



CITY OF MENDOTA HEIGHTS

CITY COUNCIL REGULAR MEETING AGENDA

March 18, 2025 at 7:00 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of the Agenda

The Council, upon majority vote of its members, may make additions or deletions to the agenda. These items may be submitted after the agenda preparation deadline.

5. Public Comments - for items not on the agenda

Public comments provide an opportunity to address the City Council on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the City Council as a whole, not individual members. Speakers are requested to come to the podium and must state their name and address. Comments are limited to three (3) minutes. No action will be taken; however, the Mayor and Council may ask clarifying questions as needed or request staff to follow up.

6. Consent Agenda

Items on the consent agenda are approved by one motion of the City Council. If a councilmember requests additional information or wants to make a comment on an item, the item will be removed from the consent agenda and considered separately. Items removed from the consent agenda will be taken up as the next order of business.

- a. Approve Minutes from the March 4, 2025, City Council Meeting
- b. Approve Minutes from the March 4, 2025, City Council Work Session
- c. Acknowledge Minutes from the December 10, 2024, Parks and Recreation Commission Meeting
- d. Acknowledge Minutes from the January 14, 2025, Parks and Recreation Commission Work Session
- e. Acknowledge the November and December Par 3 Financial Reports

- f. Authorize Reclassification of a Police Department Records Technician Position from Part-time to Full-time
- g. Authorize the Donation of Decommissioned Tasers
- h. Approve a Contract for Tennis Court Resurfacing at Friendly Hills Park
- i. Approve Resolution 2025-13 Accepting a Park Bench Donation
- j. Award Professional Services Contract for the Development of an ADA Transition Plan
- k. Authorize the Purchase of Replacement Fire Department Brush Truck
- l. Approve a Local Affordable Housing Aid (LAHA) Agreement with Dakota County Community Development Agency
- m. Approve Resolution 2025-15 Accepting Bids and Awarding Contract for the Fire Department Roof Replacement Project
- n. Approve January 2025 Treasurer's Report
- o. Approve Claims List

7. Presentations

- a. City Communications Report

8. Public Hearings

9. New and Unfinished Business

- a. Professional Services Contract with ICS for the Completion of a City Hall and Police Department Facility Condition Assessment and Space Utilization Study
- b. Resolution 2025-14 to Accept Bids and Award Contract for the Friendly Hills Neighborhood Improvements

10. Community / City Administrator Announcements

11. City Council Comments

12. Adjourn

Next Meeting

April 1, 2025 at 7:00PM

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the Regular Meeting
Held Tuesday, March 4, 2025

Pursuant to due call and notice thereof, the regular meeting of the City Council, City of Mendota Heights, Minnesota was held at 7:00 p.m. at City Hall, 1101 Victoria Curve, Mendota Heights, Minnesota.

CALL TO ORDER

Mayor Levine called the meeting to order at 7:00 p.m. Councilors Lorberbaum, Paper, Mazzitello, and Maczko, were also present.

PLEDGE OF ALLEGIANCE

Council, the audience, and staff recited the Pledge of Allegiance.

AGENDA ADOPTION

Mayor Levine presented the agenda for adoption. Councilor Mazzitello moved adoption of the agenda. Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

PUBLIC COMMENTS

No one from the public wished to be heard.

CONSENT AGENDA

Mayor Levine presented the consent agenda and explained the procedure for discussion and approval. Councilor Lorberbaum moved approval of the consent agenda as presented, pulling item I.

- a. Approval of February 18, 2025, City Council Minutes
- b. Approval of February 18, 2025, Council Work Session Minutes
- c. Acknowledge Minutes from the November 26, 2024, Planning Commission Meeting
- d. Acknowledge the Minutes from the January 28, 2025, Planning Commission Meeting
- e. Authorize the Purchase of Fire Department Turn-Out Gear
- f. Approve the Job Description, Pay Classification, and Authorize Recruitment of the Administrative/Special Projects Coordinator Position

- g. Award 2025 Street Sweeping Contract
- h. Authorize Letter of Approval from Geothermal Planning Grant Application
- i. ~~Approve Stormwater Basin Inspection and Maintenance Assessment Request for Proposals~~
- j. Approve Field Renovation Work at Valley Park Ballfield
- k. Authorize Purchase Order for Fuel Tank Repairs
- l. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

PULLED CONSENT AGENDA ITEMS

I) APPROVE STORMWATER BASIN INSPECTION AND MAINTENANCE ASSESSMENT REQUEST FOR PROPOSALS

Councilor Maczko commented that he fully supports looking forward, recognizing that 56 stormwater basins in Mendota Heights require maintenance at some point over time. He stated that when looking through the RFP, he did not see an item identifying the cost for maintenance included.

Natural Resources Coordinator Krista Spreiter replied that is not included in this project. She explained that the City completes stormwater basin maintenance with road projects, typically two per year.

Public Works Director Ryan Ruzek stated that Marie pond was large and therefore was about \$150,000. He noted that the average cost is about \$100,000 per pond to complete a full dredging project with riprap installed at the inlet and outlets.

Natural Resources Coordinator Krista Spreiter commented that there can also be additional cost to dispose of the material, but noted that those costs are planned for within the annual budget. She stated that these inspections will provide staff with more accurate information for their estimates. She explained that this action will fulfill the MS4 requirement and will provide staff with more information to use in planning for future project costs.

Councilor Maczko commented that he did not believe it would be much more to request the consultant to provide a cost estimate for future planning but noted that if staff can complete that he also supports that. He agreed that this information will be helpful in planning for the future, noting that he prefers to keep the budget consistent and not have high and low years.

Councilor Maczko moved to approve the STORMWATER BASIN INSPECTION AND MAINTENANCE ASSESSMENT REQUEST FOR PROPOSALS.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

PRESENTATIONS

A) MAYOR FOR A DAY HONORABLE MENTION RECOGNITION – JAXON BLANKS

City Administrator Cheryl Jacobson recognized Jaxon Blanks for his honorable mention award in the 2024 Mayor for a Day essay competition sponsored by the League of Minnesota Cities.

Jaxon Blanks, Somerset Elementary Student, read his essay aloud.

Councilor Mazzitello commented that he hopes that the City Council can live up to the expectations of Mr. Blanks, noting that Mr. Blanks will make a fine Mayor someday.

Councilor Paper asked Mr. Blanks's age.

Mr. Blanks replied that he is 10 years old.

Councilor Paper commented that the essay was simple and perfectly written.

Councilor Lorberbaum asked that Mr. Blanks let the Council know if they do not live up to his words.

Councilor Maczko commented that Mr. Blanks spoke as a true leader, and it is obvious that he has good leadership from his parents. He looked forward to Mr. Blanks being the Mayor someday.

Mayor Levine commented that the City will be in good hands with leaders like Mr. Blanks. She commented that Mendota Heights students have participated in the Mayor for a Day competition for many years and this is the first Honorable Mention received, which is great to see.

B) FUTURE CITY COMPETITION – FRIENDLY HILLS MIDDLE SCHOOL

Councilor Mazzitello recognized students from Friendly Hills Middle School for their participation in the Future City Competition. The students presented their entry.

Crystal Mielke, Friendly Hills Middle School, provided additional details on the Future City Competition, where students work on their model through the after-school program. The five students came forward to introduce themselves.

Councilor Mazzitello commented that the Friendly Hills team won a special award for their innovative power system and finished tenth of all the teams in the state.

The students read the presentation they provided at the competition.

Ms. Mielke explained that through this program the students learn different things needed for a city that they would not typically think about in addition to planning and working together. She thanked Councilor Mazzitello for being the mentor for this program at the middle school for so many years.

Councilor Paper asked how the students developed the name of the city.

The students replied that their original name idea was already taken (New Atlantis) and the name they chose means floating city in Spanish.

Councilor Lorberbaum asked what the students learned from this process.

The students replied that they learned what is needed for a city, energy resources, different types of engineering, and teamwork.

Councilor Maczko asked the number of hours that were spent researching and the tools that were used.

The students replied that they met for 90 minutes each Wednesday to develop the essay and plan, with an additional 14 to 16 hours spent on building the model.

Councilor Mazzitello congratulated the students and looked forward to working with students next year in the program.

C) ROGERS LAKE WATER QUALITY REPORT PRESENTATION BY SAINT THOMAS ACADEMY

Tony Kinzley, Saint Thomas Academy, stated that Saint Thomas Academy students have collected water sample data from Rogers Lake for about 33 years. He stated that about 60 students collected the data this year and five students are present tonight to review those results.

The students presented their annual update on several aspects of water quality in Rogers Lake.

Councilor Lorberbaum thanked the students for collecting the data. She recognized the statement that the lake is showing improvement and asked if there were any thoughts as to why it is improving.

The students replied that the data collected has shown the things that needed to be done to improve the lake and therefore the water quality has improved.

Councilor Maczko commented that his questions were answered during the presentation and commended the students for a great presentation. He commented that Rogers Lake is a natural resource in the community, noting that as a child he swam in the lake. He was happy that the school continues to do this work.

Councilor Mazzitello expressed gratitude for the continued support of Rogers Lake and their efforts with the lake.

Councilor Paper referenced the fecal coliform results, noting a result of zero last year and 3.7 this year, and asked for more information.

The students replied that the slight increase could be due to people forgetting to pick up pet waste and fertilizer getting into the water. Students noted that the result is still low.

Councilor Paper asked the number of times the students tested the water.

The students replied that they had tested 22 times.

Mayor Levine asked if the students have ever swum in Rogers Lake and whether they would recommend swimming in the lake.

A student replied that he has swam in the lake and the water is very clean, especially considering the traffic it receives. Other students replied that they had not swam in the lake but would.

Mayor Levine recognized that there is not a swimming beach at Rogers Lake, but there is a fishing pier and beautiful paths around the lake. She was surprised to see the size of the fish within the lake that were caught this season by those ice fishing. She thanked Mr. Kinzley and the students for the great work.

D) MENDOTA HEIGHTS PARKS AND RECREATION YEAR IN REVIEW

Parks and Recreation Director Meredith Lawrence presented the Mendota Heights Parks and Recreation Year in Review video that highlighted accomplishments from 2024 and plans for 2025.

Mayor Levine thanked the entire parks and recreation staff.

Councilor Mazzitello asked how staff would top this presentation.

Councilor Maczko agreed that the presentation was very well done and also recognized NDC4 for the great work they do.

Councilor Lorberbaum encouraged residents to continue to participate in parks and recreation programming and events.

Mayor Levine stated that residents recently received a catalog for spring-summer programs and encouraged residents to mark their calendars for upcoming events and activities.

NEW AND UNFINISHED BUSINESS

A) RESOLUTION 2025-12 APPROVING A PRELIMINARY PLAT OF CAMPION ESTATES AT 772-790 RIDGE PLACE – PLANNING CASE 2025-01

Community Development Manager Sarah Madden provided background information on the request and stated that the Council was being asked to approve Resolution 2025-12, Approving a Preliminary Plat of Campion Estates.

Councilor Paper asked why there is land dedication and money for park dedication.

Community Development Manager Sarah Madden explained the park dedication requirements of ten percent of the gross plat area and noted that there were some concerns with using ten percent of that gross area as the highway segment has not been part of their usable land for decades. She commented that there was also concern from the applicant because there are two property owners and three final properties, but one property would provide the bulk of land for park dedication. She stated that City Code does allow for cash in lieu or a combination of the two.

Councilor Paper asked if all the unusable property south of the pedway is counted as usable square footage.

Community Development Manager Sarah Madden replied that the area of right-of-way is not being used for the calculation.

Councilor Paper asked where the proposed trail addition would be.

Community Development Manager Sarah Madden identified the segment from 2007 that was proposed but not constructed, along with the existing trail. She identified the area proposed for the grade separated crossing.

Councilor Maczko stated that the property owners understand that the underpass is critical to bridge the divide of Dodd Road and noted that the trail to the neighborhood is also important. He asked if the residents are willing to accommodate the trail to be built under the alignment if the northern location is chosen for the grade-separated crossing.

Community Development Manager Sarah Madden stated that the applicant is aware of the trail plans and have agreed to this percentage of lot three for land dedication with the purpose of trails. She stated that if the northern route is selected, Dakota County may need to acquire additional space or easement and would follow the normal process for acquisition. She stated that this would provide a significant chunk of that.

Councilor Maczko commented that he did not want the developer to be surprised about the need and desire for the trail project. He stated that the City was able to vacate land that made it possible for the property owners to split that and then split off another lot and therefore wanted to ensure there were no surprises in the future related to the planned trails. He stated that as long as everyone understands those things, he believes this will be a win-win for everyone.

Councilor Mazzitello referenced condition five of the draft resolution and stated that the configuration of the ten percent land dedication is not described. He asked if that detail should be included.

Community Development Manager Sarah Madden replied that they could be that specific if desired but noted that the applicant and applicant's surveyor have the detail provided by the City that would need to be shown on the Final Plat. She stated that once the Council votes tonight, the change would be made to the plat.

Councilor Mazzitello stated that as the condition is written, it would seem that ten percent of land could be dedicated in any manner and therefore would like to add the additional detail.

Councilor Maczko stated that it would seem that if the trail did not equate to ten percent, the additional land could be gained in the area where the County needs the land.

Councilor Paper moved to approve RESOLUTION 2025-12 APPROVING A PRELIMINARY PLAT OF CAMPION ESTATES AT 772 AND 790 RIDGE PLACE (PLANNING CASE NO. 2025-01). Councilor Lorberbaum seconded the motion.

Further discussion: Mayor Levine invited the applicant to step forward.

Tom Campion, applicant, expressed gratitude to City staff, noting that he started this process 2.5 years ago and they have been a pleasure to work with. He understands that the City did not have to deed the land. He commented that he will build something they will be proud of. He stated that he understands the park dedication requirements and will be the party paying the cash in lieu as well. He stated that as long as he ends up with a buildable lot, he is happy to dedicate the land as discussed.

Mayor Levine thanked the applicant for attending this meeting and the Planning Commission meetings prior. She asked if the shaded area shown on the screen for park dedication equates to ten percent of lot three.

Community Development Manager Sarah Madden confirmed that, as shown, it is roughly ten percent.

Mayor Levine commented that seems to be the expected/suggested dedication and believed it could be more specified within the resolution. She recognized the location of Valley Stream near that area and commented that she wanted to ensure the water is protected while also providing access for the Ridge Place neighborhood and better aligning the lots.

Community Development Manager Sarah Madden commented that the shaded blue document is a guiding document for the applicant and is not mathematically perfect and will be cleaned up by the surveyor.

Councilor Maczko commented that the area shown as shaded is exactly what he was thinking as well. He stated that it would seem to him that, based on the northern alignment, that land would meet the goals of what is needed for the trail and crossing. He stated that if it could be articulated that is the expected dedication, it would make sense to do that.

Mayor Levine acknowledged the goal to improve the safety of pedestrians along Dodd Road.

Councilor Maczko commented that in his conversations with staff the trail will not be directly along the road and will have boulevard between the trail and road for improved safety.

Public Works Director Ryan Ruzek confirmed that the plan is to include a four-foot vegetative boulevard between the trail and road, noting that the trail would be ten feet wide.

Councilor Mazzitello moved to amend RESOLUTION 2025-12 TO INSERT, IN CONDITION FIVE, THE THIRD LINE AFTER DEDICATION, "CONSISTENT WITH THE 2007 CITY COMPLETED FEASIBILITY REPORT AND PLANS FOR DODD ROAD TRAIL".

Councilor Paper seconded the motion.

Further discussion: Councilor Maczko commented that he is not familiar with the 2007 Plan and asked if that also includes the underpass or whether additional language should be added to address the needs of Dakota County.

Councilor Mazzitello agreed and suggested that the additional language be added to his proposed addition to read, "consistent with the 2007 City completed feasibility report and plans for Dodd Road Trail and Dakota County's River to River Greenway plans".

Councilor Paper accepted the additional language.

Mayor Levine thanked the Planning Commission for their hard work, along with the planning staff, the applicants, and members of the public who participated in the public hearings. She acknowledged that previous review makes the job of the Council much easier.

Ayes: 5

Nays: 0

Ayes: 5

Nays: 0

B) CONSIDERATION OF ORDINANCE NO. 597: CANNABIS BUSINESS REGISTRATION

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to consider adoption of Ordinance No. 597, Cannabis Business Registration, and authorize publication of summary ordinance.

Mayor Levine recognized the need for the public hearing and asked if they should take action on this item or wait for the public hearing.

Community Development Manager Sarah Madden clarified that action should be taken on this matter and that the public hearing for the fee schedule amendment would follow.

Councilor Mazzitello moved to adopt ORDINANCE NO. 597 AMENDING TITLE 3: BUSINESS AND LICENSE REGULATIONS TO REGULATE CANNABIS AND LOWER-POTENCY HEMP BUSINESSES AND AUTHORIZE PUBLICATION OF SUMMARY ORDINANCE.

Councilor Paper seconded the motion.

Further discussion: Mayor Levine recognized the hard work of staff on this ever-changing issue.

Councilor Lorberbaum commented that in many cases there is an idea of what they will want and, in this case, the rules were evolving throughout the process, and therefore, what they could do changed over time. She thanked staff for the effort.

Councilor Maczko acknowledged that this has taken some time. He commented that the City does not have a choice and must allow one retail business by law, therefore, the City has regulated what it can. He recognized that if the County meets its capita, the City may not need to allow the retail business.

Ayes: 5

Nays: 0

Councilor Mazzitello moved to authorize ORDINANCE NO. 597 SUMMARY PUBLICATION.

Councilor Lorberbaum seconded the motion.

Ayes: 5

Nays: 0

PUBLIC HEARINGS

A) CONSIDERATION OF ORDINANCE NO. 600, AUTHORIZING AN AMENDMENT TO THE 2025 FEE SCHEDULE TO INCORPORATE CANNABIS BUSINESS REGISTRATION FEES

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to hold a public hearing to consider approval of Ordinance No. 600 to authorize an amendment to the 2025 Fee Schedule to incorporate Cannabis Business Registration Fees.

Councilor Maczko referenced the table, which shows the maximum for registration fees and renewal fees and asked for clarification.

Community Development Manager Sarah Madden explained that the fee would be \$500, or half of the state license fee, whichever is less.

Councilor Maczko asked and received clarification that the maximum the City can charge is \$500. He wanted to ensure that the City is charging what it can to ensure there is funding for enforcement and other staff time.

Councilor Mazzitello moved to open the public hearing.

Councilor Maczko seconded the motion.

Ayes: 5

Nays: 0

There were no comments.

Councilor Mazzitello moved to close the public hearing.

Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

Councilor Mazzitello moved to approve ORDINANCE NO. 600 AMENDING THE FEE SCHEDULE TO ADD A REGISTRATION FEE FOR CANNABIS OR LOWER-POTENCY HEMP RETAIL BUSINESSES.

Councilor Maczko seconded the motion.

Ayes: 5

Nays: 0

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Maczko reminded residents of daylight savings time. He stated that if residents are looking for a way to give back in a worthwhile way, the Fire Department is accepting applications for paid on-call

firefighters. He stated that spring is on the way and encouraged residents to enjoy the parks and open spaces.

Councilor Lorberbaum thanked the presenters today. She stated that Ramadan has started and will run through March 29th. She wished those who celebrate a blessed or generous Ramadan.

Councilor Paper wished the cadets' hockey team luck in the tournament and wished his children a happy birthday.

Councilor Mazzitello wished his wife a happy birthday. He expressed thanks and gratitude to all the presenters tonight, noting that the city is blessed to have such great educational institutions. He stated that it is snowing and that it had rained before it started snowing, which means the roads will be slippery. He encouraged residents to drive slowly and carefully. He stated that March is Women's History Month and shared a quote. He also shared a quote to close out Black History Month.

Mayor Levine stated that before this meeting, the Council and senior staff leadership met for four hours of strategic planning. She stated that she was pleased with the ability of that diverse group to come together and prioritize the work of the next two years. She recognized the work of staff and was excited about the direction for the next two years.

ADJOURN

Councilor Paper moved to adjourn.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

Mayor Levine adjourned the meeting at 8:57 p.m.

Stephanie B. Levine
Mayor

ATTEST:

Nancy Bauer
City Clerk

CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the City Council Work Session
Tuesday, March 4, 2025

Pursuant to due call and notice thereof, a work session of the Mendota Heights City Council was held at the Mendota Heights Fire Station, 2121 Dodd Road, Mendota Heights, Minnesota.

CALL TO ORDER

Mayor Levine called the work session to order at 12:00 pm. Councilors Lorberbaum, Maczko, Mazzitello, and Paper were in attendance.

Others present included: City Administrator Cheryl Jacobson, Assistant City Administrator Kelly Torkelson, Public Works Director Ryan Ruzek, Finance Director Kristen Schabacker, Natural Resources Coordinator Krista Spreiter, Community Development Manager Sarah Madden, Park and Recreation/Assistant Public Works Director Meredith Lawrence, Assistant City Engineer Lucas Ritchie, Police Chief Kelly McCarthy, Police Captain Wayne Wegener, City Attorney Amy Schmidt, and City Clerk Nancy Bauer.

Also in attendance was Dr. Craig Waldron, the Waldron Company.

CITY COUNCIL STRATEGIC PRIORITIES

Mayor Levine welcomed and thanked all that were in attendance for the meeting.

City Administrator Jacobson introduced Dr. Waldon.

Facilitator Dr. Waldron asked everyone in attendance to introduce themselves. He gave a brief biography of his career. He provided an overview for the purpose of the meeting stating that the goal of the meeting is to leave today with a list of ranked priorities.

Staff recapped the priorities and goals that had been accomplished in 2023 and 2024.

Dr. Waldron discussed existing trends that cities are struggling with and discussed the value of the city council defining a shared vision from which to help navigate those challenges and set the city up for stability and success.

The Mayor, Councilors, and staff discussed these topics which would help develop a priority list:

- What do you see as good about Mendota Heights
- What do you see as not so good about Mendota Heights
- What keeps you up at night. What do you see as Mendota Heights' biggest problems.

Discussion centered around identifying priorities for 2025-2026 by discussing these bullet points:

- What are your priorities for the next two years
- Discussion of emerging priorities
- Priority comparisons and ranking

After lengthy discussion the following ranked priorities emerged:

Staff:

1. Police Department/City Hall building
2. Asset management
3. Sustainable long-term funding for capital improvements
4. (Improve Lake Augusta and Oheya Lake/Pilot Knob effort
5. (Tie) Develop a shoreline ordinance
5. (Tie) Internal/external policy updates

City Council:

1. Police Department/City Hall building
2. Sustainable long-term funding for capital improvements
3. (Tie) Cell phone coverage
3. (Tie) Industrial Park visioning
4. (Tie) Fiscal rightsizing
4. (Tie) Develop performance measures

Dr. Waldron reported that he would develop a draft report that summarized the items that were discussed. Staff led by the City Administrator would work on these goals and figure out how to get the items completed. He recommended that at least quarterly, staff should meet with the city

He complimented Mendota Heights and reported that he had heard that the city has a nice reputation. He was comfortable with how everyone worked together at the meeting. He noted that it is a good idea to discuss priorities together.

Developing a code of conduct/work agreement/guidelines for councilmembers, staff, and the public was discussed.

ADJOURNMENT

The meeting adjourned at 3:59 pm.

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

DRAFT PARKS AND RECREATION MEETING MINUTES

DECEMBER 10, 2024

The December meeting of the Mendota Heights Parks and Recreation Commission was held on Tuesday, December 10, 2024, at Mendota Heights City Hall, 1101 Victoria Curve.

1. Call to Order – Chair Jaffrey Blanks called the meeting to order at 6:30 p.m.

2. Roll Call – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Jo Schifsky, Dan Sherer, and Michael Toth; absent: Commissioners Stephanie Meyer, Michelle Muller and Jennifer Weichert. Student Representative Evangeline Fuentes (arrived at 6:33 p.m.). Staff present: Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Eisfeldt, and Public Works Director Ryan Ruzek.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval of Agenda

Motion Sherer/second Schifsky, to approve the agenda.

AYES 4: NAYS 0

5.a Approval of Minutes from October 8, 2024, Regular Meeting

Motion Toth/second Schifsky to approve the minutes of the October 8, 2024 Parks and Recreation Commission Regular Meeting.

AYES 4: NAYS 0

6. Citizen Comment Period (for items not on the agenda)

None.

7. Acknowledgement of Reports

Chair Blanks read the titles of the five updates (Par 3, Park Improvement, Recreation, Park System Master Plan, and Parks and Recreation Strategic Plan Updates) and polled the Commissioners for questions.

7.a Par 3 Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence briefly reviewed the most up-to-date statistics for the golf course for the 2024 season, which also included month-to-month comparisons, league and other programming activities, and senior pass utilization. She reported that the course closed for the season on November 3rd. She also reviewed the financial report and highlighted some additional items that may come in before the end of the year for expenditures. She also provided an update on staffing and equipment.

Student Representative Fuentes arrived.

Commissioner Toth recognized the history of the golf course and stated that to see what the course has become has been great as this is an amenity for the residents. He thanked Ms. Lawrence for her hard work and dedication.

Commissioner Sherer recognized the goal of governmental programming is to at best break even and stated that it is great to see the amenities the golf course provides. He asked about the type of generator that would be purchased.

Ms. Lawrence commented that this would be a standby generator that would automatically turn on in a power outage.

Commissioner Schifsky asked if there would be winter programming on the course in the winter months in the future.

Ms. Lawrence commented that with the additional staff member that will be joining the team, they would look to add programming in the off-season. She noted that the coffee, cribbage, and cards program has been successful and is often at capacity, therefore staff is looking at ways to expand that program as well.

7.b Parks Improvement Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence reviewed the list of park improvement projects that were completed in 2024. She noted that three of the seven requested budget items were approved by the City Council for 2025. She stated that Valley Park was selected for infield improvements as well. She reviewed the balance of the special park fund and stated that there will be a discussion about the balance requirements for that fund with the City Council.

Commissioner Schifsky noted the work that is being done at Ivy Hills, specifically the fill that was added, and asked if that assists with the drainage.

Public Works Director Ryan Ruzek replied that they will let things settle over the winter and regrade in the spring.

Commissioner Schifsky noted stakes that had been marked and asked if that is the location of the basketball court.

Ms. Lawrence commented that the project will go before the Council for approval in the spring, but a layout has not been developed. She commented that a temporary basketball court was created for use during this transition period.

7.c Recreation Update

Recreation Program Coordinator Willow Eisfeldt provided an update on rink flooding activities and stated that warming house staff have been hired and will be completing their training the following week. She stated that Frozen Fun Fest will be held on February 7th and 8th and provided a highlight of some of the planned events. She stated that summer programming registration will open on Tuesday, February 25th and she is excited about the new programming they would be able to add with the new staff addition.

Commissioner Toth asked for details on the training provided to warming house staff.

Ms. Eisfeldt stated that the training is about one hour and focuses on the warming house facility, responsibilities, and duties as well as general human resources training.

Student Representative Fuentes asked if the teen and nature programming would be in conjunction with another entity or hosted solely by the City.

Ms. Eisfeldt replied that the recreation staff would work with the new natural resources intern to develop that programming. She stated that teen programming would use in-house staff as well as contracted services.

Commissioner Schifsky asked if there would be snowshoes coming in for use.

Ms. Eisfeldt replied that the City purchased about 25 pairs of snowshoes last year that were not able to be used much because of the lack of snow last winter. She stated that in the future they would look to add snowshoeing at the Par 3 as well.

7.d Park System Master Plan Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence replied that the findings from phases one and two of engagement for the process were reviewed at the joint meeting with the Commission and City Council and both groups provided direction to the consultant to finalize the document with recommendations for the next 15 years. She stated that staff continue to meet with the consultant every two weeks. She noted that the City Council did request a more detailed capital improvement plan to be included. She highlighted the anticipated schedule for the development and review of the plan.

7.e Parks and Recreation Strategic Planning Update

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence provided a brief update on the status of the items within the Parks and Recreation Strategic Plan.

2.a Introduction of Student Representative (Continued)

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence introduced and welcomed new Student Representative Evangeline Fuentes.

Chair Blanks and the Commissioners welcomed the new member.

8. New Business

8.a Approval of 2025 Meeting Schedule

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that the Commission is asked to review the proposed 2025 meeting dates and discuss any changes. She asked whether the Commission would like to continue the 6:30 p.m. start time and whether the Commission would want to consider meeting every other month. She stated that another option would be for staff to cancel the meeting if there are no items of business to consider. She highlighted suggested changes to the schedule.

Commissioner Schifsky stated that she would support having a meeting every month and canceling if there is nothing on the agenda. She stated that she could support a start time of 6 or 6:30 p.m.

Commissioner Sherer stated that he would also support flexibility in the meeting schedule, noting that perhaps if they meet every other month, they could hold some workshops on the off months.

Chair Blanks agreed that he would prefer to keep an every-month schedule, canceling when appropriate. He preferred to keep the 6:30 p.m. start time. He agreed that it would make sense to hold the strategic planning session in lieu of the January meeting.

Ms. Lawrence summarized that they would continue to meet every month, with a 6:30 p.m. start time and with the dates as discussed, holding a workshop in January rather than a regular meeting.

Motion Sherer/second Schifsky to approve the 2025 meeting schedule as discussed.

AYES 4: NAYS 0

8.b 2025 Fee Schedule Recommendation

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that annually the Commission reviews the fees and makes a recommendation to the Council for consideration. She provided an overview of parks and recreation-related fees as well as the last time they were updated/increased. She reviewed the staff recommendation for increases to the golf course fees and picnic shelter reservations. She stated that as part of the master plan process, the consultant will be reviewing and providing recommendations on park and recreation fees.

Chair Blanks asked and received confirmation that there are no fee increases proposed for tennis court and canoe rack rentals.

