



CITY OF MENDOTA HEIGHTS

CITY COUNCIL REGULAR MEETING AGENDA

May 6, 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 April 15, 2025, City Council Meeting
- b. Approve Minutes from the April 15, 2025, City Council Work Session Minutes
- c. Approve Resolution 2025-21 Accepting a Donation to the Mendota Heights Music in the Park Series
- d. Approve Resolution No. 2025-25 Approving an Administrative MRCCA Minor Development Permit to 1125 Orchard Circle [Planning Case No. 2025-05]
- e. Approve Out of Metro Travel Request- Fire Marshal
- f. Approve Contract to Install LED Streetlight Fixtures
- g. Approve Massage Therapist License Renewals and a Massage Business License

Renewal

- h. Approve Liquor License Renewals
- i. Approve a Change Order to the Fire Station Roof Replacement Project
- j. Approve an Amendment to the Lease Agreement with Verizon Wireless for Small Cell
- k. Accept the Retirement Notice of Public Works Maintenance Lead Tim Oster
- l. Accept the Resignation of Mendota Heights Firefighter Gretchen Conner
- m. Acknowledge the January 2025 Fire Synopsis
- n. Approve Claims List

7. Presentations

- a. 2024 Dakota County Housing Needs Assessment

8. Public Hearings

- a. Resolution 2025-26 Ordering of Improvements for the Kensington East Street Improvements

9. New and Unfinished Business

- a. Resolution 2025-24 Approving the Final Plat of Campion Estates [Planning Case 2025-01]
- b. Resolution 2025-22 Sanitary Sewer Rate Adjustment
- c. Resolution 2025-23 Storm Sewer Utility Rate Adjustment

10. Community / City Administrator Announcements

11. City Council Comments

12. Adjourn

Next Meeting

May 20, 2025 at 7:00PM

Information is available in alternative formats or with the use of auxiliary aids to individuals with disabilities

upon request by calling city hall at 651-452-1850 or by emailing cityhall@mendotaheightsmn.gov.

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the Regular Meeting
Held Tuesday, April 15, 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

The 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 items F, G, K, and L.

- a. Approval of April 1, 2025, City Council Minutes
- b. Approval of March 18, 2025, Council Work Session Minutes
- c. Minutes from the February 25, 2025, Planning Commission Meeting
- d. Authorize Renewal of Workers Comp Insurance Policy 5/1/2025-5/1/2026
- e. Approve Liquor License Renewal
- f. ~~Approve of Temporary Liquor License~~
- g. ~~Approve Hire for Administrative/Special Projects Coordinator~~
- h. Approve Police Cadet Hire
- i. Approve Resolution 2025-19 a Resolution Proclaiming Arbor Day
- j. Approve Grading Permit for the Visitation School Tennis Court Improvements

- ~~k. Approve Proposal for the 2025 Stormwater Basin Inspection and Maintenance Assessment Project~~
- ~~l. Approve Purchase Order for Solar Panel Removal on Fire Station~~
- m. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

PULLED CONSENT AGENDA ITEMS F) APPROVE TEMPORARY LIQUOR LICENSE

Councilor Lorberbaum stated that she would like to amend the proposed action to read, “approve temporary liquor license, contingent upon completion of application materials and with no negative findings in those materials”.

Councilor Lorberbaum moved to approve TEMPORARY LIQUOR LICENSE WITH THE AMENDED LANGUAGE.

The motion died for lack of a second.

Councilor Mazzitello commented that he understands the thinking of Councilor Lorberbaum, but believed the proposed language is sufficient without the additional language.

Mayor Levine commented that completion of the application is the required action and explained that the license would not be issued unless the application is complete. She noted that the additional language would be redundant and has never been included in past approvals.

Councilor Mazzitello moved to approve TEMPORARY LIQUOR LICENSE FOR BETH JACOB CONGREGATION.

Councilor Paper seconded the motion.

Ayes: 4

Nays: 1 (Lorberbaum)

Councilor Lorberbaum commented that her opposition is because she wanted to see the additional language to ensure the application materials are read and processed to ensure completeness.

G) APPROVE HIRE FOR ADMINISTRATIVE/SPECIAL PROJECTS COORDINATOR

Councilor Maczko stated that this would be a significant hire and, therefore, he asked the City Administrator for more information on the salary and benefits cost. He acknowledged that this position was included in the budget, and there was a robust pool of applicants. He asked the City Administrator to provide more information.

City Administrator Cheryl Jacobson stated that the candidate was one of 64 applicants in a very talented pool. She provided information on the interview panel involved in the process and how the candidate stood out. She stated that this position was included in the budget and further explained its roles and responsibilities.

Councilor Maczko moved to approve HIRE OF NOEL MILLS FORD AS THE CITY'S ADMINISTRATIVE/SPECIAL PROJECTS COORDINATOR.

Councilor Mazzitello seconded the motion.

Further discussion: Councilor Mazzitello commented that he worked with Noel at Ramsey County on a public engagement process and noted the excellent job that she did. He believed that she would do great in this multifaceted position.

Councilor Paper asked the start date for the candidate.

City Administrator Cheryl Jacobson replied that she would begin on May 5, 2025.

Councilor Lorberbaum asked if the City received so many applicants because of the reputation that the City has as a good place to work.

City Administrator Cheryl Jacobson confirmed that was accurate.

Ayes: 5

Nays: 0

K) APPROVE PROPOSAL FOR THE 2025 STORMWATER BASIN INSPECTION AND MAINTENANCE ASSESSMENT PROJECT

Councilor Maczko stated that he did not notice the bidding information in the typical staff memorandum with the recommendation and therefore asked for additional information. He stated that in a follow-up discussion with staff, he found out that WSB was the lowest and most qualified bidder.

Natural Resources Coordinator Krista Spreiter replied that the formal bid process was not required, and therefore, she did not list the bids. She provided more information on the project, WSB and its proposal, as well as other proposals received.

Councilor Maczko stated that he wanted to ensure that the public understood the process behind the scenes, recognizing that this appears to be the best value and cost. He stated that he likes that the maintenance recommendations and priorities would include cost estimates, as that will assist with budgeting.

Councilor Maczko moved to approve the PROPOSAL FROM WSB FOR THE 2025 STORMWATER BASIN INSPECTION AND MAINTENANCE ASSESSMENT PROJECT.

Councilor Mazzitello seconded the motion.

Further discussion: Councilor Paper asked what a stormwater basin is.

Natural Resources Coordinator Krista Spreiter replied that it is basically a storm pond and provided additional explanation.

Mayor Levine asked staff to provide a brief explanation of stormwater management.

Natural Resources Coordinator Krista Spreiter provided a brief explanation on stormwater management and the role that stormwater ponds play in treating and managing stormwater.

Ayes: 5
Nays: 0

L) APPROVE PURCHASE ORDER FOR SOLAR PANEL REMOVAL ON FIRE STATION

Councilor Maczko commented there was an update to the cost of this item. He stated that there are two arrays on the roof, and therefore the cost has doubled from the original amount shown in the memorandum. He asked the original budget amount for the roof replacement and related amenities.

Public Works Director Ryan Ruzek stated that the City is undergoing replacement of part of the roof for the fire station. He stated that the existing roof was not replaced as part of the addition that was constructed, and therefore the original roof is proposed for replacement. He stated that one whole solar system will need to be removed, and part of the second system will need to be removed for the project. He stated that the total cost for the removal of the solar elements would be \$23,228. He provided information on the original project estimate and the bids received.

Councilor Maczko asked where the additional funds would come from.

Public Works Director Ryan Ruzek noted that he can follow up with finance to provide those details and noted possible sources.

Councilor Maczko asked when the solar installations were placed on the roof.

Public Works Director Ryan Ruzek provided additional information on the solar installation timeline.

Councilor Maczko commented that it is disappointing that the roof was not replaced as part of the addition when the panels were taken off, as he recalled the roof leaking in 2017.

Public Works Director Ryan Ruzek noted a decision by the previous Fire Chief to delay the replacement of the roof due to the additional costs for the fire station addition.

Councilor Maczko asked about the revenue that is made from the solar panels.

Public Works Director Ryan Ruzek replied that the City currently receives one quarter of the revenue through the lease. He estimated about \$7,000 in revenue since 2017, noting the expansion of the system that occurred in 2019.

Councilor Maczko commented that with the array, they are covering their costs or breaking even at best.

Public Works Director Ryan Ruzek noted that the panels also assist in sustainability and the use of green energy by City facilities.

Councilor Maczko commented that the roof needs to be replaced, and in order to do that the panels need to come off and go back on. He stated that perhaps they can look more closely at how they spend funds in the future, as this project is now costing them more.

Councilor Maczko moved to approve PURCHASE ORDER FOR THE REMOVAL AND REINSTALLATION OF A PORTION OF THE SOLAR PANELS FOR THE FIRE STATION ROOF REPLACEMENT PROJECT.

Councilor Mazzitello seconded the motion.

Further discussion: Finance Director Kristen Schabacker commented that \$300,000 was budgeted for the roof, and an additional \$100,000 was included in the most recent budget as an update, therefore, there are sufficient funds that have been identified in advance for this project.

Ayes: 5

Nays: 0

PRESENTATIONS

No items scheduled.

PUBLIC HEARING

A) CONSIDERATION OF ORDINANCE NO. 601, AUTHORIZING AMENDMENTS TO THE 2025 FEE SCHEDULE AND APPROVAL OF THE SUMMARY PUBLICATION

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence explained that the Council was being asked to hold a public hearing to consider approval of Ordinance No. 601, authorizing amendments to the 2025 Fee Schedule and approval of the summary publication.

Councilor Lorberbaum moved to open the public hearing.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

There being no one coming forward to speak, Councilor Mazzitello moved to close the public hearing. Councilor Lorberbaum seconded the motion.

Further discussion: Councilor Maczko asked if any written comments were received prior to tonight.

Parks and Recreation Director/Assistant Public Works Director Meredith Lawrence replied that no comments have been received on this topic.

Ayes: 5

Nays: 0

Councilor Mazzitello moved to approve ORDINANCE NO. 601, AUTHORIZING AMENDMENTS TO THE 2025 FEE SCHEDULE.

Councilor Paper seconded the motion.

Further discussion: Mayor Levine commented that the City Council discussed this in depth during a workshop, which included stakeholders from the major user groups. She thanked the user groups for attending that workshop and providing their insight. She thanked staff for providing context and comparisons to other communities in the area to ensure fair and adequate usage of the fields.

Ayes: 5

Nays: 0

Councilor Mazzitello moved to approve SUMMARY PUBLICATION OF ORDINANCE NO. 601.
Councilor Paper seconded the motion.
Ayes: 5
Nays: 0

NEW AND UNFINISHED BUSINESS
A) RESOLUTION 2025-20 APPROVING A COMPREHENSIVE PLAN AMENDMENT –
PLANNING CASE 2025-02

Community Development Manager Sarah Madden explained that the Council was being asked to consider adoption of Resolution 2025-20, approving a Comprehensive Plan amendment from I-Industrial to B-Business and corresponding changes to Chapter 2: Land Use and Growth of the City's 2040 Comprehensive Plan.

Mayor Levine commented that the change was approved in the zoning code and asked if an applicant could come forward with an allowed use or whether the applicant would need to wait for the change to the Comprehensive Plan to become effective.

Community Development Manager Sarah Madden stated that in that example, the zoning use was not compatible with the Comprehensive Plan, even though it is consistent with the zoning. She stated that in that case, the applicant would have had to submit a Comprehensive Plan amendment with their application. She stated that typically the Comprehensive Plan is adopted and then the zoning code is changed, but explained that in this case, it was determined during the zoning update that the zoning should be changed to match the existing uses, and therefore, the zoning was changed first.

Councilor Lorberbaum moved to approve RESOLUTION 2025-20, APPROVING A COMPREHENSIVE PLAN AMENDMENT FROM I-INDUSTRIAL (I) TO B-BUSINESS (B) AND CORRESPONDING CHANGES TO CHAPTER 2: LAND USE AND GROWTH OF THE CITY'S 2040 COMPREHENSIVE PLAN (PLANNING CASE NO. 2025-02).
Councilor Mazzitello seconded the motion.

Further discussion: Mayor Levine thanked the Planning Commission for its thorough review.

Ayes: 5
Nays: 0

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Paper reminded residents to register for the Scott Patrick Memorial 5K.

Councilor Maczko commented that it is nice to be back after being absent on a recent family trip. He stated that the Friendly Hills project will be starting soon, noting the upcoming open house on April 29th. He asked his neighbors to be patient during construction. He referenced comments made at a recent City Council meeting related to a nuisance property and acknowledged that Police Chief Kelly McCarthy did

respond to residents in that area. He provided an update on the actions of the police against that property in recent years, noting that the City is working to address the issue while working within property rights.

Councilor Lorberbaum commented that she and Mayor Levine hosted the most recent session of Coffee with the Council, which provides an informal opportunity for residents to ask questions and provide input. She encouraged residents to attend future sessions. She stated that today is National Tax Day and provided historical context. She wished everyone who celebrates a happy Easter.

Councilor Mazzitello stated that earlier today, the Council discussed a number of topics during the workshop. He stated that the Council hosts a standing workshop before the second meeting of the month and commented that residents can attend and receive agendas and minutes if desired. He reminded residents to file their taxes if they have not done so. He also wished residents a happy Easter.

Mayor Levine reminded residents of street sweeping and asked them to ensure vehicles and trash receptacles are off the streets while this is occurring.

ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

Mayor Levine adjourned the meeting at 8:08 p.m.

Stephanie B. Levine
Mayor

ATTEST:

Nancy Bauer
City Clerk

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the City Council Work Session
Tuesday, April 15, 2025

Pursuant to due call and notice thereof, a work session of the Mendota Heights City Council was held at Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights, Minnesota.

CALL TO ORDER

Mayor Levine called the work session to order at 5:00 pm. Councilors Lorberbaum, Maczko, Mazzitello, and Paper (arrived 6:25 pm) were in attendance.

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

CITY COUNCIL CODE OF CONDUCT

Mayor Levine provided introductory comments and back ground on city council codes of conduct noting that many cities have a City Council Code of Conduct. She highlighted examples included in the packet from the City of Edina and the City of Shakopee.

City Administrator Jacobson said that council behaviors towards each other, staff, the commissions, and the public are being looked at for a code of conduct. A separate document (operations document) could be created that could discuss examples like conflicts of interest, open meeting laws, and accepting gifts from the public.

Assistant City Administrator Torkelson asked if the code of conduct would be applied to the city commissions. There could be an enforcement mechanism for the commissioners.

Councilor Mazzitello stated what he would like to see in the code of conduct:

- 1) Ethicality – don't make a decision until you have all the information and
- 2) Social media – commissioners using it regarding city issues and possibly violating open meeting laws

Assistant City Administrator Torkelson reported that social media and open meeting laws are discussed at new commissioner training.

It was the consensus to combine the different behavior expectation examples from the two cities into one for a City Council Code of Conduct for Mendota Heights and try to keep it to one page.

Mayor Levine stated that this would need to be brought back to the Council after every election to be agreed upon by the Council.

CITY ADVISORY COMMISSIONS

City Administrator Jacobson reported that the city council had discussed a review of city advisory commissions during the 2025 budget development process and again during the recent strategic priority exercise. She noted that Mayor Levine has provided general direction that city commissions should only meet if they have a decision to make. The time investment for both staff and residents for these commissions is considerable and should be used wisely.

Council discussed what should be discussed at a city council work session as compared to what should be discussed at an official meeting.

Mayor Levine stated that no decisions are made at a work session. All work sessions are open to the public to attend. It is a chance to have an informal discussion of topics.

Mayor Levine continued by saying that the Natural Resources Commission purpose came out of the Natural Resources Management Plan. The Parks and Recreation Commission purpose has traditionally been to recommend the use for the Park Improvement Fund. As that fund is decreasing, there are fewer funds left for the commission to recommend to council. It does have role, but it is not like it was 30 years ago. They may not need to meet every month if there are no decisions to be made.

City Administrator Jacobson stated that the Planning Commission is a required commission and, therefore, separate from the current purpose discussion of the other commissions, including the Airport Relations Commission and Parks and Recreation Commission.

Councilor Lorberbaum commented that she likes to hear the commission discussions to learn why they made the decision they did.

Park and Recreation Director/Assistant Public Works Director Lawrence stated that the Parks and Recreation Commission has had a lack of business agenda items. She thought maybe two meetings for the rest of the year could be held to discuss business.

Mayor Levine commented that she was hearing that it is ok to cancel meetings if there is a lack of business.

Councilor Mazzitello asked if the commissions could be used to repurpose their roles.

Councilor Maczko commented that the Natural Resources Commission has work that needs to be done. The Parks and Recreation Commission meetings should be cancelled if there are no business items to discuss.

Councilor Maczko asked for information on the Noise Oversight Committee (NOC).

City Administrator Jacobson gave background information on the Noise Oversight Committee at the MSP Airport which the City of Mendota Heights is a member city.

Councilor Maczko asked if the Airport Relations Commission could give the Council information regarding their purpose.

Assistant City Administrator stated that the commission roles are to advise the City Council. The Council should direct the commissions regarding topics or issues that they would like to be advised on.

City Administrator Jacobson stated that the Airport Relations Commission could be restructured to be called on as needed. It could be more of a committee as opposed to a commission. The city abides by the rules of the FAA and there is little that the Airport Relations Commission can do regarding airport noise complaints or other issues. She noted that it was a very relevant commission when it began. The Airport Relations Commission and Noise Oversight Committee have aged and are redundant with each other.

Mayor Levine summarized that the three commissions (Planning, Natural Resources and Parks and Recreation) should meet as needed and possibly change the Airport Relations Commission to a committee structure.

Assistant City Administrator Kelly Torkelson asked if the City Commissions would be held to the same standard as the City Council regarding the Code of Conduct. There are existing potential conflicts of interest on city commissions that might be of concern if the code of conduct were extended to include commissioners. Park and Recreation Director/Assistant Public Works Director Lawrence stated that a Parks and Recreation Commissioner is currently a TRAA baseball commissioner. They are asking for capital improvements and more tournaments.

Councilor Maczko stated that staff should not take direction from commissioners and should take direction from the City Council. Park and Recreation Director/Assistant Public Works Director Lawrence said TRAA has sought special requests such as prepping additional fields. This would not be an issue that would be brought to the City Council.

Mayor Levine stated that if there were a code of conduct it would have rules for staff and commissioner interactions. She suggested the chair make a phone call to the commissioner and remind them that their job is not to discuss staff duties or request additional resources.

City Administrator Jacobson suggested having a discussion with chairs and reminding them of their roles and responsibilities on the commission. Councilor Maczko suggested stating to the chairs their responsibility is to advise the City Council. Councilor Mazzitello stated that this situation does appear to be a conflict of interest, and the commissioners need to be reminded of their roles and responsibilities.

ACACIA BOULEVARD POWER LINE RELOCATION

Public Works Director Ruzek stated that in the 2025 budget, there is \$10,000 for Xcel Energy to do a detailed cost estimate to relocate power lines to the south side of Acacia Boulevard but remain overhead as part of the capital improvements from the Oheyawahe task force recommendation.

Xcel Energy is estimating that it would cost approximately \$400,000 to bury the power lines on the north side of Acacia Boulevard and the funding is not in the project budget. The cost estimate to move the power lines is \$250,000 - \$300,000 and is also not in the budget.

Staff had asked Xcel Energy to begin the detailed cost estimate and were informed that they would only consider one option, not analyze both options.

Xcel Energy reported that there is a City Requested Facilities Surcharge (CRFS) program. The burying of the power lines at \$400,000 could be spread out to all subscribers in the city and would result in an estimated fee of \$1.97 per household, per month for three years.

Councilor Maczko stated he was not in favor of collecting another fee from residents and asked what the benefit of burying the power lines or moving the power lines. The answer was that it would make the site more authentic to its original state.

The want versus the need of power lines was discussed. Councilor Mazzitello asked if sponsorship or a grant could be sought for the funding. Public Works Director Ruzek said there could possibly be a grant, and the maximum amount would be \$90,000. It was the consensus not to spend the \$10,000 for the detailed cost estimate.

SIBLEY MEMORIAL HIGHWAY TURNBACK

Public Works Director Ruzek stated that MnDOT is no longer interested in owning Sibley Memorial Highway. At the April 6, 2021, City Council meeting, a turnback opportunity was presented to the city. At that time, the City Council wanted to keep the roadway as a functioning road and MnDOT would do a mill and overlay on the road before turning it back to the city. This road would then be a part of the City's state aid system. With a mill and overlay done by MnDOT the road is estimated to last 15 years before another improvement project is needed.

The existing roadway is largely rural with an urban section at the north end of the road. The existing bituminous varies in thickness with an average of 13.4 inches in the rural segment. There is no base material, and the true rehabilitation history is unknown.

The section of roadway by St. Peter's church was reconstructed in 1994 with full curb and gutter installed. The 30% design plan by MnDOT shows on the rural section of the road a 2" mill, 4" overlay (bituminous surfacing), ribbon curb on both sides of the road, and a right turn lane to southbound lane at the Highway 13 intersection. The urban section (under the Mendota Bridge) would be a 4" mill and overlay. This work would cost approximately \$1,384,303.

When a full-depth reclamation is needed (about 2040) it would cost about \$2,657,503 with maintenance such as a chip seal being done before 2040.

Staff feel it is best to discuss the options with MnDOT to do a full rehabilitation. In 12 to 15 years, the city could also consider whether to keep the road as a roadway.

The history, traffic count, and use of Sibley Memorial Highway was discussed. Councilor Paper asked the purpose of the ribbon curbing. Public Works Director Ruzek replied that it helps hold the edge together. Councilor Mazzitello stated that ribbon curbing was part of the original

proposal in 2021. Staff felt that ribbon curbing was not necessary based on the rural condition of the road. If MnDOT pushes back on the staff recommendation, staff would recommend offering to pay the difference out of the City's state aid account.

Public Works Director Ruzek stated that in 2021, the City Council felt it was important to keep the road for access reasons. If the city did not take the road back, MnDOT was planning to make the road a cul-de-sac. Councilor Maczko agreed that it was important to keep the road for two ways in and two ways out. If the road is built with two lanes and with shoulders, the cost would come down and it would be more conducive for access reasons.

Councilor Mazzitello stated that the Marie Avenue treatment should be considered by MnDOT and they give the city \$800,000. There are no properties to assess for this road work.

Staff will discuss with MnDOT available options for the roadway improvements.

ADJOURNMENT

The meeting adjourned at 6:53 pm.

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Resolution 2025-21 Accepting a Donation to the Mendota Heights Music in the Park Series

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Approve Resolution 2025-21 accepting a donation to the Mendota Heights Music in the Park Series.

BACKGROUND:

By state law, all donations to the City must be accepted by the City Council by the means of resolution.

The City has received a \$1,600 donation from the Mendota Heights Community Foundation to cover the cost of two of the City's Summer concerts, taking place on June 11 and August 20.

The City is grateful for the generosity of this donation.

FISCAL AND RESOURCE IMPACT:

NA

ATTACHMENTS:

1. Resolution 2025-21 Accepting Donation to the Mendota Heights Music in the Park Series

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy

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

RESOLUTION 2025-21

**FORMALLY ACCEPTING DONATION TO THE MENDOTA HEIGHTS MUSIC IN
THE PARK SERIES**

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 the Mendota Heights Music in the Park Series
from the Mendota Heights Community Foundation.

