$850,000, and that it has to include the dog park, the MRRT, the land, playground, and shelter. She asked if they could put the shelter off for two years. Parks and Recreation Director Carlson responded that was something that they would need to speak to the County about. Councilmember Piekarski Krech asked if the County Board made the decision, if it has to go back before the County Board again. Parks and Recreation Director Carlson responded that he was unsure but would find out.

Councilmember Dietrich asked for the documentation from the County. Parks and Recreation Director Carlson responded that some information is included in the Council Packets. City Administrator Lynch responded that there is an application form that needs to be followed that he would get to Councilmember Dietrich.

Mayor Tourville asked to see the dollar amounts on the donations for the dog park at the next presentation. He stated that they should also start tracking donations for the inclusive playground.

Councilmember Piekarski Krech asked about the funding sources from the Sewer and Water Funds and if that was to move lines down there. Parks and Recreation Director Carlson responded yes.

Mayor Tourville asked for the dates for the bids. Parks and Recreation Carlson responded that the bids are due on Thursday, May 30<sup>th</sup>.

## **B. ADJOURN:**

City Administrator Lynch stated that the Commission Appointment meeting is scheduled for Monday, May 20<sup>th</sup>. Applications are due this Friday. There will be new and returning applicants. An interviewing process will be conducted by the City Council. He stated that the City Council would meet in Council Chambers at 7:00 p.m. for the regular City Council meeting to proceed with the decision making on those appointments. Depending on the number of applicants, they anticipate a 7 to 10-minute interviewing period. Start time could be around 5:30 p.m. depending on the number of applicants.

Mayor Tourville stated that people that are currently on Commissions are still interviewed. Councilmember Dietrich asked how the interview process was conducted. Mayor Tourville responded that it is a very short interview. Applicants tell us why they want to be on the Commission, why they picked the Commission they did. Council can ask questions as can the applicants.

Councilmember Piekarski Krech asked when the Council would be receiving the staff's cultural assessment information. She asked if they could see the raw data. City Administrator Lynch responded that they just had their first listening session today, another one will be held next week. He stated that those sessions provide feedback and comments on the report. Suggested changes will be added to the report. He stated that he hopes to get the data to the Council the third week in May. There is no raw data. Councilmember Piekarski Krech asked if there were answers to questions they could see. City Administrator Lynch responded that there would be a summary and an overview, the Council would see the comments, but there are no attributed personal comments. Councilmember Piekarski Krech stated that there would be a line of comments and asked about it taking two weeks to see the results. She asked who was doing the report. City Administrator Lynch responded that the report needs to contain all the information from staff. The report is being done by a consultant. He stated that staff can choose to be a part of the listening sessions, they do not have to participate. He stated that today six people showed up to give comments and feedback. He stated that this is done with department heads and some city staff. He stated that today's conversation was about the work plan and if it reflected the comments that they made that needed to be worked on first.

Councilmember Piekarski Krech stated that the whole purpose of doing this was that it be anonymous. She commented that it is not anonymous if you are getting together in a group and having to say whether you agree or disagree. City Administrator Lynch responded that information is not going to be in the report. The comment or feedback is if the work plan reflects the priorities that they said they wanted to work on. He stated that the comments that were provided when the survey was taken are anonymous. Mayor Tourville asked City Administrator Lynch to provide an update on the process that is taking place and what they would be seeing in the next couple of weeks.

Mayor Tourville stated that due to Memorial Day, the City Council meeting will be taking place on Tuesday, May 28<sup>th</sup>.

Mayor Tourville stated that people came to tonight's City Council meeting regarding the dog park and commented that they are still on track for the opening on June 11<sup>th</sup>. Parks and Recreation Director Carlson agreed that the Grand Opening for the dog park would take place on Tuesday, June 11<sup>th</sup> from 5:00 to 7:00 p.m. weather permitting. If there is a cancellation, they will use the city website and social media sites to notify of a change. The rain date is for the following Thursday.

Councilmember Dietrich asked City Administrator Lynch about getting together quarterly with department heads and when that would take place. City Administrator Lynch responded that the EDA meeting is scheduled for May 13<sup>th</sup>, the department heads and City Council members would meet at about a 4:00 or 4:30 timeframe with the EDA meeting beginning at 5:30. The City Council meeting would begin at 7:00. Mayor Tourville asked if they have set the date for discussion beyond the EDA. City Administrator Lynch responded that they have not. He stated that they

would post it at 4:30. Councilmember Dietrich asked if he would email department heads and the Councilmembers. City Administrator Lynch responded yes.

**Motion by Piekarski Krech second by Dietrich to set the meeting time of 4:30 at City Hall.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Mayor Tourville asked if the date for the interviews on the 20<sup>th</sup> had already been set. Councilmember Piekarski Krech responded that they set the date, not the time. She commented that the interviews are not an open meeting. City Administrator Lynch stated that they would know the numbers better on Friday, then they would bring forth a request to set the timeframe for the 20<sup>th</sup>, on the 13<sup>th</sup>.

**Motion by Bartholomew second by Dietrich to adjourn the meeting at 7:47 p.m.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Recording Clerk Sheri Yourczek.