Commissioner Sherer asked for historical increase information for the golf course.

Ms. Lawrence reviewed the recent golf course fee increases in recent years, noting that they are trying to find the balance between operating and supporting golf course needs and the user experience while still offering a reasonable price to customers.

Student Representative Fuentes referenced the proposed increase for the ten-round pass for the golf course and asked if they have considered a reduced price for students and/or a needs-based fee.

Ms. Lawrence replied that students who utilize the course as part of the school partnership receive a discounted rate. She stated that they do offer a junior rate, which is lower than the weekday or weekend rate. She commented that the ten-round pass can be used by people of any age. She stated that there is not a scholarship program for the golf course, but a scholarship program is available for adult and youth programming.

Commissioner Sherer commented that he views the golf course as more of a facility rather than a typical park. He recognized that as a fee-based facility he believes the one-dollar per round increase was reasonable to support the operating needs. He stated that he views the other increases more cautiously as those are amenities that residents enjoy and was hesitant to increase fees in this economy. He referenced the picnic shelters and stated that \$75 per day for a resident seems high and he might choose to go somewhere else therefore he would be more comfortable staying at \$50. He stated that the nonresident rate could be increased to \$100, and the business rate could be increased to \$200.

Ms. Lawrence commented that although Mendakota has the most interest, the shelter is not allowed for reservations during tournaments and other large events and therefore has the lowest reservation usage. She confirmed that it is still open for public use during those times.

Chair Blanks asked if the increase is driven by wanting to be more competitive with other communities or whether there is more cost being recognized for the upkeep of the shelters.

Ms. Lawrence commented that there is staff time to set up and clean up after reservations. She noted that the fee is low compared to other communities. She stated that there currently is a funding deficit for parks that will need to be addressed in the future. She stated that more of the park amenities will need to be supported by the related fees in order to continue to maintain that level of service and infrastructure if a referendum is not supported.

Commissioner Toth asked if staff wants the Commission to approve this tonight or whether it could be tabled to when more members are present. He asked about the cost-saving measures that the City has implemented today or in the past. He believed that there would need to be more discussion on larger park amenities, noting the difference between those larger park amenities and something more specific such as the golf course. He recognized that costs are continuing to increase throughout the economy.

Ms. Lawrence replied that the item could be tabled but the City Council will be approving the fee schedule at its January 7th meeting and the Commission would not meet again prior to that time. She commented that they are already a bit behind the typical schedule city-wide and therefore this will move forward, with or without a recommendation from the Commission. She agreed that costs continue to rise on all items. She stated that a picnic shelter is open to the public unless it is reserved. She stated that if someone has paid for that reservation, they would have exclusive use of the shelter. She noted that is similar to other park amenities that are generally open to the public unless it is reserved. She stated that the parks are maintained to a level of service that provides a safe and visually appealing appearance. She recognized that some facilities are maintained to a higher level because of the reserved use.

Commissioner Sherer recognized the funding deficit that has been identified and commented that type of revenue could not be generated by raising fees.

Ms. Lawrence agreed that fees are not going to fund the entire deficit, but from a staff perspective, any additional funding for parks will be helpful.

Chair Blanks commented that it is a modest increase, especially compared to what others are charging. He also recognized the staff time in setting up tables and emptying trash. He took a quick poll of the Commission on the proposed shelter rate increase and it was a split vote of two to two.

Commissioner Schifsky asked the percentage of rentals that are made by non-residents.

Ms. Lawrence commented that she did not have that data with her but estimated that about 60 percent of rentals are from residents. She stated that they do have a lot of non-resident rentals because of the lower fees compared to neighboring cities. She stated that she will need a formal motion tonight with the recommendation of the Commission on the fee schedule, however, the Commission would like to reach that consensus.

Commissioner Sherer suggested that the golf course and picnic shelter fees be split.

Commissioner Toth commented that he agrees with the one-dollar increase for rounds but does not agree with the increases for the ten-round pass or senior pass. He stated that perhaps that increase could be reduced by half.

Ms. Lawrence stated that the discount of the ten-round pass would equate to each round being \$11 while the cheapest round rate for the course is \$16, therefore it is still a substantial discount.

Chair Blanks commented that he would stick with the staff recommendation as the ten-round pass already provides a substantial discount.

Commissioner Schifsky agreed.

Ms. Lawrence commented that there were not many senior passes sold, estimating 10 or 15, and explained that the increase was proposed for that pass for equity purposes. She noted that one senior pass holder played 90 rounds this season, so the pass holders do use their passes.

Commissioner Sherer stated that he would be comfortable with the increases for picnic shelters for nonresidents while keeping the resident rate the same. He also suggested increasing the non-resident business fee to \$200.

Commissioner Schifsky stated that she could support the additional increase for non-resident business rentals but believes that the resident rate should also increase in order to support the needs of staff.

Commissioner Toth stated that he would accept the one-dollar per round increase, an increase from \$110 to \$125 for the ten-round pass, and would like to keep the senior pass at \$200. He stated that he would like to see additional promotions to get more seniors involved.

Ms. Lawrence commented that the senior pass was heavily promoted.

Chair Blanks confirmed that the senior pass has been heavily promoted over the last two years. He stated that the golf course is a business and the decision for rentals and rates should be business-minded as the goal is for the course to be self-sustainable.

Commissioner Sherer stated that he disagrees and still sees that as a resident amenity.

Motion Blanks to recommend the following changes to the fee schedule for 2025 for the golf course: to increase the rate for a round of golf by \$1, increase the ten-round pass to \$125, keep the senior pass at \$200, and for picnic shelter rentals: to maintain the resident rate of \$50 and resident business rate of \$100, increase the nonresident rate to \$100 and the nonresident business rate to \$200, and maintain all other recreational fees.

AYES 4: NAYS 0

8.c Ivy Hills Playground Subcommittee

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence stated that this item was approved for the 2025 budget and staff is requesting two or three members to serve on the playground subcommittee.

Commissioners Schifsky, Toth and Sherer were appointed to the subcommittee.

9. Unfinished Business

None.

10. Staff Announcements

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence shared the following announcements:

- Staff is preparing for warming house and rink openings
- Staff will begin planning for the strategic planning meeting in January and a Chair and Vice Chair will be appointed at the February meeting
- Stephanie Meyer made the decision not to reapply to the Commission and therefore January will be her last meeting while Commissioner Muller and Sherer did reapply
- Staff is attempting to increase programming and marketing efforts for programming
- Other events details can be found on the City's website

Public Works Director Ryan Ruzek commented that he has received calls related to the Rogers Lake aerator, which should come on around the 1st of the year, noting that signs will be posted when the ice is thick enough. Tree removal has begun at Valley as part of the streambank project. He noted locations for other trees that would be removed as part of other projects this winter or in the spring. He stated that the Valley Park bridge will be removed and detour signs will be posted redirecting traffic. He stated that there are signs with a QR code that will provide more information on the trail project from the City and County as part of the streambank project.

11. Student Representative Update

None.

12. Commission Comments and Park Updates

Commissioner Sherer

- No comments

Commissioner Toth

- Has noticed people out on Rogers Lake and reminded residents that you need four inches of ice to be out walking

Chair Blanks

- Encouraged residents to enjoy the trails

Commissioner Schifsky

- The cleanup at Ivy Hills looks great and she is excited to see the continued improvements
- She is excited to use the warming house at Wentworth this season
- Wished everyone happy holidays and stated that she has enjoyed her time on the Commission this year
- Welcomed new Student Representative Fuentes

13. Adjourn

Motion Sherer/Second Toth to adjourn the meeting at 8:01 PM

AYES 4: NAYS 0

Minutes drafted by:
Amanda Staple

TimeSaver Off Site Secretarial, Inc.

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

Minutes of the Parks and Recreation Commission Work Session- DRAFT
January 14, 2025

Pursuant to due call and notice thereof, a work session of the Parks and Recreation Commission, City of Mendota Heights, Minnesota was held at 1101 Victoria Curve, Mendota Heights, MN 55118.

CALL TO ORDER

Chair Jaffrey Blanks called the meeting to order at 6:30pm. Commissioners Jo Schifsky, Michael Toth, Jennifer Weichert, Steph Meyer (arrived at 6:50pm), Dan Sherer (left at 7:20pm), and Student Representative Evangeline Fuentes (left at 7:30pm) were also present. Commissioner Michelle Muller was absent.

City staff present included Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director, Ryan Ruzek, Public Works Director, and Willow Eisfeldt, Recreation Program Coordinator.

IVY HILLS PLAYGROUND REQUEST FOR PROPOSALS (RFP) REVIEW

Parks and Recreation Director Lawrence presented the draft RFP that was written based on extensive discussion and research by the Ivy Hills Park Playground Subcommittee consisting of Jo Schifsky, Michael Toth, and Evangeline Fuentes. Staff discussed the Master Plan's priority of accessibility moving forward based off community engagement, and that this playground would provide a more accessible playground for the city residents and visitors to enjoy. Commissioners discussed the budget, whether Ivy Hills is an appropriate park for the unique swing feature, and the potential layout of the playground. Director Lawrence noted that there will be engagement opportunities for the neighbors living near the playground and for the community once proposals are received. The Commissioners present were in full support of the project and noted they are excited to see the proposals received.

2025 COMMISSION WORK PLAN

Parks and Recreation Director Lawrence led the commissioners through a discussion regarding the following topics:

- 2024 Accomplishments
- In Progress Items/Strategic Priorities
- Barriers/Setbacks for Success
- Goals for the Next Three to Five Years

Commissioners each shared their thoughts in regards the different discussion points. The commissioners discussed how this analysis will impact the 2025 work plan priorities.

Parks and Recreation Director Lawrence thanked the commissioners for their time and insight. She noted that staff will begin compiling the information into a Draft 2025 Parks and Recreation Work Plan to be reviewed by the commissioners at their next meeting.

Parks and Recreation Director Lawrence recognized this is Steph Meyer's last meeting as a commissioner. She thanked Commissioner Meyer for her six years of dedicated service and shared some of the highlights and accomplishments during her tenure with the Commission.

The commission adjourned the meeting at 9:01pm.

Minutes Taken By:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Acknowledge the November and December Par 3 Financial Reports

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

CONTACT: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

ACTION REQUEST:

Acknowledge the November and December, 2024 Par 3 Financial Reports.

BACKGROUND:

The revenue total for 2024 is \$320,993. The course's December expenditures totaled \$17,990. The expenditure total for 2024 is \$290,868. The course ended the year with a \$30,125 operating surplus.

There is one more interest income entry that will be included upon completion of the audit, after which, these numbers will become final.

The December expenses were higher than normal and include the following projects:

- Par 3 Office Furniture for new position
- Chemical Cabinet for storage required by OSHA
- Two Job Boxes for golf recreation program storage
- Security Cameras for Clubhouse
- Reel Sharpening for Mowers

The Par 3 had a record-setting season in 2024 with 20,089 rounds played.

FISCAL AND RESOURCE IMPACT:

Monthly Expenditure Report--November and December 2024 is attached.

ATTACHMENTS:

1. November 2024 Expenditure Report
2. December 2024 Expenditure Report

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure, Inclusive and Responsive Government

**MONTHLY EXPENDITURE REPORT
NOVEMBER 2024**

MENDOTA HEIGHTS PAR 3					
BUDGET TO ACTUAL REPORT					
November 2024 (91.67% OF YEAR)					
					Nov
REVENUES		Nov	YTD	YTD	YTD
	BUDGET	2024	2024	%	2023
GREENS, LEAGUE & TOURN FEES	\$177,000	\$619	\$231,340	130.70%	\$209,659
RECREATION PROGRAMS	\$54,000	\$2,795	\$42,880	79.41%	\$50,923
CONCESSIONS	\$34,000	\$197	\$46,478	136.70%	\$36,090
SUNDRY REVENUE	\$0	\$0	\$296	100.00%	\$146
INTEREST	\$450	\$0	\$0	0.00%	\$0
INSURANCE CLAIM	\$0	\$0	\$0	0.00%	\$0
PAR 3 FUND REVENUE TOTAL	\$265,450	\$3,610	\$320,993	120.92%	\$296,818
EXPENDITURES		Nov	YTD	YTD	YTD
	BUDGET	2024	2024	%	2023
CLUBHOUSE SALARIES	\$47,600	\$2,259	\$50,118	105.29%	\$45,402
ADMINISTRATIVE SALARIES	\$34,358	\$3,068	\$32,877	95.69%	\$28,249
FICA/PERA	\$14,362	\$987	\$13,460	93.72%	\$9,953
MEDICAL INSURANCE	\$7,544	\$629	\$6,915	91.66%	\$6,588
U/E & W/C INSURANCE	\$3,420	\$0	\$5,271	154.13%	\$5,602
RENTALS	\$8,000	\$155	\$6,252	78.15%	\$6,277
UTILITIES	\$16,013	\$1,064	\$11,450	71.50%	\$12,934
PROFESSIONAL FEES - AUDIT	\$3,080	\$0	\$3,171	102.95%	\$3,304
PROF FEES - CONSULTING FEES	\$1,100	\$0	\$1,196	0.00%	\$61
PROF FEES - GROUNDS MGMT	\$7,250	\$0	\$0	0.00%	\$0
PROF FEES - GROUNDS WAGES	\$27,000	\$2,985	\$26,365	97.65%	\$23,020
PROF FEES - TREE MAINTENANCE	\$5,000	\$0	\$0	0.00%	\$2,779
LIABILITY/AUTO INSURANCE	\$4,800	\$900	\$5,000	104.16%	\$4,185
OPERATING COSTS/SUPPLIES	\$11,300	\$0	\$10,591	93.73%	\$9,767
FUEL	\$3,000	\$86	\$2,187	72.90%	\$2,285
REPAIRS & MAINTENANCE	\$58,750	\$1,768	\$66,700	113.53%	\$57,868
SUNDRY/DUES/MILEAGE/CLOTHING	\$12,750	\$0	\$3,106	24.36%	\$7,629
ONLINE REG & CREDIT CARD FEES	\$10,000	\$724	\$12,028	120.28%	\$11,169
GREENS ROLLER	\$0	\$0	\$16,191		\$0
PAR 3 EXPENDITURES TOTAL	\$275,327	\$14,624	\$272,878	99.11%	\$237,072

**MONTHLY EXPENDITURE REPORT
DECEMBER 2024**

MENDOTA HEIGHTS PAR 3					
BUDGET TO ACTUAL REPORT					
December 2024 (100% OF YEAR)					
					Dec
REVENUES		Dec	YTD	YTD	YTD
	BUDGET	2024	2024	%	2023
GREENS, LEAGUE & TOURN FEES	\$177,000	\$0	\$231,340	130.70%	\$209,659
RECREATION PROGRAMS	\$54,000	\$0	\$42,880	79.41%	\$50,923
CONCESSIONS	\$34,000	\$0	\$46,478	136.70%	\$36,090
SUNDRY REVENUE	\$0	\$0	\$296	100.00%	\$146
INTEREST	\$450	\$0	\$0	0.00%	\$0
INSURANCE CLAIM	\$0	\$0	\$0	0.00%	\$0
PAR 3 FUND REVENUE TOTAL	\$265,450	\$0	\$320,993	120.92%	\$296,818
EXPENDITURES		Dec	YTD	YTD	YTD
	BUDGET	2024	2024	%	2023
CLUBHOUSE SALARIES	\$47,600	\$0	\$50,118	105.29%	\$45,402
ADMINISTRATIVE SALARIES	\$34,358	\$3,367	\$36,244	105.49%	\$31,549
FICA/PERA	\$14,362	\$291	\$13,751	95.75%	\$10,177
MEDICAL INSURANCE	\$7,544	\$629	\$7,544	100.00%	\$7,187
U/E & W/C INSURANCE	\$3,420	-\$75	\$5,196	151.93%	\$5,470
RENTALS	\$8,000	\$427	\$6,679	83.49%	\$6,432
UTILITIES	\$16,013	\$1,353	\$12,803	79.95%	\$14,309
PROFESSIONAL FEES - AUDIT	\$3,080	\$0	\$3,171	102.95%	\$3,304
PROF FEES - CONSULTING FEES	\$1,100	\$0	\$1,196	0.00%	\$61
PROF FEES - GROUNDS MGMT	\$7,250	\$0	\$0	0.00%	\$0
PROF FEES - GROUNDS WAGES	\$27,000	\$202	\$26,567	98.40%	\$23,059
PROF FEES - TREE MAINTENANCE	\$5,000	\$0	\$0	0.00%	\$2,779
LIABILITY/AUTO INSURANCE	\$4,800	-\$133	\$4,867	101.39%	\$4,070
OPERATING COSTS/SUPPLIES	\$11,300	\$92	\$10,683	94.54%	\$9,781
FUEL	\$3,000	\$0	\$2,187	72.90%	\$2,292
REPAIRS & MAINTENANCE	\$58,750	\$11,747	\$78,447	133.53%	\$60,487
SUNDRY/DUES/MILEAGE/CLOTHING	\$12,750	\$0	\$3,106	24.36%	\$7,629
ONLINE REG & CREDIT CARD FEES	\$10,000	\$89	\$12,118	121.18%	\$11,191
GREENS ROLLER	\$0	\$0	\$16,191		\$0
PAR 3 EXPENDITURES TOTAL	\$275,327	\$17,990	\$290,868	105.64%	\$245,179



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Authorize Reclassification of a Police Department Records Technician Position from Part-time to Full-time

ITEM TYPE: Consent Item

DEPARTMENT: Police

CONTACT: Kelly McCarthy, Police Chief

ACTION REQUEST:

Authorize the reclassification of a Police Department Records Technician position from part-time to full-time.

BACKGROUND:

Currently, the Mendota Heights Police Department has one full-time records technician and two part-time technicians for a total of 2 full-time equivalent (FTE's) positions.

The Department is seeking authorization to move one of the part-time positions to full-time effective April 1, 2025. The reclassification is necessary due to an increase in records duties as well as the desire to transition to a crime analyst in the future. Making the switch now will allow the department to retain talent, save money, create efficiencies in the speed camera project, and conduct a process analysis of city code enforcement.

One part-time technician is currently enrolled in a master's program to become a crime analyst, and the department had planned to request a part-time crime analyst position as part of the 2026 budget. However, with the anticipated increase in administrative work related to the speed camera enforcement project, assigning these responsibilities to a records technician would be more efficient than taking a sworn officer off the road to do it. Additionally, a process analysis of current code enforcement procedures is needed but lacks the necessary capacity for completion.

FISCAL AND RESOURCE IMPACT:

The difference in wages and benefits for the remainder of 2025 is approximately \$46,000. While the expense was unplanned for 2025, lower-than-expected year-to-date overtime costs will allow the department to absorb the increase with the current budget. Minnesota Statute

169.147, subd. 13 would allow any revenue from speed camera enforcement to go towards this salary item. However, the department does not anticipate any revenue from the program in 2025.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 18, 2025

AGENDA ITEM: Authorize the Donation of Decommissioned Tasers

ITEM TYPE: Consent Item

DEPARTMENT: Police

CONTACT: Wayne Wegener, Police
Captain

ACTION REQUEST:

Authorize the donation of decommissioned Tasers to the West St. Paul Police Department.

BACKGROUND:

In 2016, the police department purchased X-26P Tasers for officers. In January 2025, the police department upgraded Tasers for licensed officers from the X-26P model to the Taser 10 model. The X-26P Tasers were no longer supported, due to them being outside their 5-year warranty. The Mendota Heights Police Reserves continue to use the X-26P model and, therefore, the department will retain a small inventory of X-26P models for replacements as necessary. With the transition to the Taser 10, the police department decommissioned (14) X-26P Tasers for disposal.

The Mendota Heights Police Department reached out to the West St. Paul Police Department, as we work closely with them on a regular basis, to see if they could benefit from acquiring the decommissioned Tasers. The West St. Paul Police Department currently utilizes X-26P Tasers but does not have enough to issue them to all of their officers. In lieu of destroying the decommissioned Tasers, the Mendota Heights Police Department would like to donate them to the West St. Paul Police Department so they can continue to outfit their officers. If the donation is approved, the West St. Paul Police Department has agreed to maintain the annual X-26P Taser certifications for the Mendota Heights Police Reserves at no cost as we will no longer have a certified X-26P Taser instructor.

FISCAL AND RESOURCE IMPACT:

There is no negative fiscal impact related to the donation. Additionally, the police department will receive annual required training for its Police Reserves.

ATTACHMENTS:

1. Taser List

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

Serial Numbers for X-26P Tasers Being Decommissioned

X13004844
X130046N1
X1300487D
X1300484R
X1300AREF
X130047RP
X130047XC
X13001NX7
X1300487E
X1300485E
X13004872
X1300481A
X13002360
X130023AR

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Approve a Contract for Tennis Court Resurfacing at Friendly Hills Park

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

CONTACT: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

ACTION REQUEST:

Approve a contract with C&H Sport Surfaces, Inc. for the resurfacing of the Friendly Hills Park tennis courts for \$16,995.

BACKGROUND:

The tennis courts at Friendly Hills were resurfaced in 2022. In September 2023, the courts were vandalized with spray paint and the surface was damaged.

The scope of the project includes: cleaning the surface and removing debris; patching low areas of depth; cleaning cracks and control joints of loose material; filling 1" of cracks and control joints using an acrylic patch; priming vandalized areas to enhance bonding of the new surface application; applying two coats of black sand fortified acrylic filler coat; applying two coats of texture acrylic to the entire court surface; and painting of primer and two sets of 2" white lines in accordance to USTA layout specifications. The courts will have a dark green play area and light green out of bounds area—the same as the current court colors.

Staff received the following quotes for the project:

- C&H Sport Surfaces, Inc.= \$16,995
- Surface Pro= \$18,144

C&H Sport Surfaces has completed work for the City in the past and staff has been happy with their ongoing customer service and work product provided. This project is estimated to be completed in July.

FISCAL AND RESOURCE IMPACT:

Included in the FY2025 budget was \$18,000 for the tennis court resurfacing at Friendly Hills Park utilizing Fund Balance. Staff have worked with the Dakota County Attorney's Office and the five individuals who were charged in connection with the vandalism were accepted into the County's diversion program. The City will receive payment to cover the damage over the next few years.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure, Inclusive and Responsive Government



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Approve Resolution 2025-13 Accepting a Park Bench Donation

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

CONTACT: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

ACTION REQUEST:

Approve Resolution 2025-13 accepting a park bench donation from Sam Hanson to be installed at Mendakota Park.

BACKGROUND:

The Park Bench Donation program was adopted in 2001. Through the program, a resident may donate \$1,500 to the City to offset the costs of purchasing and installing a park bench. Any costs above the donation amount are the responsibility of the City from the Parks Maintenance Budget.

Staff received a park bench donation from Sam Hanson to be installed at Mendakota Park near the basketball court. A map that is attached provides a pinpoint of where the bench is proposed to be installed. The bench would be near the basketball court on the North West corner near the tree. Staff has reviewed the site and feel it would be a good location for the bench. Prior to installation, staff plans to meet the donor on site to determine the exact location to ensure no damage to the existing tree and tree roots.

The desired plaque language for the bench would read:

Doug Mogelson

June 18, 1973 - December 28, 2024

Loved the beloved. A mensch and a baller.

The City is grateful for the generosity of this financial donation.

FISCAL AND RESOURCE IMPACT:

The \$1,600 donation will be used towards the purchase and installation of the park bench. Costs exceeding \$1,600 will be drawn from the Parks Equipment/Maintenance budget.

ATTACHMENTS:

1. Resolution 2025-13 Accepting a Gift for a Park Bench Donation Hanson
2. Mendakota Park Bench Donation Map

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure, Inclusive and Responsive Government

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION 2025-13

FORMALLY ACCEPTING A GIFT FOR A PARK BENCH DONATION

WHEREAS, the City of Mendota Heights desires to follow Minnesota Statute 465.03 “Gifts to Municipalities”; and

WHEREAS, the Minnesota Statute requires a resolution to accept gifts to municipalities; and

WHEREAS, the City has previously acknowledged gifts with a resolution; and

WHEREAS, the City Council of the City of Mendota Heights has duly considered this matter and wish to acknowledge the civic mindedness of citizens and officially recognize their donations.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Mendota Heights formally accepts \$1,600 for a park bench donation from Sam Hanson. The park bench is to be placed near the basketball court at Mendakota Park.

Adopted by the City Council of the City of Mendota Heights this 18th day of March, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

Park Bench Donation



Nearmap, Inc, Dakota County, MN



*Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed.
This is not a legal document and should not be substituted for a title search, appraisal, survey, or
for zoning verification.*

Map Scale
1 inch = 25 feet
2/18/2025



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Award Professional Services Contract for the Development of an ADA Transition Plan

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: Meredith Lawrence, Parks and Recreation/Assistant Public Works Director
Lucas Ritchie, Assistant City Engineer

ACTION REQUEST:

Award a professional services contract with Stonebrooke Engineering Inc, for the development of an ADA Transition Plan for a not-to-exceed amount of \$25,879.

BACKGROUND:

As part of the 2025 budget process, the City Council included funding for the development of an ADA Transition Plan.

The Americans with Disabilities Act (ADA) requires that cities create an ADA Transition Plan to remove physical barriers to accessibility for people with disabilities. An ADA Transition Plan must include a self-evaluation of the City's current policies, practices, and programs to ensure they are accessible and don't discriminate against people with disabilities. In addition, it will include a plan to make the City's infrastructure more accessible and in compliance with the ADA. The plan will also provide a formal ADA grievance process that can be used by the public. Public Agencies with 50 or more employees are required by the Civil Rights Law to adopt an ADA Transition Plan. The City of Mendota Heights does not currently have an adopted ADA Transition Plan.

On February 4, the City Council approved the release of a Request for Proposals for the Development of an ADA Transition Plan. Staff sent the RFP document to seven reputable engineering firms to solicit quotes. The City received several responses from engineering firms declining to submit a proposal due to lack of staff availability and/or lack of experience with

ADA Transition Plans. However, staff did receive one proposal and quote for the project from Stonebrooke Engineering.

Stonebrooke Engineering's base proposal included the following plan elements:

- Develop a Transition Plan Outline
- Review Available Data
- Project Management Team Meetings
- ADA Inventory/Evaluation of Existing Facilities and Infrastructure
- Develop a Priority System
- Develop Transition Plan and Public Outreach

In addition, Stonebrooke Engineering submitted bid alternates that include the following:

- Stonebrooke Staff Data Collection
- Stonebrooke Supervised Data Collection

Stonebrooke Engineering has extensive experience developing ADA Transition Plans and staff are confident in their ability to complete this project. Staff reviewed the proposal and are recommending the base bid and bid alternate (Stonebrooke Staff Data Collection) be completed as part of the scope of this project.

FISCAL AND RESOURCE IMPACT:

The 2025 budget included \$35,000 from the General Fund to cover the costs associated with the project. The base bid proposal costs are \$19,476 and the bid alternate includes an additional \$6,403. This results in a total project cost of \$25,879.

ATTACHMENTS:

1. Stonebrooke Engineering Proposal

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure, Inclusive and Responsive Government



Stonebrooke



PROPOSAL

Americans with Disabilities Act (ADA) Transition Plan *City of Mendota Heights*

Submitted to the City of Mendota Heights
March 4th, 2025

Stonebrooke

12279 Nicollet Ave
Burnsville, MN 55337

main 952.402.9202 fax 952.403.6803
stonebrookeengineering.com



City of Mendota Heights
Attn: Meredith Lawrence
Parks and Recreation Director/Asst. Public Works Director
MLawrence@MendotaHeightsMN.gov

RE: ADA Transition Plan Update

March 4, 2025

Dear Ms. Lawrence,

Stonebrooke Engineering, Inc. (Stonebrooke) is pleased to submit this proposal to prepare a usable, manageable, and implementable Americans with Disabilities Act (ADA) Transition Plan for the City of Mendota Heights. This proposal defines the anticipated tasks and the timeline necessary for developing this document. We have also presented a work plan identifying the tasks to be accomplished and a budget including the hourly rates for all key personnel performing the necessary tasks.

As an industry leader in ADA planning, design, and construction administration, one thing that differentiates Stonebrooke from other firms is our commitment to **Engineering Responsible Solutions**. This means we will work with the City to “right-size” its ADA Transition Plan. We will include all elements required by law and those additional items that are a priority to the City.

A common misconception is that the design elements identified in the Public Rights-of-Way Accessibility Guidelines (PROWAG) are design standards. Title II of the ADA, which covers public rights-of-way, requires that existing facilities be accessible. However, it does not require all pedestrian ramps and sidewalks to include design elements as identified in PROWAG – these are **best practices** and should be followed for new construction when possible. Our strategy will be to categorize non-compliant locations into several tiers, from the most critical locations that may require immediate improvement to those that can wait for an adjacent roadway project.

I will personally lead this effort alongside **Natalie Fetter**. Our staff leading this effort have more than 15 years of combined experience specializing in ADA-related projects and project management. I am certified as an **Accessibility Specialist** through the State of Minnesota and am a leader in thinking outside of the box regarding accessibility accommodations. Natalie and I enjoy projects that allow us to go above and beyond the State requirements for accessibility to ensure that everyone who lives, works, or plays in our project areas can do so easily, regardless of their physical ability. Our **professional staff, demonstrated experience, and technical expertise** will provide results exceeding your expectations. Thank you again for this opportunity.

Respectfully,

Britt Berner, AICP, AS
Project Manager

direct 612.405.2362

email BBerner@stonebrookeengineering.com

Contact Information

Contact Britt Berner, AICP, AS
Direct 612.405.2362
Email BBerner@stonebrookeengineering.com

Stonebrooke Engineering, Inc.
12279 Nicollet Ave, Burnsville MN 55337
Main: 952.402.9202 | Fax: 952-403-6803

Firm Information

Stonebrooke Engineering Inc.