Adopted by the City Council of the City of Mendota Heights this 6th day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Resolution No. 2025-25 Approving an Administrative MRCCA Minor Development Permit to 1125 Orchard Circle [Planning Case No. 2025-05]

ITEM TYPE: Consent Item

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

ACTION REQUEST:

Adopt Resolution No. 2025-25 Approving an Administrative Mississippi River Corridor Critical Area (MRCCA) Minor Development Permit for the property located at 1125 Orchard Circle

BACKGROUND:

The subject property was subject to a separate and full MRCCA Permit review in November 2021, which approved the construction of a single-family dwelling on the 1125 Orchard Circle site under the adopted Resolution No. 2021-87. The property was also approved for an Administrative MRCCA permit for a fence along the north property line in 2022, and again in 2023 to enclose the fence to be compliant with swimming pool fencing requirements.

The applicant has completed the home construction project, as well as the related outdoor yard and landscaping improvements. The final phase of the outdoor improvements include an expansion of the fenced in yard to encompass the property's side yard, including 109-ft of 6-ft tall composite fencing on the south portion of the east property line, and 28-ft of 5-ft tall iron fencing south of the existing garage, with a gate access. The applicant is working with Midwest Fence to complete the project, who also completed the prior fence work. Both of these fence segments will connect to the existing fence on the south property line. The proposed fence materials are consistent with the existing fence approvals, and the expansion of the fenced-in yard remains compliant with City Code requirements for fence enclosures around swimming pools.

The subject property is located in the R-1 Residential Zoning district; and is situated within the Mississippi River Corridor Critical Area overlay district. According to the city's MRCCA mapping of this area, the subject property is located in the SR-Separated by River District. The MRCCA Map of the subject property shows a demarcated bluff line approximately 425-ft. (at its closest point) from the proposed fence location. No part of this proposed fence will impact or affect

any adjacent bluff, steep slopes, or bluff impact zones (BIZ).

The MRCCA Mapping system also identifies any Primary Conservation Areas (PCA), which include protected areas such as established Significant Existing Vegetative Stands or Native Plant Communities on properties inside the MRCCA district. The location of this new fence does not impact any part(s) of the adjacent PCA's in this area.

Pursuant to City Code Section 12-6-12, no building permit, zoning approval, or subdivision approval shall be issued for any action or development located in an area covered by this chapter (Miss. River Corridor Critical Area) until a site plan has been prepared and approved in accordance with the provisions of this chapter.

Subpart D. of this section also includes an allowance for "Minor Developments", which include minor improvements to a single-family property that can be approved directly by the City Council, without Planning Commission review or recommendation, and without a public hearing, but only if the minor project and plans conform to the general standards of this section. Eligible projects for an Administrative MRCCA Permit include small building additions, decks, fences, etc.

All administrative approved projects must meet or comply with the following conditions (with *staff comments* noted afterwards):

1. No part of the subject property shall have slopes of greater than eighteen percent (18%).

Staff Comment: The new fence is being placed along the easterly boundary line of the subject property which has a recently constructed retaining wall. According to Dakota County GIS mapping, this area is fairly flat and level, except near the northeast corner of the property where it is slightly elevated from the backyard area. This slight rise in elevation is minor and does not contain any slopes or major gradients (over 18%) along this north lot line. Staff confirms this standard is being met.

2. No part of the project shall impact, disturb or be situated in a bluff line setback area as defined by this chapter, whether on the same parcel or on an abutting parcel of land.

Staff Comment: Although the subject property is situated in the MRCCA overlay district, there are no bluffs; bluff impact zones (BIZ's); or any Primary Conservation Areas (PCA) on this property. The addition is minimal and minor enough to not pose any threat or negative impacts to the abutting or neighboring properties. Staff confirms this standard is being met.

3. The proposed project shall not expand the enclosed area of the principal or accessory structures by more than two hundred (200) square feet.

Staff Comment: Not applicable; there is no addition proposed under this permit. Staff confirms this standard is being met.

4. The proposed project shall not increase the height of any existing structure.

Staff Comment: Not applicable; there is no addition being made to any structure(s) under this permit. Staff confirms this standard will be met.

5. The proposed project shall be in compliance with all other requirements of this Chapter, and any other applicable regulations.

Staff Comment: The proposed fence project and all related grading work and any restoration activities in and around this project site shall be in compliance with all other requirements of this chapter, and any other applicable regulations, including the City's Land Disturbance Guidelines. Staff confirms this standard is or will be met.

6. The proposed project shall not result in significant changes to the existing finished grade.

Staff Comment: The proposed fence is intended to follow the existing grades of the subject property, and there are no plans by the fence contractor or homeowner to change these grades as part of this fence project. Staff confirms this standard is or will be met.

7. The proposed project areas shall include native vegetation.

Staff Comments: The applicant has already submitted a landscaping plan for the entire property, which was required as part of the primary MRCCA permit for the new home project, which included a variety of new native plants, trees and shrubs. This permit would allow the installation of a typical residential privacy fence on the property, and there are no plans to remove any vegetation or trees to install this fence. Staff confirms this standard is being met.

RECOMMENDATION:

Based on staff's interpretation of the intent of the Minor Development provisions of Title 12-6-1, the scope of the project does not require Planning Commission recommendation and a public hearing; and therefore, may be given full consideration and approval by the City Council.

Since there are no impacts to the Mississippi River Corridor's bluff areas, bluff impact zone, or PCA's in this district, and no impacts to the surrounding properties, staff recommends the City Council approve this Administrative MRCCA Permit to Steve and Michelle McHale of 1125 Orchard Circle, with the findings-of-fact and conditions as noted in the attached Resolution 2025-25.

FISCAL AND RESOURCE IMPACT:

The applicant has submitted the required fees per the Mendota Heights adopted fee schedule.

ATTACHMENTS:

1. Resolution No. 2025-25 - Resolution Approving an Administrative MRCCA Minor Development Permit for 1125 Orchard Circle (Planning Case 2025-05)
2. MRRCA Maps

3. Property Map - Fence Location
4. Fence Expansion Site Plan

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Environmental Sustainability & Stewardship

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

RESOLUTION 2025-25

**RESOLUTION APPROVING AN ADMINISTRATIVE MISSISSIPPI RIVER CORRIDOR
CRITICAL AREA (MRCCA) MINOR DEVELOPMENT PERMIT FOR PROPERTY
LOCATED AT 1125 ORCHARD CIRCLE
[PLANNING CASE NO. 2025-05]**

WHEREAS, Steve and Michelle McHale (as “Applicant” and “Owner”) applied for an Administrative Mississippi River Corridor Critical Area (MRCCA) Minor Development Permit in order to install a new six-foot (6’) privacy fence, as proposed under Planning Case No. 2025-05, and for the property located at 1125 Orchard Circle, legally described in attached **Exhibit A** (the “Subject Property”); and

WHEREAS, the Subject Property is located within the Mississippi River Corridor Critical Area Overlay District of the City of Mendota Heights, and the proposed project qualifies as a Minor Development under Title 12-6-12, Subpart D of the City Code provisions for those properties situated in the recognized MRCCA District; and

WHEREAS, the proposed project is compliant with the required conditions for exemption from Planning Commission review and a public hearing, and can be considered and acted on directly by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mendota Heights City Council that the Administrative MRCCA Minor Development Permit for the property located at 1125 Orchard Circle, and proposed under Planning Case No. 2025-05, is hereby approved and supported by the following findings-of-fact:

1. The proposed fence project poses no threat to the general health, safety and welfare of the public, or creates any negative impacts upon the MRCCA area, adjacent bluffs, bluff impact zones (BIZ’s), Primary Conservation Areas (PCA’s) or surrounding properties.
2. The proposed fence will not impact or change any grades or drainage ways on the subject property.
3. The proposed fence project will be done in accordance with all requirements of the City’s Land Disturbance Guidelines.
4. The proposed project meets the general purpose and intent of the Mississippi River Corridor Critical Area Overlay District and City Code

BE IT FURTHER RESOLVED, by the Mendota Heights City Council that the Administrative MRCCA Minor Development Permit as requested by Steve and Michelle McHale and for the property located at 1125 Orchard Circle is hereby approved, with the following conditions of approval:

1. A separate fence permit must be approved by city staff prior to commencement of any installation work on the subject property.
2. If necessary, full erosion and sedimentation measures will be put into place prior to and during grading and construction work activities.
3. All disturbed areas impacted by new grading or construction work on the subject property shall be completely repaired and restored in a timely and expedited manner.
4. All construction activity will be in compliance with applicable federal, state, and local regulations and codes, as well as in compliance with the City's Land Disturbance Guidance Document.
5. All work on site will only be performed between the hours of 7:00 AM and 8:00 PM Monday through Friday; 9:00 AM to 5:00 PM weekends.

Adopted by the City Council of the City of Mendota Heights on this 6th day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

Drafted by: City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

EXHIBIT A

Address: 1125 Orchard Circle, Mendota Heights, Minnesota 55118

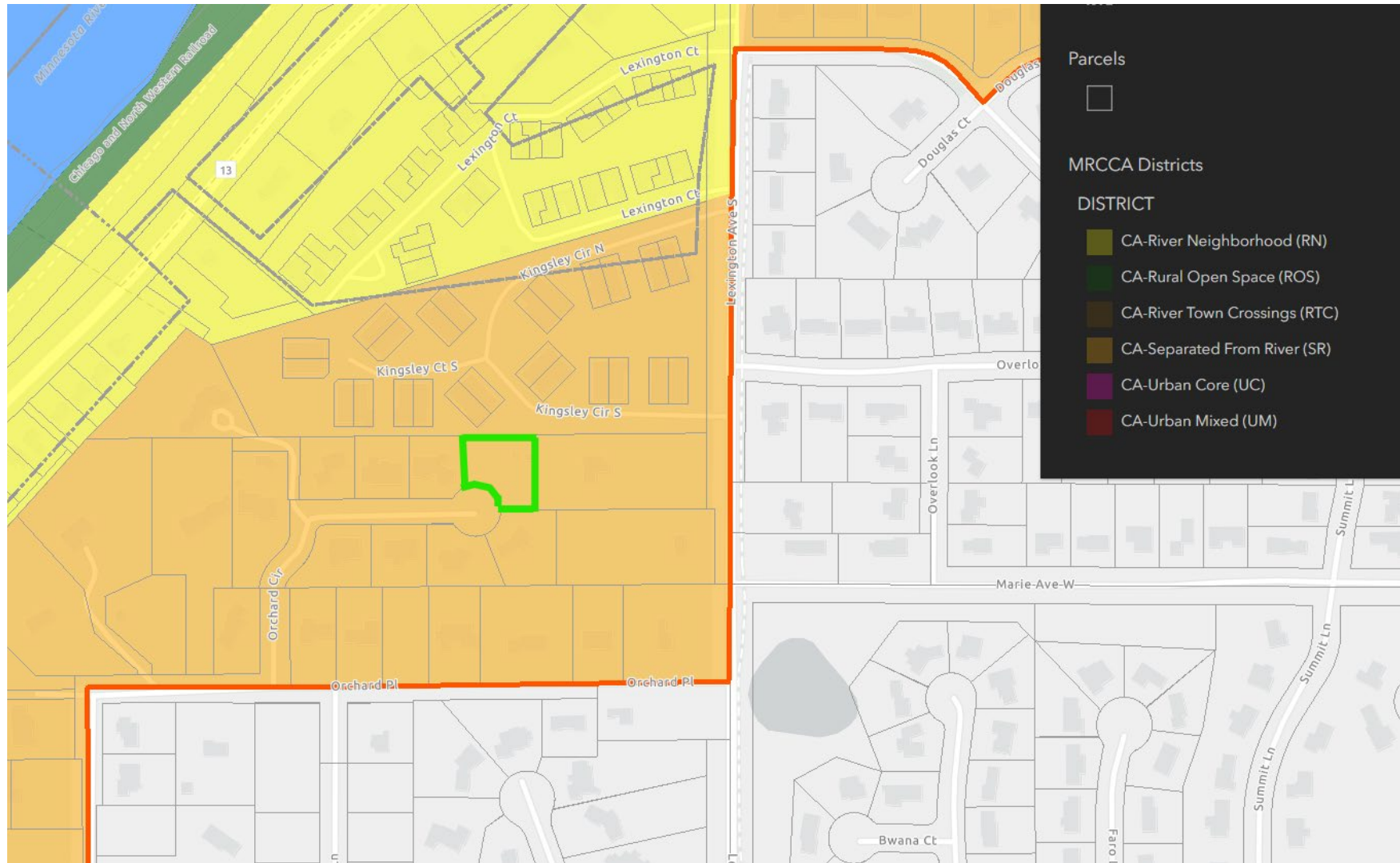
PID: 27-81275-02-061

Legal Description: LOT 6, BLOCK 2, AND THE WEST 32-FEET OF LOT 5, BLOCK 2, VALS
ADDITION, DAKOTA COUNTY, MINNESOTA

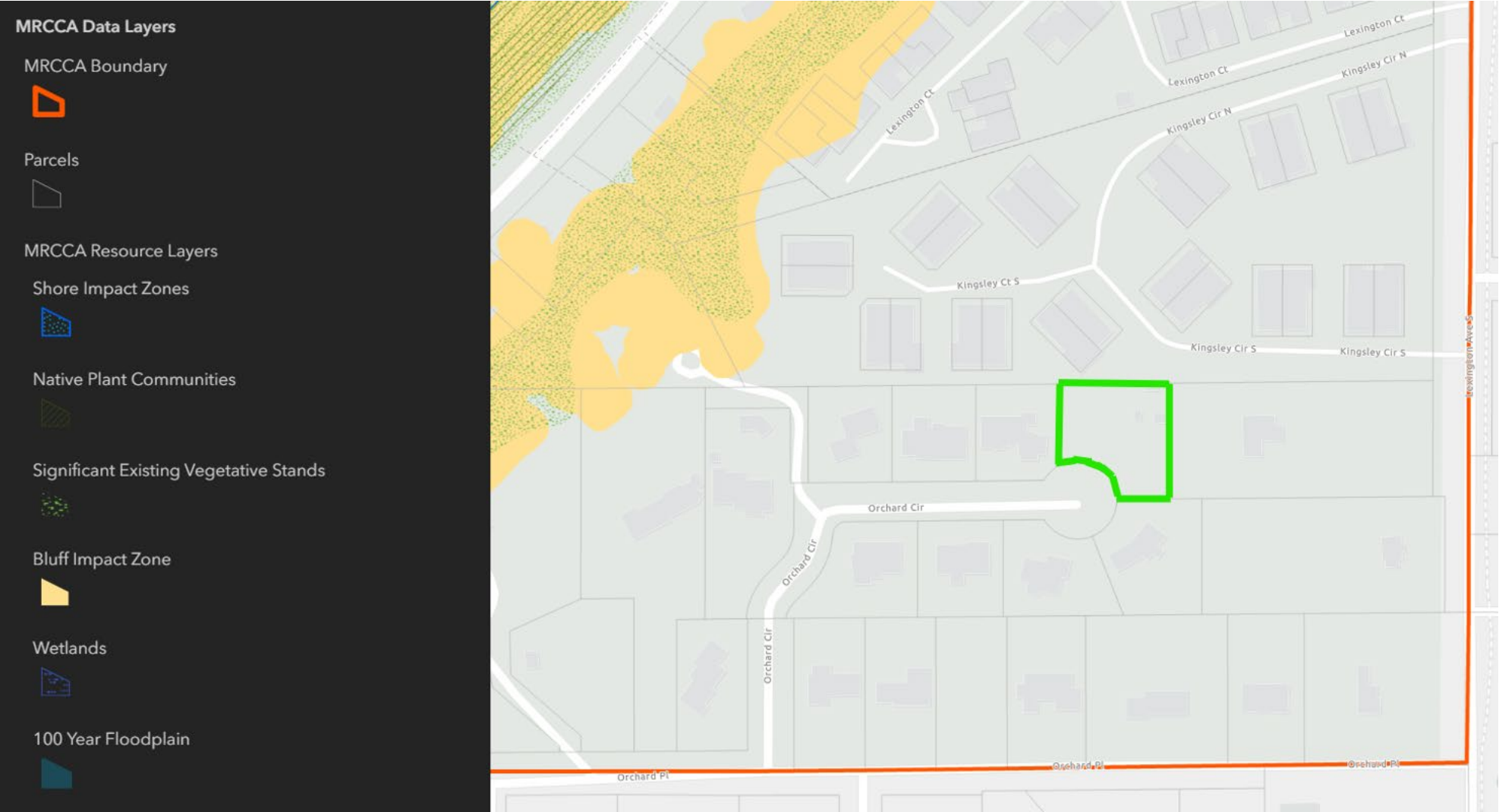
[Abstract Property]

MRCCA – Districts Map

1125 Orchard Hill Circle – SR (Separated From River)



MRRCA – Primary Conservation Areas Map





Property Map



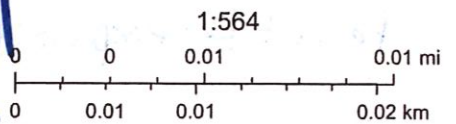
4/17/2025, 11:21:16 AM

Parcels

-  Dedicated Right of Way
-  Multi-owner Parcel

109' of 6ft tall
TREX composite

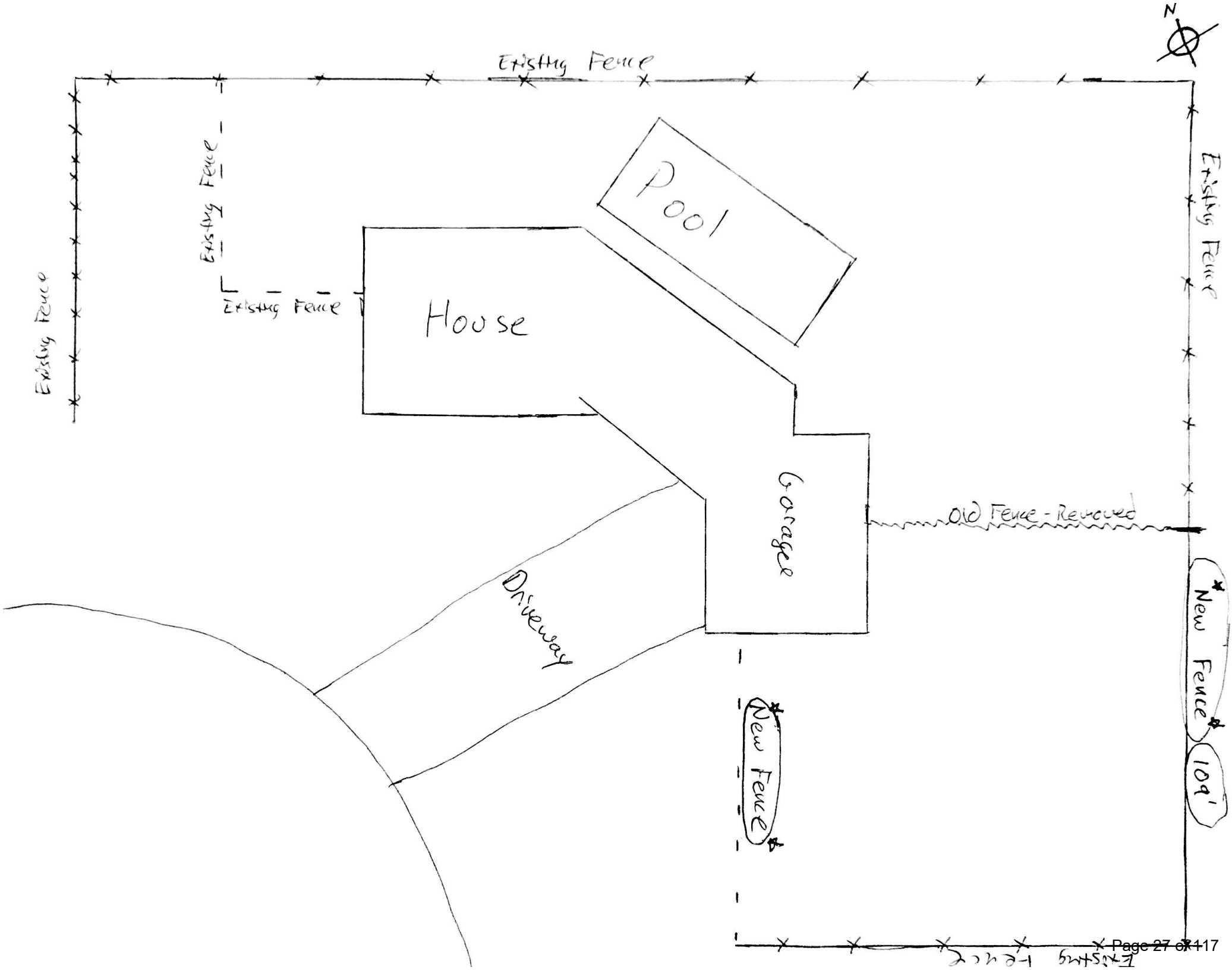
2' of 5ft tall
IRON FENCE 1 gate



Dakota County, Maxar, Microsoft

Copyright 2018, Dakota County

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one



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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Out of Metro Travel Request- Fire Marshal

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Dan Johnson, Fire Chief
Cheryl Jacobson, City
Administrator

ACTION REQUEST:

Approve a request for out of metro travel for Fire Marshal Joe King to attend Minnesota State Fire Code Academy I training.

BACKGROUND:

This course provides students with in-depth training on the Minnesota State Fire Code, various NFPA standards, fire safety hazards, and fire protection systems. State fire code experts will provide instruction along with outside research projects and hands-on activities and demonstrations. The training is being provided by the Minnesota Department of Public Safety's Minnesota State Fire Marshal Division. The training is being held at Camp Ripley, July 21-25, 2025.

FISCAL AND RESOURCE IMPACT:

There is no registration fee for the course. Estimated lodging, meals, and incidental costs are \$300. Training funds are available in the Fire Department budget.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Contract to Install LED Streetlight Fixtures

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

Approve a contract with Mid Northern Electric to install the remaining LED streetlight fixtures on existing poles and the parking lot poles at Kensington Park, Mendakota Park, and City Hall.

BACKGROUND:

In October 2024, City Council authorized the replacement of high pressure sodium light fixtures in the streetlight district to an LED fixture. These fixtures meet the Dark Sky IDA Certification and are in sync with Mendota Heights being a Green Step City. Staff is proposing to finish the conversion of the rest of the streetlights and, in addition, change the parking lot lights at Mendakota Park, Kensington Park, and the City Hall/Police Department parking lot lights to LED in 2025. There are 56 streetlights remaining, six park lights, and nine lights at City Hall for a total number of 71 fixtures.

This conversion has an estimated payback analysis of under 5 years and provides energy savings of up to 60 percent per year, including a rebate per installed fixture. The rebate total is approximately \$50 per fixture, or \$3,550. These fixtures have a 5-year warranty and an estimated lifespan of over 50,000 hours.

FISCAL AND RESOURCE IMPACT:

Staff received three quotes last October for the first phase of this project:

Mid Northern:	\$850
Killmer:	\$1,112
Collins:	\$1,108

Mid Northern has agreed to hold their price per fixture at \$850.

