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Sent: Friday, June 9, 2017 3:27 PM

Subject: 2017 Inver Grove Heights Clean-Up Day

Hello Shari,

I am the new City Government Intern for the City of Inver Grove Heights. Last year the past intern, Michelle (Shelley) Calvert, spoke with you about the City of Sunfish Lake participating in our 2017 Fall Clean-Up Day. I am happy to see you had expressed interest in participating! This year, I am coordinating the event which will be held at the Inver Grove Heights City Hall on Saturday, September 23rd from 8am – 12pm.

If you are still interested in inviting your residents to the event, the City of Sunfish would need to pay a portion of the expenses based on your resident's participation. If you would like to see a sample invoice, I have attached a copy of last year's invoice that we sent to West St. Paul. Below is our fee structure which has remained the same as what you discussed last year with Shelley:

- 1) We take the total expenses from all the vendors
- 2) multiply it by the percentage of vehicles from each city
- 3) subtract the revenues received from each city

An example is:

Total expenses is \$10,000

Total revenues are: \$5,246

(Percentages are based on total number of cars)

Expenses – Revenues = Net Expenses

If IGH has 68%: \$6,800 less \$3,567.28 = \$3,232.72

If West St. Paul has 20%: \$2,000 less \$1,049.20 = \$950.80

If Sunfish Lake has 12%: \$1,200 less \$629.52 = \$570.48

If this fee structure meets with your city's approval, please let me know if you wish to invite your residents to the event!

Additionally, I have attached last year's item pricing structure to this email. Based off of feedback I received from last year's event, I may make a few changes. I am currently looking into changing prices for mattresses (lowering) and furniture (increasing). Additionally, we are considering providing only off-site shredding collection this year. Please note that these changes are not finalized. I am in the process of contacting vendors and confirming what items will be accepted for this year's event. Once the attending vendors are finalized, I will be able to provide you more information on expenses and collected items. I look forward to speaking with you! Please let me know your initial thoughts and if you have any question or concerns.

Alexandra Hillstrom | City Government Intern

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