12279 Nicollet Ave
Burnsville, MN 55337
main 952.402.9202 fax 952.403.6803
stonebrookeengineering.com

Founded in 2003, Stonebrooke Engineering, Inc. is a 50+ person firm and an exceptionally qualified full-service Small Business Enterprise (SBE), Woman-owned Business Enterprise (WBE), and MN/UCP DBE Certified firm based in Burnsville, MN. In addition to engineering design, our services include transportation planning, environmental documentation, stormwater management, construction services, land surveying, signal design, traffic modeling, bridge design, and graphic/web services. For more information please see the firm bio sheets in the Appendix.



Project Understanding

This project aims to prepare a City-Wide ADA Transition Plan Update for Mendota Heights compliant with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. This plan will incorporate all necessary elements to ensure the City complies with current ADA laws and regulations. The transition plan will include:

- Updates to implementation priorities and schedule for providing curb ramps, crosswalks, pedestrian signals, access to government buildings, etc. Priority will be given to walkways serving entities covered by the Act, including government-owned offices and facilities.
- A review of the City services, programs, and activities to identify any physical barriers or policies, practices, or procedures that may limit or exclude participation by people with disabilities.

The plan updates will, at a minimum:

- Identify existing physical obstacles in the Public's right-of-way that limit accessibility to its programs or activities by individuals with disabilities;
- Describe in detail the methods that could be used to make the facilities accessible;
- Specify a schedule or approach for taking the steps necessary to achieve compliance;
- Identify steps that will be taken during the transition period;
- Indicate the individual responsible for Plan implementation;
- Address maintenance of accessibility, including but not limited to snow removal; and
- Address accessibility in work zones for existing facilities

Project Approach

The following is a description of proposed tasks that will be completed as part of the ADA Transition Plan to meet the guidelines laid out in Title 28 Code of Federal Regulations Part 35, which identifies Federal rules for the Department of Justice and Subtitle A of Title II of the ADA of 1990.

Task 1. Develop a Transition Plan Outline

Britt Berner will draft an outline detailing all parts of the Transition Plan. City staff will review the outline to confirm that everyone agrees on the Final Plan’s inclusions.

Deliverables

- Transition Plan Outline

Task 2. Review Available Data

While Britt develops the outline, **Natalie Fetter** will review infrastructure data and records provided by the City, including previous ADA improvement projects, as-built plans of completed projects, and GIS, aerial, or topographic mapping of City infrastructure. She will also examine Capital Improvement Plans, comprehensive plans, and area studies to identify future projects that may affect city rights of way.

Our team also recommends working with school districts and any **Safe Routes to School** plans in place to understand the needs of children and families and their access to educational opportunities. As we learn the routes that the schools prioritize, the Plan will be updated on how we plan to address any gaps in accessibility for safe walking/rolling routes to school.

We will also review **transit access**. A vital accessibility requirement is to review the infrastructure and access to transit stations and routes. Our team will analyze and prioritize improvements that can be made along these routes.

One aspect often overlooked in ADA design is the design for **service animals**. Unfortunately, when the ADA was written, service animals were not as common as today, and their presence is still overlooked in traditional planning practices. For instance, a 4-ft sidewalk can accommodate a conventional wheelchair but not a wheelchair plus a service animal side-by-side. Another example of service animal accessibility is providing green space or pet relief areas that service

animals can utilize. Our team can help identify gaps in service animal accessibility and offer policy and design improvement suggestions.

All the documents in the literature review will be uploaded online in an **electronic inventory** for use throughout the contract. We suggest using ADA accessibility versions of these digital materials so that if members of the public would like to see them, they can easily access them from a screen reader or accessibility device.

Deliverables

- Literature Review
- Policy Guidelines

Task 3. Project Management Team Meetings

Britt Berner will be the overall project manager responsible for the high-quality and timely completion of all tasks and deliverables. This will include general project management and coordination, monthly invoicing, and the development of project status reports.

A Project Management Team (PMT) will be formed to oversee plan development and ensure the final document meets the City’s needs. The City’s team will include the Parks and Recreation Director or Assistant Public Works Director, Assistant City Engineer, and Special Projects Coordinator.

Expected Meetings

- Monthly conference calls with PMT (7).

Deliverables

- Project Management Plan, which will help keep the project on time and budget;
- Monthly invoices and project status reports;
- Inform the public of all planning activities and outcomes by utilizing the web and social media;
- Providing ADA-accessible information to the City and local jurisdiction for posting on the website; and
- Monthly progress meeting with the City

Task 4. ADA Inventory/Evaluation of Existing Facilities and Infrastructure

The self-evaluation will examine the condition of all pedestrian ramp facilities within the city. This includes consideration of the sidewalks, bicycle/pedestrian trails, curb ramps, traffic control signals, and transit facilities that are located within the City's rights-of-way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Our staff also has GIS experts to help examine layers and data to best understand the barriers and opportunities that exist in all of the partner agencies.

We believe that the best Transition Plan comes from the most accurate field data. We have listed an optional task (Task 4.04a) if Mendota Heights requires Stonebrooke to collect this data. We have also listed an optional task (Task 4.04b) where Stonebrooke can train and be on-call during a Mendota Heights Staff led field collection.

Task 5. Develop a Priority System

After the data has been reviewed, Stonebrooke will work with City GIS specialists to update their tracking system database to update barrier removals as they were performed by agency staff, providing a medium for monitoring and updating the process. This database should rank facilities based on condition, improvement needs, pedestrian usage, and safety. This will ultimately result in several tiers of accessibility, each with an associated schedule for improvement.

We suggest the following three-tiered system, which we have used on other ADA Transition Plan projects:

- Tier 1 (Green). These locations are fully compliant and require no upgrades.
- Tier 2 (Yellow). These locations do not fully meet the PROWAG and MnDOT design guidelines but are in relatively good condition and include substantially compliant designs. They may or may not require improvements as part of adjacent project work over the next 20 years.
- Tier 3 (Red). These are the highest priority locations and may need to be addressed immediately. These locations are generally the least compliant and/or nearest origin-destination pairs that include high concentrations of elderly and/or disabled users. An example could be an intersection with a senior living facility on one side and a library on the other.

Ashley Regan will compile the assessments and condition ratings in a database format and incorporate them into the final plan in tabular format. Because these databases will be developed on an ESRI platform, we will import the files into ArcGIS and create PDF maps that display condition ratings for curb ramps and/or intersections. These maps will also be included in the final document and can be used as part of the public outreach process. We will work with the City to determine the desired format and scale of the maps. Finally, we will provide GIS files of curb ramp condition ratings because our work is GIS-based. These will suit asset management or developing an interactive online GIS tool for the public.

Deliverables

- Summary spreadsheet of condition ratings that incorporates a tiered priority system;
- PDF map(s) of condition ratings of curb ramps and/or intersections;
- GIS files of curb ramps;
- Draft ADA access compliance assessment reports;
- Public rights-of-way subject to the requirements of ADA in electronic format;
- Final ADA access compliance assessment reports for public rights-of-way subject to the requirements of ADA in binder and electronic formats;
- Draft format for project database and map - electronic file(s); and
- The final format for the project database and map is electronic file (s).

Task 6. Develop Transition Plan and Public Outreach

Develop the Draft Document

Based on City staff guidance and the results of the ADA Self-Evaluation field inventory and policy practice review from Task 2 and 4, Stonebrooke will develop the ADA Transition Plan. The draft document will identify a grievance procedure, responsible officials and key staff, policy and practice review, results of the field inventory, and a plan, methodology, and schedule for achieving compliance for the City.

It is anticipated that two drafts and one final document will be prepared. The first draft will be used to solicit comments from the PMT. The second draft will address

PMT concerns and will be used to solicit public comments electronically and from the City Council. The final Plan will incorporate comments from the PMT, the general public, and the City Council. The final Plan will be a visually engaging, easy-to-read document using maps, charts, photos, graphics, and tables instead of long text. It will be designed for easy routine updates. Our team will also provide typical unit cost estimates for proposed improvements to assist with implementation and City budget planning. **Kelly Besser** will review the draft documents for Quality Control.

Stonebrooke will present the draft plan to the City Council for any comments and at another City Council meeting with the Final Plan for adoption.

Public Outreach

While it is a requirement to hold a public process to solicit public comments and conduct targeted outreach to the disabled community, this process is not defined in the ADA. We typically recommend having a public meeting, advertising for electronic or written comments on the data findings, and hearing where the public identifies area gaps in accessibility. Comments from the public and Project Management Team will be incorporated into the final ADA Transition Plan. Stonebrooke will provide public outreach materials, including:

- Maps and tables that display draft condition ratings;
- ADA brochure; and
- Poster boards that explain an ADA Transition Plan, summarize the approach, display an image of the accessible elements, and provide contact information for the ADA coordinator.

We could also hold a non-traditional “on the streets” meeting. We offer the following as suggestions that we have done in the past on similar projects:

- **Pop-Up Events.** Our project team strongly believes in meeting the stakeholders where they gather. This does not include forcing project information on them as they leave their local grocery store. This means getting into conversations with folks at community events. We utilize chances where stakeholders have over 20 seconds to talk to project staff.
- **Field Walks/Rides.** Field walks with area walking, wheeling in a mobility device, biking, transit advocates, and area residents will help inform our project needs and goals. This would allow a first-hand look at accessibility in Mendota Heights.
- **On the Corner Meetings.** Meetings with construction staff, residents, advocates, etc., in areas identified for improvement will allow stakeholders to ask questions

directly to staff and receive direct answers to their questions or concerns.

- **Focus Group Meetings.** Meetings with businesses, elderly care facilities, health clinics, school districts, or other identified key stakeholders will help inform our project needs and goals.



Focus Group Meeting for Mankato Area Planning Organization ADA Plan

Environmental Justice and Title V

Stonebrooke will review Mendota Heights’s Title VI/ Environmental Justice policies and Public Participation Plan to ensure that disadvantaged populations get equal and fair representation in improvements and are not disproportionately represented in engagement efforts. GIS mapping of these populations will help ensure we are reaching everyone.

Stonebrooke will work with the City to ensure that any needed **translators or ASL interpreters** are available to assist the public (translator and ASL interpreter fees are not included in the overall fee estimate).

Deliverables

- Draft public participation and outreach plan;
- Final public participation and outreach program;
- Public display materials;
- Draft (2) and Final (1) ADA Transition Plan; and
- At least 2 City Council Meetings to present the “ADA Self-Evaluation and Transition Plan” for review and adoption

Proposed Project Team and Experience

Our proposed team will work alongside Mendota Heights. Through our services, we have learned that having Stonebrooke engineers involved in supplementing the work of the planners and technicians is helpful in stitching design intent with team member experience. Our collaborative effort between our planning and engineering teams will provide the City with a complete understanding of the ADA Transition Plan Update process, from the initial project management plan creation through implementation construction cost estimating.

Below are our team's proposed key personnel, along with their background and experience and examples of similar work.



Britt Berner, AICP, AS
MN DLI Accessibility Specialist
Project Manager

Britt is a certified planner with more than 10 years of experience in accessibility design. Her expertise includes preparing cost estimates, self-evaluations, and Transition Plans. She has played an integral role in developing many ADA Transition Plans across Minnesota and Wisconsin, from municipal plans to county-wide plans. Over the last 10 years, Britt has been involved in helping MnDOT ADA staff identify planning-level project scopes, inventorying ADA facilities, performing compliance reviews, providing construction inspection for ADA projects, and reviewing design plans completed by other consultants. She is a caretaker to a family member with a service animal, so she has first-hand knowledge of accessibility constraints and necessary improvements. Britt is also trained in digital accessibility, so she will ensure that all materials are ADA-accessible to the public.



Kelly Besser, PE
ADA Expert

Kelly is a registered professional engineer with more than 17 years of experience designing and managing transportation projects. Her experience includes construction inspection, environmental documentation, public engagement, stakeholder coordination, preliminary and final design, preliminary layout development, State Aid, MnDOT, Federal Aid construction plans, cost estimates, and writing

and packaging bid and contract documents. She has played integral roles in major transportation projects for Stonebrooke over the years, which has given her a diverse background in detail design, public engagement, utility coordination, project management, and contract administration. Kelly is also an expert on ADA compliance and has an extensive background in designing and managing pedestrian safety improvement projects. She has led three MnDOT CO ADA Staff Augmentation and Design Assistance contracts for Stonebrooke over the last 15 years and has been involved in the scoping, field review, design, construction, and coordination of thousands of public right-of-way ADA pedestrian facilities for both MnDOT and local agencies. Kelly will provide oversight and guidance for the Mendota Heights ADA Transition Plan project while applying her extensive ADA planning design and construction experience.



Natalie Fetter
Transportation Planner

Natalie has over 5 years of experience in ADA accessibility, community engagement, transportation planning, urban planning, and community building. She will work to support and oversee the policy review and ADA compliance. Her expertise ensures that impacted populations are involved in decision-making and that community needs are met. Her favorite populations to engage with are business owners, disadvantaged communities, and those with accessibility impairments. She is highly knowledgeable in transportation/urban planning and will be an asset to our team.

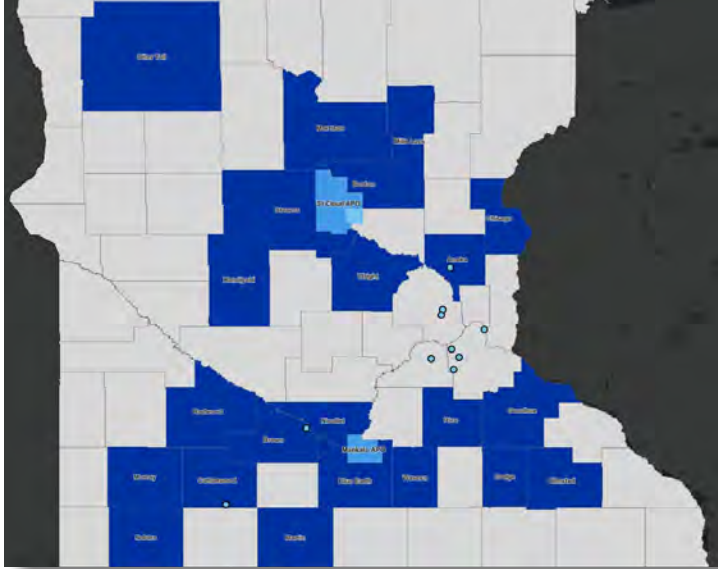


Ashley Regan
GIS Technician

Ashley has 12 years of experience in surveying and GIS. Her expertise includes GIS analysis, surveying, platting, traffic and safety analysis, and transportation forecasting. Her strong educational background complements his extensive hands-on project experience. Before joining Stonebrooke, Ashley gained experience working for Maverick Drone Systems doing GIS analysis of drone data. Ashley will perform GIS and map production for the Mendota Heights ADA Transition Plan project.

Project Experience

We have extensive experience with ADA transition plan projects and ADA design projects. We have been involved with the design, construction, or field review of over 1,800 pedestrian ramp corners in Minnesota. Below are a few of our project examples that incorporate key service areas.



ADA Transition Plans that Stonebrooke has written.

Anoka County ADA Transition Plan



Client: Anoka County
Client Contact: Jack Forslund, PE (*Retired*)
Key Personnel Involved: Britt Berner, Kelly Besser, and Natalie Fetter

Anoka County partnered with Stonebrooke Engineering to develop an ADA Transition Plan. Stonebrooke assessed pedestrian facilities, including access from parking lots to County buildings. Alongside this evaluation, the County established policies for accessibility improvements. The Plan aligns with the County's five-year Capital Improvement Plan (CIP), aiming for full ADA compliance over 20 years, with 80% completion. Key components include appointing an ADA Coordinator, creating a grievance process, and annual

progress reviews. Public input was gathered at a county board meeting, and display boards and comment opportunities were provided.

Wright County ADA Transition Plan: Parks and Public Buildings



Client: Wright County
Client Contact: Tim Dahl
Key Personnel Involved: Britt Berner and Natalie Fetter

Wright County partnered with Stonebrooke Engineering to expand its ADA Transition Plan for Parks and Public Buildings, evaluating 25 parks and 8 buildings. Amenities were assessed in collaboration with the parks department, with access coordinated for off-season locations. Improvements were ranked by priority, distinguishing quick fixes from larger rehabilitation projects. The Plan also designates an ADA Coordinator, establishes a grievance procedure, and includes annual progress reviews. The County posted the document online for public feedback.

Mankato Area Planning Organization / Nicollet County/ and Blue Earth County ADA Transition Plans



Client: Mankato Area Planning Organization, Nicollet County, and Blue Earth County
Client Contact: Chris Talamantez (MAPO), Seth Greenwood (Nicollet County), and Ryan Thilges (Blue

Earth County)

Key Personnel Involved: Britt Berner

MAPO and its Counties partnered with Stonebrooke Engineering to update their ADA Transition Plan. The update assessed new construction, inventoried accessibility, and incorporated grievance data. Mapped data was verified, and GIS records were updated. Policy reviews led to recommendations for more straightforward accessibility language in ordinances. Implementation follows the five-year Capital Improvement Plan (CIP). Key elements include appointing an ADA Coordinator, establishing a grievance process, and annual progress reviews. A well-attended Open House gathered input from the disabled community.

Martin County ADA Transition Plan (On-going)



Client: Martin County

Client Contact: Kevin Peyman, PE

Key Personnel Involved: Britt Berner, Kelly Besser, and Natalie Fetter

Martin County partnered with Stonebrooke Engineering to develop its ADA Transition Plan. County survey staff collected field data using a Stonebrooke-provided app, which is being reviewed for compliance and improvement priorities. Policy reviews will guide ordinance updates for more straightforward accessibility language. Implementation follows the five-year Capital Improvement Plan (CIP). The Plan includes appointing an ADA Coordinator, a grievance process, and annual progress reviews. Public outreach will occur at a County board meeting with displays and comment opportunities.

Chisago County ADA Transition Plan (Ongoing)

Client: Chisago County

Client Contact: Joe Triplett, PE

Key Personnel Involved: Britt Berner, Kelly Besser, and Natalie Fetter



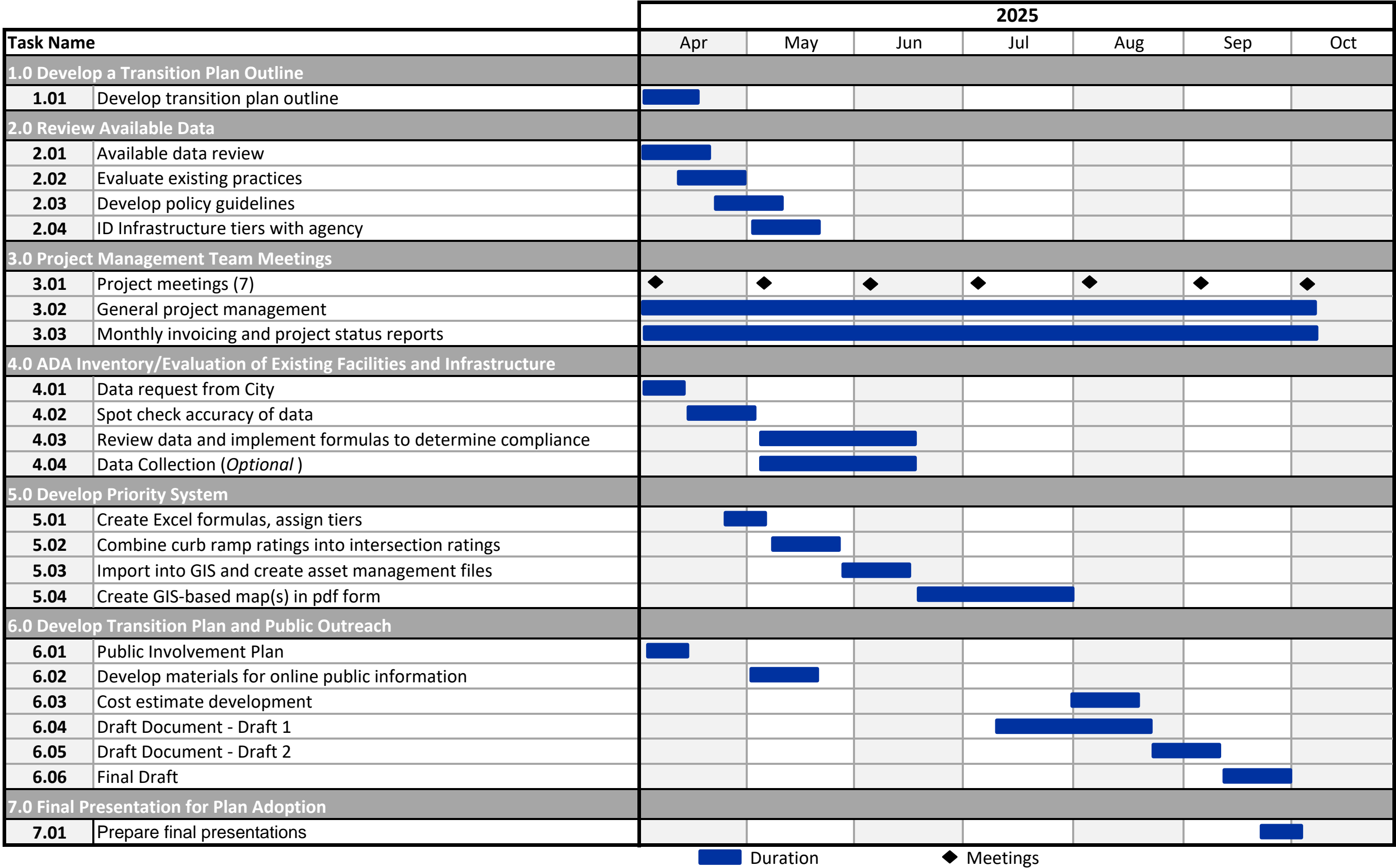
Chisago County contracted with Stonebrooke Engineering to help update its Americans with Disabilities Act (ADA) Transition Plan. All data from the previous Plan was mapped. Once they were confirmed to be compliant, all plansets from construction were updated in the GIS dataset. Reviewing existing policies will help form some additional recommendations for Chisago County regarding revising the wording in their ordinances to clarify accessible accommodations. The schedule for implementing the ADA Transition Plan is tied to the five-year Capital Improvement Plan (CIP) for roadway improvements. Additional tasks and/or features of the Plan include identifying an ADA Coordinator and developing a grievance procedure. The ADA Transition Plan also includes numerous appendices, which will be reviewed annually to monitor the progress made on the Plan. The County will hold its public outreach during a scheduled County board meeting. Stonebrooke will create boards for display and take public comments.

References

Below are additional ADA Transition Plans and similar projects we have completed over the last five years and the agency contacts.

- Tim Dahl
Wright County ADA Transition Plan (2024)
(763) 684-2309 | Tim.Dahl@co.wright.mn.us
- Seth Greenwood, PE
Nicollet County ADA Transition Plan (2023)
(507) 934-7723 | Seth.Greenwood@co.nicollet.mn.us
- Ryan Thilges, PE
Blue Earth County ADA Transition Plan (2023)
(507) 304-4025 | Ryan.Thilges@blueearthcountymn.gov

Schedule



Fee Quotation



COST PROPOSAL
ADA Transition Plan
City of Mendota Heights

CLIENT: City of Mendota Heights		Project Manager	ADA Expert	GIS Technician	Project Planner	Field Technician	Total Hours	Total Cost (hourly rate)
PROJECT: ADA Transition Plan								
CONSULTANT: Stonebrooke Engineering, Inc.								
Task No.	Work Task Description							
TASK 1.0	Develop a Transition Plan Outline	2	2	0	6	0	10	\$1,380.00
TASK 2.0	Review Available Data	4	1	0	1	0	6	\$990.00
TASK 3.0	Project Management Team Meetings	16	0	0	0	0	16	\$2,624.00
TASK 4.0	ADA Inventory/Evaluation of Existing Facilities and Infrastructure	3	2	0	24	0	29	\$3,272.00
TASK 5.0	Develop Priority System	2	0	25	0	0	27	\$3,078.00
TASK 6.0	Develop Transition Plan and Public Outreach	10	10	0	32	0	52	\$7,092.00
TASK 7.0	Final Presentation for Plan Adoption	4	0	0	4	0	8	\$1,040.00
	TOTAL HOURS	41	15	25	67	0	148	
	HOURLY RATE	\$164.00	\$238.00	\$110.00	\$96.00	\$80.00		
	TOTAL DIRECT LABOR COST	\$6,724.00	\$3,570.00	\$2,750.00	\$6,432.00	\$0.00		\$19,476.00
EXPENSES (printing, plan set, mileage, etc.)								\$0
SUBTOTAL PROJECT FEE								\$19,476.00
OPTIONAL TASKS								
SUBTASK 4.04A	Stonebrooke Staff Data Collection (Optional)	4	0	0	0	70	74	\$6,256.00
	Task 4A Expenses (7 trips at an average of 30 miles round trip plus travel collecting) (Optional)							\$147.00
SUBTASK 4.04B	Stonebrooke Supervised Data Collection (Optional)	4	0	0	0	0	4	\$656.00

Detailed Budget



DETAILED COST ESTIMATE ESTIMATED PERSON-HOURS AND FEES ADA Transition Plan City of Mendota Heights

CLIENT: City of Mendota Heights		Project Manager	ADA Expert	GIS Technician	Project Planner	Field Technician	Totals
PROJECT: ADA Transition Plan							
CONSULTANT: Stonebrooke Engineering, Inc.							
Task No.	Work Task Description						
TASK 1.0	Develop a Transition Plan Outline						
1.01	Develop transition plan outline	2	2		6		10
SUBTOTAL HOURS - TASK 1.0		2	2		6		10
TASK 2.0	Review Available Data						
2.01	Available data review	1					1
2.02	Evaluate existing practices	1			1		2
2.03	Develop policy guidelines	1	1				2
2.04	ID Infrastructure tiers with agency	1					1
SUBTOTAL HOURS - TASK 2.0		4	1	0	1		6
TASK 3.0	Project Management Team Meetings						
4.01	Project meetings (7)	7					7
4.02	General project management	5					5
4.03	Monthly invoicing and project status reports	4					4
SUBTOTAL HOURS - TASK 3.0		16	0	0	0		16
TASK 4.0	ADA Inventory/Evaluation of Existing Facilities and Infrastructure						
4.01	Data request from City	1					1
4.02	Spot check accuracy of data				8		8
4.03	Review data and implement formulas to determine compliance	2	2		16		20
SUBTOTAL HOURS - TASK 4.0		3	2	0	24		29
TASK 5.0	Develop Priority System						
5.01	Create Excel formulas, assign tiers			5			5
5.02	Combine curb ramp ratings into intersection ratings			5			5
5.03	Import into GIS and create asset management files			5			5
5.04	Create GIS-based map(s) in pdf form	2		10			12
SUBTOTAL HOURS - TASK 5.0		2	0	25	0		27
TASK 6.0	Develop Transition Plan and Public Outreach						
6.01	Public Involvement Plan	1					1
6.02	Develop materials for online public information						0
6.03	Cost estimate development		8				8
6.04	Draft Document - Draft 1	3	2		16		21
6.05	Draft Document - Draft 2	3			8		11
6.06	Final Draft	3			8		11
SUBTOTAL HOURS - TASK 6.0		10	10		32		52
TASK 7.0	Final Presentation for Plan Adoption						
7.01	Prepare final presentations	4			4		8
	SUBTOTAL HOURS - TASK 7.0	4	0		4		8
OPTIONAL TASKS							
TASK 4.0	Stonebrooke Staff Data Collection (Optional)						
4.04A	Stonebrooke Survey Staff Collects Field Data	4				70	74
	SUBTOTAL HOURS - SUBTASK 4.04A	4	0	0	0	70	74
TASK 4.0	Stonebrooke Supervised Data Collection (Optional)						
4.04B	Stonebrooke oversees Mendota Heights Staff Collection	4					4
	SUBTOTAL HOURS - SUBTASK 4.04B	4	0	0	0	0	4

Project Approach

Proposed Team and Experience

Schedule

Fee Quotation

-
- + Resumes
 - + Why Stonebrooke?
 - + Firm Information
 - + ADA Flyer



Britt Berner, AICP, AS

(Role: Project Manager)

Britt has 10 years of experience in transportation planning, urban planning, and community building. She leads planning projects, including comprehensive plans, transportation plans, bicycle and pedestrian plans, community engagement, subarea/corridor studies, parking studies, freight plans, grant funding, general transportation system improvements, and ADA and accessibility consulting. Her expertise lies in ArcGIS, reviewing final documents, working with clients to meet community needs, researching public data to compile reports and memos, site impact analyses, facility capacity analyses, and travel demand modeling. Britt has written transportation plans and corridor studies, performed transportation alternatives analyses, economic evaluations, and policy analyses, and has conducted field inspections. She has been involved in 25 ADA Transition Plans ranging from City to County-wide.