Staff recommends approving a contract to Mid Northern for the installation of 71 installed fixtures for \$60,350. The streetlight fund will cover \$47,600. The parks operating fund will cover \$5,100. The City fund will cover \$7,650.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Massage Therapist License Renewals and a Massage Business License Renewal

ITEM TYPE: Consent Item

DEPARTMENT: Administration

CONTACT: Nancy Bauer, City Clerk

ACTION REQUEST:

Approve massage therapist license renewals and a massage business license renewal.

BACKGROUND:

Current massage therapist licenses and massage business licenses will expire on June 30, 2025. The applicants listed below have submitted a complete application to renew their licenses.

Massage business license renewal:

Center for Integrative Massage, LLC dba Hush Therapeutic Massage

Massage therapist license renewals for Hush Therapeutic Massage:

Christopher Bayard	Cynthia Larson
Mary Denison	Allison Penner-Hurst
Ghenet Ghirmazian	Nicole Steenerson
Mariah Hanson	Pa Chia Thao
Amber Johnstin	Kimberly Willemsen
Lucy Kelleher	

Massage therapist license renewals for Green Lotus Yoga & Healing:

Jeanne Lecher

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Inclusive and Responsive Government

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve Liquor License Renewals

ITEM TYPE: Consent Item

DEPARTMENT: Administration

CONTACT: Nancy Bauer, City Clerk

ACTION REQUEST:

Approve the renewal of the liquor licenses for Speedway #4516, Speedway #4521, Somerset Country Club, and King & I Thai.

BACKGROUND:

Current liquor licenses will expire on June 30, 2025. Five applications for four businesses in Mendota Heights have been submitted for liquor license renewals and they are:

Off-Sale Liquor Licenses

Speedway #4516 (1200 Mendota Heights Road)

Speedway #4521 (1080 Highway 62).

Club On-Sale Liquor License

Somerset Country Club

On-Sale Wine

King & I Thai

On-Sale 3.2% Malt Beverage

King & I Thai

Complete applications have been submitted for all licenses and the license fees paid. The background investigations have been completed on all the applications with no negative findings for the applicants.

If the renewal applications are approved by the City Council, the liquor licenses will then be sent to the State Alcohol and Gambling Enforcement Division for their approval. Upon the State's approval, staff would then issue the liquor licenses.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Inclusive and Responsive Government



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve a Change Order to the Fire Station Roof Replacement Project

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Approve a Change Order for installing a safety rail at the roof hatch and reconstructing an edge to a canted edge on a portion of the addition.

BACKGROUND:

During the preconstruction walkthrough of the fire station, representatives from the fire department were present. In the walkthrough, the fire department noted an area where leaking has been occurring. The roofing contractor reviewed the area and is recommending that a 30-foot-long edging be reconstructed from a portion of the new addition. The contractor provided a quote of \$3,188 to repair this section. Staff are reviewing if there is a potential warranty claim but that has not been determined.

In addition to the above repair, staff are proposing that a safety rail and gate be added to the roof hatch. There is currently no fall protection which creates a hazard for anyone on the roof. The contractor provided a quote of \$2,558 via email for this improvement.

FISCAL AND RESOURCE IMPACT:

The total roof replacement project has issued contracts totaling \$365,246 of the proposed \$400,000 budget. This change order for the two additional improvements is \$5,746 for a new project total of \$370,992.

ATTACHMENTS:

1. Edge to Canted Edge Repair Proposal

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure



Palmer•West Construction Co., Inc.

14595 James Road

Rogers MN 55374

Repair 30' Roof Edge

to canted edge detail

PROJECT NAME: Mendota Heights Fire Station
TO: Ryan Ruzek

DATE: April 18, 2025
FROM: Bob Stender
OFFICE: 763-428-1867

DESCRIPTION			AMOUNT
<u>Material/Equipment/Fab</u>			
	<u>Cost</u>	<u>Tax(.088)</u>	
Roofing and Sheet Metal Material	\$1,023.25	\$90.05	\$1,113.30
Equipment	\$0.00	\$0.00	\$0.00
Tools and Supplies	\$0.00	\$0.00	\$0.00
<u>Labor</u>			
	<u>Hours</u>	<u>Rate</u>	
Roofing Labor	11	\$110.00	\$1,210.00
Sheet Metal Labor	5	\$115.00	\$575.00
<u>Subcontractor</u>			
	<u>Cost</u>		
			\$0.00
			\$0.00
This proposal is valid for 30 days from issue date.			
PWC may require additional time to complete this work.			
Palmer West Subtotal			\$2,898.30
Overhead/Profit10% Excl Sub			\$289.83
Subcontractor Subtotal			\$0.00
Subcontractor 5%			\$0.00
TOTAL			\$3,188.00

Palmer West Construction Co., Inc.
 14595 James Rd.
 Rogers, MN 55374
 P: 763-428-1867
 F: 763-428-1873

Report Name: Recap
Print Date: 4/18/2025 8:46:28 AM
Bid: 25-113 Mendota Heights Fi
Scenario: 1/A202 Add

Description	Net Cost	Markup	Markup \$	Gross Price	Cost Unit	Unit	Hours
ROOFING							
MATERIAL							
ROOFING MATERIAL	\$23.60			\$23.60	\$0.00	SQ	
ROOFING MATERIAL FLASHING	\$224.63			\$224.63	\$0.00	SQ	
FASTENERS MATERIAL	\$13.70			\$13.70	\$0.00	SQ	
ROOFING MATERIAL ASPHALT	\$231.92			\$231.92	\$0.00	SQ	
ROOFING ADHESIVES	\$11.00			\$11.00	\$0.00	SQ	
S/M MATERIAL	\$429.25			\$429.25	\$85.85	LFSM	
LUMBER MATERIAL	\$89.25			\$89.25	\$0.00	SQ	
Subtotal Material	\$1,023.35			\$1,023.35	\$0.00/SQ		
TAX		8.80%		\$90.05	\$0.00	SQ	
Total Material	\$1,023.35			\$1,113.41	\$0.00/SQ		
LABOR							
FLASHING LABOR	\$110.00			\$110.00	\$0.00	SQ	1.00
TIE IN LABOR	\$990.00			\$990.00	\$0.00	SQ	9.00
CARPENTRY LABOR	\$110.00			\$110.00	\$0.00	SQ	1.00
S/M INSTALL LABOR	\$345.00			\$345.00	\$69.00	LFSM	3.00
S/M FAB LABOR	\$230.00			\$230.00	\$46.00	LFSM	2.00
Subtotal Labor	\$1,785.00			\$1,785.00	\$0.00/SQ		16.00
Total Labor	\$1,785.00			\$1,785.00	\$0.00/SQ		16.00
Subtotal Tax Classes	\$2,808.35			\$2,898.41	\$0.00/SQ		16.00
Subtotal				\$2,898.41	\$0.00/SQ		
PROFIT		10.00%		\$289.84	\$0.00	SQ	
CONTRACT AMOUNT	\$2,808.35			\$3,188.25	\$0.00	SQ	
BOND		0.85%		\$27.10	\$0.00	SQ	

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Approve an Amendment to the Lease Agreement with Verizon Wireless for Small Cell Wireless Facilities

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Approve an amendment to the Lease Agreement with Verizon Wireless for three small cell wireless facilities.

BACKGROUND:

In May 2017, the Minnesota State Legislature adopted a state law relating to siting of small wireless telecommunication facilities (i.e. cell phone providers such as AT&T, Sprint, and Verizon) in public rights-of-way. Previously, wireless telecommunication providers were not allowed to place their facilities in the right-of-way. The new law granted these providers the ability to locate their facilities as a permitted use in the right-of-way.

Per State Statute 237.162, small cell wireless providers may install certain equipment in public right-of-way within the following limitations:

- Each antenna is located inside an enclosure of no more than six cubic feet in volume or in the case of an antenna that has exposed elements, the antenna and all its exposed elements could fit within an enclosure of no more than six cubic feet.
- All other wireless equipment associated with the small wireless facility, excluding electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any other equipment concealed from public view within or behind an existing structure or concealment, is in aggregate no more than 28 cubic feet in volume.

In August of 2018, Mendota Heights approved a Collocation and Lease Agreement with Verizon Wireless to install three small cell facilities on Northland Drive in the Industrial Park, the locations are shown as an exhibit in the attached agreement. Verizon is proposing a small modification to one of the sites (SC3). To date, the city has not received any comments

regarding these facilities.

FISCAL AND RESOURCE IMPACT:

The lease agreement identifies an annual rent of \$150 for the space and \$25 per year for maintenance as set forth in the State Statute and original agreement. Verizon Wireless also replaced the three light poles and bases with the original installation.

ATTACHMENTS:

1. First Amendment to Small Wireless Facility Collocation & Lease Agreement

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

FIRST AMENDMENT TO SMALL-WIRELESS-FACILITY COLLOCATION AND LEASE AGREEMENT

THIS FIRST AMENDMENT TO SMALL-WIRELESS-FACILITY COLLOCATION AND LEASE AGREEMENT (the “First Amendment”) is made and shall be effective, as of the last date of the signatures below (“Effective Date”), between CITY OF MENDOTA HEIGHTS, MINNESOTA, a municipal corporation and political subdivision organized and existing under the laws of the state of Minnesota (“City”) and CELLCO PARTNERSHIP d/b/a Verizon Wireless (“Registrant”). City and Registrant (or their predecessors in interest) entered into that certain Small-Wireless-Facility Collocation and Lease Agreement dated January 24, 2019, as may have been previously amended and/or assigned (the “Agreement”), pursuant to which Registrant is leasing from City a portion of that certain property as more particularly described in the Agreement. City and Registrant may be referenced in this First Amendment individually as a “Party” or collectively as the “Parties.”

In consideration of the mutual covenants and promises contained in this First Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

1. As of the Effective Date, the Exhibits to the Agreement are deleted in their entirety and replaced with Exhibit A-1, attached hereto and incorporated herein.
2. The notice address for Registrant in the Agreement is hereby amended as follows:

If to Registrant: Verizon Wireless
 Attn: Network Real Estate
 180 Washington Valley Road
 Bedminster, NJ 07921

With a copy to: Basking Ridge Mail Hub
 Attn: Legal Intake
 One Verizon Way
 Basking Ridge, NJ 07920
3. Unless otherwise provided herein, all defined terms shall have the same meaning as ascribed to such terms in the Agreement.
4. In the event of any conflict or inconsistency between the terms of this First Amendment and the Agreement, the terms of this First Amendment shall govern and control.
5. Except as otherwise provided for in this First Amendment, the Agreement shall remain in full force and effect in accordance with the original terms of the Agreement.

IN WITNESS WHEREOF, this First Amendment is effective and entered into as of the date last written below:

CITY:

CITY OF MENDOTA HEIGHTS, MINNESOTA

By: _____

Name: Stephanie B. Levine

Title: Mayor

Date: _____

By: _____

Name: Nancy Bauer

Title: City Clerk

Date: _____

REGISTRANT:

CELLCO PARTNERSHIP d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____

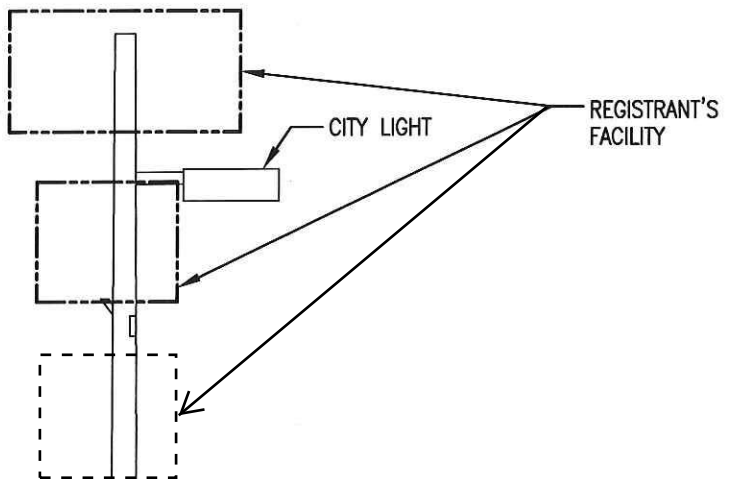
EXHIBIT A-1

**Registrant's Facilities
(Site Names: Min Jupiter SC2, SC3, and SC4)**

See attached.

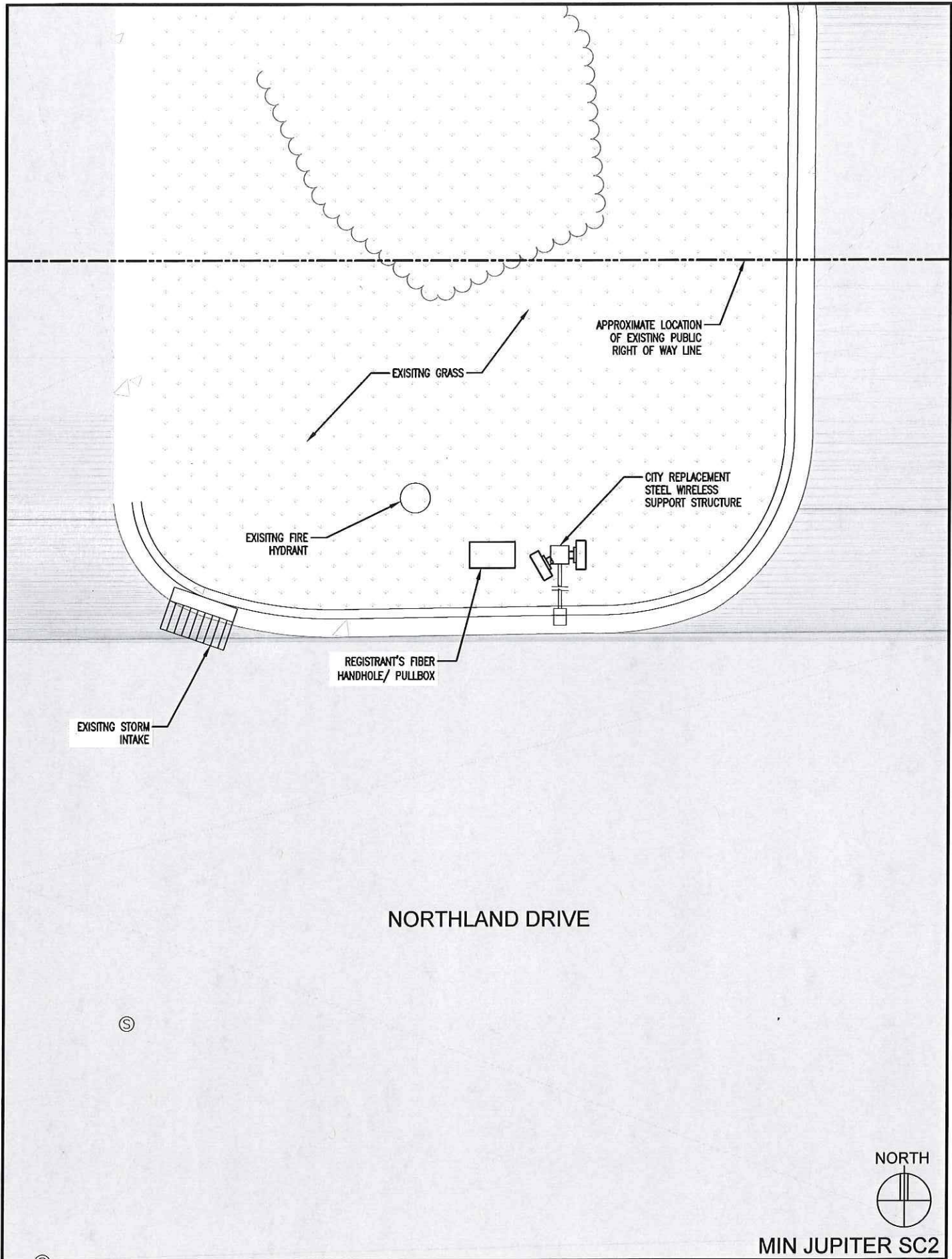
TOP OF WIRELESS SUPPORT STRUCTURE HEIGHT
33.0' AGL

TOP OF LIGHT HEIGHT
30.2' AGL



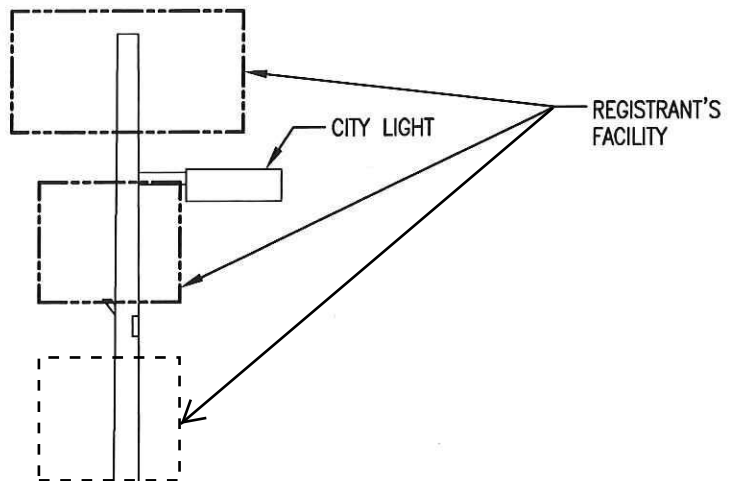
GROUND ELEVATION
0.0' AGL

MIN JUPITER SC2



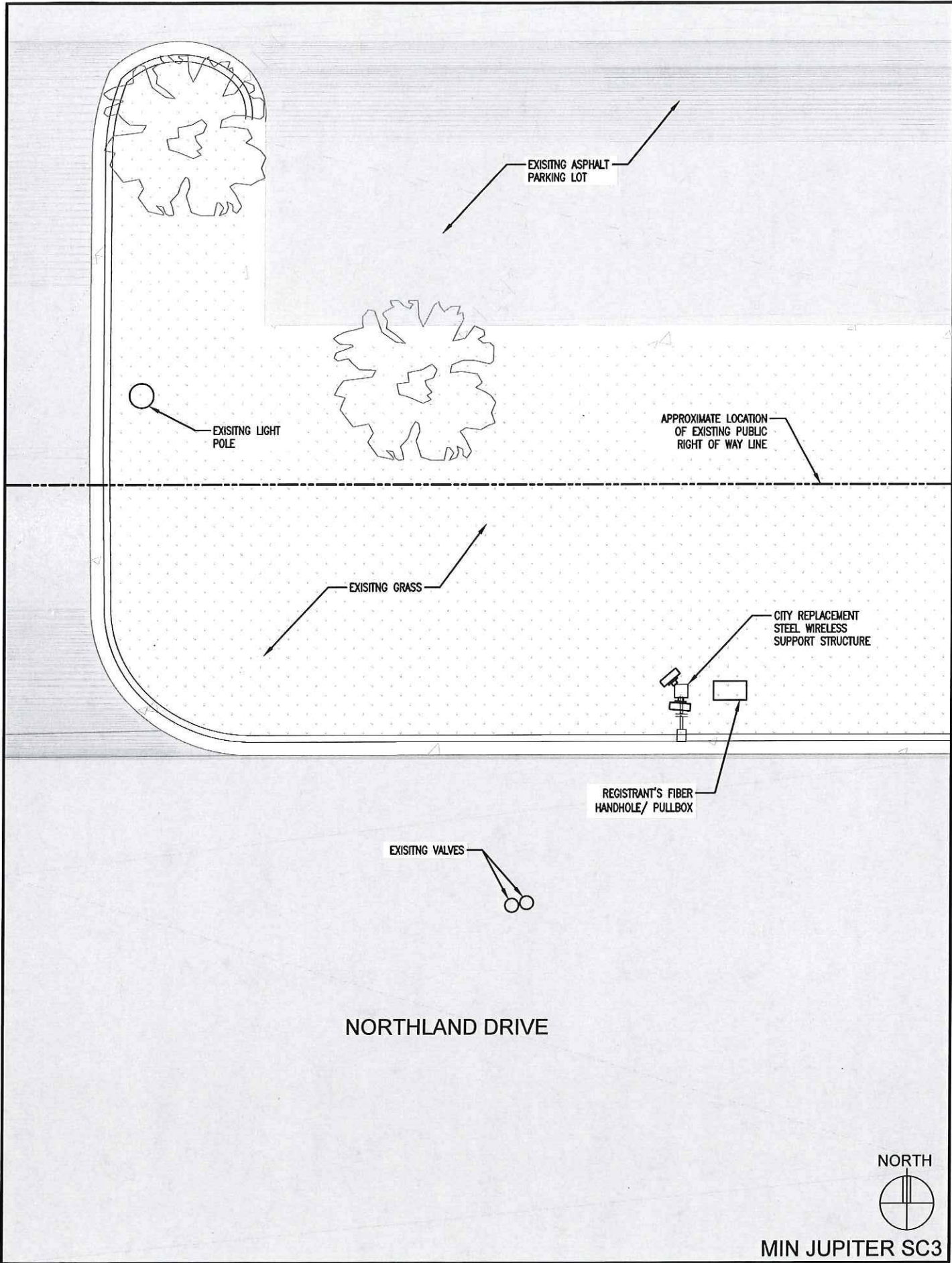
TOP OF WIRELESS SUPPORT STRUCTURE HEIGHT
33.0' AGL

TOP OF LIGHT HEIGHT
30.2' AGL



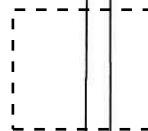
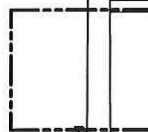
GROUND ELEVATION
0.0' AGL

MIN JUPITER SC3



TOP OF WIRELESS SUPPORT STRUCTURE HEIGHT
33.0' AGL

TOP OF LIGHT HEIGHT
30.2' AGL



CITY LIGHT

REGISTRANT'S FACILITY

CITY WIRELESS SUPPORT STRUCTURE
STEEL

GROUND ELEVATION
0.0' AGL

MIN JUPITER SC4

APPROXIMATE LOCATION
OF EXISTING PUBLIC
RIGHT OF WAY LINE

EXISTING GRASS

REGISTRANT'S FIBER
HANDHOLE/ PULLBOX

CITY REPLACEMENT
STEEL WIRELESS
SUPPORT STRUCTURE

EXISTING SIGN

NORTHLAND DRIVE

NORTH



MIN JUPITER SC4

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: May 6, 2025

AGENDA ITEM: Accept the Retirement Notice of Public Works Maintenance Lead Tim Oster

ITEM TYPE: Consent Item

DEPARTMENT: Administration

CONTACT: Kelly Torkelson, Assistant City Administrator
John Boland, Public Works Superintendent
Ryan Ruzek, Public Works Director

ACTION REQUEST:

Accept the retirement notice of Public Works Maintenance Lead Tim Oster.

BACKGROUND:

Tim will be retiring from the City of Mendota Heights after nearly 30 years of employment in the Public Works Department. During his employment with the City, he also spent 16 years working as a volunteer firefighter for the Mendota Heights Fire Department. Tim has worked as the Public Works Parks Lead Worker for the past 6 years. His service has significantly contributed to the stellar reputation of the Mendota Heights Public Works Department, and he will be greatly missed by his team.