Expertise

- ADA Document Accessibility
- Spatial Digitizing
- Vector and Raster Analysis
- Architectural Modeling
- Computer Programs (ArcMap, ArcData, Microsoft Office, Adobe InDesign, Millennium Software, Stata, NVivo, AutoCAD, SPSS, Apple Pages, Wikimap, Online Surveys)
- Grant Writing and reviewing

Education

- B.S. Geography, Colgate University
- M.S. Urban and Regional Planning

Certifications

- MN DLI Certified Accessibility Specialist
- ADA Document Accessibility Certified

- **Mankato Area Planning Organization ADA Plan (2023)** – The Mankato Area Planning Organization updated its ADA Transition Plan. As part of this Plan, the public was involved in understanding community priorities and current opportunities for improvement. An Open House had an excellent attendance from the disabled community and an accessible online map allowed for engagement outside the Open House. Britt served as Project Manager.
- **Wright County ADA Parks and Public Facilities Transition Plan (Wright County, MN) (2023)** – This project started in the Summer of 2023 and ended in December 2023. The client was Wright County. The scope included data collection of restrooms, parking facilities, and public buildings, data summary, and writing the final report. Britt's role in the project was data collection, summary, and report writing.
- **Anoka County ADA Transition Plan (2023)** – Anoka County updated its ADA Transition Plan. Britt used Plan sets to update existing ADA data. Policy wording was refreshed to create more easy-to-understand policies for the County to update. Britt served as Project Manager.
- **Martin County ADA Transition Plan (2025 - Ongoing)** – Martin County is creating an ADA Transition Plan. Britt trained Martin County staff, and the project team created a GIS platform for Martin County staff to use in data collection. Policy wording is being refreshed to create more easy-to-understand policies for the County to update. Britt is serving as Project Manager.
- **Chisago County ADA Transition Plan (2025 - Ongoing)** – Chisago County is updating its ADA Transition Plan. Britt is using plan sets to update existing ADA data. Policy wording is refreshed to create more easy-to-understand policies for the County to update. Britt is serving as Project Manager.



Kelly Besser, PE

(Role: ADA Expert)

Kelly has 19 years of experience in the design and management of transportation projects. Her experience includes construction inspection, environmental documentation, public engagement, stakeholder coordination, preliminary and final design, preliminary layout development, State Aid, MnDOT and Federal Aid construction plans, cost estimates, and writing and packaging bid and contract documents. She has played integral roles in major transportation projects for Stonebrooke over the years, which has given her a diverse background in detail design, public engagement, utility coordination, project management, and contract administration. Her comprehensive background has lent her the skills and knowledge to understand the process through every step and deliver successful transportation projects. Kelly is also an expert on ADA compliance and has an extensive background in both the design and management of pedestrian safety improvement projects.

Expertise

- Project Management
- Public Involvement
- Roundabout Design
- Preliminary Design
- Level 1 Layouts
- Final Design
- Federal Aid
- State Aid
- Environmental Documentation
- Permitting
- Construction
- ADA Design

Education

- B.S. Civil Engineering, North Dakota State University

Certifications

- Professional Engineer: Minnesota

- **SPs 2772-125, 6216-142 and 1308-27: MnDOT ADA Design Assistance (MnDOT Central Office)** - Stonebrooke provided design and scoping for ADA projects, as designated by the State's Project Manager. Our team prepared final design plan details ensuring the designs met accessibility standards, including those set forth by the Americans with Disabilities Act (ADA); Guidelines for Accessible Public Rights-of-Way (PROWAG); Department of Justice 2010 ADA Standards for Accessible Design; MnDOT Curb Ramp Guidelines; MnDOT ADA Project Design Guide; Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD); MnDOT Road Design Manual; MnDOT Standard Specifications for Construction; and related standard special provisions. Kelly served as Project Manager.
- **SP 2783-432: TH 94 ADA Improvements (MnDOT Metro)** - Kelly was the Project Manager and provided design oversight of the design of 10 intersections for ADA improvements tied to the TH 94 rehab project from Nicollet Avenue to Shingle Creek Parkway.
- **SP 7608-19: Benson ADA Design-Build (MnDOT District 4)** - Stonebrooke led design, surveying, inspection, and quality assurance for MnDOT's first ADA design-build project in Benson, upgrading over 170 pedestrian curb ramps and 13 blocks of sidewalk along TH 9, TH 12, and TH 29. Their work ensured compliance with ADA standards, including future APS accommodations and thorough documentation. Kelly served as the ADA Design Quality Manager, reviewing designs for contract and ADA compliance.
- **SP 6215-99: TH 51 (Snelling Ave) ADA Improvements (MnDOT Metro District)** - Stonebrooke provided design and construction inspection services for MnDOT Metro's TH 51 (Snelling Avenue) A-Line BRT project in St. Paul, upgrading sidewalks, curb ramps, and pedestrian signals for ADA compliance. The project included a new bridge deck over I-94, BRT stations, 34 pedestrian ramps, and APS installation. Kelly led the design of pedestrian ramps and APS layouts at six signalized intersections, coordinated with MnDOT, Metro Transit, and the City of St. Paul, and conducted full plan reviews as an extension of MnDOT's ADA staff.



Natalie Fetter

(Role:Transportation Planner)

Natalie has experience in ADA Transition Plans, transportation planning, research projects, urban planning, environmental documentation, and graphic design. Her expertise lies in research and innovation projects and planning projects, including transportation plans, community engagement, grant funding, and accessibility consulting. Her expertise is environmental review and coordination, existing condition research, and researching public data to compile reports and memos.

Expertise

- Research and innovation projects
- Environmental review and coordination
- Existing condition research
- Computer Programs (ArcMap, ArcData, ArcGIS Online, Microsoft Office, Adobe InDesign)

Education

- B.S. Environmental Geography, UW-Eau Claire

- **Mankato Area Planning Organization ADA Plan (2023)** – The Mankato Area Planning Organization updated its ADA Transition Plan. As part of this Plan, the public was involved in understanding community priorities and current opportunities for improvement. An Open House had great attendance from the disabled community and an accessible online map allowed for engagement outside the Open House. Natalie served as Transportation Planner.
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- **Chisago County ADA Transition Plan (2025 - Ongoing)** – Chisago County is updating its ADA Transition Plan. Britt is using plan sets to update existing ADA data. Policy wording is getting refreshed to create more easy-to-understand policies for the County to update. Natalie is serving as Transportation Planner.



Ashley Regan

(Role:GIS Technician)

Natalie has experience in ADA Transition Plans, transportation planning, research projects, urban planning, environmental documentation, and graphic design. Her expertise lies in research and innovation projects and planning projects, including transportation plans, community engagement, grant funding, and accessibility consulting. Her expertise is environmental review and coordination, existing condition research, and researching public data to compile reports and memos.

Expertise

- Existing condition research
- Computer Programs (ArcMap, ArcData, ArcGIS Online)
- Python Code

Education

- Liberal Arts Degree in GIS, Geography, Environment and Sustainability, University of Minnesota-Duluth

Certifications

- Commercial Drone License
- Land Surveying Certificate, Dunwoody College

- **Mankato Area Planning Organization ADA Plan (2023)** – The Mankato Area Planning Organization updated its ADA Transition Plan. As part of this Plan, the public was involved in understanding community priorities and current opportunities for improvement. An Open House had great attendance from the disabled community and an accessible online map allowed for engagement outside the Open House. Ashley served as GIS Lead.
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- **Anoka County ADA Transition Plan (2023)** – Anoka County updated its ADA Transition Plan. Britt used Plan sets to update existing ADA data. Policy wording was refreshed to create more easy-to-understand policies for the County to update. Ashley served as GIS Lead.
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Why Choose Stonebrooke?



1

From value engineering and being good stewards of our clients' budgets and public funds, to environmentally conscious and context sensitive designs, we seek to engineer solutions that are smart, effective and responsible. We work to develop creative solutions to challenges, including workload management with tight timelines. We pay attention to the smallest details, emphasizing quality over quantity, and we respond **quickly** to ensure the ultimate success of our clients and their important projects.

2

Our experienced team would love the opportunity to continue providing services for Mendota Heights and ultimately, the local residents, employees, and stakeholders who would benefit from local ADA improvements.

“ Stonebrooke delivers responsible engineering solutions for local government projects while being conscientious about tapping into local government funds and alternate funding resources.

— **Mark DuChene PE, Director of Engineering, City of Faribault** ”

3

Stonebrooke Engineering combines technical expertise, innovation, and a deep understanding of local road systems to deliver practical, research-driven solutions.

“ The Stonebrooke team feels like a seamless extension of my own engineering staff.
— **Seth Greenwood, PE, Nicollet County Public Works Director**

I enjoy working with Stonebrooke because they take each project personally, as though it were in their own backyard.

— **Jodi Teich, PE, Stearns County Engineer** ”

4

We look forward to the opportunity to work with Mendota Heights again. Our qualified team will utilize the lessons learned from previously completed projects to provide the best solutions possible.

Firm Information

Responsible by Design

From value engineering and being good stewards of our clients' budgets and public funds, to environmentally conscious and context sensitive designs, we seek to engineer solutions that are smart, effective and responsible. It's an approach that our clients tell us they value and one of the most important reasons for our firm's continued growth. We pride ourselves on our ability to provide agencies with responsible and cost effective solutions for their infrastructure challenges.

We approach every project as though it is an interview for the next project. This means that we work to develop creative solutions to challenges, including workload management with tight timelines. We pay attention to the smallest details, emphasizing quality over quantity, and we respond quickly to ensure the ultimate success of our clients and their important projects.

Services

Transportation Design
Highway Project Development
Preliminary & Final Design*
Municipal State Aid
County State Aid
Federal Aid
Pedestrian/Bicycle Trails
Roundabout Design*
ADA Design & Transition Plans*
Lighting Studies and Design*
Signing & Striping*

Planning/Traffic Engineering
Traffic Control*
Traffic Signal Design*
Traffic Models and Studies*
Transportation Planning*
Environmental Documentation*

Bridge / Structural
Bridge Design *
Bridge repair/rehabilitation
Bridge Safety Inspections
Retaining Walls
Structural analysis/load ratings

Water Resources
Hydraulic Design
Storm Water Ponding
Culvert Sizing
Permitting

Site Planning
Feasibility Studies
Development Services
Redevelopment Planning
Permitting

Construction Services
Construction Observation*
Contract Administration*
Construction Staking*
Construction Inspection*

Land Surveying
GPS Surveying*
R/W Surveys*
Platting*
Topographic Mapping
Certificates of Survey

Design & Marketing
Website Design*
Public Outreach Materials*
3-D Modeling / Animation
Video Production

*MnDOT Prequalification

Awards

Stonebrooke was recently recognized for the following awards:






- + Zweig Group Best Firms to Work For Award
- + Zweig Group Hot Firm Award
- + Inc 5000 Fastest Growing Private Companies Award
- + Dakota-Scott Counties Employers of Excellence Award



ADA Self- Evaluations and Transition Plans

The Americans with Disabilities Act (ADA) is a civil-rights-law that requires equal opportunities and access for individuals living with disabilities. The ADA requires that all municipalities review its services, programs, and infrastructure for compliance. This is called a Self-Evaluation. Municipalities with 50 or more employees are then required to create an action plan to address any inaccessible elements. This is the Transition Plan.

Are they required?

	Required under Americans with Disabilities Act Title II Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services.
	Regulations Transition Plans are required for any agencies that employ 50 or more employees.
	Completion of these plans can determine eligibility for receiving federal grants.
	Noncompliance leaves agencies in risk of lawsuits for inadequate infrastructure.
	The federal government has created a soon to be implemented requirement for government grants that the Self - Evaluation process is to be updated every five years.

What facilities should be included?

All publically accessible places and facilities should be included in your Self- Evaluation and Transition Plan. A transition plan must be developed for any necessary structural changes to facilities identified in the evaluation to achieve program accessibility. Facility changes that may be included:



Why Stonebrooke?

Responsible Solutions

Responsible by design isn't just a tagline. We never relent in our mission of developing and advocating for the right project solution—the responsible project solution—for our clients and the public.

Fiscal Responsibility

Among our most important project goals is to be a good steward of our clients' budgets and of public funds. It's the reason we put a premium on innovative, cost-effective solutions — and why we work so hard.



No Shortcuts

In everything we do — in ways both big and small — we are committed to producing nothing less than the highest quality work. There are no shortcuts to responsible solutions, there is no substitute for hard work and “good enough” never is.

“No matter when I email or call Stonebrooke, I always get a response. They seem to have their clients' best interests in mind. Engineering is engineering but it's how you work with your customer that makes a difference.”

— Joe Triplett, P.E.
Chisago County Engineer

Pride in our Work

Our team has a keen understanding of the importance of roadway projects to a community. Done well, they reflect positively on the local area, it's businesses and residents. We take pride in our work and how it reflects on the communities in which we work.

Cross Training

Our team members' cross-functional abilities often enable one person to do the work of two. That agility and flexibility saves our clients valuable time and money. Our strong construction background means our plans are developed with the needs of construction teams in mind. The result is plans that are feasible, cost-effective and easy to implement.

Customer Service

Our clients tell us our work is top-notch but the reason they keep coming back to us because of our customer service. It's a gratifying confirmation that the foundation of our firm from day one—doing whatever it takes for our clients—is still strong more than a decade after its founding.

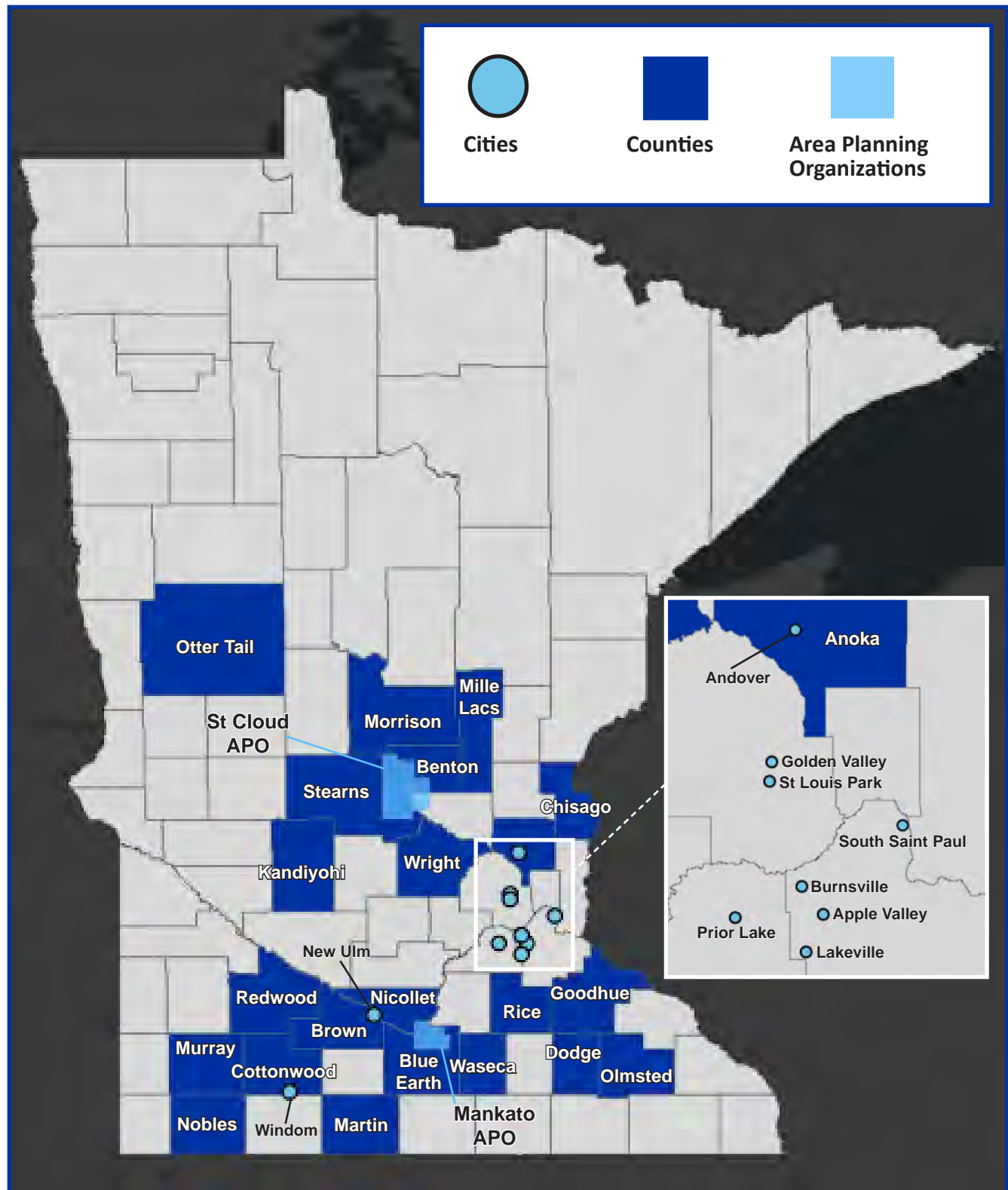


Our Services

Stonebrooke sets the bar for cost-effective and genuine solutions that ensure agencies are on track to implementing required compliances. We offer a wide range of services including but not limited to, site evaluations, GIS tracking and mapping, policy coordination, plan development, plan review, and public involvement.



Stonebrooke ADA Clients





REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Authorize the Purchase of Replacement Fire Department Brush Truck

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Dan Johnson, Fire Chief

ACTION REQUEST:

Authorize the purchase of a 2025 Ford F350 Crew Cab - 8' Box with water pump & tank skid unit, and related equipment for the Fire Department.

BACKGROUND:

As part of the 2025 budget, \$100,000 was included for the purchase of a pickup truck and required equipment to replace the fire department's 15-year-old brush truck. The proposed replacement truck is a Ford F350 with an 8' box to accommodate the skid unit for the water tank & pump. The new water tank and pump skid unit will replace the current unit that is approximately 30 years old, having been installed on the last two brush trucks that the department has had in service. Also being requested is the purchase of the required emergency lights and siren equipment, graphics for the truck's exterior, and installation of the radio and other equipment.

FISCAL AND RESOURCE IMPACT:

Two quotes were obtained for the purchase of the F350 pickup truck:

Midway Ford Commercial Fleet and Government Sales (State Contract Pricing) - \$56,307.00

Inver Grove Ford - \$56,275.00

The truck will be purchased from Inver Grove Ford

The water tank & pump skid unit will be purchased from Fire Safety USA.

The emergency lights, siren and other electronic hardware equipment will be purchased from and installed by Emergency Automotive Technologies, Inc.

The graphics for the exterior of the Brush truck will be provided by Grafix Shoppe.

Mobile radio installation will be provided by ANCOM.

Total cost for the Brush truck with all equipment and installation is:

F350	\$56,275.00
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Tank & Pump Skid Unit	\$20,300.00
Emergency Light & Siren Package	\$12,993.36
Graphics	\$2,524.38
Radio Installation	\$861.75
Total	\$92,954.49

This purchase will come in under budget by approximately \$7,045. The Brush truck being replaced will be sold at auction following the replacement truck being placed into service.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Approve a Local Affordable Housing Aid (LAHA) Agreement with Dakota County Community Development Agency

ITEM TYPE: Consent Item

DEPARTMENT: Community Development **CONTACT:** Sarah Madden, Community Development Manager

ACTION REQUEST:

Approve the Local Affordable Housing Aid (LAHA) Agreement with Dakota County Community Development Agency (CDA) and authorize the Mayor and City Clerk to execute the agreement with Dakota County CDA.

BACKGROUND:

In 2023, the Minnesota Legislature passed a housing bill with \$1 billion in new funding for various housing programs. The Legislature appropriated state funds for the programs and established a metro-wide sales tax for housing needs, including a portion of this tax as a local housing aid for metropolitan cities. The new law establishes a 0.25% metropolitan regional sales tax, with a portion of the proceeds allocated to metropolitan cities over 10,000 in population.

The first portion of 2024 LAHA funds have been distributed to the metro cities and counties. Mendota Heights received a distribution of aid under this legislation of \$43,876.81. The disbursements are expected to increase over time. LAHA recipients have three years to commit the funds and another year to fully spend the funds. If the funds are not spent within those four years, the funds will be returned to the State. Annual reporting will begin December 1, 2025.

At the September 17, 2024, City Council Work Session, Dakota County CDA staff shared information about the partnership opportunity for administering the City's LAHA funds through new or enhanced programming. The City Council was supportive of the collaboration with funds directed toward an enhanced single-family home improvement loan program and a radon mitigation grant program.

At the November 6, 2024, regular City Council meeting, the City Council approved Resolution 2024-66 in support of collaborating with the Dakota County CDA in administering LAHA funds, and noted an allocation of \$40,376.81 to the Home Improvement Loan Program and \$3,500 to the Radon Mitigation Grant Program.

As an administrator of LAHA funds on behalf of the city partners, the CDA will be responsible for: administering the programs; appropriately allocating and expending LAHA funds on eligible uses; hiring and supervising staff; providing regular updates to city staff; and completing reporting requirements for the LAHA funds administered by the CDA.

The City Council is asked to approve the LAHA Agreement and Authorize the Mayor and City Clerk to execute the necessary documents. Annually, the City will need to take formal action by Resolution to allocate future disbursements of LAHA funds to the CDA for the continued collaboration within the programs administered by the CDA.

The City Attorney has reviewed the attached Local Affordable Housing Aid Agreement and has no issues or comments.

FISCAL AND RESOURCE IMPACT:

The City received a distribution of LAHA funds of \$43,876.81 in 2024. If approved, this Agreement will allocate \$40,376.81 to the Home Improvement Loan Program and \$3,500 to the Radon Mitigation Grant Program administered by the Dakota County CDA. The projected distribution of funds in 2025 is approximately \$118,283. Future allocations to the CDA for program implementation will be acted on by Resolution annually.

ATTACHMENTS:

1. Local Affordable Housing Aid Agreement between City of Mendota Heights and Dakota County CDA

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure

LOCAL AFFORDABLE HOUSING AID AGREEMENT
between
CITY OF MENDOTA HEIGHTS
and
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

THIS LOCAL AFFORDABLE HOUSING AID AGREEMENT (the “Agreement”) is entered into as of the _____ day of _____, 2025 by and between the City of Mendota Heights, Minnesota (the “City”), 1101 Victoria Curve, Mendota Heights, MN 55118, a municipal corporation and political subdivision of the state of Minnesota, and the Dakota County Community Development Agency (the “CDA”), 1228 Town Centre Drive, Eagan, Minnesota 55123, a public body politic and corporate; also referred to as “Party” or “Parties.”

WHEREAS, the State of Minnesota created Local Affordable Housing Aid (“LAHA”) under Minnesota Statutes, Section 477A.35, as may be amended, which established distributions to metropolitan area counties and tier I cities located in a metropolitan county for qualifying projects as defined in Section 477A.35, subd. 4 (“Qualifying Projects”).

WHEREAS, the City desires to engage the CDA to receive the City’s LAHA funds and administer Qualifying Projects on behalf of the City.

WHEREAS, the CDA desires to serve in this role with its experience in and staffing of housing finance, preservation, and development.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the sufficiency is hereby acknowledged, it is agreed by and between the Parties as follows:

1. **TERM.** This Agreement shall commence as of the date written above and shall continue until all duties are fulfilled, unless sooner terminated under the terms of the Agreement.
2. **DUTIES OF THE CDA.**
 - 2.1 Authorized to Act on Behalf of the City. The CDA shall act as the agent for the City to administer LAHA funds according to state statutes, laws, and rules. The CDA shall assume all duties and obligations that would otherwise be imposed upon the City, specifically:
 - a. Spending the funds received under this Agreement on Qualifying Projects, including disbursements to the CDA, eligible individuals and subrecipients, as well as to contractors, affordable housing developers, and vendors, all after determining that the use meets all requirements of Qualifying Projects.

- b. Maintaining complete and accurate records of funds received and all disbursements.
 - c. Ensuring timely expenditure of LAHA funds by December 31 in the fourth year following the allocation of the funds by the Minnesota Department of Revenue. If funds cannot be spent on Qualifying Projects by the deadline due to factors outside of the control of the CDA, the CDA will work with the City to transfer funds to a local housing trust fund.
 - d. Preparing an annual report, as required starting December 1, 2025, under Minnesota Statutes, Section 477A.35, subd. 6(b).
- 2.2 Compliance. The CDA shall comply with all applicable state and local LAHA requirements.
- 2.3 Identification and Use of LAHA Funds.
- a. All LAHA funds received and expended under this Agreement will be spent solely on Qualifying Projects defined under Minnesota Statutes, Section 477A.35, subd. 4.
 - b. CDA will be responsible for the administration of those Qualifying Projects identified in Exhibit A, in a manner satisfactory to the City and consistent with any required standards.

3. USE OF FUNDS.

- 3.1 Qualifying Projects. Per Minnesota Statutes, Section 477A.35, a broad list of LAHA uses are defined as Qualifying Projects. The CDA has offered to administer on behalf of the City the LAHA collaboration Qualifying Projects identified in Exhibit A. Exhibit A will be amended if there are changes to the list of Qualifying Projects in Minnesota Statutes or the CDA and the City agree to changes in the Qualifying Projects.
- 3.2 Allocation of LAHA Funds to CDA. The City will annually take formal action by resolution to allocate LAHA funds to the CDA for one, two, or all LAHA collaboration Qualifying Projects. These changes will be reflected in Exhibit B, which the CDA will update annually and deliver to the City. The CDA reserves the right to update the adjustment of the LAHA collaboration Qualifying Projects, as needed, including ongoing activities from previous fiscal years.

4. TRANSFER OF FUNDS.

- 4.1 Transfer by the City. The City shall transfer the LAHA funds specified in Exhibit B received from the State to the CDA. Upon receipt of the annual authorizing City resolution, the CDA will submit a written request for the

LAHA funds to the City. The Parties shall cooperate and mutually agree upon the amount, timing, and transfer of LAHA funds to the CDA.

4.2 Retention of Funds. The CDA shall deposit and maintain the LAHA funds received under this Agreement in a separate internal account. The CDA shall maintain appropriate records of LAHA funds. The CDA shall administer and disburse all LAHA funds in accordance with this Agreement.

4.3 Program Income. Program income is the gross income received by the CDA that was generated from the use of the City's LAHA funds. The primary example is the payment of principal on loans made using LAHA funds.

Any program income generated from LAHA funds will be classified and distributed based on rules and guidance issued from the State as it becomes available.

Any program income on hand at the end of the expiration of this Agreement or received after expiration of this Agreement shall be paid over to the City unless the City and the CDA have entered into subsequent agreements.

4.4 Funding Contingency. The CDA's obligations under this Agreement are specifically contingent upon the disbursement of LAHA funds by the State and the City's transfer of LAHA funds to the CDA.

4.5 CDA Expenses. Unless allowable as a Qualifying Project, administrative and salary expenses incurred by the CDA will be paid by the CDA's special benefit levy and/or program service fees. If/when administrative and salary expenses are eligible, such costs will be assessed proportionally amongst the City and other CDA LAHA collaboration parties.

5. RECORDS AND REPORTS.

5.1 Records. The CDA shall maintain complete and accurate records of LAHA funds received and all disbursements.

5.2 Reports. The CDA shall prepare quarterly progress reports on the Qualifying Projects regarding project pipeline, project start and completion dates, amount spent on Qualifying Projects, and other information as requested. Identifying data for individual clients will be aggregated. The CDA shall prepare the annual report for the City to submit to the Minnesota Housing Finance Agency.

5.3 Access to Records. The CDA agrees to provide the City, its designated auditors, or any of its authorized representatives access to any financial reports, documents, papers, and records of the CDA that are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

- 5.4 Record Retention. Pursuant to Minnesota Statutes, Section 16C.05, subd.5, Minnesota Statutes, Section 16B.98, subd. 8 and applicable requirements, the CDA shall maintain records under this Agreement for a minimum of six (6) years from the end of this Agreement.

6. INDEMNIFICATION.

- 6.1 The CDA agrees to hold harmless, indemnify, and defend the City, its officials, agents, and employees against any and all third-party claims of whatever nature, expenses (including attorneys' fees), losses, damages or lawsuits for damages that arise as a result of the willful misconduct, negligent acts, errors, and/or omissions of the CDA in the performance of this Agreement.
- 6.2 Nothing in this Agreement (including, but not limited to, indemnification or insurance provisions) shall be deemed a waiver by either Party of the limits of liability set forth in Minnesota Statutes, Section 466.04 or a waiver of any available immunities or defenses. The CDA's obligation to hold and save harmless in this Agreement shall be limited by the limitations on liability set forth in Minnesota Statutes, Section 466.04, as may be amended from time to time.
- 6.3 The CDA shall notify the City within five (5) business days of actual receipt of any of the potential claims against the CDA that may arise as a consequence of any of the work or services performed or furnished by the CDA under the terms of this Agreement.

- 7. TERMINATION.** If the CDA materially fails to fulfill its obligations under this Agreement, the City may suspend or terminate this Agreement upon written notice to the CDA specifying the reason for termination. If the Agreement is terminated, the CDA shall pay over any unexpended funds and program income to the City. The CDA shall no longer be responsible for reporting on LAHA funds.

- 8. DATA PRIVACY.** All data collected, created, received, maintained, disseminated, or used for any purposes in the course of the CDA's performance under this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 or any other applicable state statutes and any state rules adopted to implement LAHA, as well as state statutes and federal regulations on data privacy. The CDA agrees to abide by these statutes, rules, and regulations as they may be amended.

- 9. DISPUTE RESOLUTION.** In the event that a dispute arises between the Parties as to the interpretation or performance of this Agreement, then upon written request of either Party, representatives with settlement authority for each Party shall meet and confer in good faith to resolve the dispute. If the Parties are unable to resolve the dispute, they shall make every effort to settle the dispute through mediation or other alternative dispute resolution methods. If the Parties are unable

to resolve the dispute through these methods, either Party may commence an action in Dakota County District Court.

10. GENERAL PROVISIONS.

- 10.1 Compliance with Laws. The Parties shall abide by all applicable federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereunder adopted pertaining to activities governed by this Agreement. The CDA shall be responsible for the performance of any contractors unless otherwise agreed in writing.
- 10.2 Minnesota Law to Govern. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws.
- 10.3 Independent Contractor. The CDA is an independent contractor and nothing herein shall be construed to create the relationship of employer and employee or joint venture between the City and the CDA. The CDA shall at all times be free to exercise initiative, judgment, and discretion as to how best to provide the services pursuant to this Agreement. The CDA acknowledges and agrees that the CDA is not entitled to receive any of the benefits received by City employees and is not eligible for workers or reemployment compensation benefits.
- 10.4 Modifications. Any alternations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representatives of the Parties.
- 10.5 Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity or enforceability of the remainder of this Agreement unless the part or parts which are void, invalid, or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either Party.
- 10.6 Survival of Terms. The following components of this Agreement will survive the termination or expiration of this Agreement: 4.4, 5.1, 5.2, 5.3, 6, 7, and 8.
- 10.7 Assignment. Neither Party may assign any interest in this Agreement without prior written consent of the other Party. Any non-approved transfer, assignment or conveyance shall be void.
- 10.8 Certification and Signatures.
 - a. Each Party certifies and warrants that it has the legal authority to enter into and perform under this Agreement and that its governing

body has authorized the execution and acceptance of this Agreement.