FISCAL AND RESOURCE IMPACT:

NA

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: May 6, 2025

AGENDA ITEM: Accept the Resignation of Mendota Heights Firefighter Gretchen Conner

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Dan Johnson, Fire Chief
Kelly Torkelson, Assistant City
Administrator

ACTION REQUEST:

Accept the resignation of Gretchen Conner from the Mendota Heights Fire Department, effective April 29, 2025.

BACKGROUND:

Firefighter Gretchen Conner has submitted her resignation from the Mendota Heights Fire Department effective April 29, 2025. Gretchen joined the department in August 2023.

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: May 6, 2025

AGENDA ITEM: Acknowledge the January 2025 Fire Synopsis

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Assistant Fire Chief Scott
Goldenstein

ACTION REQUEST:

Acknowledge the January 2025 Fire Synopsis.

BACKGROUND:

The Fire Synopsis is for your information.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

1. 01 Jan 2025

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

January 2025 Fire Synopsis

Fire Calls: 43

For January 2025, the Mendota Heights Fire Department paged for service a total of 43 times.

Mendota Heights	36 calls
Lilydale	3 calls
Mendota	0 calls
Sunfish Lake	1 call
Other	3 calls

Total	43 calls

Types of calls:

Fires: 1- The Fire Department responded to a Fire Out call at a residence where it appeared as if a family dog had chewed a lithium-ion battery pack that then ignited after being damaged. The fire did significant damage in the room of origin but did not extend beyond that room.

Medical/Extrication: 12- January found the fire department responding to eight medical calls and an additional four vehicle accident with injuries.

Hazardous Situations: 4- Categorized as hazardous material calls, the department responded to 4 calls including: One for a natural gas leak in a home, one for a downed power line from a vehicle hitting a pole, an arcing element in a commercial dishwasher, and finally a vehicle accident where the crew contained and cleaned up leaking coolant at the scene.

False Alarms/System Malfunctions: 13- Six calls in January were for unintentional trips of the alarm system, five were deemed system malfunctions, and two were due to dry system charging because of faulty air compressors.

Good Intent: 3- Two calls were for smoke scares (with no fire) and one was for a Carbon Monoxide (CO) call investigation with no CO found.

Dispatched and Cancelled En route: 7- Seven times the MHFD was paged out and then cancelled before our units arrived on scene.

Mutual/Auto-Aid Other: 3- Neighboring departments requesting assistance via mutual/ auto aid included one call to Inver Grove Heights for a structure fire and two calls to West Paul for calls that came in as structure fires, but Mendota Heights Fire was cancelled before arriving on scene.

January Trainings

January 7, 07:00

CPR Refresher

All firefighters are required to maintain an active CPR certification. This class provides ongoing training and education to maintain that certification.

January 8, 18:30

CPR Refresher

All firefighters are required to maintain an active CPR certification. This class provides ongoing training and education to maintain that certification.

January 20, 18:30

CPR Refresher

All firefighters are required to maintain an active CPR certification. This class provides ongoing training and education to maintain that certification.

January 23, 07:00

Elective Fireground Scenarios Option 1

This drill consisted of three tabletop scenarios with firefighters being presented with actual fire photos and they are assigned to differing roles on the fireground and given exposure as to what jobs and responsibilities fall onto each role at the scene. Proper radio usage is required, and a recap of each scenario occurred to go over decisions that were made on the theoretical fireground.

January 27, 07:00

Elective Fireground Scenarios Option 2

This drill consisted of three tabletop scenarios with firefighters being presented with actual fire photos and they are assigned to differing roles on the fireground and given exposure as to what jobs and responsibilities fall onto each role at the scene. Proper radio usage is required, and a recap of each scenario occurred to go over decisions that were made on the theoretical fireground.

**MENDOTA HEIGHTS FIRE DEPARTMENT
JANUARY 2025 MONTHLY REPORT**

Number of Calls

43

Total Calls for Year

43

FIRE ALARMS DISPATCHED:	NUMBER	STRUCTURE	CONTENTS	MISC.	TOTALS TO DATE
ACTUAL FIRES					
Structure - MH Commercial					\$0
Structure - MH Residential	1	\$30,000	\$5,000		\$35,000
Structure - Contract Areas					\$0
Cooking Fire - confined					\$0
Vehicle - MH					\$0
Vehicle - Contract Areas					\$0
Grass/Brush/No Value MH					
Grass/Brush/No Value Contract					
Other Fire					
TOTAL MONTHLY FIRE LOSSES					
OVERPRESSURE RUPTURE		\$30,000	\$5,000	\$0	
Overpressure, rupture, explosion					
FIRE LOSS TOTALS					
MEDICAL					
Emergency Medical/Assist	8				
Vehicle accident w/injuries	4				
Extrication					
Medical, other					
ALL FIRES, ALL AREAS (MONTH) \$35,000					
HAZARDOUS SITUATION					
Spills/Leaks	1				
Carbon Monoxide Incident					
Power line down	1				
Arcing, shorting	1				
Hazardous, Other	1				
Service Call					
Smoke or odor removal					
Assist Police or other agency					
Public Service					
GOOD INTENT					
Good Intent					
Dispatched & Cancelled	7				
Smoke Scare	2				
HazMat release investigation	1				
Good Intent, Other					
FALSE ALARMS					
False Alarm					
Malfunction	5				
Unintentional	6				
False Alarm, other	2				
MUTUAL AID	3				
<u>Total Calls</u>	<u>43</u>				
		LOCATION OF FIRE ALARMS			
		<u>Current</u>	<u>To Date</u>	<u>Last Year</u>	
Mendota Heights		36	36	15	
Lilydale		3	3	2	
Mendota		0	0	0	
Sunfish Lake		1	1	1	
Other		3	3	4	
Total:		<u>43</u>	<u>43</u>	<u>22</u>	
		FIRE MARSHAL'S TIME FOR MONTH			
		Inspections			
		Investigations			
		Re-Inspection			
		Meetings			
		Administration			
		Plan Review/Training			
		TOTAL: 0			
WORK PERFORMED		<u>Hours</u>	<u>To Date</u>	<u>Last Year</u>	
Fire Calls	508.5	508.5	262		
Meetings	57.8	57.8	42		
Training	261.5	261.5	426.5		
Special Activity	4.5	4.5	11		
Fire Marshal	0	0	0		
TOTALS	<u>832.3</u>	<u>832.3</u>	<u>741.5</u>		



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025
AGENDA ITEM: Claims List Summary
ITEM TYPE: Consent Agenda
FROM: Kristen Schabacker, Finance Director *KMS*

BACKGROUND

Significant Claims

Met Council Environmental Services – May Sewer Service	\$ 120,291.59
American Legal Publishing – Ordinances 591-599	\$ 9,467.31
Bituminous Roadways – Friendly Hills Street Project Work	\$ 114,114.20
Crawford Door – Fire Station Garage Door Maintenance	\$ 5,055.00
Dakota County CDA – 2024 Local Affordable Housing Aid	\$ 43,876.81
Emergency Automotive Technologies – Squad Build/Equipment	\$ 54,435.88
Inspectron – March Building Services	\$ 27,733.78
Kimley Horn & Associates – Friendly Hills Street Project Services	\$ 8,262.20
LOGIS – IT Services/Hardware	\$ 55,540.01
Mansfield Oil – Fuel	\$ 8,244.97
Mike McPhillips – Spring Street Sweeping	\$ 21,870.00
MN Sodding Company – Valley Park Infield Work	\$ 9,475.79
Safety First Playground Maintenance – Parks Maintenance	\$ 7,730.61
Savatree- Tree Services	\$ 11,989.00
SPRWS – Cell Tower Revenue Split	\$ 12,980.58
Total Construction – Main Lift Station VFD	\$ 11,370.00
WJM – Street Light Poles	\$ 12,005.00
WSB & Associates – Oheyawahe Pilot Knob Preservation Work	\$ 10,495.00
 Manual Checks Total	 \$ 184,130.23
System Checks Total	\$ 524,084.73

Total of the list of claims for May 6, 2025 City Council meeting **\$ 708,214.96**

RECOMMENDATION

Staff recommends the Mendota Heights City Council approve the list of claims for May 6, 2025.

CITY OF MENDOTA HEIGHTS

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Claims List MANUAL CHECKS 03/31/25 MAN2

Account	Comments	DEPT Descr	Amount
MENDOTA HEIGHTS, CITY OF			
G 57-1155	CREDIT CARD TRANSFER		\$10,000.00
G 15-1155	CREDIT CARD TRANSFER		\$25,000.00
G 01-1155	CREDIT CARD TRANSFER		\$20,000.00
MENDOTA HEIGHTS, CITY OF			\$55,000.00
			\$55,000.00

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
04/30/25 MAN

Account	Comments	DEPT Descr	Amount
METRO COUNCIL ENVIRONMENT SVC			
E 15-4449-060-60	MAY SEWER SERVICE	Utility Enterprise	\$120,291.59
METRO COUNCIL ENVIRONMENT SVC			\$120,291.59
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	4/25/25 PAYROLL		\$150.00
G 01-2072	4/25/25 PAYROLL		\$4,150.00
G 01-2073	4/11/25 PAYROLL		\$150.00
G 01-2072	4/11/25 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$8,600.00
R D O EQ CO			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$192.28
R D O EQ CO			\$192.28
XCEL ENERGY			
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$34.51
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$11.85
XCEL ENERGY			\$46.36
			\$129,130.23

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
05/06/25 PAY

Account	Comments	DEPT Descr	Amount
ALLEGRA PRINT & IMAGING			
E 01-4300-020-20	BUSINESS CARDS - J. WALRAT	Police	\$74.44
ALLEGRA PRINT & IMAGING			\$74.44
ALLSTREAM			
E 01-4210-020-20	4/15/25-5/14/25 TELEPHONE S	Police	\$594.91
ALLSTREAM			\$594.91
AMERICAN LEGAL PUBLISHING			
E 01-4220-110-10	ORDINANCES 591-599	Administration	\$9,467.31
AMERICAN LEGAL PUBLISHING			\$9,467.31
ANCOM COMM INC			
E 01-4330-450-30	RADIO REPAIRS - FIRE	Fire	\$502.50
ANCOM COMM INC			\$502.50
ASPEN MILLS			
E 01-4410-030-30	UNIFORMS - FIRE	Fire	\$14.00
ASPEN MILLS			\$14.00
B S N SPORTS			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,156.55
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$188.02
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$201.21
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$2,423.98
B S N SPORTS			\$3,969.76
BARR, DONOVAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$178.93
BARR, DONOVAN			\$178.93
BESSER WELDING & FABRICATION			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$66.83
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$66.83
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$66.84
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$490.00
BESSER WELDING & FABRICATION			\$690.50
BGMN, INC.			
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$172.48
E 01-4320-105-15	FUEL ADDITIVE	Engineering Enterprise	\$172.48
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$172.48
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$172.48
E 01-4320-020-20	FUEL ADDITIVE	Police	\$172.48
E 15-4320-060-60	FUEL ADDITIVE	Utility Enterprise	\$172.48
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$172.48
BGMN, INC.			\$1,207.36
BITUMINOUS ROADWAYS			
E 27-4460-807-00	FRIENDLY HILLS IMPROVEMEN	Spec Fds	\$114,114.20
BITUMINOUS ROADWAYS			\$114,114.20
BOYER TRUCK PARTS			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$441.73

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
05/06/25 PAY

Account	Comments	DEPT Descr	Amount
BOYER TRUCK PARTS			\$441.73
CARLS, ARIEL			
E 57-4460-805-00	REIMBURSEMENT - EMERSON	Spec Fds	\$150.00
CARLS, ARIEL			\$150.00
COMCAST BUSINESS			
E 01-4268-030-30	APR 7-MAY 6 SERVICE - FIRE	Fire	\$34.86
COMCAST BUSINESS			\$34.86
CONCENTRA HEALTH SERVICES, INC			
E 01-4220-110-10	ANNUAL ADMINISTRATIVE FEE	Administration	\$88.00
CONCENTRA HEALTH SERVICES, INC			\$88.00
CONCENTRA OCCUPATIONAL HEALTH			
E 01-4306-020-20	TESTING - PD	Police	\$95.00
E 15-4220-060-60	TESTING - UTILITY	Utility Enterprise	\$148.00
E 01-4220-070-70	TESTING - STREET	Parks & Recreation	\$76.00
CONCENTRA OCCUPATIONAL HEALTH			\$319.00
CONFLUENCE, INC.			
E 10-4220-000-00	PARK SYSTEM MASTER PLAN	Spec Fds	\$2,230.30
CONFLUENCE, INC.			\$2,230.30
CRAWFORD DOOR			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$2,665.00
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$2,390.00
CRAWFORD DOOR			\$5,055.00
CUSTOM FIRE APPARATUS			
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$150.85
CUSTOM FIRE APPARATUS			\$150.85
DAKOTA 911 (DAKOTA COMMUNICATIONS)			
E 01-4275-020-20	MAY 2025 DISPATCH	Police	\$23,135.31
E 01-4275-030-30	MAY 2025 DISPATCH	Fire	\$705.69
DAKOTA 911 (DAKOTA COMMUNICATIONS)			\$23,841.00
DAKOTA COUNTY CDA			
E 38-4490-000-00	2024 LOCAL AFFORDABLE HOU	Spec Fds	\$43,876.81
DAKOTA COUNTY CDA			\$43,876.81
DAKOTA COUNTY PT & R			
E 14-4490-000-00	SPECIAL ASSESSMENT ANNUAL	Spec Fds	\$4,386.20
DAKOTA COUNTY PT & R			\$4,386.20
DELTA DENTAL			
G 01-2074	MAY 2025 DENTAL PREMIUM		\$936.08
E 15-4131-060-60	MAY 2025 DENTAL PREMIUM	Utility Enterprise	\$254.70
E 08-4131-000-00	MAY 2025 DENTAL PREMIUM	Spec Fds	\$52.06
E 01-4131-105-15	MAY 2025 DENTAL PREMIUM	Engineering Enterprise	\$306.75
E 01-4131-070-70	MAY 2025 DENTAL PREMIUM	Parks & Recreation	\$416.48
E 01-4131-050-50	MAY 2025 DENTAL PREMIUM	Road & Bridges	\$457.33
E 01-4131-030-30	MAY 2025 DENTAL PREMIUM	Fire	\$52.06
E 01-4131-020-20	MAY 2025 DENTAL PREMIUM	Police	\$1,659.33

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
05/06/25 PAY

Account	Comments	DEPT Descr	Amount
E 01-4131-020-20	MAY 2025 DENTAL PREMIUM	Police	\$156.18
G 01-2071	MAY 2025 DENTAL PREMIUM		\$555.84
E 01-4131-110-10	MAY 2025 DENTAL PREMIUM	Administration	\$607.89
DELTA DENTAL			\$5,454.70
EARL F. ANDERSEN, INC			
E 01-4420-050-50	SIGNS - STREET	Road & Bridges	\$189.35
EARL F. ANDERSEN, INC			\$189.35
EATI (EMERGENCY AUTOMOTIVE TECH)			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$1,148.73
E 01-4610-020-20	SQUAD BUILD LABOR - PD	Police	\$4,971.13
E 01-4610-020-20	SQUAD BUILD LABOR - PD	Police	\$5,605.26
E 01-4330-440-20	EQUIP REPAIR - PD	Police	-\$157.50
E 01-4610-020-20	SQUAD BUILD LABOR - PD	Police	\$5,285.40
E 01-4610-020-20	SQUAD BUILD EQUIP - PD	Police	\$15,737.57
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$493.01
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$5,121.70
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$493.01
E 01-4610-020-20	SQUAD BUILD EQUIP - PD	Police	\$15,737.57
EATI (EMERGENCY AUTOMOTIVE TECH)			\$54,435.88
ECOSAFE ZERO WASTE INC.			
E 01-4330-215-70	COMPOSTABLE BAGS - PARKS	Parks & Recreation	\$2,715.90
ECOSAFE ZERO WASTE INC.			\$2,715.90
ESS BROTHERS & SONS INC			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$1,345.00
ESS BROTHERS & SONS INC			\$1,345.00
EXCEL TURF & ORNAMENTAL			
E 45-4334-045-45	COURSE MAINTENANCE CHEMI	Golf Course	\$4,742.58
EXCEL TURF & ORNAMENTAL			\$4,742.58
EYE MED			
G 01-2071	MAY 2025 PREMIUM		\$20.22
E 01-4131-110-10	MAY 2025 PREMIUM	Administration	\$60.66
E 01-4131-020-20	MAY 2025 PREMIUM	Police	\$100.79
E 01-4131-050-50	MAY 2025 PREMIUM	Road & Bridges	\$29.97
E 01-4131-070-70	MAY 2025 PREMIUM	Parks & Recreation	\$15.39
E 01-4131-105-15	MAY 2025 PREMIUM	Engineering Enterprise	\$10.26
E 08-4131-000-00	MAY 2025 PREMIUM	Spec Fds	\$5.13
E 15-4131-060-60	MAY 2025 PREMIUM	Utility Enterprise	\$15.09
G 01-2074	MAY 2025 PREMIUM		\$10.27
EYE MED			\$267.78
FIRST NET / AT&T MOBILITY			
E 01-4210-105-15	CELL SERVICE - ENGINEERING	Engineering Enterprise	\$90.80
E 01-4490-109-09	CELL SERVICE - CITY COUNCIL	City Council	\$45.40
E 15-4210-060-60	CELL SERVICE - UTILITY	Utility Enterprise	\$56.25
E 01-4490-080-80	CELL SERVICE - PLANNING	Planning	\$45.40
E 01-4435-200-70	CELL SERVICE - REC	Parks & Recreation	\$90.80
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

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
05/06/25 PAY

Account	Comments	DEPT Descr	Amount
E 15-4210-060-60	IPAD SERVICE - UTILITY	Utility Enterprise	\$38.23
E 01-4490-640-12	IPAD SERVICE - ELECTIONS	Elections	\$76.46
E 01-4210-070-70	CELL SERVICE - REC	Parks & Recreation	\$50.49
E 01-4210-050-50	CELL SERVICE - STREET	Road & Bridges	\$136.20
E 01-4210-110-10	IPAD SERVICE - ADMIN	Administration	\$38.23
E 45-4210-045-45	IPAD SERVICE - PAR 3	Golf Course	\$38.23
E 01-4210-070-70	CELL SERVICE - PARKS	Parks & Recreation	\$45.40
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$83.63
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$121.86
E 01-4210-020-20	AIR CARDS - PD	Police	\$647.14
E 01-4210-020-20	CELL SERVICE - PD	Police	\$1,060.64
E 01-4210-070-70	IPAD SERVICE - PARKS	Parks & Recreation	\$38.23
FIRST NET / AT&T MOBILITY			\$2,779.85
FLEET SERVICES			
E 01-4200-610-20	MARCH 2025 SQUAD LEASES -	Police	\$7,678.94
FLEET SERVICES			\$7,678.94
FLEETPRIDE			
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$10.27
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$176.50
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$10.27
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$44.28
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$10.28
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$381.81
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$49.88
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$38.34
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$154.44
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$54.20
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$127.51
FLEETPRIDE			\$1,057.78
FLEXIBLE PIPE TOOL			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$70.35
FLEXIBLE PIPE TOOL			\$70.35
FOREUP GOLF SOFTWARE			
E 45-4305-045-45	4/28/25-5/27/25 TEE TIME SOF	Golf Course	\$320.00
FOREUP GOLF SOFTWARE			\$320.00
GASTERLAND, HANS			
E 01-4435-200-70	5/14/25 MUSIC IN THE PARK -	Parks & Recreation	\$600.00
GASTERLAND, HANS			\$600.00
GERLACH OUTDOOR			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$439.83
GERLACH OUTDOOR			\$439.83
GERTENS GREENHOUSE			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$484.70
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$147.95
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$169.50
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$279.30
GERTENS GREENHOUSE			\$1,081.45

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
05/06/25 PAY

Account	Comments	DEPT Descr	Amount
GRAFIX SHOPPE			
E 01-4330-440-20	SQUAD GRAPHICS - PD	Police	\$1,130.00
GRAFIX SHOPPE			\$1,130.00
GRAINGER			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$94.62
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$223.69
G 45-2035	BLDG MAINT - PAR 3		-\$14.39
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$19.85
G 45-2035	BLDG MAINT - PAR 3		-\$1.28
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$127.80
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$9.88
GRAINGER			\$460.17
GRAYBAR ELECTRIC			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$100.51
GRAYBAR ELECTRIC			\$100.51
GREEN2 SOLAR LEASING, LLC			
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$68.80
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$68.80
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$68.80
E 45-4213-045-45	SOLAR PANEL LEASE - PAR 3	Golf Course	\$190.05
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$206.42
E 08-4213-000-00	SOLAR PANEL LEASE - CITY HA	Spec Fds	\$413.12
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$137.60
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$137.60
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$137.61
GREEN2 SOLAR LEASING, LLC			\$1,428.80
HILYAR, STEPHEN			
E 01-4410-020-20	GUN SAFE REIMBURSEMENT -	Police	\$200.00
E 01-4410-020-20	GUN SAFE REIMBURSEMENT -	Police	\$449.99
HILYAR, STEPHEN			\$649.99
HOME DEPOT CREDIT SERVICES			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$19.97
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$12.76
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$214.72
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$52.31
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$4.24
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$4.14
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$14.72
HOME DEPOT CREDIT SERVICES			\$322.86
HOSE INC			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$12.59
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$12.59
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$12.60
HOSE INC			\$37.78
HUBNER, HUNTER			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$67.50
HUBNER, HUNTER			\$67.50

CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
IDEAL ENERGIES SOLAR LEASING 2021			
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$166.16
IDEAL ENERGIES SOLAR LEASING 2021			\$166.16
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-020-20	OFFICE SUPPLIES - PD	Police	\$33.30
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$8.56
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$71.52
INNOVATIVE OFFICE SOLUTIONS			\$113.38
INSPECTRON INC			
E 01-4231-040-40	MARCH 2025 PLAN REVIEWS &	Code Enforcement/Inspe	\$27,733.78
INSPECTRON INC			\$27,733.78
INTERSTATE BATTERY SYSTEM			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$465.85
INTERSTATE BATTERY SYSTEM			\$465.85
INVER GROVE FORD			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$1,846.24
INVER GROVE FORD			\$1,846.24
KAT KEYS			
E 01-4333-075-75	BLDG MAINT - PW	Natural Resources	\$13.33
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$13.34
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$13.33
KAT KEYS			\$40.00
KENNEDY & GRAVEN			
E 01-4220-120-10	LEGAL SERVICES	Administration	\$345.00
KENNEDY & GRAVEN			\$345.00
KIMLEY-HORN AND ASSOCIATES, INC.			
E 27-4220-807-00	FRIENDLY HILLS ST. PROJ.	Spec Fds	\$8,262.20
KIMLEY-HORN AND ASSOCIATES, INC.			\$8,262.20
KIRCHNER CONTRACTING			
E 01-4330-215-70	INSTALL NETS	Parks & Recreation	\$2,300.00
KIRCHNER CONTRACTING			\$2,300.00
L E L S			
G 01-2075	UNION DUES		\$1,095.00
L E L S			\$1,095.00
LANDBRIDGE ECOLOGICAL			
E 01-4333-075-75	PRESCRIBED BURN - NATURAL	Natural Resources	\$825.00
LANDBRIDGE ECOLOGICAL			\$825.00
LAWSON PRODUCTS, INC			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$26.64
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$26.79
E 01-4420-050-50	SIGNS - STREET	Road & Bridges	\$41.76
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$67.78
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$26.64
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$26.63

CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$26.80
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$26.79
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$67.79
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$89.59
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$67.78
LAWSON PRODUCTS, INC			\$494.99
LIBERTY TIRE RECYCLING SVCS			
E 15-4280-310-60	TIRE DISPOSAL - PW	Utility Enterprise	\$71.75
E 01-4280-310-50	TIRE DISPOSAL - PW	Road & Bridges	\$71.75
E 01-4280-310-70	TIRE DISPOSAL - PW	Parks & Recreation	\$71.75
LIBERTY TIRE RECYCLING SVCS			\$215.25
LOCAL UNION NO. 70			
G 01-2075	MAY 2025 UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
LOGIS			
E 01-4220-114-14	IT SERVICES	Info Tech	\$26,226.00
E 01-4223-020-20	MARCH NETWORK SERVICES	Police	\$1,622.92
E 01-4220-030-30	MARCH NETWORK SERVICES	Fire	\$749.18
E 45-4300-045-45	SOFTWARE/HARDWARE - PAR	Golf Course	\$395.27
E 01-4220-114-14	SOFTWARE/HARDWARE - IT	Info Tech	\$2,624.57
E 01-4223-020-20	IT SERVICES - PD	Police	\$8,084.00
E 01-4301-114-14	SOFTWARE/HARDWARE - IT	Info Tech	\$28.76
E 01-4220-114-14	MARCH NETWORK SERVICES	Info Tech	\$5,838.35
E 01-4220-114-14	IT SERVICES	Info Tech	\$4,962.00
E 01-4301-114-14	SOFTWARE/HARDWARE - IT	Info Tech	\$4,740.96
E 01-4220-030-30	IT SERVICES - FIRE	Fire	\$268.00
LOGIS			\$55,540.01
M C F O A			
E 01-4400-110-10	6/10/25 TRAINING - N. BAUER	Administration	\$30.00
E 01-4400-110-10	6/10/25 TRAINING - A. DESMO	Administration	\$30.00
E 01-4400-110-10	6/10/25 TRAINING - S. ROBER	Administration	\$30.00
M C F O A			\$90.00
M T I DISTRIBUTING COMPANY			
E 45-4334-045-45	IRRIGATION - PAR 3	Golf Course	\$340.00
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$858.55
M T I DISTRIBUTING COMPANY			\$1,198.55
MAGC			
E 01-4435-200-70	NORTHERN LIGHTS CONTEST -	Parks & Recreation	\$95.00
E 01-4435-200-70	NORTHERN LIGHTS CONTEST -	Parks & Recreation	\$95.00
MAGC			\$190.00
MANGO ENTERTAINMENT LLC			
E 01-4435-200-70	8/8/25 MOVIE IN THE PARK - P	Parks & Recreation	\$1,500.00
MANGO ENTERTAINMENT LLC			\$1,500.00
MANSFIELD OIL COMPANY			
G 01-1210	FUEL		\$8,244.97
MANSFIELD OIL COMPANY			\$8,244.97

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SYSTEM CHECKS

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Account	Comments	DEPT Descr	Amount
MENARDS			
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$8.22
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$9.98
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$49.99
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$48.89
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	-\$13.14
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	-\$26.82
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$38.88
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$221.71
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$184.36
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$56.41
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$21.75
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$97.76
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$51.80
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$9.96
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$3.88
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$15.96
MENARDS			\$779.59
MENDOTA HEIGHTS, CITY OF			
E 45-4427-045-45	2025 1ST QTR SEWER - PAR 3	Golf Course	\$455.67
MENDOTA HEIGHTS, CITY OF			\$455.67
MENDOTA, CITY OF			
R 15-3400	1ST QTR SEWER BILLING		\$296.42
MENDOTA, CITY OF			\$296.42
METRO SALES			
E 01-4200-610-20	MARCH COPIER/PRINTER LEAS	Police	\$243.82
METRO SALES			\$243.82
MIKE MCPHILLIPS INC			
E 01-4424-050-50	APRIL STREET SWEEPING	Road & Bridges	\$21,870.00
MIKE MCPHILLIPS INC			\$21,870.00
MITCHELL1			
E 01-4300-020-20	MAY 2025 SERVICE	Police	\$184.00
MITCHELL1			\$184.00
MN GLOVE INC			
E 01-4410-050-50	UNIFORM - STREET	Road & Bridges	\$134.94
E 01-4410-050-50	UNIFORM - STREET	Road & Bridges	\$69.95
MN GLOVE INC			\$204.89
MN SODDING COMPANY, LLC			
E 01-4330-215-70	VALLEY PARK INFIELD RENOVA	Parks & Recreation	\$9,475.79
MN SODDING COMPANY, LLC			\$9,475.79
MN ST ADMIN ITG TELECOM SRVCE			
E 01-4220-114-14	MARCH 2025 WAN SERVICE	Info Tech	\$111.00
E 01-4223-020-20	MARCH 2025 WAN SERVICE	Police	\$124.00
MN ST ADMIN ITG TELECOM SRVCE			\$235.00
MN TEAMSTERS LOCAL 320			

CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
G 01-2075	JANUARY 2024 UNION DUES		\$980.00
MN TEAMSTERS LOCAL 320			\$980.00
MNPEA			
G 01-2075	MAY 2025 UNION DUES		\$144.00
MNPEA			\$144.00
NORTH POINT STUMP GRINDING			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$692.00
NORTH POINT STUMP GRINDING			\$692.00
NUSS TRUCK & EQUIPMENT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$156.21
NUSS TRUCK & EQUIPMENT			\$156.21
OXYGEN SERVICE CO			
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$490.58
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$61.20
OXYGEN SERVICE CO			\$551.78
PER MAR SECURITY SERVICES			
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$343.55
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$21.41
PER MAR SECURITY SERVICES			\$364.96
PIONEER SECURESHRED			
E 01-4490-020-20	MARCH 2025 SHREDDING	Police	\$96.67
E 01-4490-110-10	MARCH 2025 SHREDDING	Administration	\$53.33
PIONEER SECURESHRED			\$150.00
PRECISE MRM LLC			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$20.00
PRECISE MRM LLC			\$20.00
PRISMA INTERNATIONAL INC			
E 01-4490-110-10	TRANSLATION SERVICE - ADMI	Administration	\$75.00
PRISMA INTERNATIONAL INC			\$75.00
RENT N SAVE			
E 45-4200-610-45	MARCH RENTALS - PAR 3	Golf Course	\$25.49
G 45-2035	MARCH RENTALS - PAR 3		-\$1.64
E 01-4200-610-70	MARCH 2025 RENTALS - PARKS	Parks & Recreation	\$1,160.00
RENT N SAVE			\$1,183.85
RITEWAY BUSINESS FORMS			
E 15-4305-060-60	UTILITY BILLING FORMS	Utility Enterprise	\$1,129.27
RITEWAY BUSINESS FORMS			\$1,129.27
ROOF SPEC INC.			
E 24-4220-000-00	FIRE STATION ROOF	Spec Fds	\$1,000.00
ROOF SPEC INC.			\$1,000.00
ROSEVILLE MIDWAY FORD			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$123.20
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$369.60
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$302.34

CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
ROSEVILLE MIDWAY FORD			\$795.14
SAFE-FAST, INC.			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$21.00
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$21.00
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$21.00
SAFE-FAST, INC.			\$63.00
SAFETYFIRST PLAYGROUND MAINTEN			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,496.74
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$4,784.87
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,449.00
SAFETYFIRST PLAYGROUND MAINTEN			\$7,730.61
SANDYS PHOTO BOOTH & ENTERTAINMENT			
E 01-4435-200-70	5/10/25 PHOTO BOOTH - TOUC	Parks & Recreation	\$399.00
SANDYS PHOTO BOOTH & ENTERTAINMENT			\$399.00
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$2,935.00
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$206.00
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$2,064.00
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$5,540.00
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$1,244.00
SAVATREE			\$11,989.00
SCHLOMKA SERVICES, LLC			
E 15-4330-490-60	CLEAN LIFT STATIONS - UTILIT	Utility Enterprise	\$1,224.22
SCHLOMKA SERVICES, LLC			\$1,224.22
SPRWS			
G 01-2035	JAN 2025 CELL TOWER RENT		\$1,856.86
G 01-2035	JAN 2025 CELL TOWER RENT		\$2,470.00
G 01-2035	FEB 2025 CELL TOWER RENT		\$1,856.86
G 01-2035	FEB 2025 CELL TOWER RENT		\$2,470.00
G 01-2035	MAR 2025 CELL TOWER RENT		\$2,470.00
G 01-2035	MAR 2025 CELL TOWER RENT		\$1,856.86
SPRWS			\$12,980.58
STEPP MFG			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$92.45
STEPP MFG			\$92.45
STREICHERS			
E 01-4410-020-20	UNIFORM - PD	Police	\$65.98
E 01-4410-020-20	UNIFORM - PD	Police	\$107.96
E 01-4410-020-20	UNIFORM - PD	Police	\$159.99
E 01-4410-020-20	UNIFORM - PD	Police	\$269.98
E 01-4306-020-20	UNIFORM - PD	Police	\$44.80
STREICHERS			\$648.71
SUMMIT COMPANIES			
E 45-4220-045-45	FIRE PROTECTION INSPECTIO	Golf Course	\$614.00
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$436.00
E 15-4335-310-60	FIRE PROTECTION INSPECTIO	Utility Enterprise	\$179.00

CITY OF MENDOTA HEIGHTS

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Claims List
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Account	Comments	DEPT Descr	Amount
E 01-4335-310-50	FIRE PROTECTION INSPECTIO	Road & Bridges	\$179.00
E 01-4335-310-70	FIRE PROTECTION INSPECTIO	Parks & Recreation	\$179.00
E 08-4335-000-00	FIRE PROTECTION INSPECTIO	Spec Fds	\$984.00
SUMMIT COMPANIES			\$2,571.00
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	MAY 2025 PREMIUM	Fire	\$169.60
SUN LIFE (ASSURANT BENEFITS)			\$169.60
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	4/1/25 CITY COUNCIL MINUTE	Administration	\$244.00
E 01-4220-080-80	3/31/25 PLANNING COMMISSI	Planning	\$172.00
E 01-4220-110-10	4/15/25 CITY COUNCIL MINUT	Administration	\$212.50
TIME SAVER OFF SITE SEC. SVC.			\$628.50
TOTAL CONSTRUCTION			
E 15-4330-490-60	MAIN LIFT STATION VFD REPL	Utility Enterprise	\$11,370.00
TOTAL CONSTRUCTION			\$11,370.00
TRI STATE BOBCAT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$230.14
TRI STATE BOBCAT			\$230.14
TRUCK REPAIR & EQUIPMENT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$216.84
TRUCK REPAIR & EQUIPMENT			\$216.84
TRUESDELL, DUSTIN			
E 01-4305-030-30	OPERATING SUPPLIES REIMBU	Fire	\$90.74
TRUESDELL, DUSTIN			\$90.74
UNIVERSITY OF MINNESOTA			
E 01-4490-075-75	RAPTOR PROGRAM EARTH WE	Natural Resources	\$350.00
UNIVERSITY OF MINNESOTA			\$350.00
VESTIS (ARAMARK)			
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$19.70
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 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
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 08-4335-000-00	MAT SERVICE - CITY HALL	Spec Fds	\$115.50
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$20.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
VESTIS (ARAMARK)			\$321.41
WJM			
E 28-4330-000-00	STREET LIGHT POLES	Spec Fds	\$12,005.00
WJM			\$12,005.00

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
WSB & ASSOCIATES			
E 09-4220-000-00	OHEYAWAHE PILOT KNOB PRE	Spec Fds	\$10,495.00
WSB & ASSOCIATES			\$10,495.00
			\$524,084.73

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: May 6, 2025

AGENDA ITEM: 2024 Dakota County Housing Needs Assessment

ITEM TYPE: Presentation

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

ACTION REQUEST:

No action required

BACKGROUND:

The Dakota County CDA contracted with Bowen National Research to conduct a 2024 Dakota County Housing Needs Assessment. It projects housing demand for each city and township in Dakota County through 2050. This report provides recommendations on the types of housing - owner and rental - and volume that will be needed to satisfy demand from current and future residents of Dakota County. Patrick Bowen, of Bowen National Research, will present an overview of the study and discuss the City of Mendota Heights addendum to the report.

FISCAL AND RESOURCE IMPACT:

Not Applicable

ATTACHMENTS:

1. Mendota Heights Housing Needs Assessment Overview

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government

ADDENDUM K: CITY OF MENDOTA HEIGHTS OVERVIEW

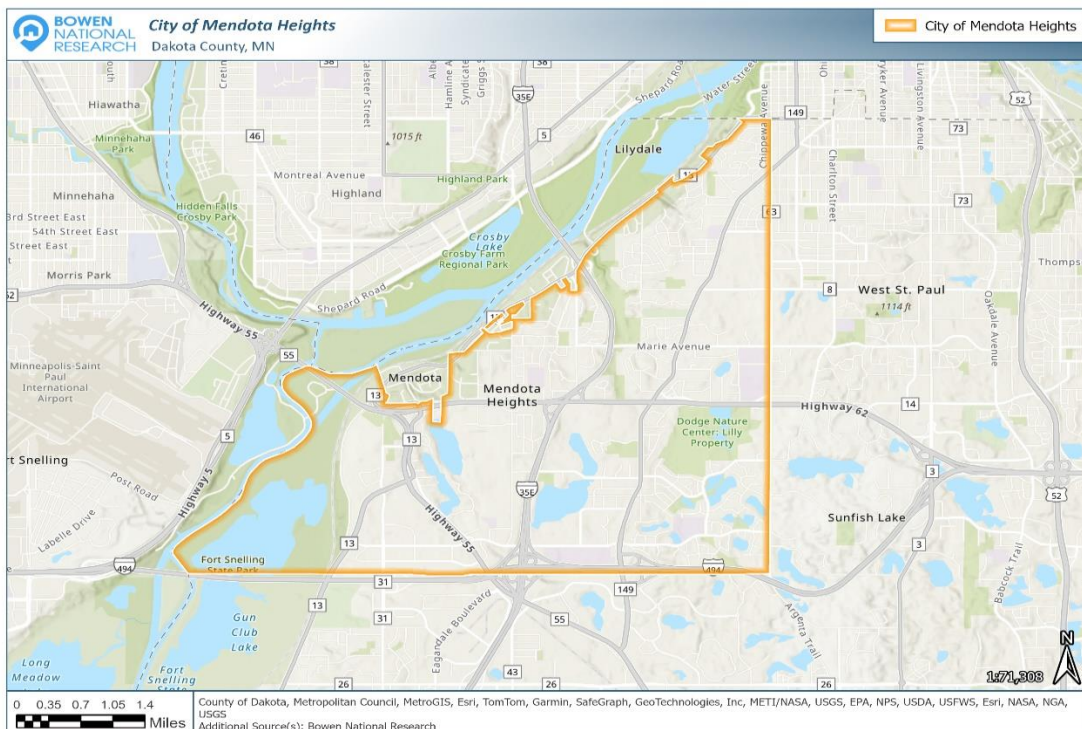
While the primary focus of this Housing Needs Assessment is on the entirety of the Primary Study Area, or PSA (Dakota County), this section of the report includes an overview of demographic, economic, and housing metrics specific to the city of Mendota Heights. To provide a base of comparison, various metrics of Mendota Heights were compared with the entirety of Dakota County and statewide numbers.

The analyses on the following pages provide overviews of key demographic and economic data, summaries of the multifamily rental market and for-sale housing supply, and general conclusions on the housing needs of the area. It is important to note that the demographic projections included in this section assume no significant government policies, programs or incentives are enacted that would drastically alter residential development or economic activity. Note that some topics presented in this analysis, particularly migration and economic data, may be limited to county-based metrics due to the availability of data.

A. INTRODUCTION

Mendota Heights is located in the far northern portion of Dakota County, approximately 13 miles southeast of downtown Minneapolis. Mendota Heights contains approximately nine square miles and has an estimated population of 11,622 in 2024. Major roadways in the city include Interstates 35E and 494, and State Routes 13, 55, 62, and 149. These roadways provide access to nearby metropolitan centers.

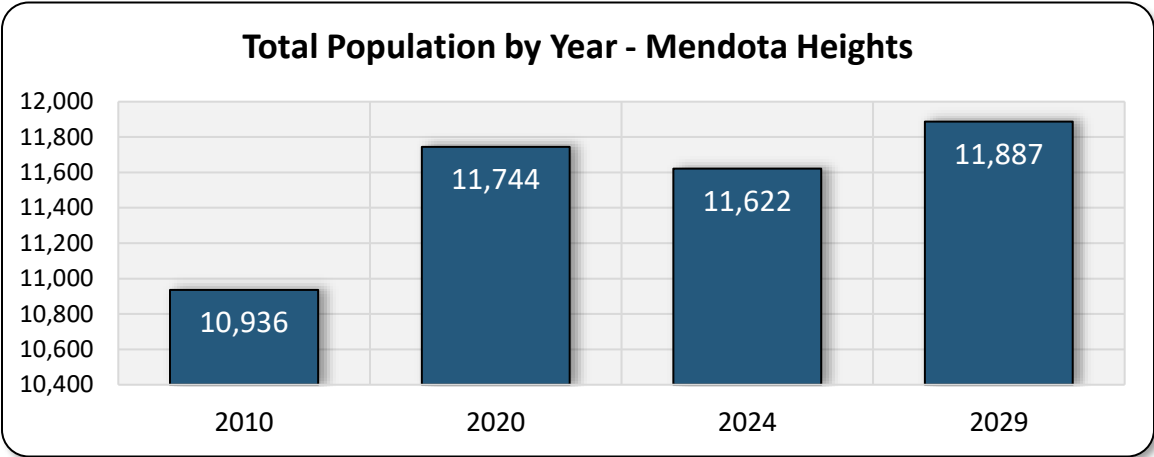
The following map illustrates the city of Mendota Heights.



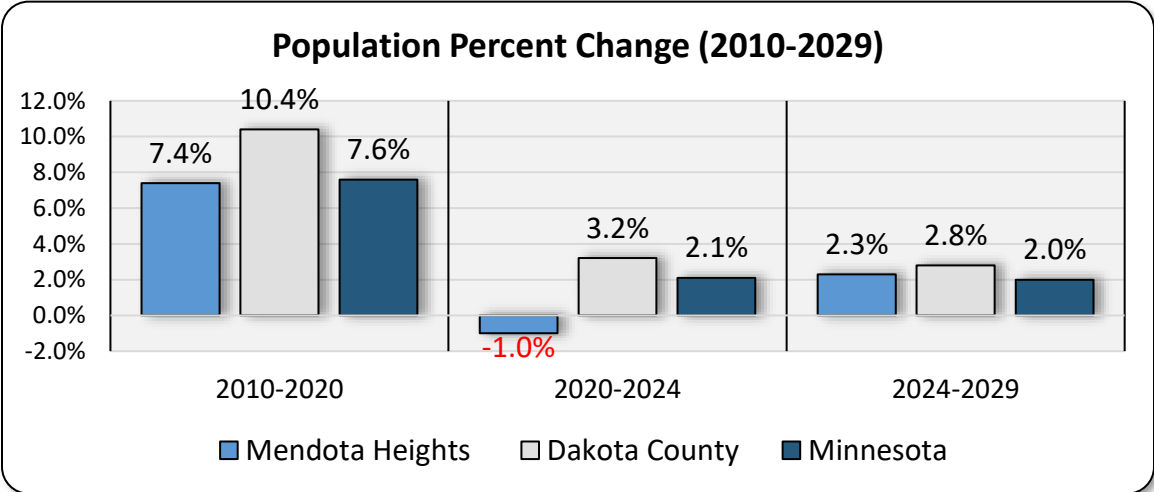
B. DEMOGRAPHIC ANALYSIS

This section of the report evaluates key demographic characteristics for Mendota Heights. Demographic comparisons provide insights into the human composition of housing markets. It should be noted that some total numbers and percentages may not match the totals within or between tables/graphs in this section due to rounding.

The following graphs illustrate *total population* by year for Mendota Heights and the projected population changes between 2024 and 2029 for each of the study areas.



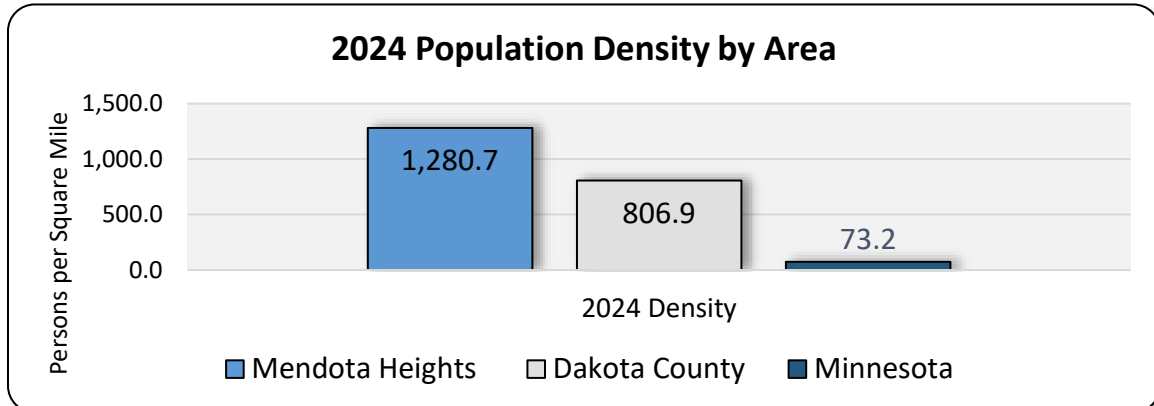
Source: 2010, 2020 Census; ESRI; Bowen National Research



Source: 2010, 2020 Census; ESRI; Bowen National Research

The population in Mendota Heights increased by 808 (7.4%) between 2010 and 2020. This represents a smaller percentage increase as compared to the county (10.4%) and state (7.6%) during this time period. Between 2020 and 2024, the population in Mendota Heights decreased by 1.0%. However, the city population is projected to increase by 2.3% over the next five years. The projected population increase for Mendota Heights is between the 2.8% increase for the county and 2.0% increase for the state during this time period.