- b. Each person executing this Agreement on behalf of a Party certifies and warrants that such person is duly and validly authorized to legally execute and bind the Party to the terms of this Agreement.
- c. The Parties agree that electronic signatures to this Agreement shall be as valid as original signatures of the Parties and shall be effective to bind the Parties to this Agreement.

10.9 Rights and Remedies. All rights and remedies available to either the City or the CDA under the terms of this Agreement or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

10.10 Notices. Notices required to be provided pursuant to this Agreement shall be provided to the following named persons and address unless otherwise stated in this Agreement or in an amendment to this Agreement.

10.11 Liaison. To assist the Parties in the day-to-day performance of this Agreement, liaisons shall be designated by the City and the CDA. The Parties shall keep each other continually informed. At the time of the execution of this Agreement, the following persons are the designated liaisons:

For the City:

Sarah Madden
Community Development Manager
1101 Victoria Curve
Lakeville, MN 55118
smadden@mendotaheightsmn.gov
(651) 255-1142

For the CDA:

Lisa Alfson
Director of Community & Economic Development
1228 Town Centre Drive
Eagan, MN 55123
lalfson@dakotacda.org
(651) 657-4467

IN TESTIMONY WHEREOF, the Parties hereto have caused these presents to be executed.

City of Mendota Heights, Minnesota

By: _____
Stephanie B. Levine
Its: Mayor

Dated: _____

By: _____
Nancy Bauer
Its: City Clerk

Dated: _____

Dakota County Community Development Agency

By:_____

Mike Slavik

Its: Chair, Board of Commissioners

Dated:_____

By:_____

Tony Schertler

Its: Executive Director

Dated:_____

EXHIBIT A TO SUBRECIPIENT AGREEMENT

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) AND THE CITY OF MENDOTA HEIGHTS (City)

Local Affordable Housing Aid (LAHA) funds will be committed to the following Qualifying Projects. CDA has offered to administer the following LAHA Collaboration Qualifying Projects on behalf of the City.

1. Expanded Single-Family Home Improvement Loan Program. Increase the number of loans made through the CDA's Home Improvement Loan Program, which provides zero percent, deferred loans up to \$35,000 for home improvement projects that prioritize health, safety, and structural integrity concerns.

LAHA funds will be administered in accordance with the Home Improvement Loan Program policy and procedures handbook, as periodically amended. Households at or below 80% of the Area Median Income (AMI) will be prioritized. If/when there are no priority households on the waiting list to be served, the CDA will then consider serving households above 80% AMI to the maximum LAHA income limit of 115% AMI.

2. Radon Testing and Mitigation Grant Program. This grant program will provide free testing services to clients of the CDA's Home Improvement Loan Program and will provide free mitigation systems for those clients whose homes have radon levels exceeding allowable levels, as determined by the US Environmental Protection Agency. The CDA will discuss with City the expansion of the program to other eligible homeowners if there is interest and CDA staff capacity.

As the Home Improvement Loan Program and the Radon Testing and Mitigation Grant Program serve the same clients, the CDA reserves the right to combine the funding for these two programs into one account to best serve the needs of clients.

3. Residential Preservation and New Construction Gap Financing Program. This program will expand the existing CDA-administered gap financing resources for affordable residential multi-family and single-family preservation and new construction. The CDA will work with the City to identify potential projects that need gap financing.

EXHIBIT B TO SUBRECIPIENT AGREEMENT

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) AND THE CITY OF MENDOTA HEIGHTS (City)

Local Affordable Housing Aid (LAHA) funds will be committed to the following Qualifying Projects. Exhibit B will be amended on an annual basis, or as needed, through the term of this Agreement.

CURRENT YEAR ALLOCATION – 2024

All funds must be committed by December 31, 2027, and fully expended by December 31, 2028.

- Qualifying Project 1: HOME IMPROVEMENT LOAN PROGRAM – Administered by CDA
 - Description: The Home Improvement Loan Program assists low and moderate-income homeowners in improving and maintaining their homes in a decent, safe, and sanitary condition. The program offers deferred loans up to \$35,000 with zero percent interest rates to homeowners earning 115 percent or below area median income, and prioritizing homeowners with incomes at or below 80 percent area median income.
 - Schedule: Ongoing
 - Budget: \$ 40,377.00 (92 percent of 2024 LAHA distribution to City)

- Qualifying Project 2: RADON TESTING AND MITIGATION GRANT PROGRAM – Administered by CDA
 - Description: The Radon Testing and Mitigation Grant Program assists clients of the Home Improvement Loan Program with free radon testing and installation of a mitigation system, if needed. Clients will receive free radon tests to be performed by professional radon testing providers. Clients whose homes have radon levels greater than 4.0 pCi/L (picocuries of radon per liter of air) will receive a mitigation system. Every effort will be made to ensure the radon levels in the subject homes post-mitigation will not exceed 2.0 pCi/L.
 - Schedule: Ongoing
 - Budget: \$ 3,500.00 (8 percent of LAHA distribution to City)



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Approve Resolution 2025-15 Accepting Bids and Awarding Contract for the Fire Department Roof Replacement Project

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works Director

ACTION REQUEST:

Approve Resolution 2025-15 accepting bids and awarding contract for the Fire Station Roof Replacement project.

BACKGROUND:

City Council awarded a Professional Services contract to Roof Spec, Inc. D/B/A RSI Building Envelope at their August 7, 2024 meeting.

Based on estimated costs and the budget for the Fire Station roof replacement, the project was required to be competitively bid. State Statute requires any construction greater than \$175,000 be competitively bid. Eight (8) bids, detailed below, were received through QuestCDN, a third-party bidding platform, on Thursday, March 13, 2025, at 10:00 a.m. for the Fire Station Roof Replacement project.

NAME OF BIDDER	BASE BID	HOSE TOWER (EPDM)	TOTAL
Palmer West Construction Co., Inc.	\$320,900	\$(2,100)	\$318,800
Peterson Bros. Roofing & Construction	\$319,335	-	\$319,335
McPhillips Bros. Roofing Co.	\$350,690	\$(800)	\$349,890
Mint Roofing	\$356,530	\$(800)	\$355,730

Diverse Construction Services LLC	\$357,300	-	\$357,300
Commercial Roofing and Sheet Metal, Inc.	\$415,875	\$(3,400)	\$412,475
B.L. Dalsin Roofing	\$420,493	-	\$420,493
John A. Dalsin & Son, Inc.	\$488,860	\$(12,175)	\$476,685

Palmer West Construction Co. submitted the lowest responsible bid of \$318,800. Their bid was less than the Estimate of \$430,000. Palmer West Construction Co. is a contractor with many years of experience along with an office in Rogers, Minnesota and is recommended by Roof Spec, Inc. for this contract based on previous experience.

FISCAL AND RESOURCE IMPACT:

The city originally budgeted \$300,000 for this project. Upon further investigation based on recent roof costs, the project estimate was revised to cost around \$500,000 including indirect costs. The estimate is based on a \$12,000 fee to remove and reinstall the solar panels, approximately \$60,000 to remove the existing roofing, and \$370,000 for the new roof system. There are also permitting and testing fees, and the consultant management fee of \$23,218.

Based off the low bid, the total project costs are now estimated at around \$375,000; \$400,000 has been included in the city's 2024 and 2025 budgets to cover this expense.

ATTACHMENTS:

1. Resolution 2025-15 Award Contract for the Fire Station Roof Replacement
2. Fire Station Bid Tab
3. Award Of Contract Letter - 24-14023-02

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION 2025-15

**A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE FIRE
STATION ROOF REPLACEMENT**

WHEREAS, pursuant to an advertisement for bids for the proposed partial replacement of the Fire Station Roof at 2121 Dodd Road, bids were received, opened, and tabulated according to law and the following bids were received complying with said advertisement:

NAME OF BIDDER	BASE BID	HOSE TOWER (EPDM)	TOTAL
Palmer West Construction Co., Inc.	\$320,900	\$(2,100)	\$318,800
Peterson Bros. Roofing & Construction	\$319,335	-	\$319,335
McPhillips Bros. Roofing Co.	\$350,690	\$(800)	\$349,890
Mint Roofing	\$356,530	\$(800)	\$355,730
Diverse Construction Services LLC	\$357,300	-	\$357,300
Commercial Roofing and Sheet Metal, Inc.	\$415,875	\$(3,400)	\$412,475
B.L. Dalsin Roofing	\$420,493	-	\$420,493
John A. Dalsin & Son, Inc.	\$488,860	\$(12,175)	\$476,685

And

WHEREAS, the Public Works Director recommended that the lowest responsible bid submitted by Palmer West Construction Co. of Rogers, Minnesota, be accepted.

NOW THEREFORE BE IT RESOLVED, by the Mendota Heights City Council as follows:

1. That the bids for the Fire Station Roof Replacement project are hereby received and accepted.
2. That the bid of Palmer West Construction Co. of Rogers, Minnesota, submitted for the construction of the above-described improvements be and the same is hereby accepted.
3. That the contract be awarded to Palmer West Construction Co. of Rogers, Minnesota, and that the Mayor and Clerk are hereby authorized and directed to execute and deliver any and all contracts and documents necessary to consummate the awarding of said bids.

Adopted by the City Council of the City of Mendota Heights this eighteenth day of March, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

City of Mendota Heights Fire Department (#9541413)
Owner: City of Mendota Heights
Solicitor: Roof Spec, Inc
03/13/2025 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Palmer West Construction Co., Inc		Peterson Bros Roofing & Const.		McPhillips Bros. Roofing Co.		Mint Roofing	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid						\$320,900.00		\$305,135.00		\$350,690.00		\$356,530.00
	1	1	Base Bid Lump Sum	LS	\$320,900.00	\$320,900.00	\$305,135.00	\$305,135.00	\$350,690.00	\$350,690.00	\$356,530.00	\$356,530.00
Fully Adhered 60 Mil EPDM on hose tower						(\$2,100.00)		\$14,200.00		(\$800.00)		(\$800.00)
	2	2	Fully Adhered 60 Mil EPDM on hose tower	LS	\$318,800.00	\$318,800.00	\$14,200.00	\$14,200.00		(\$800.00)		(\$800.00)
Unit Pricing						\$26.00		\$47.00		\$28.50		\$29.75
	3	3	Additional wood blocking	Bd. Ft	\$4.00	\$4.00	\$5.25	\$5.25	\$3.50	\$3.50	\$22.50	\$22.50
	4	4	Replace deteriorated steel deck to match existing	Sq Ft	\$22.00	\$22.00	\$41.75	\$41.75	\$25.00	\$25.00	\$7.25	\$7.25
Base Bid Total:						\$320,900.00		\$319,335.00		\$350,690.00		\$356,530.00
Base Bid Total (using EPDM on Hose Tower):						\$318,800.00		\$319,335.00		\$349,890.00		\$355,730.00

Section Title	Line Item	Item Code	Item Description	UofM	Diverse Construction Services LLC		Commercial Roofing and Sheet Metal, Ir B. L. Dalsin Roofing		John A. Dalsin & Son, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid						\$357,300.00		\$415,875.00		\$420,493.00
	1	1	Base Bid Lump Sum	LS	\$357,300.00	\$357,300.00	\$415,875.00	\$415,875.00	\$420,493.00	\$420,493.00
Fully Adhered 60 Mil EPDM on hose tower						\$0.00		(\$3,400.00)		\$0.00
	2	2	Fully Adhered 60 Mil EPDM on hose tower	LS				(\$3,400.00)		\$12,175.00
Unit Pricing						\$40.00		\$23.50		\$39.35
	3	3	Additional wood blocking	Bd. Ft	\$5.00	\$5.00	\$20.00	\$20.00	\$11.85	\$11.85
	4	4	Replace deteriorated steel deck to match existing	Sq Ft	\$35.00	\$35.00	\$3.50	\$3.50	\$27.50	\$27.50
Base Bid Total:						\$357,300.00		\$415,875.00		\$420,493.00
Base Bid Total (using EPDM on Hose Tower):						\$357,300.00		\$412,475.00		\$420,493.00



**2400 Prior Avenue N.
St. Paul, MN 55113
651-639-0644
www.rsi-be.com**

March 14, 2025

Mr. Ryan Ruzek, P.E.
City of Mendota Heights
2121 Dodd Road
Mendota Heights, MN 55120

Phone: 612-246-4377

Email: RRuzek@mendotaheightsmn.gov

**SUBJECT: CITY OF MENDOTA HEIGHTS
FIRE DEPARTMENT REROOFING
2121 DODD ROAD
MENDOTA HEIGHTS, MN 55120
RSI PROJECT #24-14023-02**

Dear Ryan:

On March 13, 2025, bids for partial reroofing of the fire station were received. A bid tabulation was provided and is attached to this letter. At that time Peterson Brothers Roofing appeared to be the low bidder. However, upon conversation with Peterson Brothers Roofing it was discovered that the Peterson Brothers Roofing base bid did not include the roofing of the hose tower. The cost for roofing of the Hose Tower is contained in the Peterson Brothers alternate bid. The sum of these two bids is \$319,335.00.

Discussion with Palmer West Construction reveals that the Palmer West Construction alternate bid includes built-up roofing on the lower roof area with EPDM roofing on the hose tower. The Palmer West Construction alternate bid is in the amount of \$318,800.00. It is therefore our opinion that the Palmer West Construction alternate bid should be accepted as the low bid. We recommend Award of the Contract to Palmer West Construction in the amount of 318,800.00.

If you have any questions or require further instruction, please contact our office.

Respectfully,

RSI BUILDING ENVELOPE

William F. Waugh, P.E.
Senior Engineer

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025
 AGENDA ITEM: January 2025 Treasurer's Report
 ITEM TYPE: Consent Agenda
 FROM: Kristen Schabacker, Finance Director

Deerwood Bank

Checking Account .03% \$136,181.63

Collateral - Bonds \$3,240,000.00
 Gov't. Guar. \$200,000.00

Investments**Cost****PV**

Saving Cert 7/27/2020 @ 1.50% Cherokee	\$14,540.30	\$14,540.30
FHLB 1.35% 2/11/25	\$490,000.00	\$489,666.80
FHLB 1.50% 10/14/25	\$500,000.00	\$492,860.00
FHLB 0.80% 2/25/26	\$340,000.00	\$328,395.80
FHLB 1.00% 3/16/26	\$505,000.00	\$487,446.20
FHLB 1.25% 6/30/26	\$300,000.00	\$289,227.00
FHLB 1.25% 8/26/26	\$250,000.00	\$239,185.00
FHLMC 4.125% 8/13/29	\$497,500.00	\$491,150.00
FHLMC 4.25% 12/5/29	\$498,000.00	\$494,035.00
Morgan Stanley Private Bank 0.70% 3/20/25	\$245,000.00	\$243,983.25
Ally Bank 2.60% 4/14/26	\$245,000.00	\$240,249.45
Sallie Mae Bank 1.00% 7/8/26	\$144,000.00	\$137,494.08
Goldman Sachs Bank 1.05% 9/22/26	\$160,000.00	\$151,896.00
State Bank of India 1.10% 9/28/26	\$245,000.00	\$232,659.35
Popular Bank 4.60% 4/19/27	\$245,000.00	\$246,619.45
Discover Bank 3.35% 7/12/27	\$235,000.00	\$229,999.20
Capital One 3.40% 8/17/27	\$245,000.00	\$239,855.00
Capital One USA 3.40% 8/17/27	\$245,000.00	\$239,855.00
BMW Bank America 4.85% 9/29/27	\$245,000.00	\$248,586.80
Morgan Stanley Bank 4.45% 5/3/28	\$245,000.00	\$246,538.60
Toyota Financial Savings Bank 4.20% 8/8/28	\$245,000.00	\$244,561.45
Cross River Bank 4.00% 1/3/29	\$245,000.00	\$242,785.20
Central State Bank 4.50% 5/22/29	\$245,000.00	\$247,376.50
Customers Bank 4.55% 6/27/29	\$245,000.00	\$247,854.25
Optum Bank 4.05% 12/11/29	\$245,000.00	\$242,799.90
JP Morgan Chase Bank 4.65% 1/31/30	\$245,000.00	\$245,237.65
Fidelity Institutional Government Portfolio (Piper	\$14,549,724.42	\$14,549,724.42
Gov't. Securities Fund 28% Sold 6/4	\$433,187.00	
MMkt Fd (WF)	\$27,421.28	

TOTAL FUNDS AVAILABLE 1/31/2025 \$22,510,554.63
 Funds Available 1/1/2025 \$26,567,104.60

	<u>Rates</u>	<u>Money Market</u>
Jan	Bank	0.03%
	5 Yr. Tr.	4.36%
	10 Yr. Tr.	4.58%

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025
AGENDA ITEM: Claims List Summary
ITEM TYPE: Consent Agenda
FROM: Kristen Schabacker, Finance Director *KMS*

BACKGROUND

Significant Claims

Metro Council Environmental Services – March Sewer Service	\$ 120,291.59
US Bank – Monthly Purchases	\$ 10,827.01
Xcel Energy – Utilities	\$ 6,902.27
Goodpoint Technology – 2025 Road Pavement Condition Survey	\$ 14,787.50
Savatree – Tree Services	\$ 23,156.00
Towmaster – Plow Truck – Streets Dept	\$ 168,687.00
WSB & Associates – Oheyaawahe & Bridgeview Shores Work	\$ 12,789.75
City of West St Paul – 2024 Sewer Agreement Cost & Recycling Costs	\$ 4,651.42
Ziegler – Skid Steer Cold Planer	\$ 19,047.00

Manual Checks Total	\$ 142,320.87
System Checks Total	\$ 347,035.19

Total of the list of claims for March 18, 2025 City Council meeting \$ 489,356.06

RECOMMENDATION

Staff recommends the Mendota Heights City Council approve the list of claims for March 18, 2025.

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
02/28/25 MAN

Account	Comments	DEPT Descr	Amount
METRO COUNCIL ENVIRONMENT SVC			
E 15-4449-060-60	MARCH SEWER SERVICE	Utility Enterprise	\$120,291.59
METRO COUNCIL ENVIRONMENT SVC			\$120,291.59
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2072	2/28/25 PAYROLL		\$4,150.00
G 01-2073	2/28/25 PAYROLL		\$150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
U. S. BANK			
E 01-4331-050-50	FURN/EQUIP - PW	Road & Bridges	\$184.01
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$23.22
E 01-4490-070-70	SUPPLIES - PARKS AND REC CO	Parks & Recreation	\$38.43
E 01-4331-070-70	FURN/EQUIP - PW	Parks & Recreation	\$40.20
E 01-4331-050-50	FURN/EQUIP - PW	Road & Bridges	\$40.20
E 15-4331-060-60	FURN/EQUIP - PW	Utility Enterprise	\$40.20
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$259.29
E 01-4331-070-70	FURN/EQUIP - PW	Parks & Recreation	\$184.01
E 45-4300-045-45	FIRST AID KIT - PAR 3	Golf Course	\$45.83
E 15-4331-060-60	FURN/EQUIP - PW	Utility Enterprise	\$184.00
E 01-4400-070-70	NORTHERN GREEN CONFEREN	Parks & Recreation	\$165.00
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$139.98
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$22.17
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$129.48
E 01-4400-110-10	2025 MCFOA CONFERENCE - S.	Administration	\$495.00
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$28.19
G 45-2035	FIRST AID KIT - PAR 3		-\$2.95
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$23.49
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$1.51
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$8.45
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$0.54
E 45-4300-045-45	FOREUP RECEIPT PRINTER - P	Golf Course	\$562.92
E 01-4435-200-70	MARKETING - REC	Parks & Recreation	\$13.87
E 01-4300-110-10	SAFETY SUPPLIES - ADMIN	Administration	\$236.65
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$7.47
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$0.48
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$72.02
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$4.63
E 01-4490-070-70	SUPPLIES - PARKS AND REC CO	Parks & Recreation	\$51.94
E 01-4300-020-20	SUPPLIES - PD	Police	\$46.02
E 01-4301-114-14	1/16/25-1/16/26 ISSUU SOFTW	Info Tech	\$252.00
E 01-4490-075-75	MN SHADE TREE SHORTS COU	Natural Resources	\$235.00
E 01-4490-109-09	MTG SUPPLIES - CITY COUNCIL	City Council	\$231.34
E 01-4490-070-70	NAMETAG/NAMEPLATES - PARK	Parks & Recreation	\$86.04
E 01-4490-075-75	NAMEPLATES - NATURAL RESO	Natural Resources	\$25.24
E 01-4490-080-80	NAMEPLATES - PLANNING COM	Planning	\$25.23
E 01-4333-075-75	AWARDS - NATURAL RESOURC	Natural Resources	\$145.09
E 01-4333-075-75	SUPPLIES - OHEYAWAHE MEET	Natural Resources	\$23.66
E 01-4400-030-30	CLUE CARD CE RENEWAL - D. J	Fire	\$125.00
E 01-4400-020-20	LMC SAFETY LOSS CONTROL W	Police	\$40.00
E 01-4410-020-20	PATCHES - PD	Police	\$615.00
E 01-4331-020-20	FURN/EQUIP - PD	Police	-\$172.06
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$28.19

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
02/28/25 MAN

Account	Comments	DEPT Descr	Amount
E 01-4331-020-20	FURN/EQUIP - PD	Police	\$172.06
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$28.19
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$173.94
E 01-4331-020-20	FURN/EQUIP - PD	Police	\$263.64
E 01-4331-020-20	FURN/EQUIP - PD	Police	\$49.76
E 01-4404-020-20	FBINAA MEMBERSHIP - W. WE	Police	\$125.00
E 01-4400-020-20	BCA TRAINING - D. IVERSON	Police	\$75.00
E 01-4400-050-50	AASHTO TRAINING - N. COURT	Road & Bridges	-\$75.00
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$436.95
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$11.80
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$11.79
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$11.79
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$56.08
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$13.88
E 01-4400-020-20	BCA TRAINING - S. HILYAR	Police	\$75.00
E 01-4490-020-20	PROFESSIONAL PHOTO SESSIO	Police	\$450.00
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$32.03
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$2.06
E 01-4410-020-20	UNIFORM - PD	Police	\$60.99
E 01-4400-020-20	EMT RECERTIFICATION APPLIC	Police	\$25.00
E 01-4490-175-20	GYM MEMBERSHIPS - PD	Police	\$1,000.00
E 01-4404-020-20	MSOGIC - MID-STATES ORGAN	Police	\$150.00
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$141.78
E 01-4435-200-70	2/9/25-3/9/25 DROPBOX - REC	Parks & Recreation	\$11.99
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$61.00
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$33.13
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$55.21
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$119.43
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$92.85
E 01-4301-114-14	HOOTSUITE	Info Tech	\$1,188.00
E 01-4490-020-20	AIRFARE CHECKED BAGS - PD	Police	\$420.00
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$57.83
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$96.18
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$6.19
G 45-2035	BLDG MAINT - PAR 3		-\$0.89
E 01-4404-020-20	TRI COUNTY LAW ENFORCEME	Police	\$90.00
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$347.79
E 01-4220-020-20	POST LICENSES - PD	Police	\$91.94
E 01-4223-020-20	JAN 2025 TRANSUNION - PD	Police	\$93.20
E 01-4435-200-70	COFFEE & CRIBBAGE - REC	Parks & Recreation	\$17.65
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$8.64
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$69.97
U. S. BANK			\$10,827.01
XCEL ENERGY			
E 01-4211-310-70	JAN 2025 ELECTRIC UTILITIES	Parks & Recreation	-\$10.16
E 28-4211-000-00	JAN 2025 ELECTRIC UTILITIES	Spec Fds	\$580.81
E 01-4211-320-70	JAN 2025 ELECTRIC UTILITIES	Parks & Recreation	\$1,349.06
E 01-4211-420-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	\$210.80
E 08-4211-000-00	JAN 2025 ELECTRIC UTILITIES	Spec Fds	\$4,344.87
E 15-4211-310-60	JAN 2025 ELECTRIC UTILITIES	Utility Enterprise	-\$10.14
E 15-4211-400-60	JAN 2025 ELECTRIC UTILITIES	Utility Enterprise	\$957.33
E 01-4211-315-30	JAN 2025 ELECTRIC UTILITIES	Fire	\$653.04

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
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Account	Comments	DEPT Descr	Amount
E 45-4211-047-45	JAN 2025 ELECTRIC UTILITIES	Golf Course	\$114.13
E 01-4212-310-50	JAN 2025 GAS UTILITIES	Road & Bridges	\$1,079.94
E 15-4212-310-60	JAN 2025 GAS UTILITIES	Utility Enterprise	\$1,079.96
E 01-4212-310-70	JAN 2025 GAS UTILITIES	Parks & Recreation	\$1,079.94
E 01-4212-320-70	JAN 2025 GAS UTILITIES	Parks & Recreation	\$273.75
E 08-4212-000-00	JAN 2025 GAS UTILITIES	Spec Fds	\$1,915.50
E 01-4211-310-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	-\$10.16
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		\$1,502.88
E 01-4212-315-30	JAN 2025 GAS UTILITIES	Fire	\$3,177.02
G 28-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$9,214.76
E 15-4212-400-60	JAN 2025 GAS UTILITIES	Utility Enterprise	\$650.01
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		\$14,553.61
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$3,857.46
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$3,857.46
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$1,933.70
G 08-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$15,532.76
G 01-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$1,193.00
G 15-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$3,843.07
E 01-4211-300-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	\$2,183.02
G 01-2010	MAY-DEC 2024 GAS UTILITIES		\$1,134.33
G 01-2010	MAY-DEC 2024 GAS UTILITIES		\$1,134.33
G 01-2010	MAY-DEC 2024 GAS UTILITIES		\$6,345.14
G 01-2010	MAY-DEC 2024 GAS UTILITIES		\$391.15
G 08-2010	MAY-DEC 2024 GAS UTILITIES		\$2,987.50
G 15-2010	MAY-DEC 2024 GAS UTILITIES		\$1,134.27
G 15-2010	MAY-DEC 2024 GAS UTILITIES		\$1,390.04
G 15-2010	MAY-DEC 2024 ELECTRIC UTILI		-\$3,857.49
XCEL ENERGY			\$6,902.27
			<u>\$142,320.87</u>

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Claims List

SYSTEM CHECKS

03/18/25 PAY

Account	Comments	DEPT Descr	Amount
ADVANCED SPORTSWEAR			
E 45-4410-045-45	STAFF UNIFORM - PAR 3	Golf Course	\$751.75
ADVANCED SPORTSWEAR			\$751.75
ALERUS RETIREMENT AND BENEFITS			
E 01-4490-110-10	FEB 2025 SERVICE FEE/ADMIN	Administration	\$60.00
ALERUS RETIREMENT AND BENEFITS			\$60.00
ALL CITY ELEVATOR, INC.			
E 08-4335-000-00	MARCH 2025 MAINTENANCE -	Spec Fds	\$228.29
ALL CITY ELEVATOR, INC.			\$228.29
ALLEGRA PRINT & IMAGING			
E 01-4300-110-10	BUSINESS CARDS - ADMIN	Administration	\$68.17
E 01-4490-109-09	BUSINESS CARDS - S. LORBER	City Council	\$68.17
ALLEGRA PRINT & IMAGING			\$136.34
ASPEN MILLS			
E 01-4410-020-20	UNIFORM - PD	Police	\$1,227.85
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$14.85
ASPEN MILLS			\$1,242.70
ASPEN WASTE SYSTEMS INC.			
E 01-4280-310-70	MARCH RUBBISH SERVICE - P	Parks & Recreation	\$303.92
E 01-4220-085-85	MARCH ORGANIC RECYCLING	Recycling	\$456.27
G 45-2010	MARCH RUBBISH SERVICE - PA		-\$135.99
E 01-4280-315-30	MARCH RUBBISH SERVICE - FI	Fire	\$248.52
E 01-4280-310-50	MARCH RUBBISH SERVICE - P	Road & Bridges	\$303.92
E 15-4280-310-60	MARCH RUBBISH SERVICE - P	Utility Enterprise	\$303.92
E 08-4280-000-00	MARCH RUBBISH SERVICE - CI	Spec Fds	\$434.55
E 45-4280-045-45	MARCH RUBBISH SERVICE - PA	Golf Course	-\$407.98
ASPEN WASTE SYSTEMS INC.			\$1,507.13
AUTOZONE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$18.42
AUTOZONE			\$18.42
BAUER, NANCY			
E 01-4490-070-70	REIMBURSE NAMETAG/NAMEPL	Parks & Recreation	\$60.33
E 01-4435-200-70	REIMBURSE NAMETAG/NAMEPL	Parks & Recreation	\$135.51
BAUER, NANCY			\$195.84
BGMN, INC.			
E 01-4320-020-20	FUEL ADDITIVE	Police	\$67.37
E 15-4320-060-60	FUEL ADDITIVE	Utility Enterprise	\$67.36
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$67.37
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$67.37
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$67.36
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$67.37
BGMN, INC.			\$404.20
BLUE CROSS BLUE SHIELD			
G 01-2071	APRIL 2025 HEALTH INSURANC		\$692.26
E 01-4131-070-70	APRIL 2025 HEALTH INSURANC	Parks & Recreation	\$3,720.88

CITY OF MENDOTA HEIGHTS

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SYSTEM CHECKS

03/18/25 PAY

Account	Comments	DEPT Descr	Amount
E 01-4131-050-50	APRIL 2025 HEALTH INSURANC	Road & Bridges	\$5,355.68
BLUE CROSS BLUE SHIELD			\$9,768.82
CAMPBELL KNUTSON			
E 01-4222-120-20	FEB 2025 PROSECUTION LEGA	Police	\$5,893.18
E 01-4220-120-10	FEB 2025 GENERAL LEGAL SER	Administration	\$288.00
E 01-4220-120-20	FEB 2025 POLICE LEGAL SERVI	Police	\$126.00
E 01-4220-120-10	FEB 2025 MEETINGS LEGAL SE	Administration	\$580.90
E 01-4220-120-70	FEB 2025 PARKS AND RECREAT	Parks & Recreation	\$864.00
CAMPBELL KNUTSON			\$7,752.08
CEMSTONE PRODUCTS CO			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$113.40
CEMSTONE PRODUCTS CO			\$113.40
COMCAST BUSINESS			
E 45-4210-045-45	MAR 8-APR 7 SERVICE - PAR 3	Golf Course	\$433.12
COMCAST BUSINESS			\$433.12
CONCENTRA HEALTH SERVICES, INC			
E 01-4220-070-70	TESTING - PARKS	Parks & Recreation	\$59.00
E 01-4220-110-10	ANNUAL ADMINISTRATIVE FEE	Administration	\$250.00
CONCENTRA HEALTH SERVICES, INC			\$309.00
CORE & MAIN			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$161.13
CORE & MAIN			\$161.13
ELECTRO WATCHMAN			
E 08-4335-000-00	ALARM INSPECTION - CITY HA	Spec Fds	\$30.00
ELECTRO WATCHMAN			\$30.00
EMERGENCY TECHNICAL DECON			
G 01-2010	BUNKERPANTS/COATS REPAIR		\$529.00
G 01-2010	BUNKERPANTS/COATS REPAIR		\$2,083.75
EMERGENCY TECHNICAL DECON			\$2,612.75
EYE MED			
E 01-4131-070-70	MARCH 2025 PREMIUM	Parks & Recreation	\$5.13
E 01-4131-050-50	MARCH 2025 PREMIUM	Road & Bridges	\$29.97
E 01-4131-020-20	MARCH 2025 PREMIUM	Police	\$100.79
E 01-4131-110-10	MARCH 2025 PREMIUM	Administration	\$60.66
E 08-4131-000-00	MARCH 2025 PREMIUM	Spec Fds	\$5.13
E 15-4131-060-60	MARCH 2025 PREMIUM	Utility Enterprise	\$15.09
G 01-2071	MARCH 2025 PREMIUM		\$20.22
G 01-2074	MARCH 2025 PREMIUM		\$10.27
E 01-4131-105-15	MARCH 2025 PREMIUM	Engineering Enterprise	\$10.26
EYE MED			\$257.52
FIRST NET / AT&T MOBILITY			
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$83.63
E 01-4490-640-12	IPAD SERVICE - ELECTIONS	Elections	\$76.46
E 45-4210-045-45	IPAD SERVICE - PAR 3	Golf Course	\$38.23
E 01-4210-110-10	IPAD SERVICE - ADMIN	Administration	\$38.23
E 01-4210-070-70	CELL SERVICE - PARKS	Parks & Recreation	\$45.40

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SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
E 01-4490-075-75	CELL SERVICE - NATURAL RES	Natural Resources	\$38.23
E 01-4210-070-70	IPAD SERVICE - REC	Parks & Recreation	\$38.23
E 01-4210-050-50	CELL SERVICE - STREET	Road & Bridges	\$136.20
E 01-4435-200-70	CELL SERVICE - REC	Parks & Recreation	\$88.13
E 01-4490-080-80	CELL SERVICE - PLANNING	Planning	\$45.40
E 15-4210-060-60	CELL SERVICE - UTILITY	Utility Enterprise	\$45.40
E 01-4210-070-70	IPAD SERVICE - PARKS	Parks & Recreation	\$38.23
E 01-4210-070-70	CELL SERVICE - REC	Parks & Recreation	\$50.49
E 01-4490-109-09	CELL SERVICE - CITY COUNCIL	City Council	\$45.40
E 15-4210-060-60	IPAD SERVICE - UTILITY	Utility Enterprise	\$38.23
E 01-4210-105-15	CELL SERVICE - ENGINEERING	Engineering Enterprise	\$90.80
FIRST NET / AT&T MOBILITY			\$936.69
FLEETPRIDE			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$24.48
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$51.63
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$39.48
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$51.64
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$51.63
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$38.92
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$3.29
FLEETPRIDE			\$261.07
FOREUP GOLF SOFTWARE			
E 45-4305-045-45	TEE TIME SOFTWARE - PAR 3	Golf Course	\$320.00
FOREUP GOLF SOFTWARE			\$320.00
GOODPOINT TECHNOLOGY, INC.			
E 01-4220-050-50	2025 ROADWAY PAVEMENT CO	Road & Bridges	\$14,787.50
GOODPOINT TECHNOLOGY, INC.			\$14,787.50
GOPHER STATE ONE CALL			
E 01-4210-040-40	FEB 2025 SERVICE	Code Enforcement/Inspe	\$67.50
GOPHER STATE ONE CALL			\$67.50
GRAINGER			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$94.15
G 45-2035	BLDG MAINT - PAR 3		-\$0.53
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$8.31
GRAINGER			\$101.93
HAGELEE, ERIC			
E 01-4400-020-20	FEB 2025 TRAINING REIMBURS	Police	\$84.50
HAGELEE, ERIC			\$84.50
HELPING HANDS HOME SERVICES			
E 01-4335-315-30	JAN 2025 BLDG MAINT - FIRE	Fire	\$800.00
E 01-4335-315-30	FEB 2025 BLDG MAINT - FIRE	Fire	\$640.00
HELPING HANDS HOME SERVICES			\$1,440.00
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$48.63
E 01-4490-109-09	MTG SUPPLIES - CITY COUNCIL	City Council	\$15.58
E 01-4300-040-40	OFFICE SUPPLIES - CODE	Code Enforcement/Inspe	\$342.14
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$41.74

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SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
INNOVATIVE OFFICE SOLUTIONS			\$448.09
INTERSTATE BATTERY SYSTEM			
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$409.85
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	-\$60.00
INTERSTATE BATTERY SYSTEM			\$349.85
INVER GROVE FORD			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$359.98
INVER GROVE FORD			\$359.98
KAT KEYS			
G 45-2035	KEYS - PAR 3		-\$3.61
E 45-4335-045-45	KEYS - PAR 3	Golf Course	\$56.11
KAT KEYS			\$52.50
LANGUAGE LINE SERVICES			
E 01-4220-020-20	FEB 2025 SERVICE - PD	Police	\$20.00
LANGUAGE LINE SERVICES			\$20.00
LAWSON PRODUCTS, INC			
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$127.14
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$28.95
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$36.07
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$36.07
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$36.07
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$127.14
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$127.14
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$28.95
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$28.94
LAWSON PRODUCTS, INC			\$576.47
LEAGUE MN CITIES			
E 01-4400-110-10	CITY DAY ON THE HILL - C. JA	Administration	\$125.00
LEAGUE MN CITIES			\$125.00
M R P A			
E 01-4400-200-70	MRPA MEMBERSHIP - T. CARLS	Parks & Recreation	\$180.00
M R P A			\$180.00
MACQUEEN EMERGENCY			
E 01-4268-030-30	SCBA FLOW TEST - FIRE	Fire	\$2,545.00
MACQUEEN EMERGENCY			\$2,545.00
MCKERNON, MARK			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$124.83
MCKERNON, MARK			\$124.83
MCP SOLUTIONS LLC			
G 45-2035	RECEIPT TAPE - PAR 3		-\$4.26
E 45-4300-045-45	RECEIPT TAPE - PAR 3	Golf Course	\$66.26
MCP SOLUTIONS LLC			\$62.00
MENARDS			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$32.66

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SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$91.87
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$47.96
E 01-4330-215-70	PARK MAINTENANCE - PARKS	Parks & Recreation	\$51.54
MENARDS			\$224.03
METRO SALES			
E 01-4300-030-30	FEB 2025 COPIER/PRINTER LE	Fire	\$126.60
E 01-4330-490-70	FEB 2025 COPIER/PRINTER LE	Parks & Recreation	\$9.75
E 01-4330-490-50	FEB 2025 COPIER/PRINTER LE	Road & Bridges	\$9.75
E 01-4200-610-20	FEB 2025 COPIER/PRINTER LE	Police	\$258.05
E 01-4220-110-10	FEB 2025 COPIER/PRINTER LE	Administration	\$1,209.61
E 15-4330-490-60	FEB 2025 COPIER/PRINTER LE	Utility Enterprise	\$9.75
METRO SALES			\$1,623.51
MIDWEST MACHINERY CO (FRONTIER AG)			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$419.47
MIDWEST MACHINERY CO (FRONTIER AG)			\$419.47
MN FIRE SERVICE CERTIFICATION			
E 01-4403-030-30	INSTRUCTOR EXAM - R. JOHNS	Fire	\$142.00
MN FIRE SERVICE CERTIFICATION			\$142.00
MN TEAMSTERS LOCAL 320			
G 01-2075	MARCH 2025 UNION DUES		\$1,026.00
MN TEAMSTERS LOCAL 320			\$1,026.00
MOODYS TOTAL HOME AND CABIN			
E 01-4268-500-30	FEB 2025 PLOWING - FIRE	Fire	\$1,610.00
MOODYS TOTAL HOME AND CABIN			\$1,610.00
NUSS TRUCK & EQUIPMENT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$161.64
NUSS TRUCK & EQUIPMENT			\$161.64
OXYGEN SERVICE CO			
E 01-4200-610-50	CYLINDER RENTAL - PW	Road & Bridges	\$82.22
E 15-4200-610-60	CYLINDER RENTAL - PW	Utility Enterprise	\$82.22
E 01-4200-610-70	CYLINDER RENTAL - PW	Parks & Recreation	\$82.22
OXYGEN SERVICE CO			\$246.66
PETROCHOICE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$254.23
PETROCHOICE			\$254.23
PIONEER SECURESHRED			
E 01-4490-110-10	FEB 2025 SHREDDING	Administration	\$53.33
E 01-4490-020-20	FEB 2025 SHREDDING	Police	\$96.67
PIONEER SECURESHRED			\$150.00
POWELL, JARED			
E 01-4410-020-20	GUN SAFE REIMBURSEMENT -	Police	\$200.00
E 01-4410-020-20	GUN SAFE REIMBURSEMENT -	Police	\$799.99
POWELL, JARED			\$999.99
PUBLIC EMPL INS PROGRAM			

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Claims List
SYSTEM CHECKS
03/18/25 PAY

Account	Comments	DEPT Descr	Amount
E 01-4131-110-10	APRIL 2025 HEALTH INSURANC	Administration	\$8,335.14
G 01-2074	APRIL 2025 HEALTH INSURANC		\$1,284.60
E 01-4131-020-20	APRIL 2025 HEALTH INSURANC	Police	\$13,328.16
E 08-4131-000-00	APRIL 2025 HEALTH INSURANC	Spec Fds	\$608.46
E 01-4131-050-50	APRIL 2025 HEALTH INSURANC	Road & Bridges	\$608.46
E 01-4131-020-20	APRIL 2025 HEALTH INSURANC	Police	\$17,338.50
G 01-2071	APRIL 2025 HEALTH INSURANC		\$1,312.26
E 01-4131-105-15	APRIL 2025 HEALTH INSURANC	Engineering Enterprise	\$5,313.16
E 01-4131-070-70	APRIL 2025 HEALTH INSURANC	Parks & Recreation	\$1,216.92
E 01-4131-030-30	APRIL 2025 HEALTH INSURANC	Fire	\$889.52
PUBLIC EMPL INS PROGRAM			\$50,235.18
ROOF SPEC INC.			
E 24-4220-000-00	FIRE STATION ROOF	Spec Fds	\$4,400.00
ROOF SPEC INC.			\$4,400.00
SALISBURY, BOB			
G 01-2035	PARK RESERVATION REFUND		\$1.88
R 01-3306	PARK RESERVATION REFUND		\$23.12
SALISBURY, BOB			\$25.00
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$23,156.00
SAVATREE			\$23,156.00
SPRWS			
E 01-4425-310-50	FEB SERVICE - 2431 LEXINGTO	Road & Bridges	\$25.50
E 01-4425-310-70	FEB SERVICE - 2431 LEXINGTO	Parks & Recreation	\$25.50
E 08-4425-000-00	FEB SERVICE - 1101 VICTORIA	Spec Fds	\$130.67
E 15-4425-310-60	FEB SERVICE - 2431 LEXINGTO	Utility Enterprise	\$25.51
E 01-4425-315-30	FEB SERVICE - 2121 DODD RD	Fire	\$446.66
SPRWS			\$653.84
ST. PAUL PIONEER PRESS			
E 01-4240-050-50	FEB 2025 LEGAL NOTICES	Road & Bridges	\$38.50
E 27-4240-807-00	FEB 2025 LEGAL NOTICES	Spec Fds	\$313.50
E 01-4240-080-80	FEB 2025 LEGAL NOTICES	Planning	\$61.60
E 01-4240-110-10	FEB 2025 LEGAL NOTICES	Administration	\$19.25
E 01-4240-030-30	FEB 2025 LEGAL NOTICES	Fire	\$67.10
ST. PAUL PIONEER PRESS			\$499.95
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	2/18/25 CITY COUNCIL MINUT	Administration	\$172.00
E 01-4220-080-80	2/25/25 PLANNING COMMISSI	Planning	\$172.00
TIME SAVER OFF SITE SEC. SVC.			\$344.00
TKDA			
E 57-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$297.91
TKDA			\$297.91
TOWMASTER			
E 04-4620-000-00	PLOW TRUCK	Spec Fds	\$168,687.00
TOWMASTER			\$168,687.00
TRACTEL SOLUTION SAFETY			

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SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
E 01-4335-310-70	SAFETY GATE - PW	Parks & Recreation	\$1,333.23
E 15-4335-310-60	SAFETY GATE - PW	Utility Enterprise	\$1,333.23
E 01-4335-310-50	SAFETY GATE - PW	Road & Bridges	\$1,333.23
TRACTEL SOLUTION SAFETY			\$3,999.69
TRI STATE BOBCAT			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$640.00
TRI STATE BOBCAT			\$640.00
ULINE			
E 08-4335-000-00	EYEWASH STATION - CITY HAL	Spec Fds	\$722.66
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$121.48
ULINE			\$844.14
VERIZON WIRELESS			
E 01-4210-030-30	CELL SERVICE	Fire	\$110.03
E 45-4210-045-45	CELL SERVICE	Golf Course	\$40.01
E 01-4210-070-70	CELL SERVICE	Parks & Recreation	\$76.40
E 01-4210-050-50	CELL SERVICE	Road & Bridges	\$41.39
VERIZON WIRELESS			\$267.83
VESTIS (ARAMARK)			
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
E 08-4335-000-00	MAT SERVICE - CITY HALL	Spec Fds	\$115.50
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
VESTIS (ARAMARK)			\$245.84
WAGMAN, ERIC			
E 01-4400-020-20	FEB 2025 TRAINING REIMBURS	Police	\$117.75
WAGMAN, ERIC			\$117.75
WEST ST PAUL PARK & REC			
E 01-4435-200-70	SPRING BREAK CAMPS - REC	Parks & Recreation	\$190.00
WEST ST PAUL PARK & REC			\$190.00
WEST ST. PAUL, CITY OF			
G 15-2035	2024 SEWER BILLING		\$3,562.03
E 01-4220-085-85	SHARED RECYCLING COSTS	Recycling	\$1,089.39
WEST ST. PAUL, CITY OF			\$4,651.42
WSB & ASSOCIATES			
E 09-4220-000-00	OHEYAWAHE PILOT KNOB PRE	Spec Fds	\$12,294.75
E 57-4220-806-00	BRIDGEVIEW SHORES ST IMPR	Spec Fds	\$495.00
WSB & ASSOCIATES			\$12,789.75
YAUCH, RYAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$259.96
YAUCH, RYAN			\$259.96

CITY OF MENDOTA HEIGHTS

03/13/25 2:03 PM

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Claims List SYSTEM CHECKS 03/18/25 PAY

Account	Comments	DEPT Descr	Amount
ZIEGLER INC			
E 04-4620-000-00	SKID STEER COLD PLANER	Spec Fds	\$19,047.00
ZIEGLER INC			\$19,047.00
			\$347,035.19

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 18, 2025

AGENDA ITEM: City Communications Report

ITEM TYPE: Presentation

DEPARTMENT: Administration

CONTACT: Kelly Torkelson, Assistant
City Administrator

ACTION REQUEST:

Informational Only- No Action Required.

BACKGROUND:

The City leverages both digital and print communication methods in order to share updates on city business and engage residents in city programs and initiatives. Staff will review data from our existing communication channels and share feedback from the 2025 City Communications survey. Staff will also share some new features that residents can leverage with our existing communication tools to ensure that they are able to stay up to date on topics that matter most to them.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Professional Services Contract with ICS for the Completion of a City Hall and Police Department Facility Condition Assessment and Space Utilization Study

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City Administrator
Kelly McCarthy, Police Chief

ACTION REQUEST:

Approve a professional services contract with ICS for the completion of a city hall and police department facility condition assessment and space utilization study.

BACKGROUND:

The Mendota Heights municipal campus, home to the city's police department and city hall offices, serves as a symbol of local identity and plays a vital role in the community. After nearly 40 years of life, the building's design and systems are out of date and inefficient, and the building generally lacks the space needed to serve the community effectively.

In September 2020, the City Council approved a contract with CNH Architects to complete a facility needs analysis. The goal was to provide evidence-based recommendations that address the needs of the physical building as well as the operational needs of the Police Department, City Hall and citizens of Mendota Heights. Analysis results were presented during an April 2021 city council work session.

While the next phase of planning was initially delayed due to the pandemic's impact on the construction market, including rising costs of materials and labor, the project remained a priority. As part of the City Council's 2021-2022 strategic initiatives, funding was allocated to develop shelf-ready plans for the building's expansion and renovation.

Over the last three years, city staff have continued to work with the city council and stakeholders to establish key project principles. Efforts have included conducting soil

sampling on the existing campus site, hosting informational walk-throughs with state and federal elected officials, seeking partnerships and actively researching diverse funding sources. In late 2023, the city submitted a request for State of Minnesota Capital Budget (bonding) funds to support the project's development.

City staff have worked with ICS to develop a project plan to complete a facility condition assessment and space utilization study as outlined in the attached Professional Services Agreement. ICS has provided similar professional services for public sector clients since 2006, and comes highly recommended. Their expertise includes facility capital improvement planning, long-range planning, space utilization and programming, community engagement, communications, project funding, construction management, and commissioning services. ICS's customized services integrate the planning, funding, construction, and ongoing operations of clients' facilities throughout all phases of a building project.

To complete the requested work, ICS will divide the project into two phases. Phase I will focus on stakeholder engagement and facility assessment while Phase II will focus on plan development.

FISCAL AND RESOURCE IMPACT:

To complete the proposed deliverables, ICS's compensation for all work included in the proposal is \$15,000, with additional reimbursable expenses billed at 1.25% of actual cost, not anticipated to exceed \$2,500. Project funds are available from the city's General Fund balance.

ATTACHMENTS:

1. ICS Professional Services Agreement 012025

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government



City of Mendota Heights

1101 Victoria Curve, Mendota Heights MN 55118



Professional Services Agreement: City Hall & Police Department

December 19, 2024
Revised January 30, 2025



1331 Tyler Street NE, Minneapolis, Minnesota 55413
Ph: (763) 354-2670 / Fax: (763) 780-2866 / ics-builds.com

12/19/2024

Cheryl Jacobson
City Administrator
City of Mendota Heights
Mendota Heights, MN 55118



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: City of Mendota Heights
Professional Services Agreement

Dear Cheryl:

ICS is pleased to provide you with this letter of understanding and proposal to implement a facility condition assessment and space utilization study of the Mendota Heights City Hall and Police Department, input the data into ICS's proprietary CIP software tool, gather information through a series of stakeholder engagement sessions and surveys, and present the outcomes of the data collected to help plan for the future of the Mendota Heights City Hall and Police Department building.

We will work collaboratively with City Administration and Department Leaders to retrieve information of existing facility spaces and their suggested use, as well as data provided by the city, to utilize our industry knowledge and expertise to assist in creating a plan for the future of the city building and its location. Additionally, our approach will analyze and change the data as necessary and provide relevant reporting. The goal of these efforts is to provide the City of Mendota Heights reports that assist to effectively budget, communicate, and implement ongoing existing facility needs.

We would be happy to discuss this proposal with you and city leadership for clarity and understanding when you see appropriate. Thank you for your consideration and we look forward to building a working relationship with the City of Mendota Heights to complete this facilities assessment and stakeholder engagement to benefit the future of the City Hall and Police Department building.

Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in cursive script, reading 'Kristin Duerr', is positioned below the 'Sincerely,' text.

Kristin Duerr
Business Development Specialist
ICS

CC: File

Jason Splett, ICS
Chris Ziemer, ICS
Brian Mohr, ICS

**BUILDING STRONG
CONNECTIONS**



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Appendices

Appendix A – General Terms and Conditions

Appendix B – Signature Page

Appendix C – Hourly Billing Rates

Appendix D – Notification of Equal Employment Opportunity/Affirmative
Action Compliance

Professional Services Agreement

City of Mendota Heights

I. Introduction

ICS Consulting, LLC ("ICS") is pleased to present this Professional Services Agreement (PSA) to provide a facility and space needs assessment, and supplementing stakeholder engagement services, on behalf of the City of Mendota Heights. Our services include providing the level of effort and expertise needed to deliver a scope of services and budgetary costs that meets the needs of the City.

II. Phase I – Stakeholder Engagement and Facility Assessment

1.0 Staff and Community Engagement:

Staff Engagement

ICS shall facilitate a series of Listening Sessions with key stakeholder groups to gather their input. If applicable, the stakeholder groups may include Administration, Department Heads, Police Department Staff, etc. During the workshops and through the ThoughtExchange survey, participants will complete needs prioritization using a variety of ICS's tools. The output of these meetings is to define a collective vision for the City, from staff and operational needs, community needs, to facility improvement needs. ICS includes up to eight (8) total listening sessions with City Staff as part of this agreement.

Community Engagement

ICS shall engage the community to help understand what other amenities may be desired to be included in a new or renovated facility. This will be achieved through data-driven information utilizing ICS's ThoughtExchange tool to conduct surveys. The results of the survey will help the City's Leadership better understand what the City's desires are from the community's perspective, understand the community needs versus the wants, and will provide a level of specific information and expertise needed to deliver a preliminary scope of work.

2.0 Data Gathering and Analysis:

ICS will complete a facility condition assessment for the Mendota Heights City Hall and Police Department, noting deficiencies and projects that should be incorporated into the city's annual capital improvement plan (CIP) including preliminary budget estimates for identified items.

The scope of services for this assessment will include collection of data and information that will provide a baseline of the following buildings systems and components:

- Building Component and Systems Review
 - Facility Site (including parking lots, sidewalks, landscaping, etc.)
 - Building Envelope (exterior walls, sealants, windows, roofs, etc.)
 - Building Interior Finishes (flooring, walls & ceilings)

- Mechanical Systems (HVAC, plumbing, controls, etc.)
- Electrical Systems (service, power distribution, lighting, etc.)
- Life Safety Systems (PA, fire alarm, fire protection, security, etc.)
- Accessibility Issues (building and site)
- Space Needs Analysis and Existing Programming
 - Evaluate the existing facilities space constraints.
 - Evaluate existing departments and current space use.
 - Determine space needs of departments based on current need and room for growth in the future.
 - Evaluate the advantages and/or disadvantages of staying in the current building, relocating to another facility or constructing a new facility.

To help control costs during the Assessment Phase, the City agrees to provide access to City personnel and any internal information (i.e., past reports, scope from past projects, existing building plans, etc.). ICS will review Prior to the site visits; ICS will review and organize any information provided by the City of Mendota Heights prior to the site visits for potential use in the final report. The observations and categorizing of identified deficiencies will be formatted into a capital improvement plan.

Utilizing the data collected on site and provided by the City of Mendota Heights, ICS will input the current deferred maintenance and/or capital facilities needs into ICS's proprietary software, CIP360. During data entry, ICS will input each line item into the relevant "systems" and "components" as developed within the software.

Additionally, ICS will meet with designated Mendota Heights staff to review the data collected and agree upon the following:

- Identify which projects would require consultants (i.e., architect, engineers, etc.) and any other associated soft costs.
- Inflationary rate to be applied to the identified county's needs.
- Identify and strategize on scopes of work that best address the deficiencies identified.

These items will help provide outcomes that clearly identify all costs involved with a specific project or wider scopes of work and will give the City a better understanding of all costs involved associated with upkeep of the current facilities.

3.0 Deliverable:

- 3.1 ICS will work with the City to develop reports based on the data that was gathered during site visits, meetings with staff, and the community survey. It is expected that ICS will need to provide some level of custom reports to meet the needs of the City of Mendota Heights. All reports will be exported and generated through Microsoft Excel.

III. Phase II – Plan Development

- 3.1.1 Assuming full cooperation of the parties as anticipated, the results of Phase I will be delivered no later than June 5, 2025, as a presentation to the City Council.

Utilizing the report generated from the Data Gathering and Analysis effort, ICS will assist the City of Mendota Heights to formulate its Long-Range Facility Plan. It is expected the Plan shall be objective and identify potential financial resources necessary to execute it. ICS Services shall include:

1.0 Presentation and Revision of Preliminary Plans

- 1.1 Identify current facility programming needs including cost estimates.
- 1.2 If new or replacement facilities are desired, provide budgets and justification.
- 1.3 Identify potential funding sources and work with the City's financial advisor to develop fundable solutions.
- 1.4 Revise scenarios with incorporated feedback and provide recommendations.

2.0 Communication:

- 2.1 Facilitate up to two (2) work sessions with the Mendota Heights City Council.
- 2.2 Supporting the City with local media/communications as needed.
- 2.3 Provide updates to the City Council, as needed.

Once a preliminary Capital Improvement Plan is developed, ICS and the City may provide formal opportunities for the community to review and comment on the preliminary plan. Ultimately the outcome of Phase I will be a capital improvement plan the City can act on.

3.0 Deliverables:

- 3.1 A Capital Improvement Plan (CIP) that can be presented to the City Council and utilized to budget and plan future facility-related projects.
 - 3.1.1 Assuming full cooperation of the parties as anticipated in Phase I, the results of Phase II will be delivered no later than June 5, 2025, as a presentation to the City Administrator and Police Chief.
 - 3.1.2 Review and make revisions (if needed) based on staff input, coordination with the City's financial advisor and outcomes of work sessions with the City Council – July 12, 2025.
 - 3.1.3 Assuming full cooperation of the parties as anticipated in Phase I, the results of Phase II will be delivered no later than August 17, 2025, as a presentation to City Council.

Deliverables NOT Included:

- 3.2 Renderings and/or scale models are **NOT** included.
- 3.3 Full architectural and engineering drawings are **NOT** included.

IV. Implementation Schedule

ICS will work with City staff to commence work upon acceptance of this proposal and will complete the work described in a timely fashion. We anticipate the duration of our total effort to be 6-8 weeks dependent

upon availability of existing information and staff availability. ICS has the bandwidth to complete this work upon approval. But we can also complete this work on the City's schedule as well and will work around occupied buildings if needed.

V. Basis of Compensation

Compensation for completion of all work as described above is proposed as a lump sum amount of **\$15,000.00**. The actual amount billed for ICS 's services monthly will be based on ICS 's estimate of the proportion of total services completed during the billing period.

Reimbursable expenses (i.e., mileage, reproduction, printing, postage, etc.) will be billed at 1.25% actual cost. Please note that we do not anticipate reimbursables exceeding **\$2,500** for this project. If we foresee reimbursables exceeding this estimate, we will notify the City of Mendota Heights prior to proceeding.

For project work beyond services outlined in proposal and/or any changes to the agreed upon scope of services or project duration, services will be billed on a time and materials basis in addition to the above noted fees. However, additional work will not be conducted without approval by the City of Mendota Heights.

Implementation / Construction Phase:

Upon development of solutions/project scopes resulting from this assessment and planning effort, ICS, as the City's partner in developing the plan, will facilitate implementation of the Council approved solution(s). Depending upon the delivery model chosen (see Professional Services paragraph below), ICS may utilize the services of sub-consultants. The City will have the right to reject the selection of these or any sub-consultants. In the event the city rejects an identified sub-consultant, ICS (with City participation) will facilitate a selection process (RFP and interview) to choose a replacement sub-consultant(s).

Professional Services (Design & Construction Management):

ICS proposed to provide professional services associated with implementation (design and construction phase) of the Council approved solution(s). Our role during this phase of the process can range from providing comprehensive Construction Management services (CMA or CMaR) to full Program Management services (including overall Project Management, Design*, Construction Management (CMA or CMaR) and Commissioning). Upon determination of the actual improvement scope(s), we will work collaboratively with the City of Mendota Heights administration to determine the most advantageous delivery methodology to utilize.

****Note: ICS will honor previous relationships the City of Mendota Heights has with design professionals in the event the City intends to continue that relationship. If the City chooses to identify a new design professional to provide the necessary services, ICS can assist in the selection process and pull them under the umbrella of our services if so desired.***

Professional services may or may not include holding competitively bid construction contracts dependent upon the City of Mendota Heights project delivery determination (CMA or CMaR). Independent of the delivery model chosen, ICS will facilitate competitive public bidding of the identified work scopes. Dependent upon delivery model, the City of Mendota Heights (CMA) or ICS (CMaR) will hold the construction contracts utilizing Minnesota statutes for competitive bidding requirements.