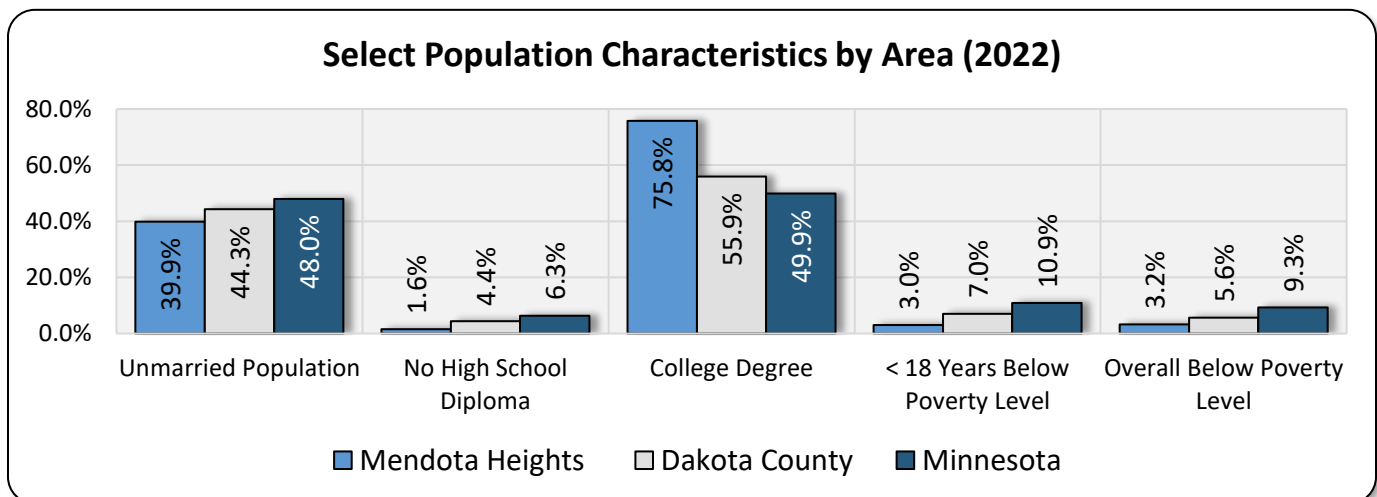
The following graph illustrates the *population density* for each study area in 2024.



Source: 2010, 2020 Census; ESRI; Bowen National Research

With a population density of 1,280.7 persons per square mile, Mendota Heights is more densely populated than Dakota County and the state of Minnesota.

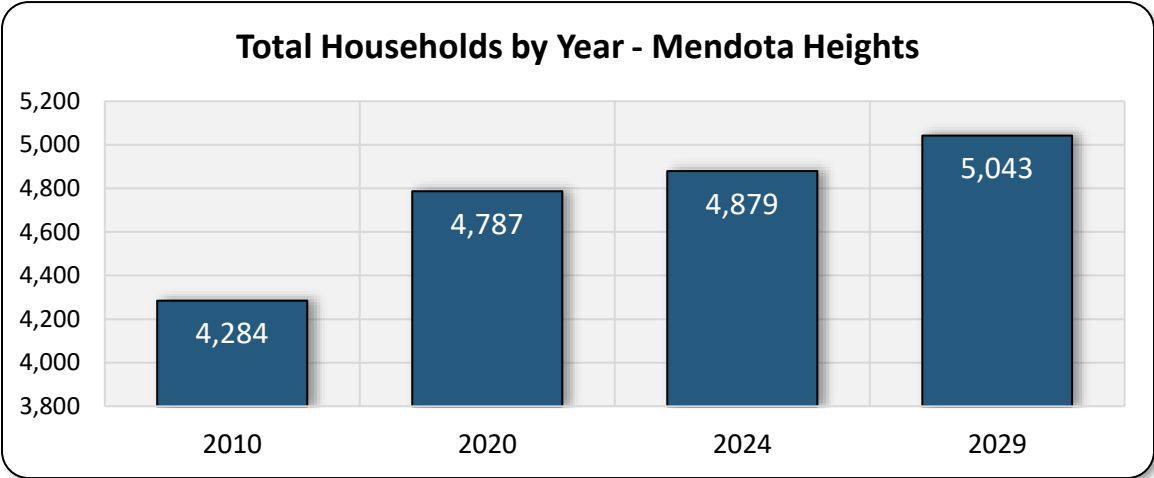
The following graph illustrates *select population characteristics* that typically influence housing affordability for each of the study areas. Note that data included within the graph is derived from the 2018-2022 American Community Survey, which is the most recent time period available for this source.



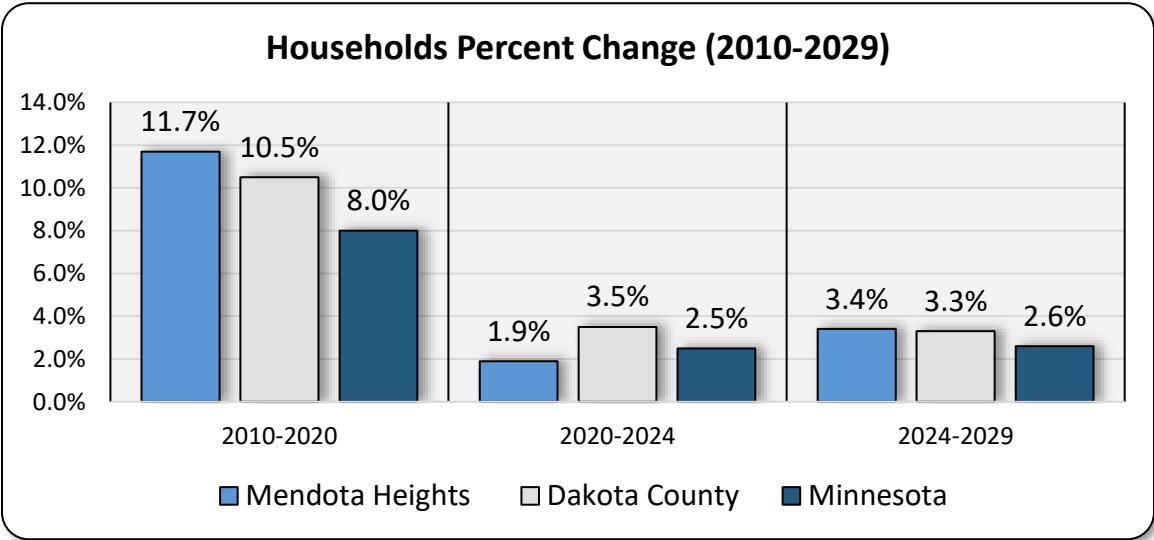
Source: U.S. Census Bureau; 2018-2022 American Community Survey; ESRI; Bowen National Research

As the data illustrates, Mendota Heights has a lower share of the unmarried population (39.9%), a lower share of the population without a high school diploma (1.6%), and a significantly higher share of individuals with a college degree (75.8%) compared to the county and state. The two educational attainment factors likely have a positive influence on housing affordability in the city. Overall, Mendota Heights has lower poverty rates for the population less than 18 years of age (3.0%) and the overall population (3.2%) when compared to the county and state.

The following graphs illustrate the number of *total households* in Mendota Heights by year and the projected percent changes in households between 2024 and 2029 for each of the study areas.



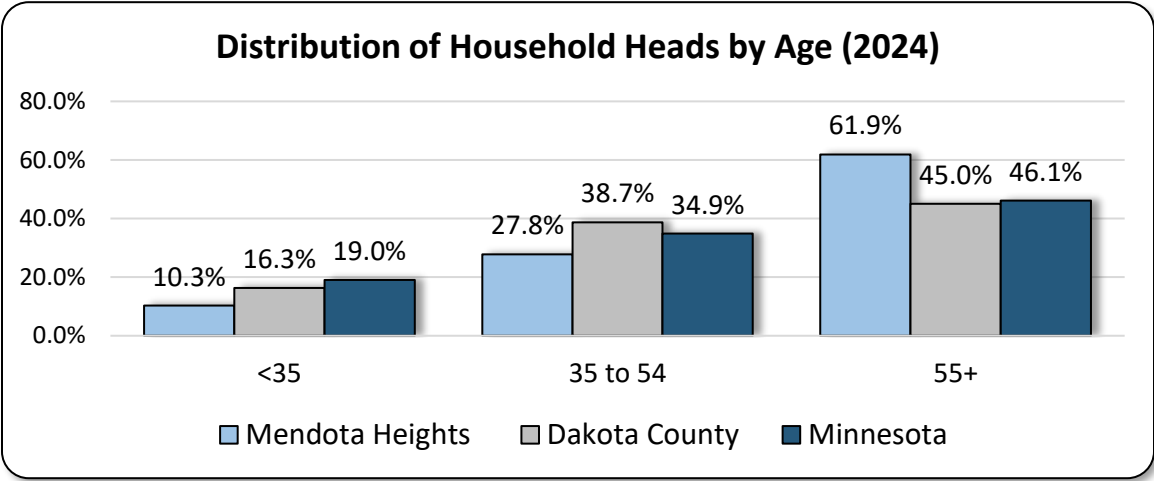
Source: 2010, 2020 Census; ESRI; Bowen National Research



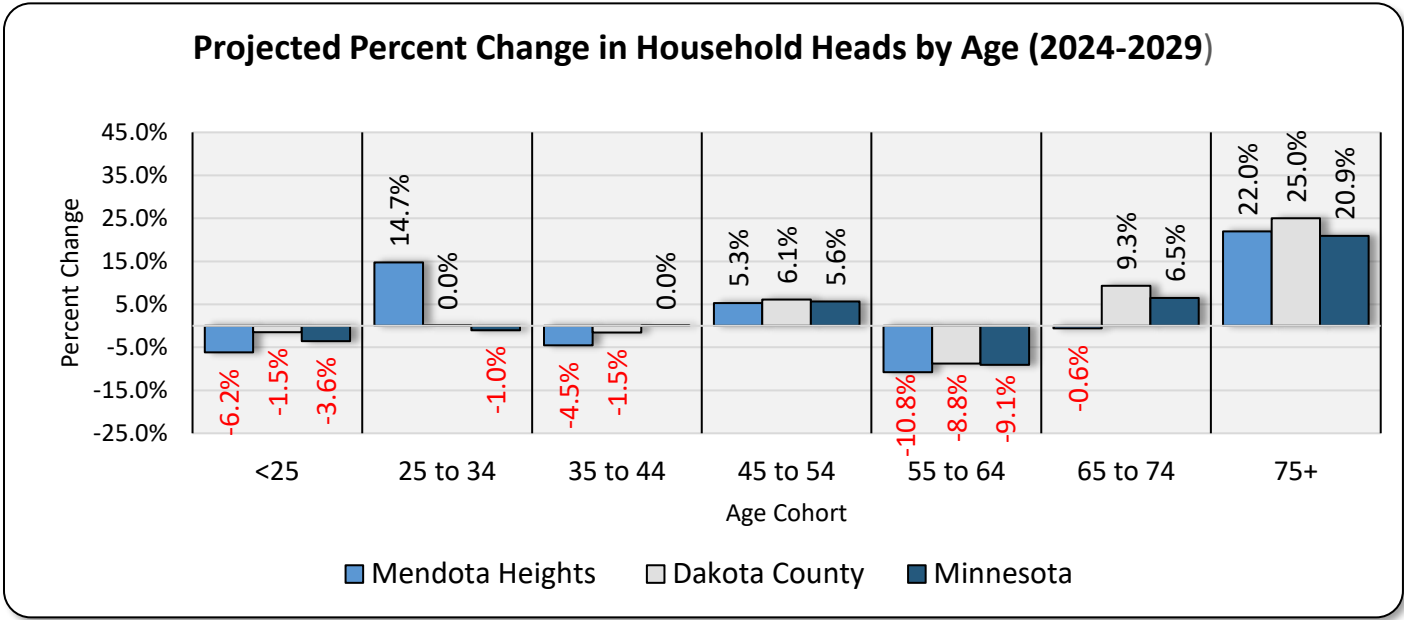
Source: 2010, 2020 Census; ESRI; Bowen National Research

The number of households in Mendota Heights increased by 503 (11.7%) between 2010 and 2020. This represents a larger percentage increase as compared to the county (10.5%) and state (8.0%) during this time period. Between 2020 and 2024, the number of households in Mendota Heights increased by 1.9%. It is projected that the number of households in the city will increase by 3.4% over the next five years. While household growth can heavily influence the total housing needs of a market, factors such as households living in substandard or cost-burdened housing, people commuting into the area for work, pent-up demand, and availability of existing housing all affect housing needs. These factors are addressed throughout this overview.

The following graphs compare the share of *household heads by age* for each of the study areas in 2024 and the projected percent change in household heads by age cohort between 2024 and 2029.



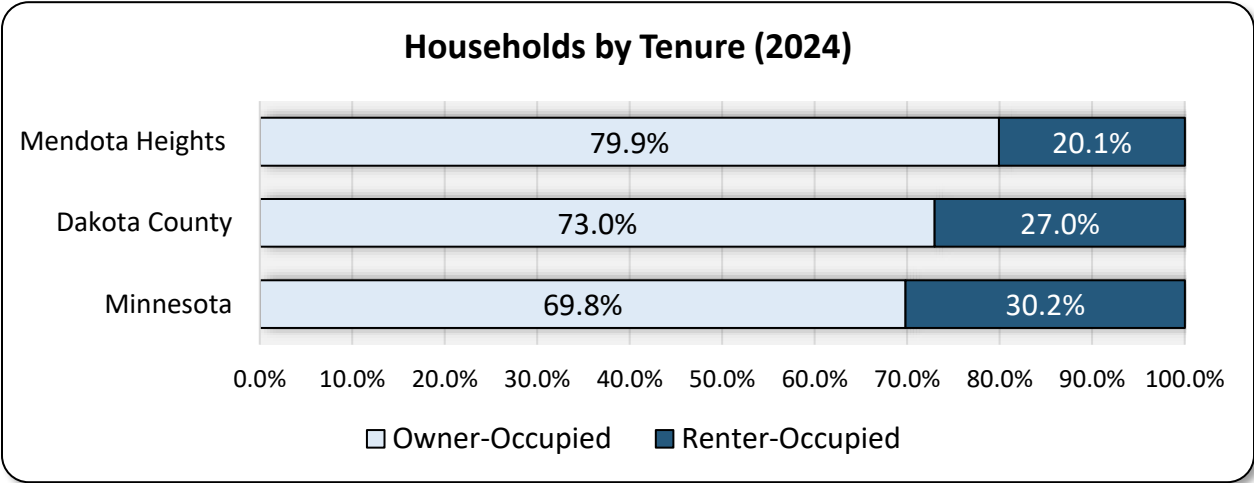
Source: ESRI; Bowen National Research



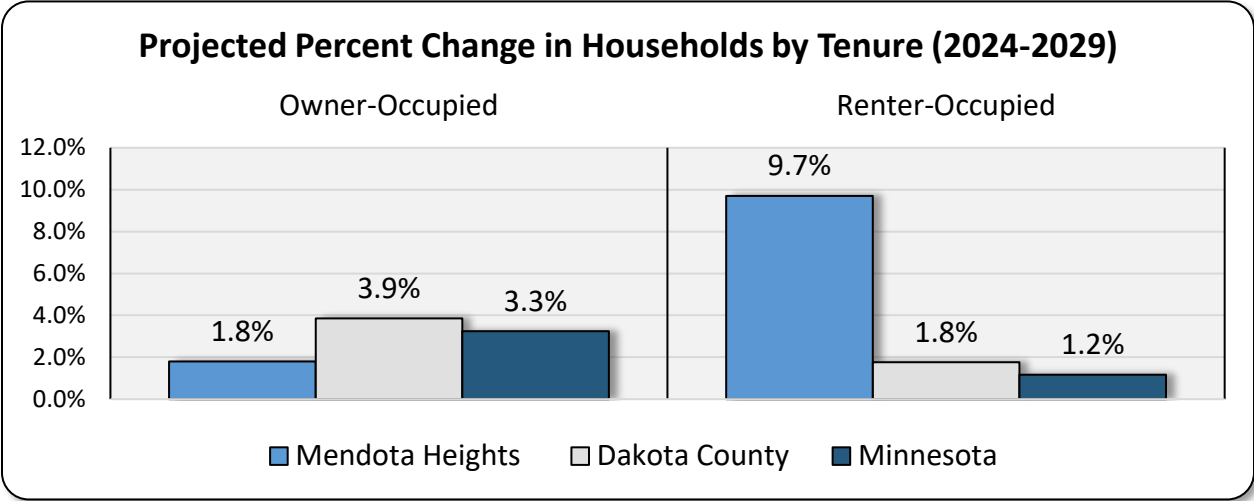
Source: ESRI; Bowen National Research

In 2024, the data illustrates that most households in Mendota Heights (61.9%) are aged 55 and older, which is higher than the corresponding shares in the county and state. Note that households aged 75 and older are projected to increase by 22.0% in the city over the next five years. In addition, households between the ages of 25 and 34 and those aged 45 to 54 are projected to increase by 14.7% and 5.3%, respectively, during this period. The notable projected increase of younger adult households (ages 25 to 34) in the city contrasts with projected household changes among this age group within the county and state.

The following graphs compare the share of *households by tenure* (renters and owners) for 2024 and the projected *percent change* in households by tenure between 2024 and 2029 for each of the study areas.



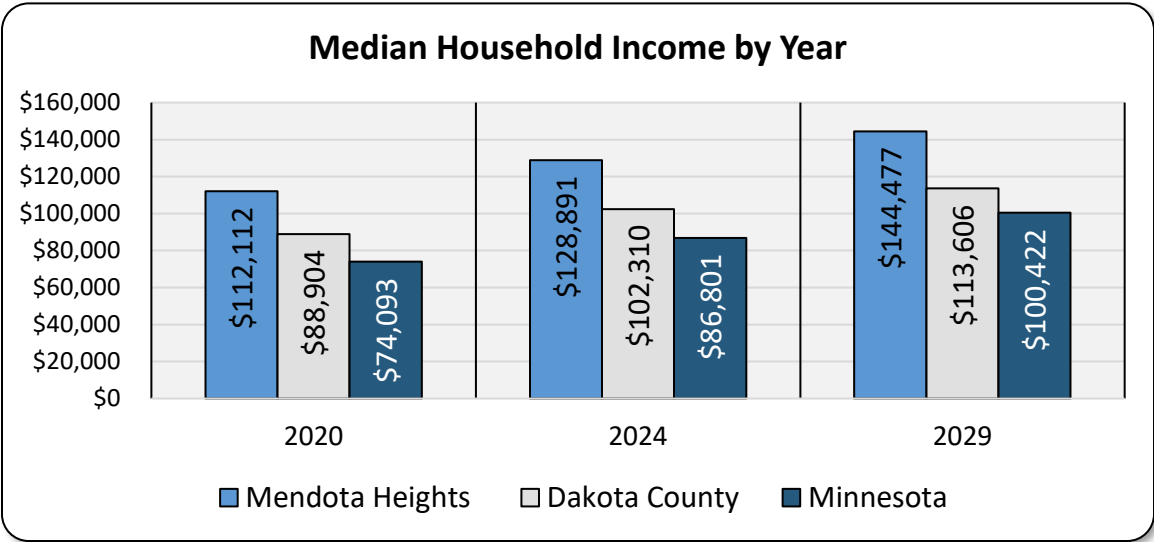
Source: 2010 Census; ESRI; Bowen National Research



Source: 2010 Census; ESRI; Bowen National Research

In 2024, the distribution of households by tenure in Mendota Heights (79.9% owners and 20.1% renters) is more heavily weighted toward owners when compared to the county and state. Over the next five years, it is projected that the number of owner households in Mendota Heights will increase by 1.8%, while the number of renter households will increase by 9.7%. This is a much larger percentage increase in renter households when compared to the county and state. The projected increase among owner and renter households in Mendota Heights will likely contribute to an increase in demand within the for-sale and rental housing markets over the next five years. It is important to understand, however, that housing demand is influenced by a variety of factors, which may include existing pent-up demand, substandard housing, housing cost burden, and/or other factors.

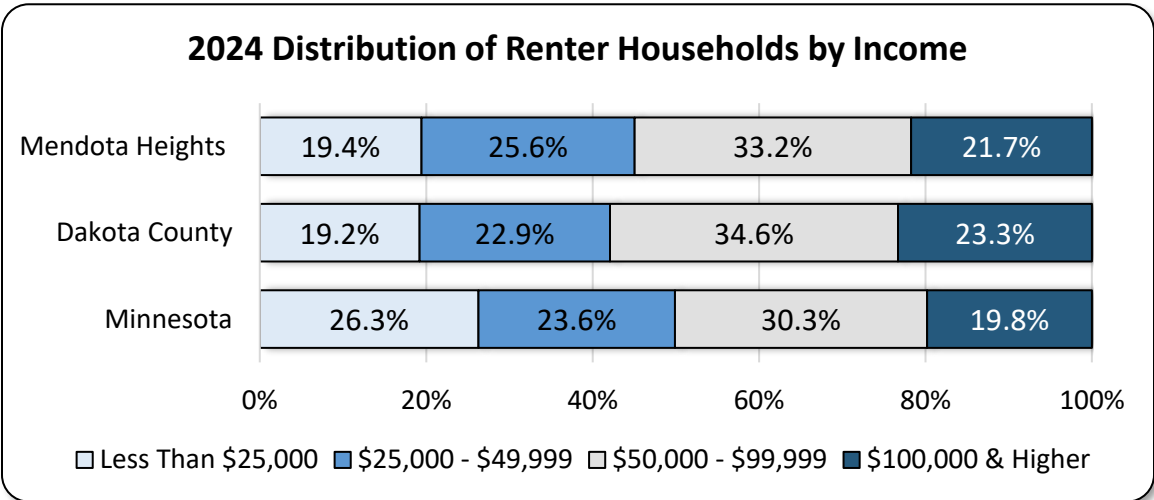
The following compares the *median household income* for each of the study areas from 2020 to 2029.



Source: 2020 Census; ESRI; Bowen National Research

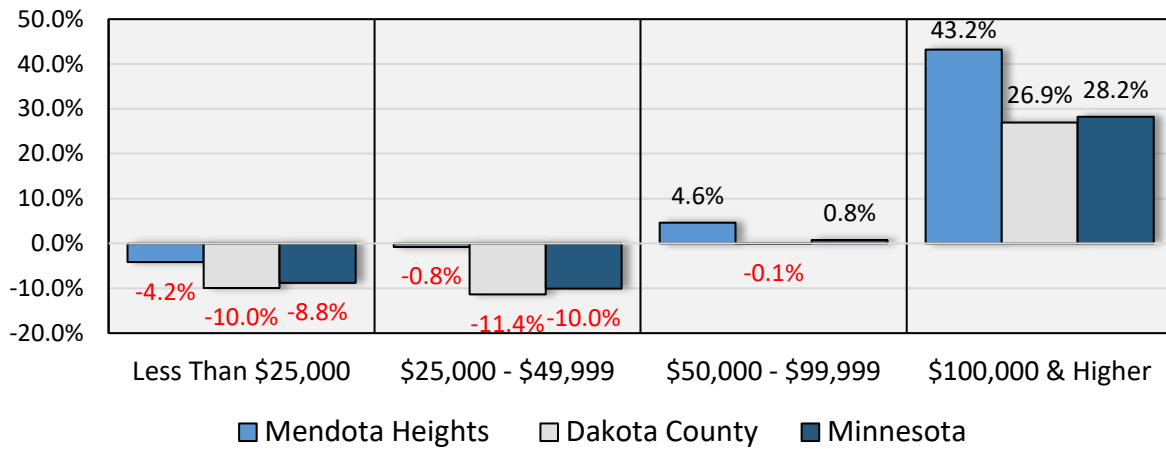
As the preceding illustrates, the 2024 median household income in Mendota Heights (\$128,891) is 26.0% higher than the countywide median household income and 48.5% higher than the statewide median household income. Over the next five years, it is projected that the median household income in Mendota Heights will increase to \$144,477, or an increase of 12.1%. As such, the median household income in Mendota Heights will remain well above that of the county (\$113,606) and state (\$100,422).