Compensation

Both parties agree that upon City Council approval of an identified scope, services will be negotiated at that time. ICS and the City will utilize standard AIA documents as the basis for the contracts, and both parties commit to negotiating in good faith for final fee percentages and terms and conditions based on the final scope of work established under this Professional Services Agreement. Refer to Appendix C for industry standard fee ranges.

VI. Acceptance

If this proposal is acceptable, please authorize us to proceed by signing a copy of this document (Appendix B) and returning it to ICS. We will proceed with our scope of work upon receipt of your signed proposal. Thank you for your consideration of this proposal; and we look forward to building a relationship with the City of Mendota Heights to complete this City Hall and Police Department facilities assessment.

Appendix A

General Conditions

General Conditions

1. Agreement:

This is an agreement ("Agreement") between City of Mendota Heights ("Client"), and ICS, LLC (ICS), collectively, the "Parties." This Agreement includes (1) the Project Proposal ("Proposal") attached; (2) these General Terms and Conditions, Exhibit A; (3) Signature Page, Exhibit B; (4) Billing Rates, Exhibit C; and (5) Notification of Equal Employment / Affirmative Action Compliance, Exhibit D. This Agreement represents the entire and integrated agreement between the Parties and is exclusive of and supersedes all other agreements between the Parties, either oral or in writing. If any term or provision of this Agreement is found to be invalid under applicable law, that provision shall be deemed omitted from the Agreement and the remainder of the Agreement shall remain in full force and effect.

2. Professional Services:

The Client engages ICS to provide professional project services ("Professional Services") in connection with the project at the Client's location ("Project") described in the Proposal's Scope of Services. Other services mutually agreed upon by the Parties ("Other Services") not specifically described in the Proposal shall be (1) governed by this Agreement, (2) identified in an amended Scope of Services, and (3) the Client agrees to pay ICS for such Other Services as additional compensation in accordance with ICS 's Fee Schedule attached as Exhibit C.

3. Work Product:

Professional Services under this Agreement, including, but not limited to, all drawings, reports, information, recommendations, opinions or other work product prepared or issued by ICS, are for the exclusive use and benefit of the Client in connection with the Project. The work product is not intended to inform, guide, or otherwise influence any other entities or persons, and should not be relied upon by any entities or persons other than the Client and its agents for any purpose other than for the Project. The Client will not distribute, convey or disclose ICS 's work product to any other persons or entities without ICS 's prior written consent. Written consent shall include an express release of ICS from all liability to the third party receiving the work product from Client, and the Client's indemnification of ICS for any claims or demands asserted against ICS by such third party. All documents produced by ICS under this Agreement shall remain the property of ICS and may not be used by the Client for any other project or purpose without the prior written consent of ICS.

4. Payment:

The Client shall pay ICS's invoices within thirty (30) days of the date of the invoice. Invoices shall be considered past due if not paid within 30 days after the invoice date. If the Client does not tender payment within 30 days of the invoice date, ICS may, without waiving any claim or right against the Client, and without liability to the Client, terminate this Agreement in accordance with Section 10(a) of this Agreement. Retainers shall be credited on the final invoice. ICS, at its sole discretion, may charge interest at 1.5% (or the applicable legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

5. Standard of Care:

ICS will strive to perform the Professional Services in a manner consistent with that level of care and skill ordinarily exercised by members of ICS 's profession practicing in the same locality under similar circumstances at the time the Professional Services are performed. This Agreement creates no other representation, warranty, or guarantee, expressed or implied. ICS hereby excludes and disclaims any and all implied warranties including, but not limited to, any implied warranty of fitness for a particular purpose and any implied warranty of merchantability.

6. **Limitation of Liability:**

To the fullest extent permitted by law, the total liability of ICS for any damages, costs, fees, expenses, or other losses or demands for payment or performance regarding any claim or cause of action related in any way to this Agreement, the Project, or the Professional Services, shall be limited to fifty-thousand dollars (\$50,000). The Client hereby releases ICS for all liability above such amount. This Limitation of Liability applies to all claims, no matter how stated, asserted, alleged, or pleaded, including but not limited to, claims for errors and omissions, breach of contract, tort/negligence, quantum merit/unjust enrichment, or breach of fiduciary duty, and applies to all phases of Professional Services performed under this Agreement. The Client agrees ICS 's services will not involve the design of any equipment or the implementation of equipment. The Client agrees ICS will not be liable for any claims, damages, demands, costs, or expenses for personal injury or any other injuries or damages alleged by the Client or any third party relating to the design or implementation of equipment, and the Client agrees to indemnify and hold ICS harmless for any liability for such claims.

7. **Insurance:**

Insurance Provided by Consultant. Before the start of its work, the Consultant shall procure and maintain in force coverage and limits of insurance for its own negligence as follows:

- (a) Employers' Liability: \$1,000,000.00.
- (b) General Liability: \$2,000,000.00 Occurrence;
\$4,000,000.00 Aggregate
- (c) Automobile Insurance: \$1,000,000.00 Liability.
- (d) Umbrella Liability: \$1,000,000.00 Occurrence;
\$1,000,000.00 Aggregate
- (e) Professional Liability: \$5,000,000.00 Each Claim;
\$5,000,000.00 Annual Aggregate

8. **Client Responsibilities:**

The Client shall bear sole responsibility for (a) notifying third parties, including any governmental agency or prospective purchaser, of the existence of any hazardous materials located in or around the Project site; and (b) cooperation with all requests by ICS, including obtaining permission for access to the Project site. The Client releases and discharges ICS from all liability for any incorrect advice, judgment, or decision based on inaccurate information furnished by the Client or others. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the Project site, ICS shall immediately stop work in the affected area and promptly report the condition to the Client.

9. **Hazardous Materials:**

It is acknowledged by both parties that ICS scope of services does not include any services related to asbestos, hazardous, or toxic materials that may be encountered or found to be present at or in areas adjacent to the site. Any such materials that are encountered shall be immediately brought to the attention of the owner, who will be solely responsible for any required abatement and/or removal of the materials in full compliance with applicable laws and regulations.

10. **Assessment Software (CIP 360):**

Owner acknowledges and agrees that the proprietary software designed merely to assist ICS and its agents in the performance of their professional activities and is not intended to replace the professional skill and judgement of ICS and/or its agents. ICS shall retain full control over the use of the Software, including input of information and analysis thereof, and any modification or enhancements thereto.

- a. As part of our Service we grant to you, subject to the terms and conditions of the Agreement, use of our proprietary software and the proprietary software. This software may be used in object code form only, and only in accordance with the applicable end user documentation, if any, and solely in conjunction with this Service Agreement. Neither you (and if you are an organization, none of your employees) will, directly or indirectly, reverse engineer, decompile, disassemble or otherwise attempt to discover the source code or underlying ideas or algorithms of our software; modify, translate, or create derivative works based on our software; or rent, lease, distribute, sell, resell, assign, or otherwise transfer rights to our software; use our for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels on our software. Because our software is proprietary, you agree not to publish or disclose to third parties any evaluation of our software without our prior written consent. You acknowledge that ICS (and/or our partners) retains exclusive ownership throughout the world of our software, any portions or copies thereof, and all rights therein. Upon termination of this Service Agreement for any reason, this use will terminate, and you, and any user accessing the Service by means of an organization account, if applicable, will cease to use or have access to the Software.
- b. Owner may only use the Software for Owner's own internal data-processing and not, for example, for time-sharing, training, rental or as a service bureau. End User is not permitted to: (i) distribute, lease, license, sell, rent, lend, convey or otherwise transfer or assign the Software, or any license keys, passwords or usernames to the Software, (ii) make the Software, or use thereof, publicly available or available on a network for use by multiple users; (iii) prepare derivative works based on or otherwise modify the Software, in whole or in part; (iv) remove, obscure or modify any copyright, trademark or other proprietary rights notices, marks or labels contained on or within the Software, falsify or delete any author attributions, legal notices or other labels of the origin or source of the material; (v) misrepresent the source or ownership of the Software; or (vi) scrape, build databases or otherwise create permanent copies of content returned from the Software.

11. **Dispute Resolution:**

Any claim or dispute between them arising out of or related to this Agreement shall first be informally negotiated in good faith between the Parties. If the claim or dispute cannot be amicably resolved within thirty (30) days by good faith negotiation, the Parties shall jointly submit the claim or dispute to mediation. Mediation shall be through a mediator agreed upon by the Parties, or if ICS cannot be agreed upon within 15 days after the party seeking mediation provides written notice upon the other party to the Agreement demanding mediation, a mediator shall be appointed by the district court in the jurisdiction in which the Project is located. Demand for mediation shall be provided in writing to the other party to the Agreement within a reasonable time after the claim or dispute has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitation or repose. If the claim or dispute cannot be amicably resolved by good faith negotiation or mediation, then either party may exercise its rights under law. In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations or repose.

12. **Termination:**

- a. This Agreement may be terminated upon than seven (7) business days' prior written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Upon termination, ICS will deliver to the Client or its designee all records, documents or materials in its possession or control of ICS which relate to the Project and for which payment has been received. If ICS has prepared for or performed Professional Services for which payment has not been received as of the date of termination, the Client shall be entitled to purchase the products of those Professional Services, such as records, materials, and documents, from ICS provided the Client and ICS agree to a purchase price and terms of sale. If the Client does not purchase the products of these Professional Services, the Client remains liable to ICS

- for any amounts incurred by unpaid charges for Professional Services performed. If this Agreement is terminated through no fault of ICS, the Client shall compensate ICS for all Professional Services performed prior to termination, all expenses incurred, all costs attributable to termination, including the costs attributable to ICS 's termination of consultant agreements, plus termination expenses of 25% of all unbilled fees.
- b. If after Design Development is accepted by the Client, redesign or analysis of alternates is required to accommodate value engineering items due to lack of funding, or if there are contractor requests requiring a re-negotiated engineering services contract, this Agreement shall be deemed terminated, and within 14 days of the date of termination, Client shall pay ICS for all Professional Services completed through the date of termination.
 - c. If the Project is suspended, placed on hold or temporarily terminated for more than 15 calendar days, this Agreement will be deemed to be terminated on the 16th calendar day and the Parties shall negotiate a new agreement prior to restart of the Project to re-establish a new schedule and adjusted compensation and any other necessary revisions. Within 14 days of the date of termination, the Client agrees to pay ICS for all Professional Services completed through the date of termination plus all expenses incurred, all costs attributable to the termination, including the costs attributable to ICS 's termination of consultant agreements.

13. Other Provisions:

- a. The Parties each acknowledge that they will act in good faith in carrying out their duties and obligations under this Agreement.
- b. The Parties each acknowledge that they have reviewed and familiarized themselves with this Agreement, including its attachments, and agree to be bound by the terms and conditions contained therein.
- c. The Client shall designate a responsible employee as its contact for administration and coordination of the Work. The Client's contact shall have the authority to approve changes in the scope of the Project and shall be available during working hours as necessary to examine information submitted by ICS, to render or convey decisions, and to furnish information in a timely manner.
- d. It is specifically always understood and agreed that pertinent to this Agreement that ICS shall be an independent contractor and shall not be considered an employee of the Client.
- e. The Client shall provide prompt written notice to ICS if the Client becomes aware of any errors, omissions or inconsistencies in ICS 's Professional Services or information furnished by Client or Client's agents.
- f. The Client shall ensure that Project team leaders directly contracted to the Client have budgeted and thoroughly discussed and accepted all Project costs and values with the Client.
- g. The Parties understand and agree this Agreement may be changed or modified only through written agreement signed and dated by the Client and ICS. No act, omission or course of dealing by the Parties shall alter the requirement that modifications or changes to this Agreement can be accomplished only by mutual written agreement signed and dated by the Parties.
- h. This Agreement shall not be assigned by the Client or ICS without prior written consent of the other party to this Agreement.
- i. This Agreement shall be governed by and construed under the laws of the state where the Project is located.
- j. Unless otherwise provided, all notices and notifications shall be in writing and considered duly given if sent by U.S. Mail, postage prepaid, or by facsimiles to the business address of the parties set forth in this Agreement. Such notice(s) shall be deemed given as of the second business day following the date of posting by U.S. Mail or the next business day following the date of sending in the case of a facsimile or telecopy.

Appendix B

Signature Page

Signature Page

City of Mendota Heights
Professional Services Agreement
12/19/24; Revised 1/30/25

Proposal Terms

Terms of payment of services are delineated in the proposal dated 1/30/25.

Signature includes acceptance of attached proposal, fee schedule, and general conditions.

Authorization to Proceed

We appreciate the opportunity to present this Professional Services Agreement. Please sign and return both copies of this document to our office. Upon receipt of both signed copies, a fully executed original copy will be forwarded back to you for your records. We will begin the project at the time of signature acceptance of this proposal.

Please proceed according to the above stated terms, attached general conditions and the proposal.

City of Mendota Heights

Date

Printed Name

Authorized Signature

ICS

Date

Printed Name

Authorized Signature

Appendix C

Billing Rates

Billing Rates

City of Mendota Heights
Professional Services Agreement
12/19/24; Revised 1/30/25

2024 Hourly Rate Schedule			
Personnel Description:			Rate/Hour :
Construction Executive		\$	180.00
Project Director		\$	150.00
Safety Director		\$	135.00
Senior Project Manager		\$	140.00
Project Manager		\$	130.00
General Superintendent		\$	140.00
Site Superintendent		\$	125.00
Project Engineer		\$	95.00
Clerical / Accounting		\$	70.00
Industry Standard Fee Range:		Typical Design Fee:	
Heavy Renovation / Remodeling		7.50% - 8.50%	
Light Renovation / Remodeling		7.00% - 8.00%	
Additions		6.00% - 7.50%	
New Construction		5.00% - 6.00%	
Typical CM Fee:			
		2.50% - 3.80%	
		2.50% - 3.50%	
		2.50% - 3.50%	
		1.50% - 3.00%	
Flat Rates for Reimbursable Items:			Rate Monthly / Weekly
Site Trailer	\$	1,600.00	per month
Office Supplies / Equipment	\$	300.00	per month
Phones / Internet / Technology	\$	550.00	per month
Superintendent Truck	\$	1,400.00	per month
Project Construction Mileage	\$	1,000.00	per month
Safety Supplies and Signage	\$	350.00	per month
Pre-Construction Mileage	\$	250.00	per month
Superintendent Lodging / Meals	\$	1,000.00	per week

Appendix D

*Notification of
Equal Employment Opportunity /
Affirmative Action Compliance*

Notification of Equal Employment Opportunity/Affirmative Action Compliance

City of Mendota Heights
Professional Services Agreement
12/19/2024; Revised 1/30/25
4/21/2023



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: Notification of Equal Employment Opportunity/Affirmative Action Compliance

To Whom It May Concern:

As part of ICS's compliance with the federal Equal Employment Opportunity and the State of Minnesota's Affirmative Action Plan (AAP), we hereby notify you that ICS Consulting, LLC is an equal opportunity employer that makes employment decisions without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

ICS takes affirmative steps to employ and advance employment-qualified individuals without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. ICS further notifies you that as an entity supplying goods or services to ICS, your organization may be subject and required to take action pursuant to the following laws and accompanying regulations:

- Executive Order 11246 (and its implementing regulations at 41 C.F.R. part 60); and
- The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (and its implementing regulations at 41 C.F.R. 60-300); and
- Section 503 of the Rehabilitation Act of 1973, as amended (and its implementing regulations at 41 C.F.R. 60-741); and
- Executive Order 13496 (and its implementing regulations at 29 C.F.R. part 471, Appendix A to Subpart A).

The equal opportunity clauses within each of the above regulations, as applicable, are included by reference in all contracts between ICS and your company.

Sincerely,

A handwritten signature in black ink, appearing to read 'AF', written over a horizontal line.

Andy Faulkner
President
ICS

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 18, 2025

AGENDA ITEM: Resolution 2025-14 to Accept Bids and Award Contract for the Friendly Hills Neighborhood Improvements

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Engineering

CONTACT: Lucas Ritchie, Assistant City Engineer

ACTION REQUEST:

Adopt Resolution 2025-14 accepting bids and awarding contract for the Friendly Hills Neighborhood Improvements project.

BACKGROUND:

Council ordered the Friendly Hills Neighborhood Improvements by adopting Resolution 2024-49 at their September 17, 2024, meeting, and directed staff to prepare plans and specifications for this street reconstruction project. The plans were approved and authorized to bid at the February 4, 2025, meeting.

Six (6) bids, detailed below, were received through QuestCDN, a third-party bidding platform, on Wednesday, March 5, 2025, at 10:00 a.m. for the Friendly Hills Neighborhood Improvements.

NAME OF BIDDER	AMOUNT OF BID
Bituminous Roadways, Inc.	\$6,989,882.00
Northdale Construction Company, Inc.	\$7,280,977.98
McNamara Contracting, Inc.	\$7,736,139.38
Valley Paving, Inc.	\$7,976,550.85
Ryan Contracting Co	\$8,395,665.63
Park Construction Company	\$8,548,343.46

Bituminous Roadways, Inc. submitted the lowest responsible bid of \$6,989,882.00, which is less than the

Engineer's Estimate of \$8,085,164.00. Bituminous Roadways, Inc. is a contractor with many years of experience, along with a local office in Mendota Heights, Minnesota and is recommended by staff for this contract based on previous experience and their ability to deliver successful projects to the City on previous street improvements.

The Friendly Hills Neighborhood Improvements project is slated to be constructed over the 2025 and 2026 construction seasons. The substantial completion date for each construction year of the project is September 30. Staff expect Bituminous Roadways, Inc., serving in the capacity of General Contractor, are capable of meeting the completion dates and installing the proposed improvements in accordance with the plans and specifications, given their experience and the amount of equipment and personnel they have at their disposal.

FISCAL AND RESOURCE IMPACT:

The Friendly Hills Neighborhood Improvements are proposed to be financed by Special Assessments, Municipal Bonds, Saint Paul Regional Water Services Funds, MSA Funds, Franchise Fees, Utility Funds, and Grant opportunities. The project costs are further expanded to include indirect costs for administration, engineering, finance, legal, etc.:

Project Total	2025 Estimated Costs	2026 Estimated Costs	Total Estimated Costs (2025 and 2026)
Street Improvements	\$1,606,228.45	\$1,588,074.30	\$3,194,302.75
Indirect Costs for Street Improvements (20%)*	\$321,245.69	\$317,614.86	\$638,860.55
Total Costs for Street Improvements	\$1,927,474.14	\$1,905,689.16	\$3,833,163.30
Park Improvements	\$171,936.50	\$59,606.25	\$231,542.75
Indirect Costs Park Improvements (20%)*	\$34,387.30	\$11,921.25	\$46,308.55
Total Costs for Park Improvements	\$206,323.80	\$71,527.50	\$277,851.30
Storm Sewer Improvements	\$406,118.45	\$338,144.60	\$744,263.05
Watermain Improvements	\$7,272.00	\$15,756.00	\$23,028.00
Sanitary Sewer Improvements	\$771,753.40	\$80,515.00	\$852,268.40
Total Cost for Utility Improvements	\$1,185,143.85	\$434,415.60	\$1,619,559.45
Saint Paul Regional Water Service Watermain Replacement	\$1,235,732.15	\$708,744.90	\$1,944,477.05

Indirect Costs for SPRWS (15%)*	\$185,359.82	\$106,311.74	\$291,671.56
Total Cost for SPRWS Improvements	\$1,421,091.97	\$815,056.64	\$2,236,148.61
Total Improvement Cost	\$4,199,040.95	\$2,790,841.05	\$6,989,882.00
Total Indirect Costs*	\$540,992.81	\$435,847.85	\$976,840.66
Total Cost	\$4,740,033.76	\$3,226,688.90	\$7,966,722.66
Rounded Total Cost	\$4,740,034.00	\$3,226,689.00	\$7,966,723.00

*Indirect costs include legal, engineering, administration, and finance

Funding Source	2025 Total	2026 Total	Project Total
Municipal Levy	\$439,077.07	\$952,844.58	\$1,391,921.65
Park Fund (Municipal Levy)	\$206,323.80	\$48,488.50	\$254,812.25
Total Municipal Levy	\$645,400.87	\$1,001,333.08	\$1,646,733.90
Park Fund (Utility Franchise Fee)	\$0.00	\$23,039.00	\$23,039.05
City Assessment (Utility Franchise Fee)	\$52,509.09	\$63,010.90	\$115,519.99
Municipal State Aid Funds (Roadway)	\$524,660.00	\$0.00	\$524,660.00
Municipal State Aid Funds (Storm Sewer)	\$68,822.30	\$0.00	\$68,822.30
Residential Assessments (50%)	\$929,410.83	\$871,650.83	\$1,801,061.66
Utility Fund - Storm Sewer	\$337,296.00	\$338,145.00	\$675,440.75
Utility Fund - Sanitary	\$771,753.00	\$80,515.00	\$852,268.40
Utility Fund - Water	\$7,272.00	\$15,756.00	\$23,028.00
Saint Paul Regional Water Services	\$1,421,092.00	\$815,057.00	\$2,236,148.61
Total	\$4,758,216.08	\$3,208,506.82	\$7,966,722.66

The project shows a total Municipal Levy of \$1,646,734 following bid opening and a total project cost of \$7,966,723. The project includes proposed trail improvements to the segment between Apache Lane and Bridgeview Court, adjacent to Friendly Hills Middle School, that were not identified within the Feasibility Report and are proposed to be funded through the Utility Franchise Fee. The City Assessment is also proposed to be funded through the Utility Franchise Fee. Historically, 35% of assessment amount has been paid prior to bond issuance and is reflected in the total bond amount. It is presumed that the City would secure bonding for the Municipal Levy and the remaining Residential Assessment portions of the project

(\$2,817,424). The assessment amount of \$1,801,061.66 is equivalent to 63.9% of the bond amount. Minnesota Statutes Chapter 429 Special Assessment Bond Issue requires that a minimum of 20% of the total bond issue amount be recovered through special assessments.

Assessment Calculation	Total
Total Project Cost	\$7,966,722.66
Assessable Amount	\$3,833,163.30
Assessment Amount (50% of Assessable Amount)	\$1,916,581.65
Total Units - Residential*	343
Assessment - Residential	\$1,801,061.66
Total Units - City of Mendota Heights*	22
City Assigned Assessment Amount	\$115,519.99
Total Units	365
Unit Assessment (Assessable amount/ 365 Units)	\$5,250.91
Total Assessment Amount	\$5,250.91

The anticipated assessment calculations following bidding show an assessment amount of \$5,251 per unit which was previously identified as \$7,687 per unit within the Feasibility Report. In reviewing funding opportunities related to the bond amount secured by the City, staff are recommended to hold an assessment hearing following construction in the 2025 season, anticipated to be in October of 2025, for both the 2025 and 2026 project areas. Assessment calculations will be further revised following true construction costs in 2025 and anticipated construction costs in 2026. The Assessment Hearing was previously proposed to be held in October of 2026 following construction of both project areas.

ATTACHMENTS:

1. Resolution 2025-14 to Accept Bids and Award Contract for the Friendly Hills Neighborhood Improvements
2. Friendly Hills Neighborhood Improvements Bid Abstract

CITY COUNCIL PRIORITY:

Environmental Sustainability & Stewardship, Premier Public Services & Infrastructure

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION 2025-14

**A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE FRIENDLY
HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT (PROJECT #202407)**

WHEREAS, pursuant to an advertisement for bids for the proposed construction of bituminous pavement reclamation, storm sewer improvements, water main improvements, sanitary sewer improvements, aggregate base, concrete curb and gutter repair, catch basin repair, bituminous surfacing, pedestrian ramp improvements, restoration, and appurtenant work of rehabilitating Apache Court, Apache Lane, Apache Street, Aztec Lane, Cheyenne Lane, Creek Avenue, Decorah Lane, Fox Place, Havenview Court, Hazel Court, Hokah Avenue, Keokuk Lane, Mohican Court, Mohican Lane, Nashua Lane, Navajo Lane, Ocala Court, Ocala Lane, Pagel Road, Pontiac Place, Pueblo Drive, Pueblo Lane, and within Friendly Hills Park, bids were received, opened, and tabulated according to law and the following bids were received complying with said advertisement:

<u>NAME OF BIDDER</u>	<u>AMOUNT OF BID</u>
Bituminous Roadways, Inc.	\$6,989,882.00
Northdale Construction Company, Inc.	\$7,280,977.98
McNamara Contracting, Inc.	\$7,736,139.38
Valley Paving, Inc.	\$7,976,550.85
Ryan Contracting Co	\$8,395,665.63
Park Construction Company	\$8,548,343.46

And

WHEREAS, the Public Works Director recommended that the lowest responsible bid submitted by Bituminous Roadways, Inc. of Mendota Heights, Minnesota, be accepted.

NOW THEREFORE BE IT RESOLVED, by the Mendota Heights City Council as follows:

1. That the bids for the Friendly Hills Neighborhood Improvements project are hereby received and accepted.
2. That the bid of Bituminous Roadways, Inc. of Mendota Heights, Minnesota, submitted for the construction of the above-described improvements be and the same is hereby accepted.
3. That the contract be awarded to Bituminous Roadways, Inc. of Mendota Heights, Minnesota, and that the Mayor and Clerk are hereby authorized and directed to execute and deliver any and all contracts and documents necessary to consummate the awarding of said bids.