The following graphs compare *renter households by income* for 2024 and the projected *percent change* in renter households by income between 2024 and 2029 for each of the study areas.



Source: 2020 Census; ESRI; Bowen National Research

Percent Change in Renter Households by Income (2024-2029)

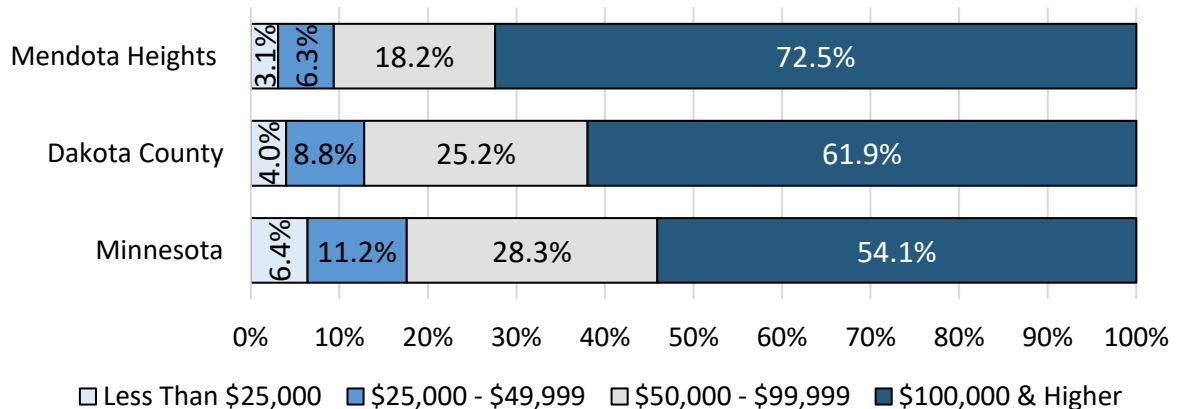


Source: 2020 Census; ESRI; Bowen National Research

In 2024, the distribution of renter households by income in Mendota Heights is relatively similar to that reported for Dakota County. Between 2024 and 2029, renter households in the city earning \$100,000 or higher are projected to increase by 43.2%, while those earning between \$50,000 and \$99,999 are projected to increase by 4.6%. Renter households in Mendota Heights earning less than \$50,000 are projected to decrease during this period. Despite the projected decrease of lower income renter households, it is expected that a significant share of renter households in Mendota Heights will continue to earn less than \$50,000 during the next five years.

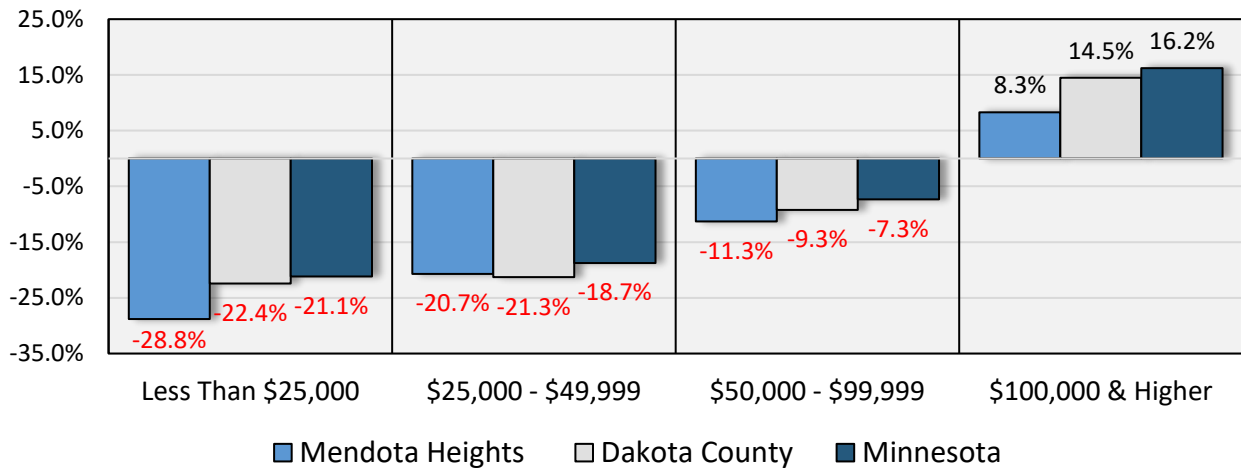
The following graphs compare *owner households by income* for 2024 and the projected *percent change* in owner households by income between 2024 and 2029 for each of the study areas.

2024 Distribution of Owner Households by Income



Source: 2020 Census; ESRI; Bowen National Research

Percent Change in Owner Households by Income (2024-2029)

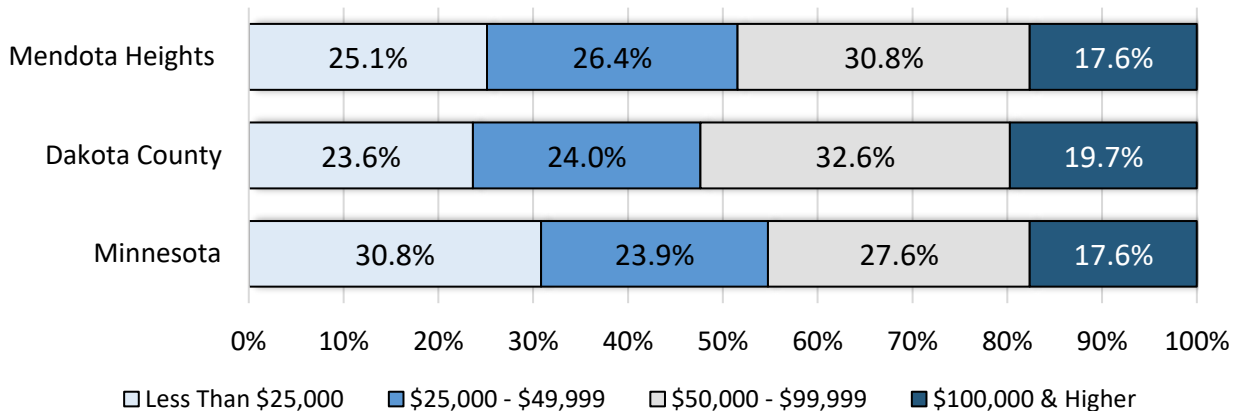


Source: 2020 Census; ESRI; Bowen National Research

In 2024, the majority (72.5%) of Mendota Heights owner households earn \$100,000 or more, which is a much higher share of such households compared to the county (61.9%) and state (54.1%). Between 2024 and 2029, owner households in the city earning \$100,000 or higher are projected to increase by 8.3%, while those earning less than \$100,000 are projected to decrease. This is consistent with county and statewide projections for this time period.

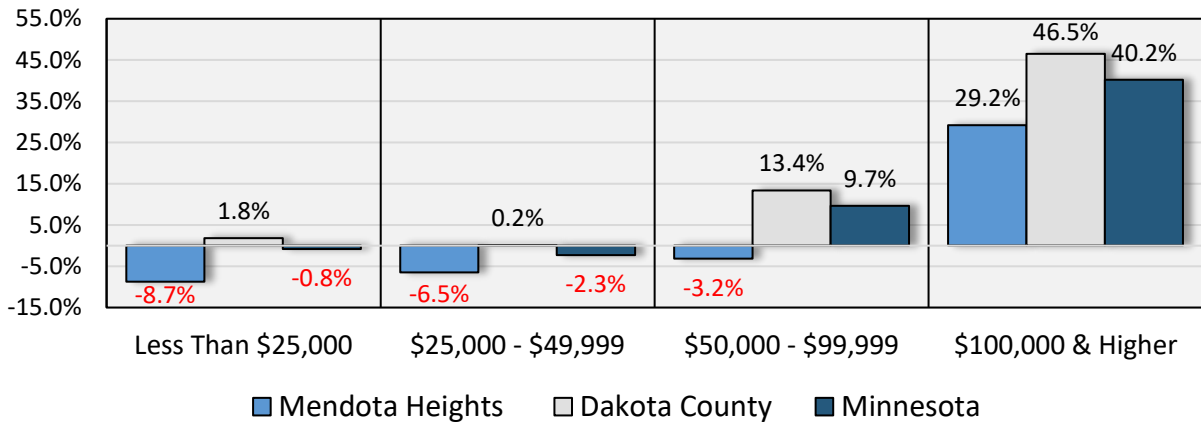
The following graphs compare *senior renter households (age 62 and older) by income* for 2024 and the projected *percent change* in senior renter households by income between 2024 and 2029 for each of the study areas.

2024 Distribution of Senior Renter Households (Age 62+) by Income



Source: 2020 Census; ESRI; Bowen National Research

Percent Change in Senior Renter Households (Age 62+) by Income (2024-2029)

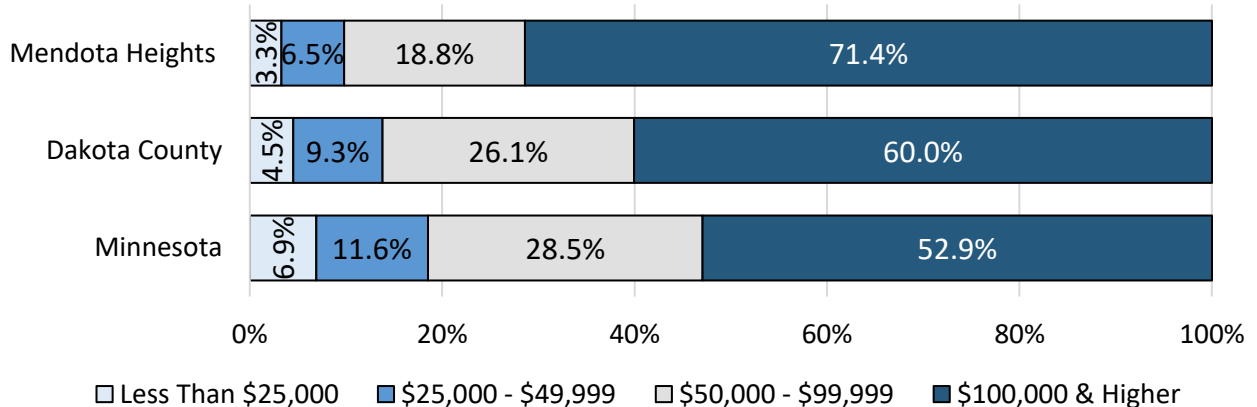


Source: 2020 Census; ESRI; Bowen National Research

In 2024, the largest share of senior *renter* households (age 62 and older) in Mendota Heights earn between \$50,000 and \$99,999 (30.8%), followed by those earning between \$25,000 and \$49,999 (26.4%). Over the next five years, growth among senior renter households in Mendota Heights is projected to occur among households earning \$100,000 or more, which are projected to increase by 29.2% during this period. Senior renter households earning less than \$100,000 are projected to decrease in Mendota Heights between 2024 and 2029.

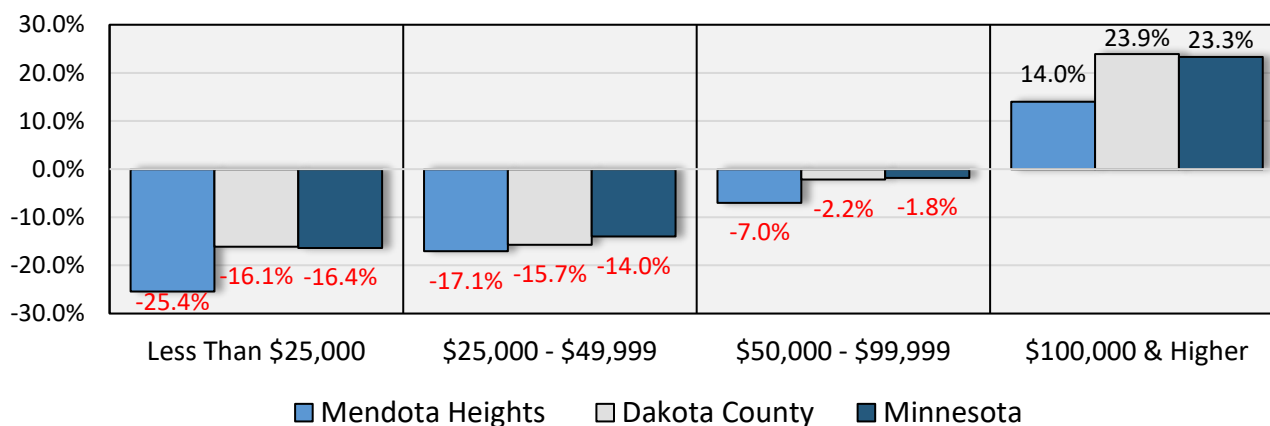
The following graphs compare *senior owner households (age 62 and older) by income* for 2024 and the projected *percent change* in senior owner households by income between 2024 and 2029 for each of the study areas.

2024 Distribution of Senior Owner Households (Age 62+) by Income



Source: 2020 Census; ESRI; Bowen National Research

Percent Change in Senior Owner Households (Age 62+) by Income (2024-2029)



Source: 2020 Census; ESRI; Bowen National Research

In 2024, the largest share of senior owner households (age 62 and older) in Mendota Heights earn \$100,000 or more (71.4%), followed by those earning between \$50,000 and \$99,999 (18.8%). Over the next five years, senior owner households in Mendota Heights earning \$100,000 or more are projected to increase by 14.0%, while senior owner households earning less than \$100,000 are projected to decrease during this period. The projected growth among the highest income cohort and decline among the lower income cohorts in Mendota Heights is consistent with county and statewide projections between 2024 and 2029.

The following table illustrates the *components of population change* for Dakota County between April 2010 and July 2023. Note that components of change data is only available at the county level or higher.

Estimated Components of Population Change by County for the PSA (Dakota County) April 1, 2010 to July 1, 2023							
	Years	Population Change*	Percent Change	Natural Change	Net Domestic Migration	Net International Migration	Total Net Migration
Dakota County	2010-2020	33,225	8.3%	27,991	-1,115	6,511	5,396
	2020-2023	7,562	1.7%	5,686	-928	2,430	1,502

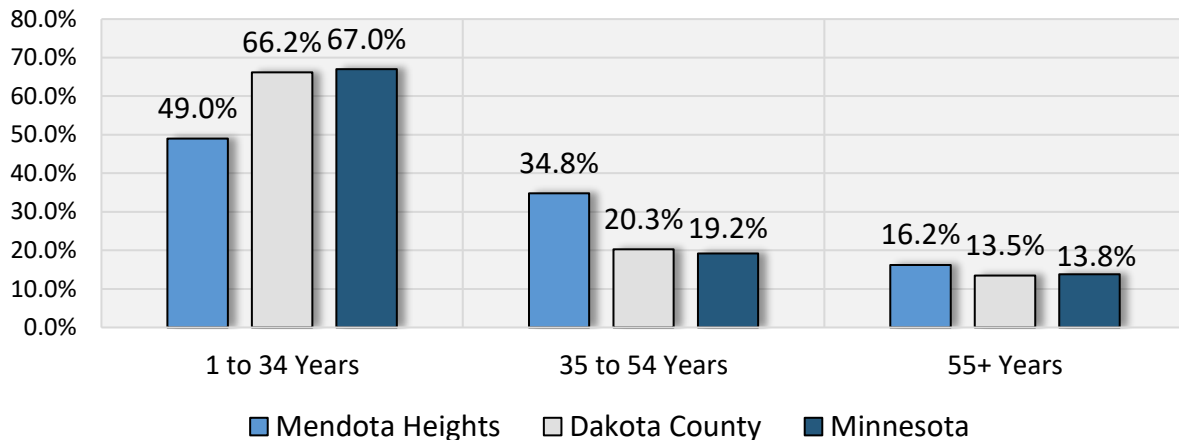
Source: U.S. Census Bureau, Population Division, June 2024

*Includes residuals of (-162 and 374) representing the change that cannot be attributed to any specific demographic component

Based on the preceding data, the population growth within Dakota County between 2010 and 2023 is primarily the result of natural change (more births than deaths) and noteworthy international migration. While this data is not specific to Mendota Heights, it is reasonable to conclude that the components of population change for Dakota County likely have a significant influence on each of the geographies located within the county.

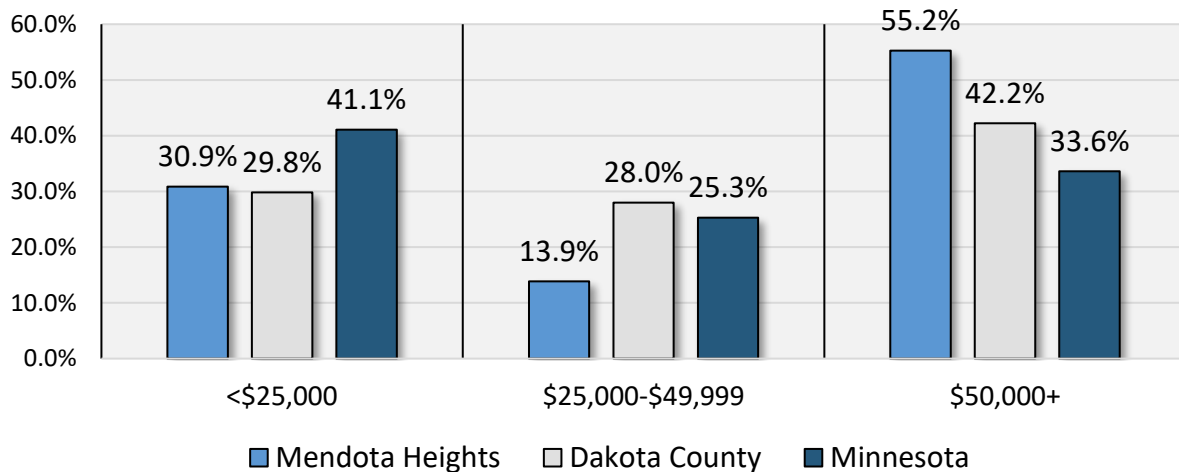
The following graphs illustrate the distribution of *in-migrants by age* and *by income* for each study area from 2018 to 2022. Note that the data illustrated in both graphs is based on *population*, not households.

Share of In-Migrants by Age (2018-2022)



Source: U.S. Census Bureau, 2022 5-Year ACS Estimates (S0701); Bowen National Research

In-Migrants by Income (2018-2022)*



Source: U.S. Census Bureau, 2022 5-Year American Community Survey (B07010); Bowen National Research

*Excludes population with no income

As the preceding data illustrates, Mendota Heights has a much higher share (34.8%) of in-migrants between the ages of 35 and 54 compared to the county and state. By comparison, Mendota Heights has a much lower share (49.0%) of in-migrants under the age of 35. The distribution of in-migrants by income in Mendota Heights is more heavily weighted toward individuals earning \$50,000 or more, though a notable share (30.9%) of in-migrants earn less than \$25,000 annually.

C. ECONOMY AND WORKFORCE ANALYSIS

Labor Force

The following table illustrates *the employment base by industry* for Mendota Heights, Dakota County, and the state of Minnesota. The top five industries by share of employment for each area are highlighted in **red** text. Note that several metrics within this section are limited to *county* data and are not provided at the city level.

NAICS Group	Employment by Industry					
	Mendota Heights		Dakota County		Minnesota	
	Employees	Percent	Employees	Percent	Employees	Percent
Agriculture, Forestry, Fishing & Hunting	0	0.0%	387	0.2%	17,215	0.5%
Mining	0	0.0%	73	0.0%	4,549	0.1%
Utilities	0	0.0%	568	0.3%	12,777	0.4%
Construction	1,132	10.1%	10,298	5.0%	137,789	4.2%
Manufacturing	1,366	12.2%	22,907	11.1%	342,911	10.3%
Wholesale Trade	799	7.1%	8,221	4.0%	134,193	4.0%
Retail Trade	726	6.5%	27,952	13.6%	385,870	11.6%
Transportation & Warehousing	425	3.8%	8,741	4.2%	83,429	2.5%
Information	163	1.5%	9,796	4.8%	88,304	2.7%
Finance & Insurance	379	3.4%	9,626	4.7%	146,490	4.4%
Real Estate & Rental & Leasing	244	2.2%	4,877	2.4%	68,105	2.1%
Professional, Scientific & Technical Services	1,606	14.3%	14,887	7.2%	245,551	7.4%
Management of Companies & Enterprises	10	0.1%	87	0.0%	6,945	0.2%
Administrative, Support, Waste Management & Remediation Services	616	5.5%	5,954	2.9%	74,747	2.3%
Educational Services	979	8.7%	16,900	8.2%	259,542	7.8%
Health Care & Social Assistance	1,185	10.6%	20,621	10.0%	574,150	17.3%
Arts, Entertainment & Recreation	126	1.1%	3,924	1.9%	89,508	2.7%
Accommodation & Food Services	333	3.0%	16,542	8.0%	240,661	7.2%
Other Services (Except Public Administration)	869	7.8%	12,232	5.9%	204,837	6.2%
Public Administration	180	1.6%	10,454	5.1%	184,476	5.6%
Non-classifiable	54	0.5%	852	0.4%	17,626	0.5%
Total	11,192	100.0%	205,899	100.0%	3,319,675	100.0%

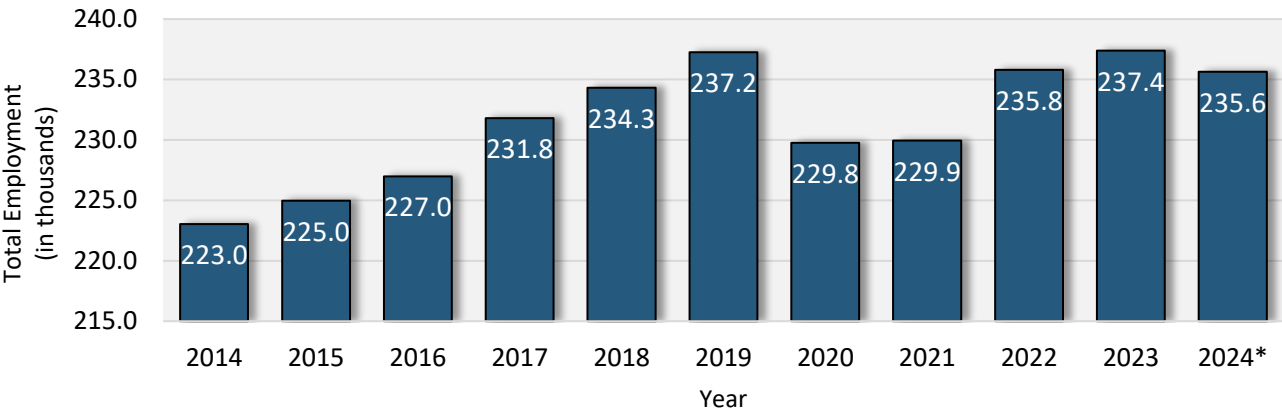
Source: 2010 Census; ESRI; Bowen National Research

Note: Since this survey is conducted of establishments and not of residents, some employees may not live within each market. These employees, however, are included in our labor force calculations because their places of employment are located within each market.

Mendota Heights has an employment base of over 11,000 individuals within a broad range of employment sectors. The labor force within the area is based primarily in five sectors: Professional, Scientific, & Technical Services (14.3%), Manufacturing (12.2%), Health Care & Social Assistance (10.6%), Construction (10.1%), and Educational Services (8.7%). Combined, the top five job sectors represent 55.9% of the city's employment base.