Adopted by the City Council of the City of Mendota Heights this eighteenth day of March, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

Contract: Owner: Project:		SAP 140-106-007 & CP 202407 CITY OF MENDOTA HEIGHTS FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT			ENGINEER'S ESTIMATE		Bituminous Roadways, Inc.		Northdale Construction Company		McNamara Contracting, Inc.		Valley Paving, Inc.		Ryan Contracting Company		Park Construction Company	
Schedule: A Description: FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT																		
Item No.	Mn/DOT No.	Item Description	Unit	Contract Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 400,000.00	\$ 400,000.00	\$ 251,500.00	\$ 251,500.00	\$ 182,725.00	\$ 182,725.00	\$ 288,000.00	\$ 288,000.00	\$ 260,000.00	\$ 260,000.00	\$ 350,000.00	\$ 350,000.00	\$ 214,200.00	\$ 214,200.00
2	2102.503	PAVEMENT MARKING REMOVAL	LIN FT	80	\$ 3.00	\$ 240.00	\$ 13.20	\$ 1,056.00	\$ 10.50	\$ 840.00	\$ 10.50	\$ 840.00	\$ 11.00	\$ 880.00	\$ 10.00	\$ 800.00	\$ 10.30	\$ 824.00
3	2104.502	REMOVE GATE VALVE & BOX	EACH	39	\$ 500.00	\$ 19,500.00	\$ 822.00	\$ 32,058.00	\$ 750.01	\$ 29,250.39	\$ 1,100.00	\$ 42,900.00	\$ 805.00	\$ 31,395.00	\$ 2,000.00	\$ 78,000.00	\$ 796.00	\$ 31,044.00
4	2104.502	REMOVE HYDRANT	EACH	14	\$ 750.00	\$ 10,500.00	\$ 1,100.00	\$ 15,400.00	\$ 1,000.00	\$ 14,000.00	\$ 2,150.00	\$ 30,100.00	\$ 805.00	\$ 11,270.00	\$ 2,000.00	\$ 28,000.00	\$ 796.00	\$ 11,144.00
5	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	20	\$ 750.00	\$ 15,000.00	\$ 1,100.00	\$ 22,000.00	\$ 1,000.00	\$ 20,000.00	\$ 1,100.00	\$ 22,000.00	\$ 565.00	\$ 11,300.00	\$ 2,000.00	\$ 40,000.00	\$ 557.00	\$ 11,140.00
6	2104.502	SALVAGE SIGN	EACH	50	\$ 55.00	\$ 2,750.00	\$ 31.50	\$ 1,575.00	\$ 31.50	\$ 1,575.00	\$ 31.50	\$ 1,575.00	\$ 42.00	\$ 2,100.00	\$ 300.00	\$ 15,000.00	\$ 30.90	\$ 1,545.00
7	2104.502	REMOVE SANITARY MANHOLE	EACH	7	\$ 1,500.00	\$ 10,500.00	\$ 1,096.00	\$ 7,672.00	\$ 1,000.00	\$ 7,000.00	\$ 600.00	\$ 4,200.00	\$ 1,150.00	\$ 8,050.00	\$ 2,000.00	\$ 14,000.00	\$ 1,140.00	\$ 7,980.00
8	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	300	\$ 16.00	\$ 4,800.00	\$ 16.50	\$ 4,950.00	\$ 15.00	\$ 4,500.00	\$ 16.00	\$ 4,800.00	\$ 18.00	\$ 5,400.00	\$ 25.00	\$ 7,500.00	\$ 17.70	\$ 5,310.00
9	2104.503	REMOVE SEWER PIPE (SANITARY)	LIN FT	1355	\$ 20.00	\$ 27,100.00	\$ 3.25	\$ 4,403.75	\$ 3.00	\$ 4,065.00	\$ 5.50	\$ 7,452.50	\$ 25.00	\$ 33,875.00	\$ 25.00	\$ 33,875.00	\$ 24.50	\$ 33,197.50
10	2104.503	REMOVE CURB & GUTTER	LIN FT	18320	\$ 8.00	\$ 146,560.00	\$ 4.00	\$ 73,280.00	\$ 4.00	\$ 73,280.00	\$ 7.10	\$ 130,072.00	\$ 9.00	\$ 164,880.00	\$ 4.00	\$ 73,280.00	\$ 2.95	\$ 54,044.00
11	2104.503	REMOVE BITUMINOUS CURB	LIN FT	200	\$ 3.00	\$ 600.00	\$ 1.00	\$ 200.00	\$ 3.00	\$ 600.00	\$ 12.00	\$ 2,400.00	\$ 10.00	\$ 2,000.00	\$ 3.00	\$ 600.00	\$ 3.10	\$ 620.00
12	2104.504	REMOVE CONCRETE WALK	SQ YD	50	\$ 10.00	\$ 500.00	\$ 22.00	\$ 1,100.00	\$ 10.00	\$ 500.00	\$ 16.50	\$ 825.00	\$ 17.00	\$ 850.00	\$ 20.00	\$ 1,000.00	\$ 15.70	\$ 785.00
13	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	1000	\$ 15.00	\$ 15,000.00	\$ 9.25	\$ 9,250.00	\$ 10.00	\$ 10,000.00	\$ 37.70	\$ 37,700.00	\$ 26.00	\$ 26,000.00	\$ 12.00	\$ 12,000.00	\$ 18.10	\$ 18,100.00
14	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1250	\$ 6.00	\$ 7,500.00	\$ 13.00	\$ 16,250.00	\$ 10.00	\$ 12,500.00	\$ 21.75	\$ 27,187.50	\$ 11.00	\$ 13,750.00	\$ 10.00	\$ 12,500.00	\$ 12.00	\$ 15,000.00
15	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	5500	\$ 5.00	\$ 27,500.00	\$ 5.00	\$ 27,500.00	\$ 5.00	\$ 27,500.00	\$ 2.80	\$ 15,400.00	\$ 3.50	\$ 19,250.00	\$ 5.00	\$ 27,500.00	\$ 1.15	\$ 6,325.00
16	2104.518	REMOVE BITUMINOUS WALK	SQ FT	28500	\$ 1.50	\$ 42,750.00	\$ 0.60	\$ 17,100.00	\$ 1.28	\$ 36,480.00	\$ 0.35	\$ 9,975.00	\$ 0.65	\$ 18,525.00	\$ 1.00	\$ 28,500.00	\$ 0.89	\$ 25,365.00
17	2104.602	SALVAGE SIGN SPECIAL	EACH	88	\$ 35.00	\$ 3,080.00	\$ 32.00	\$ 2,816.00	\$ 31.50	\$ 2,772.00	\$ 31.50	\$ 2,772.00	\$ 63.00	\$ 5,544.00	\$ 30.00	\$ 2,640.00	\$ 30.90	\$ 2,719.20
18	2104.602	SALVAGE PLANTER	EACH	1	\$ 500.00	\$ 500.00	\$ 160.00	\$ 160.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 675.00	\$ 675.00	\$ 500.00	\$ 500.00	\$ 1,960.00	\$ 1,960.00
19	2104.603	ABANDON WATER MAIN	LIN FT	860	\$ 20.00	\$ 17,200.00	\$ 8.25	\$ 7,095.00	\$ 7.61	\$ 6,544.60	\$ 7.25	\$ 6,235.00	\$ 10.00	\$ 8,600.00	\$ 25.00	\$ 21,500.00	\$ 9.80	\$ 8,428.00
20	2104.618	SALVAGE BRICK PAVERS	SQ FT	200	\$ 3.00	\$ 600.00	\$ 9.00	\$ 1,800.00	\$ 5.00	\$ 1,000.00	\$ 17.00	\$ 3,400.00	\$ 9.00	\$ 1,800.00	\$ 10.00	\$ 2,000.00	\$ 15.50	\$ 3,100.00
21	2106.507	EXCAVATION - COMMON (P)	CU YD	9280	\$ 30.00	\$ 278,400.00	\$ 25.00	\$ 232,000.00	\$ 15.00	\$ 139,200.00	\$ 43.00	\$ 399,040.00	\$ 26.00	\$ 241,280.00	\$ 25.00	\$ 232,000.00	\$ 62.20	\$ 577,216.00
22	2106.507	EXCAVATION - SUBGRADE	CU YD	3000	\$ 30.00	\$ 90,000.00	\$ 30.00	\$ 90,000.00	\$ 27.28	\$ 81,840.00	\$ 36.00	\$ 108,000.00	\$ 33.00	\$ 99,000.00	\$ 15.00	\$ 45,000.00	\$ 27.90	\$ 83,700.00
23	2106.507	GRANULAR EMBANKMENT (CV)	CU YD	3000	\$ 20.00	\$ 60,000.00	\$ 14.00	\$ 42,000.00	\$ 10.00	\$ 30,000.00	\$ 11.30	\$ 33,900.00	\$ 16.00	\$ 48,000.00	\$ 30.00	\$ 90,000.00	\$ 9.95	\$ 29,850.00
24	2106.601	DEWATERING	LUMP SUM	1	\$ 25,000.00	\$ 25,000.00	\$ 1.00	\$ 1.00	\$ 0.01	\$ 0.01	\$ 20,000.00	\$ 20,000.00	\$ 4,700.00	\$ 4,700.00	\$ 1.00	\$ 1.00	\$ 4,660.00	\$ 4,660.00
25	2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	850	\$ 3.00	\$ 2,550.00	\$ 1.50	\$ 1,275.00	\$ 3.46	\$ 2,941.00	\$ 1.15	\$ 977.50	\$ 2.50	\$ 2,125.00	\$ 2.00	\$ 1,700.00	\$ 1.30	\$ 1,105.00
26	2118.507	AGGREGATE SURFACING (CV) CLASS 2 (P)	CU YD	48	\$ 80.00	\$ 3,840.00	\$ 75.00	\$ 3,600.00	\$ 48.09	\$ 2,308.32	\$ 95.00	\$ 4,560.00	\$ 113.00	\$ 5,424.00	\$ 60.00	\$ 2,880.00	\$ 94.90	\$ 4,555.20
27	2123.510	2 CU YD FRONT END LOADER	HOURL	30	\$ 500.00	\$ 15,000.00	\$ 185.00	\$ 5,550.00	\$ 250.00	\$ 7,500.00	\$ 110.00	\$ 3,300.00	\$ 170.00	\$ 5,100.00	\$ 160.00	\$ 4,800.00	\$ 180.00	\$ 5,400.00
28	2123.601	ADA COMPLIANCE SUPERVISOR	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,050.00	\$ 1,050.00	\$ 500.00	\$ 500.00	\$ 5,300.00	\$ 5,300.00	\$ 2,000.00	\$ 2,000.00	\$ 5,230.00	\$ 5,230.00
29	2123.610	TRACTOR MOUNTED BACKHOE	HOURL	30	\$ 500.00	\$ 15,000.00	\$ 275.00	\$ 8,250.00	\$ 350.03	\$ 10,500.90	\$ 120.00	\$ 3,600.00	\$ 170.00	\$ 5,100.00	\$ 160.00	\$ 4,800.00	\$ 197.00	\$ 5,910.00
30	2123.610	SKID LOADER	HOURL	30	\$ 500.00	\$ 15,000.00	\$ 145.00	\$ 4,350.00	\$ 200.00	\$ 6,000.00	\$ 120.00	\$ 3,600.00	\$ 140.00	\$ 4,200.00	\$ 160.00	\$ 4,800.00	\$ 180.00	\$ 5,400.00
31	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	50	\$ 250.00	\$ 12,500.00	\$ 200.00	\$ 10,000.00	\$ 168.00	\$ 8,400.00	\$ 150.00	\$ 7,500.00	\$ 190.00	\$ 9,500.00	\$ 150.00	\$ 7,500.00	\$ 175.00	\$ 8,750.00
32	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	3010	\$ 35.00	\$ 105,350.00	\$ 35.00	\$ 105,350.00	\$ 44.36	\$ 133,523.60	\$ 37.00	\$ 111,370.00	\$ 28.00	\$ 84,280.00	\$ 40.00	\$ 120,400.00	\$ 24.80	\$ 74,648.00
33	2215.504	FULL DEPTH RECLAMATION (P)	SQ YD	79545	\$ 5.00	\$ 397,725.00	\$ 2.00	\$ 159,090.00	\$ 5.27	\$ 419,202.15	\$ 3.00	\$ 238,635.00	\$ 3.70	\$ 294,316.50	\$ 8.00	\$ 636,360.00	\$ 5.95	\$ 473,292.75
34	2215.609	1 1/2" SCREENED CLEAN ROCK	TON	100	\$ 50.00	\$ 5,000.00	\$ 55.00	\$ 5,500.00	\$ 38.79	\$ 3,879.00	\$ 48.00	\$ 4,800.00	\$ 52.00	\$ 5,200.00	\$ 50.00	\$ 5,000.00	\$ 55.10	\$ 5,510.00
35	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	125	\$ 90.00	\$ 11,250.00	\$ 80.00	\$ 10,000.00	\$ 105.00	\$ 13,125.00	\$ 99.00	\$ 12,375.00	\$ 114.00	\$ 14,250.00	\$ 100.00	\$ 12,500.00	\$ 137.00	\$ 17,125.00
36	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	8250	\$ 95.00	\$ 783,750.00	\$ 87.00	\$ 717,750.00	\$ 93.45	\$ 770,962.50	\$ 89.00	\$ 734,250.00	\$ 95.00	\$ 783,750.00	\$ 86.83	\$ 716,347.50	\$ 96.50	\$ 796,125.00
37	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	14000	\$ 90.00	\$ 1,260,000.00	\$ 80.00	\$ 1,120,000.00	\$ 80.85	\$ 1,131,900.00	\$ 77.00	\$ 1,078,000.00	\$ 82.50	\$ 1,155,000.00	\$ 77.00	\$ 1,078,000.00	\$ 81.00	\$ 1,134,000.00
38	2451.609	GRANULAR BACKFILL	TON	350	\$ 60.00	\$ 21,000.00	\$ 10.60	\$ 3,710.00	\$ 28.68	\$ 10,038.00	\$ 22.00	\$ 7,700.00	\$ 22.00	\$ 7,700.00	\$ 30.00	\$ 10,500.00	\$ 83.50	\$ 29,225.00
39	2502.503	4" PERF PE PIPE DRAIN	LIN FT	2500	\$ 10.00	\$ 25,000.00	\$ 26.20	\$ 6										

TABULATION				SAP 140-106-007 & CP 202407 CITY OF MENDOTA HEIGHTS FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT																												
Contract: Owner: Project:				ENGINEER'S ESTIMATE				Bituminous Roadways, Inc.				Northdale Construction Company				McNamara Contracting, Inc.				Valley Paving, Inc.				Ryan Contracting Company				Park Construction Company				
46	2503.503	24" RC PIPE SEWER CLASS III	LIN FT	134	\$	140.00	\$	18,760.00	\$	94.20	\$	12,622.80	\$	87.69	\$	11,750.46	\$	110.00	\$	14,740.00	\$	105.00	\$	14,070.00	\$	120.00	\$	16,080.00	\$	104.00	\$	13,936.00
47	2503.601	TEMPORARY SEWER BYPASS	LUMP SUM	1	\$	50,000.00	\$	50,000.00	\$	55,420.00	\$	55,420.00	\$	52,500.00	\$	52,500.00	\$	135,000.00	\$	135,000.00	\$	203,000.00	\$	203,000.00	\$	125,000.00	\$	125,000.00	\$	293,100.00	\$	293,100.00
48	2503.602	RECONNECT SANITARY SEWER SERVICE	EACH	17	\$	1,000.00	\$	17,000.00	\$	565.00	\$	9,605.00	\$	516.35	\$	8,777.95	\$	250.00	\$	4,250.00	\$	638.00	\$	10,846.00	\$	1,000.00	\$	17,000.00	\$	632.00	\$	10,744.00
49	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	3	\$	2,500.00	\$	7,500.00	\$	1,807.00	\$	5,421.00	\$	1,648.98	\$	4,946.94	\$	2,575.00	\$	7,725.00	\$	4,600.00	\$	13,800.00	\$	5,000.00	\$	15,000.00	\$	4,520.00	\$	13,560.00
50	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	24	\$	1,500.00	\$	36,000.00	\$	1,781.00	\$	42,744.00	\$	1,625.00	\$	39,000.00	\$	1,500.00	\$	36,000.00	\$	1,350.00	\$	32,400.00	\$	2,500.00	\$	60,000.00	\$	1,330.00	\$	31,920.00
51	2503.602	24"X6" PVC WYE	EACH	17	\$	2,500.00	\$	42,500.00	\$	5,962.00	\$	101,354.00	\$	5,628.45	\$	95,683.65	\$	5,500.00	\$	93,500.00	\$	6,900.00	\$	117,300.00	\$	8,000.00	\$	136,000.00	\$	6,880.00	\$	116,960.00
52	2503.603	CLEAN PIPE SEWER	LIN FT	142	\$	40.00	\$	5,680.00	\$	29.70	\$	4,217.40	\$	28.09	\$	3,988.78	\$	31.50	\$	4,473.00	\$	62.00	\$	8,804.00	\$	80.00	\$	11,360.00	\$	61.20	\$	8,690.40
53	2503.603	6" PVC C900 SANITARY SERVICE PIPE	LIN FT	250	\$	65.00	\$	16,250.00	\$	29.60	\$	7,400.00	\$	63.65	\$	15,912.50	\$	75.00	\$	18,750.00	\$	45.00	\$	11,250.00	\$	85.00	\$	21,250.00	\$	44.40	\$	11,100.00
54	2503.603	12" HDPE PIPE SEWER	LIN FT	47	\$	80.00	\$	3,760.00	\$	76.80	\$	3,609.60	\$	70.77	\$	3,326.19	\$	55.00	\$	2,585.00	\$	46.00	\$	2,162.00	\$	100.00	\$	4,700.00	\$	45.70	\$	2,147.90
55	2504.602	HYDRANT	EACH	15	\$	8,500.00	\$	127,500.00	\$	7,744.00	\$	116,160.00	\$	7,297.44	\$	109,461.60	\$	10,050.00	\$	150,750.00	\$	9,200.00	\$	138,000.00	\$	9,000.00	\$	135,000.00	\$	9,080.00	\$	136,200.00
56	2504.602	ADJUST VALVE BOX	EACH	38	\$	250.00	\$	9,500.00	\$	606.00	\$	23,028.00	\$	554.50	\$	21,071.00	\$	1,075.00	\$	40,850.00	\$	735.00	\$	27,930.00	\$	1,000.00	\$	38,000.00	\$	599.00	\$	22,762.00
57	2504.602	1" CORPORATION STOP	EACH	102	\$	1,200.00	\$	122,400.00	\$	813.00	\$	82,926.00	\$	750.70	\$	76,571.40	\$	2,100.00	\$	214,200.00	\$	1,575.00	\$	160,650.00	\$	1,500.00	\$	153,000.00	\$	1,430.00	\$	145,860.00
58	2504.602	2" CORPORATION STOP	EACH	3	\$	1,200.00	\$	3,600.00	\$	1,080.00	\$	3,240.00	\$	1,013.00	\$	3,039.00	\$	2,750.00	\$	8,250.00	\$	2,550.00	\$	7,650.00	\$	2,000.00	\$	6,000.00	\$	2,520.00	\$	7,560.00
59	2504.602	6" GATE VALVE & BOX	EACH	39	\$	3,000.00	\$	117,000.00	\$	2,637.00	\$	102,843.00	\$	2,478.35	\$	96,655.65	\$	6,300.00	\$	245,700.00	\$	3,550.00	\$	138,450.00	\$	4,200.00	\$	163,800.00	\$	3,540.00	\$	138,060.00
60	2504.602	8" GATE VALVE & BOX	EACH	12	\$	3,500.00	\$	42,000.00	\$	3,523.00	\$	42,276.00	\$	3,317.65	\$	39,811.80	\$	7,200.00	\$	86,400.00	\$	4,600.00	\$	55,200.00	\$	5,200.00	\$	62,400.00	\$	4,570.00	\$	54,840.00
61	2504.602	1" CURB STOP & BOX	EACH	1	\$	450.00	\$	450.00	\$	1,531.00	\$	1,531.00	\$	1,412.02	\$	1,412.02	\$	2,050.00	\$	2,050.00	\$	910.00	\$	910.00	\$	2,500.00	\$	2,500.00	\$	934.00	\$	934.00
62	2504.602	2" CURB STOP & BOX	EACH	3	\$	500.00	\$	1,500.00	\$	1,851.00	\$	5,553.00	\$	1,715.04	\$	5,145.12	\$	3,825.00	\$	11,475.00	\$	1,285.00	\$	3,855.00	\$	3,000.00	\$	9,000.00	\$	1,310.00	\$	3,930.00
63	2504.602	SACRIFICIAL ANODE (5 LB)	EACH	102	\$	1,000.00	\$	102,000.00	\$	609.00	\$	62,118.00	\$	558.04	\$	56,920.08	\$	85.00	\$	8,670.00	\$	169.00	\$	17,238.00	\$	150.00	\$	15,300.00	\$	167.00	\$	17,034.00
64	2504.602	SCARIFICIAL ANODE (32 LB)	EACH	64	\$	1,500.00	\$	96,000.00	\$	525.00	\$	33,600.00	\$	487.62	\$	31,207.68	\$	400.00	\$	25,600.00	\$	390.00	\$	24,960.00	\$	300.00	\$	19,200.00	\$	385.00	\$	24,640.00
65	2504.602	SACRIFICIAL ANODE RETROFIT (32 LB)	EACH	70	\$	2,000.00	\$	140,000.00	\$	1,676.00	\$	117,320.00	\$	1,537.62	\$	107,633.40	\$	1,875.00	\$	131,250.00	\$	1,380.00	\$	96,600.00	\$	350.00	\$	24,500.00	\$	1,150.00	\$	80,500.00
66	2504.602	REPAIR VALVE BOX	EACH	10	\$	1,000.00	\$	10,000.00	\$	1,115.00	\$	11,150.00	\$	1,031.50	\$	10,315.00	\$	1,275.00	\$	12,750.00	\$	823.00	\$	8,230.00	\$	1,500.00	\$	15,000.00	\$	1,140.00	\$	11,400.00
67	2504.602	WATER UTILITY HOLE	EACH	26	\$	1,000.00	\$	26,000.00	\$	2,850.00	\$	74,100.00	\$	2,600.00	\$	67,600.00	\$	2,000.00	\$	52,000.00	\$	2,800.00	\$	72,800.00	\$	4,000.00	\$	104,000.00	\$	2,790.00	\$	72,540.00
68	2504.602	VALVE BOX CLEAN OUT	EACH	27	\$	1,000.00	\$	27,000.00	\$	137.00	\$	3,699.00	\$	125.00	\$	3,375.00	\$	525.00	\$	14,175.00	\$	310.00	\$	8,370.00	\$	1,000.00	\$	27,000.00	\$	307.00	\$	8,289.00
69	2504.603	1" TYPE K COPPER PIPE	LIN FT	1155	\$	65.00	\$	75,075.00	\$	71.60	\$	82,698.00	\$	65.75	\$	75,941.25	\$	85.00	\$	98,175.00	\$	41.00	\$	47,355.00	\$	60.00	\$	69,300.00	\$	41.00	\$	47,355.00
70	2504.603	2" TYPE K COPPER PIPE	LIN FT	75	\$	75.00	\$	5,625.00	\$	128.00	\$	9,600.00	\$	117.62	\$	8,821.50	\$	105.00	\$	7,875.00	\$	67.50	\$	5,062.50	\$	85.00	\$	6,375.00	\$	66.90	\$	5,017.50
71	2504.603	6" WATERMAIN DUCTILE IRON CL 53	LIN FT	850	\$	75.00	\$	63,750.00	\$	148.00	\$	125,800.00	\$	137.31	\$	116,713.50	\$	90.00	\$	76,500.00	\$	96.00	\$	81,600.00	\$	90.00	\$	76,500.00	\$	95.00	\$	80,750.00
72	2504.603	8" WATERMAIN DUCTILE IRON CL 52	LIN FT	1950	\$	80.00	\$	156,000.00	\$	101.00	\$	196,950.00	\$	94.31	\$	183,904.50	\$	95.00	\$	185,250.00	\$	103.00	\$	200,850.00	\$	100.00	\$	195,000.00	\$	102.00	\$	198,900.00
73	2504.603	16" WATERMAIN DUCTILE IRON CL 52	LIN FT	5	\$	200.00	\$	1,000.00	\$	238.00	\$	1,190.00	\$	221.96	\$	1,109.80	\$	700.00	\$	3,500.00	\$	890.00	\$	4,450.00</								

TABULATION						ENGINEER'S ESTIMATE		Bituminous Roadways, Inc.		Northdale Construction Company		McNamara Contracting, Inc.		Valley Paving, Inc.		Ryan Contracting Company		Park Construction Company														
Contract: Owner: Project:		SAP 140-106-007 & CP 202407 CITY OF MENDOTA HEIGHTS FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT																														
91	2506.604	CONSTRUCT RAIN GARDEN	SQ YD	240	\$	110.00	\$	26,400.00	\$	52.40	\$	12,576.00	\$	74.51	\$	17,882.40	\$	60.00	\$	14,400.00	\$	102.00	\$	24,480.00	\$	50.00	\$	12,000.00	\$	104.00	\$	24,960.00
92	2511.507	RANDOM RIPRAP CLASS III	CU YD	20	\$	100.00	\$	2,000.00	\$	186.00	\$	3,720.00	\$	173.10	\$	3,462.00	\$	115.00	\$	2,300.00	\$	140.00	\$	2,800.00	\$	80.00	\$	1,600.00	\$	139.00	\$	2,780.00
93	2521.518	3" BITUMINOUS WALK	SQ FT	28500	\$	3.00	\$	85,500.00	\$	1.50	\$	42,750.00	\$	3.69	\$	105,165.00	\$	2.00	\$	57,000.00	\$	2.20	\$	62,700.00	\$	11.89	\$	338,865.00	\$	1.95	\$	55,575.00
94	2521.618	CONCRETE WALK	SQ FT	1900	\$	20.00	\$	38,000.00	\$	15.30	\$	29,070.00	\$	16.55	\$	31,445.00	\$	16.65	\$	31,635.00	\$	7.40	\$	14,060.00	\$	10.00	\$	19,000.00	\$	7.30	\$	13,870.00
95	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	1000	\$	85.00	\$	85,000.00	\$	85.10	\$	85,100.00	\$	99.29	\$	99,290.00	\$	72.20	\$	72,200.00	\$	95.00	\$	95,000.00	\$	100.00	\$	100,000.00	\$	88.90	\$	88,900.00
96	2531.603	CONCRETE CURB & GUTTER DESIGN B618 (HAND POUR)	LIN FT	7200	\$	25.00	\$	180,000.00	\$	33.10	\$	238,320.00	\$	36.71	\$	264,312.00	\$	31.70	\$	228,240.00	\$	25.00	\$	180,000.00	\$	38.00	\$	273,600.00	\$	25.10	\$	180,720.00
97	2531.603	CONCRETE CURB & GUTTER DESIGN B618 (MACHINE POUR)	LIN FT	11350	\$	22.00	\$	249,700.00	\$	19.20	\$	217,920.00	\$	18.38	\$	208,613.00	\$	18.55	\$	210,542.50	\$	23.00	\$	261,050.00	\$	24.00	\$	272,400.00	\$	23.00	\$	261,050.00
98	2531.604	6" CONCRETE VALLEY GUTTER	SQ YD	35	\$	125.00	\$	4,375.00	\$	103.00	\$	3,605.00	\$	116.35	\$	4,072.25	\$	97.65	\$	3,417.75	\$	95.00	\$	3,325.00	\$	140.00	\$	4,900.00	\$	94.10	\$	3,293.50
99	2531.604	6" CONCRETE DRIVEWAY PAVEMENT SPECIAL	SQ YD	250	\$	125.00	\$	31,250.00	\$	148.00	\$	37,000.00	\$	159.40	\$	39,850.00	\$	152.40	\$	38,100.00	\$	137.00	\$	34,250.00	\$	140.00	\$	35,000.00	\$	136.00	\$	34,000.00
100	2531.618	TRUNCATED DOMES	SQ FT	300	\$	65.00	\$	19,500.00	\$	60.20	\$	18,060.00	\$	59.60	\$	17,880.00	\$	50.00	\$	15,000.00	\$	111.00	\$	33,300.00	\$	70.00	\$	21,000.00	\$	110.00	\$	33,000.00
101	2540.601	MAIL BOX MAINTENANCE	LUMP SUM	1	\$	30,000.00	\$	30,000.00	\$	62,815.00	\$	62,815.00	\$	62,475.00	\$	62,475.00	\$	62,000.00	\$	62,000.00	\$	25,000.00	\$	25,000.00	\$	60,000.00	\$	60,000.00	\$	61,300.00	\$	61,300.00
102	2540.602	INSTALL PLANTER	EACH	1	\$	500.00	\$	500.00	\$	262.00	\$	262.00	\$	500.00	\$	500.00	\$	1,000.00	\$	1,000.00	\$	1,340.00	\$	1,340.00	\$	500.00	\$	500.00	\$	1,960.00	\$	1,960.00
103	2540.618	INSTALL BRICK PAVERS	SQ FT	200	\$	7.00	\$	1,400.00	\$	9.45	\$	1,890.00	\$	22.50	\$	4,500.00	\$	35.00	\$	7,000.00	\$	26.00	\$	5,200.00	\$	20.00	\$	4,000.00	\$	15.50	\$	3,100.00
104	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$	50,000.00	\$	50,000.00	\$	14,250.00	\$	14,250.00	\$	18,375.00	\$	18,375.00	\$	35,000.00	\$	35,000.00	\$	21,000.00	\$	21,000.00	\$	100,000.00	\$	100,000.00	\$	339,600.00	\$	339,600.00
105	2564.502	INSTALL SIGN	EACH	1	\$	500.00	\$	500.00	\$	158.00	\$	158.00	\$	157.50	\$	157.50	\$	160.00	\$	160.00	\$	260.00	\$	260.00	\$	150.00	\$	150.00	\$	155.00	\$	155.00
106	2564.618	SIGN	SQ FT	292	\$	80.00	\$	23,360.00	\$	67.60	\$	19,739.20	\$	67.20	\$	19,622.40	\$	67.00	\$	19,564.00	\$	58.00	\$	16,936.00	\$	64.00	\$	18,688.00	\$	65.90	\$	19,242.80
107	2564.618	SIGN SPECIAL	SQ FT	97.5	\$	150.00	\$	14,625.00	\$	100.00	\$	9,750.00	\$	99.75	\$	9,725.63	\$	100.00	\$	9,750.00	\$	150.00	\$	14,625.00	\$	95.00	\$	9,262.50	\$	97.90	\$	9,545.25
108	2571.602	TRANSPLANT EXISTING TREES	EACH	3	\$	1,500.00	\$	4,500.00	\$	212.00	\$	636.00	\$	1,575.00	\$	4,725.00	\$	520.00	\$	1,560.00	\$	450.00	\$	1,350.00	\$	1,500.00	\$	4,500.00	\$	1,550.00	\$	4,650.00
109	2572.510	PRUNE TREES	HOURL	20	\$	200.00	\$	4,000.00	\$	705.00	\$	14,100.00	\$	698.25	\$	13,965.00	\$	450.00	\$	9,000.00	\$	420.00	\$	8,400.00	\$	300.00	\$	6,000.00	\$	706.00	\$	14,120.00
110	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$	10,000.00	\$	10,000.00	\$	2,000.00	\$	2,000.00	\$	13,000.00	\$	13,000.00	\$	1,000.00	\$	1,000.00	\$	6,000.00	\$	6,000.00	\$	1,500.00	\$	1,500.00	\$	0.01	\$	0.01
111	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$	15,000.00	\$	15,000.00	\$	10,000.00	\$	10,000.00	\$	13,000.00	\$	13,000.00	\$	6,000.00	\$	6,000.00	\$	5,400.00	\$	5,400.00	\$	1,500.00	\$	1,500.00	\$	10,800.00	\$	10,800.00
112	2573.502	STORM DRAIN INLET PROTECTION	EACH	124	\$	250.00	\$	31,000.00	\$	163.00	\$	20,212.00	\$	120.00	\$	14,880.00	\$	240.00	\$	29,760.00	\$	156.00	\$	19,344.00	\$	150.00	\$	18,600.00	\$	207.00	\$	25,668.00
113	2573.502	CULVERT END CONTROLS	EACH	5	\$	250.00	\$	1,250.00	\$	210.00	\$	1,050.00	\$	120.00	\$	600.00	\$	157.50	\$	787.50	\$	104.00	\$	520.00	\$	300.00	\$	1,500.00	\$	357.00	\$	1,785.00
114	2573.503	SILT FENCE; TYPE MS	LIN FT	1750	\$	3.00	\$	5,250.00	\$	2.20	\$	3,850.00	\$	3.31	\$	5,792.50	\$	2.75	\$	4,812.50	\$	2.35	\$	4,112.50	\$	3.00	\$	5,250.00	\$	2.30	\$	4,025.00
115	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	10750	\$	5.00	\$	53,750.00	\$	2.30	\$	24,725.00	\$	4.31	\$	46,332.50	\$	2.60	\$	27,950.00	\$	2.35	\$	25,262.50	\$	3.00	\$	32,250.00	\$	2.30	\$	24,725.00
116	2574.505	SOIL BED PREPARATION	ACRE	2.2	\$	250.00	\$	550.00	\$	1,300.00	\$	2,860.00	\$	6,352.50	\$	13,975.50	\$	710.00	\$	1,562.00	\$	6,400.00	\$	14,080.00	\$	6,000.00	\$	13,200.00	\$	6,360.00	\$	13,992.00
117	2574.507	BOULEVARD TOPSOIL BORROW	CU YD	1806	\$	52.00	\$	93,912.00	\$	55.00	\$	99,330.00	\$	53.34	\$	96,332.04	\$	50.00	\$	90,300.00	\$	56.00	\$	101,136.00	\$	40.00	\$	72,240.00	\$	63.30	\$	114,319.80
118																																