Total employment reflects the number of employed persons who live within an area regardless of where they work. The following illustrates the *total employment* base (in thousands) for Dakota County between 2014 and 2024.

Total Employment - Dakota County (2014-2024)

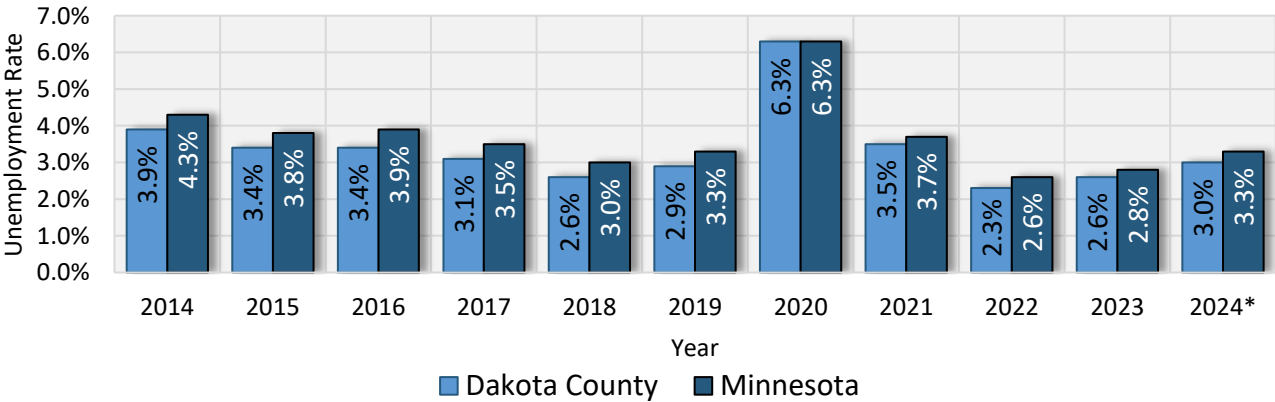


Source: Department of Labor; Bureau of Labor Statistics
*Through July

As the preceding illustrates, total employment within Dakota County steadily increased between 2014 and 2019. In 2020, total employment decreased by roughly 3.1%, which can be largely attributed to the economic impact of the COVID-19 pandemic. As of year-end 2023, total employment in Dakota County was at 100.1% of the 2019 level. It should be noted, however, that total employment decreased slightly (0.8%) during the first half of 2024.

The following illustrates the *annual unemployment rate* for Dakota County and the state of Minnesota from 2014 to 2024.

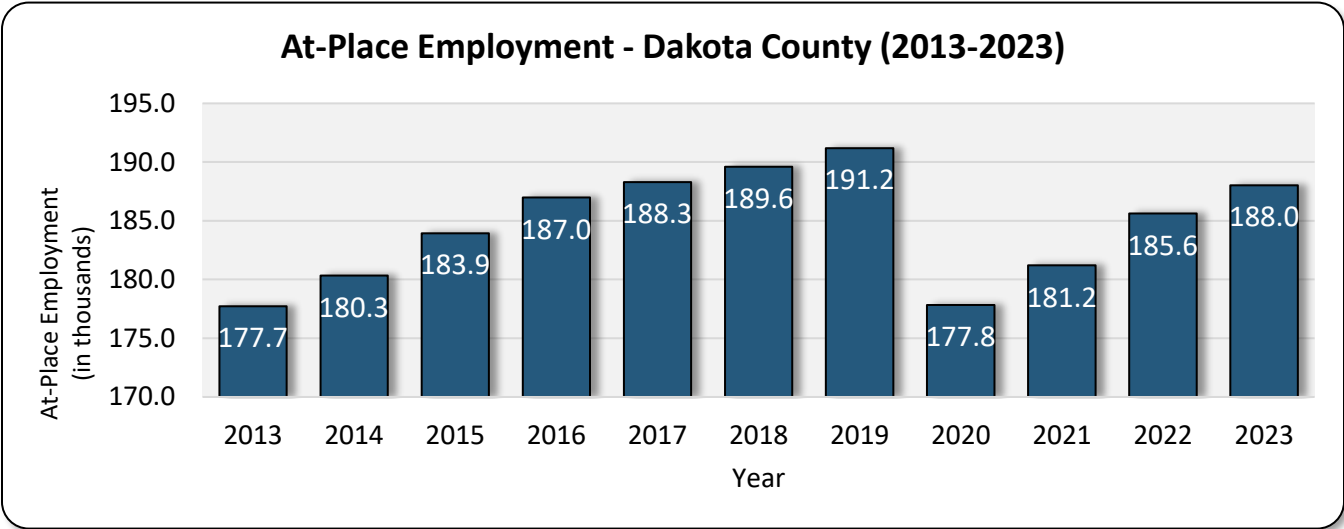
Annual Unemployment Rate (2014-2024)



Source: Department of Labor, Bureau of Labor Statistics
*Through July

As the preceding data shows, the unemployment rate in Dakota County declined from 3.9% in 2014 to 2.9% in 2019. After the sharp increase in 2020, the unemployment rate in the county dropped to 2.3% in 2022. Although the unemployment rate increased to 2.6% in 2023, this still represents a lower rate as compared to the rate in 2019. It is also noteworthy that the unemployment rate in the county has been below the state unemployment rate in nine of the previous 10 years. The lone exception occurred during 2020, where both the county and state rates were 6.3%.

At-place employment reflects the total number of jobs within the county regardless of the employee's county of residence. The following illustrates the total *at-place employment* base for Dakota County from 2013 to 2023.



Source: Department of Labor; Bureau of Labor Statistics

As the preceding illustrates, at-place employment within Dakota County increased each year since 2013, with the only exception occurring in 2020. Through 2023, at-place employment within the county is at 98.3% of the 2019 level. This likely indicates the county was disproportionately affected by the pandemic. Regardless, at-place employment increased by 5.8% (approximately 10,300 jobs) in Dakota County between 2013 and 2023, illustrating an overall positive economic trend for the county in the last decade.

Economic Outlook

WARN notices were reviewed in September 2024. According to the Minnesota Department of Employment and Economic Development website, there have been six WARN notices reported for Dakota County over the past 12 months. These WARN notices impact a total of 70 jobs within the county, of which 55 are located within Mendota Heights. Overall, the reduction in jobs associated with this notice, and those for Dakota County, is relatively minor given the existing employment base and recent increases in at-place employment within the county. The following summarizes the WARN notice reported for Mendota Heights.

WARN Notices – Mendota Heights				
Company	Location	Jobs	Notice Date	Effective Date
EQ	Mendota Heights	55	7/2024	9/2024

Source: Minnesota Employment and Economic Development

According to a representative with the Dakota County Community Development Agency, the Dakota County economy is steady, has opportunity for growth, and is capable of redeveloping large corporate campuses.

While no major economic development projects were identified within Mendota Heights at the time of research, it should be noted that over \$800 million in economic development projects has either been recently completed or is currently under construction in Dakota County. Overall, these projects have an estimated initial job creation of at least 250 new jobs within county. The economic and infrastructure investments within the county will likely have a positive influence on the local economy.

Commuting Data

The ability of a person or household to travel easily, quickly, safely, and affordably throughout a market influences the desirability of a housing market. In addition, the individuals commuting into a market from neighboring markets represent a potential base of support for future residential development.

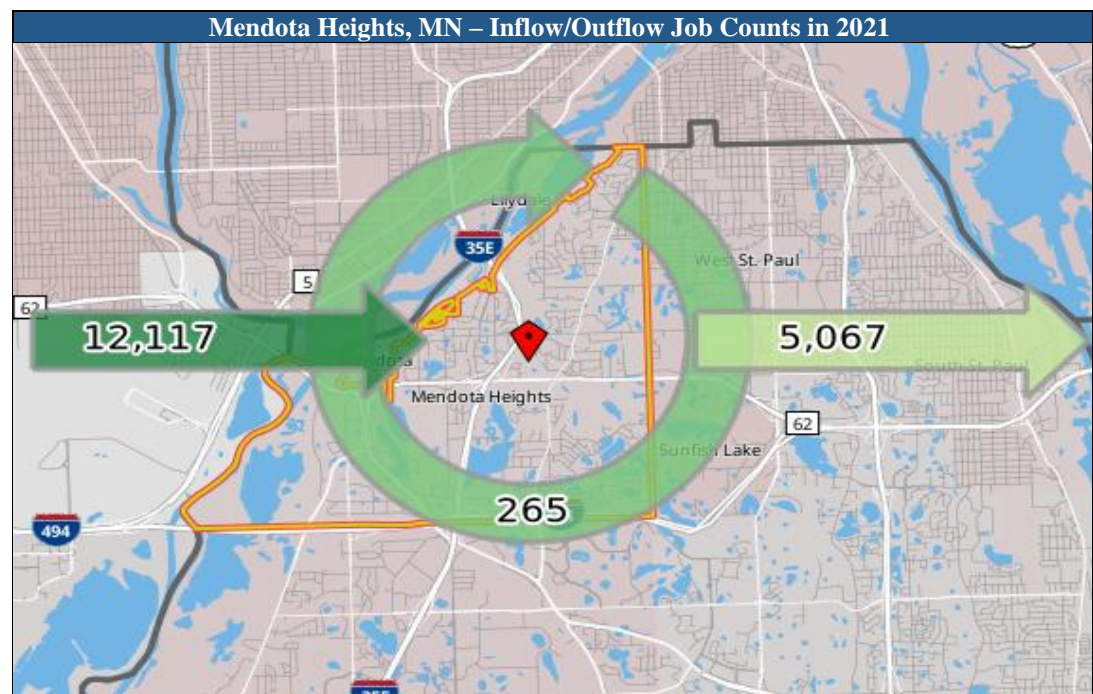
The following table summarizes two *commuting pattern attributes* (mode and time) for Mendota Heights.

Commuting Attributes Mendota Heights, Minnesota							
Mode							
	Drove Alone	Carpooled	Public Transit	Walked	Other Means	Worked at Home	Total
Number	4,169	209	92	38	19	1,331	5,858
Percent	71.2%	3.6%	1.6%	0.6%	0.3%	22.7%	100.0%
Time							
	Less Than 15 Minutes	15 to 29 Minutes	30 to 44 Minutes	45 to 59 Minutes	60 or More Minutes	Worked at Home	Total
Number	1,178	2,445	683	140	79	1,331	5,856
Percent	20.1%	41.8%	11.7%	2.4%	1.3%	22.7%	100.0%

Source: ESRI; Bowen National Research

As the preceding illustrates, 74.8% of individuals in Mendota Heights utilize their own vehicles or carpool to work. Overall, 61.9% of residents have commute times of less than 30 minutes to their place of employment, with an additional 22.7% working from home. While the majority of individuals in the area utilize personal vehicles and have relatively short commute times, a small share (1.6%) of residents rely on public transit as their commuting mode.

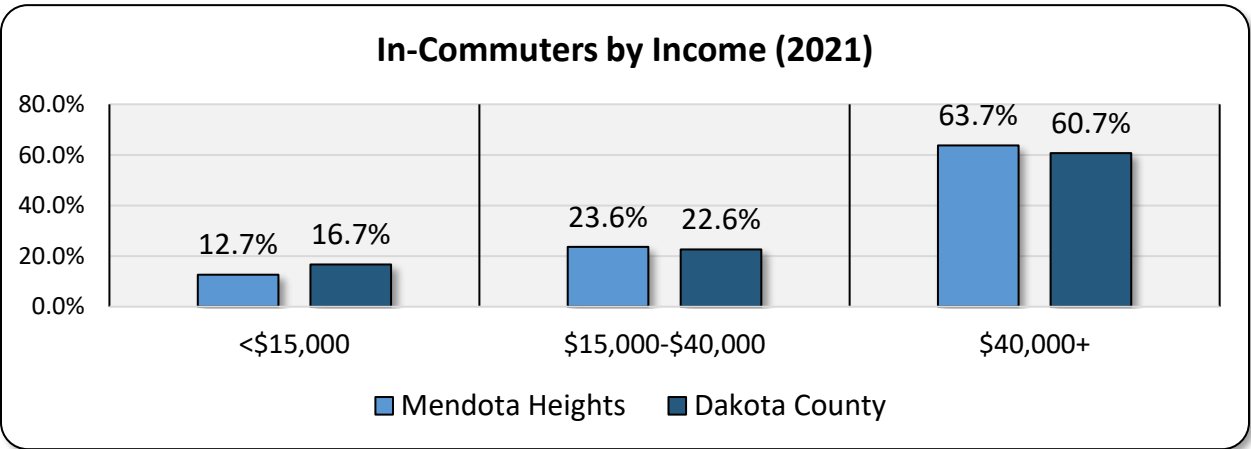
The following illustrates the overall *commuter flow* for Mendota Heights based on 2021 U.S. Census Longitudinal Origin-Destination Employment Statistics (LODES) data.



Source: U.S. Census, Longitudinal Origin-Destination Employment Statistics (LODES); Bowen National Research

Of the approximately 12,382 persons *employed* in Mendota Heights, 97.9% (12,117) originate from outside the city, while 2.1% (265) live within the city. Over 5,000 residents of the city commute to surrounding areas daily for employment. Regardless, the 12,117 non-residents who work in the area represent a substantial base of potential support for future residential development within Mendota Heights.

The following compares the distribution of *in-commuters by annual income* for Mendota Heights and Dakota County.

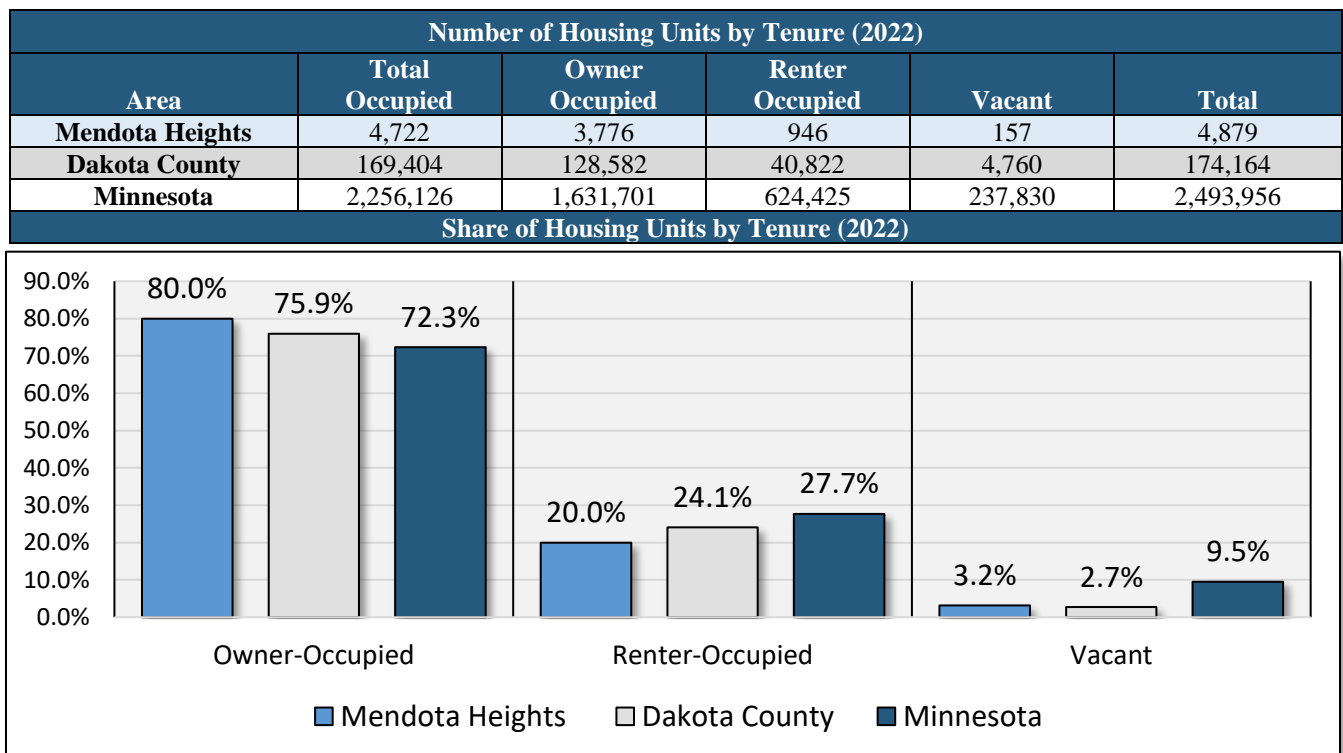


Source: U.S. Census, Longitudinal Origin-Destination Employment Statistics (LODES); Bowen National Research

The preceding shows that the largest share (63.7%) of in-commuters to Mendota Heights earn \$40,000 or more annually, while 23.6% earn between \$15,000 and \$40,000. The remaining share (12.7%) of in-commuters earn less than \$15,000 annually. Based on the range of incomes, a variety of housing types could be developed to potentially attract some of the 12,117 in-commuters to live within Mendota Heights.

D. HOUSING METRICS

The estimated distribution of the area *housing stock by occupancy/tenure status* for each study area for 2022 is illustrated in the following table and graph:



Source: American Community Survey (2018-2022); ESRI; Bowen National Research

Of the 4,722 total *occupied* housing units in Mendota Heights, 80.0% are owner occupied and the remaining 20.0% are renter occupied. This distribution of occupied units by tenure is slightly more weighted toward owner-occupied housing when compared to the county and state. Among the 4,879 total housing units in Mendota Heights, only 3.2% (157 units) are classified as vacant. The respective shares of vacant units in Mendota Heights and Dakota County are significantly lower than the share (9.5%) for the state. It should be noted that vacant units are comprised of a variety of units including abandoned properties, unoccupied rentals, for-sale homes, and seasonal housing units.

The following table compares key *housing age and conditions* based on 2018-2022 American Community Survey data. Housing units built over 50 years ago (pre-1970), overcrowded housing (1.01+ persons per room), or housing that lacks complete indoor kitchens or bathroom plumbing are illustrated by tenure. It is important to note that some occupied housing units may have more than one housing issue.

	Housing Age and Conditions (2022)											
	Pre-1970 Product				Overcrowded				Incomplete Plumbing or Kitchen			
	Renter		Owner		Renter		Owner		Renter		Owner	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Mendota Heights	69	6.3%	1,423	33.8%	0	0.0%	7	0.2%	2	0.2%	16	0.4%
Dakota County	7,139	17.5%	26,588	20.7%	1,859	4.6%	1,137	0.9%	975	2.4%	250	0.2%
Minnesota	244,615	35.9%	707,304	38.2%	32,202	4.7%	23,665	1.3%	15,646	2.3%	10,852	0.6%

Source: American Community Survey (2018-2022); ESRI; Bowen National Research

In Mendota Heights, 6.3% of the renter-occupied housing units and 33.8% of the owner-occupied housing units were built prior to 1970. The share of older renter occupied housing units in the city (built before 1970) is significantly lower than the county and state shares of such housing, which represents an inventory of relatively modern rental housing in the city. By comparison, the share (33.8%) of older owner-occupied housing units in the city is considerably higher than the county share (20.7%) but lower than the statewide share of 38.2%. Mendota Heights also has very low numbers of both overcrowded housing units as well as housing units lacking complete plumbing or kitchen facilities. As such, only two renter households and 23 owner households in Mendota Heights have substandard housing conditions.

The following table compares key household income, housing cost, and housing affordability metrics. It should be noted that cost burdened households pay over 30% of income toward housing costs, while severe cost burdened households pay over 50% of income toward housing.

	Household Income, Housing Costs and Affordability							
	2024 Households	2024 Median HH Income	2024 Median Home Value	2022 Median Gross Rent	2022 Share of Cost Burdened HH*		2022 Share of Severe Cost Burdened HH**	
					Renter	Owner	Renter	Owner
Mendota Heights	4,879	\$128,891	\$564,867	\$1,268	41.8%	14.2%	21.4%	6.1%
Dakota County	173,920	\$102,310	\$413,686	\$1,410	47.0%	17.0%	21.9%	5.7%
Minnesota	2,309,848	\$86,801	\$360,089	\$1,178	44.0%	18.2%	21.4%	6.7%

Source: American Community Survey (2018-2022); ESRI; Bowen National Research

HH – Households; *Paying more than 30% of income toward housing costs; **Paying more than 50% of income toward housing costs

The estimated median home value in Mendota Heights of \$564,867 is 36.5% higher than the median home value for the county and 56.9% higher than the median home value for the state. The median gross rent of \$1,268 in the city is 10.1% lower than the county but 7.6% higher than the state. With a median household income of \$128,891 in Mendota Heights, approximately 41.8% of renter households and 14.2% of owner households are housing cost burdened. As a result, there are approximately 395 renter households and 536 owner households in Mendota Heights that are housing cost

burdened, of which approximately 433 *total* households are severe cost burdened (paying more than 50% of income toward housing costs). As such, affordable housing alternatives should be an integral part of future housing solutions.

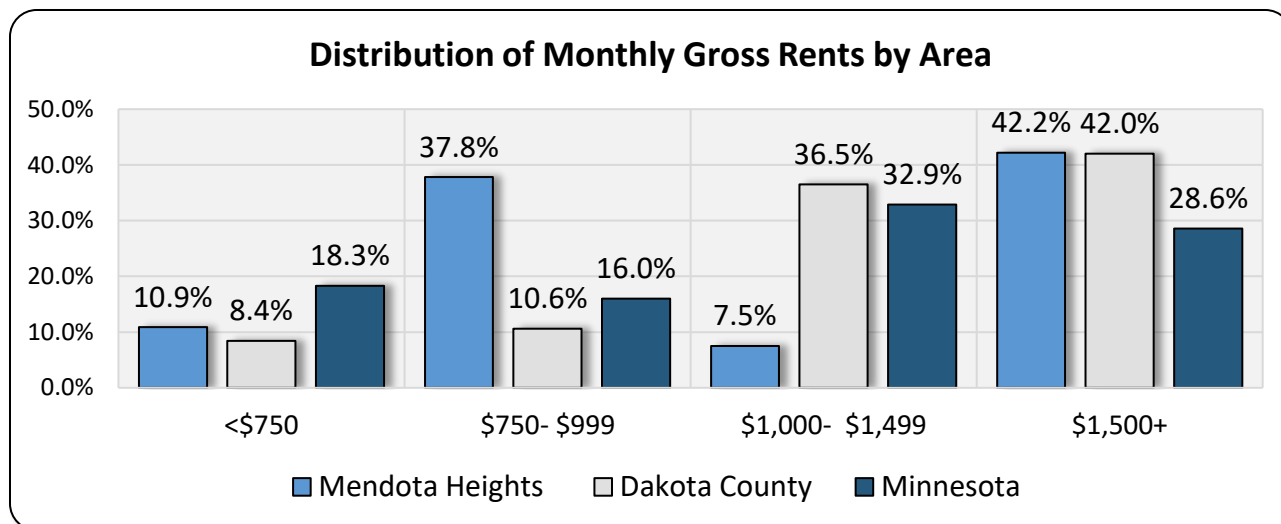
Based on the 2018-2022 American Community Survey (ACS) data, the following is a distribution of all occupied housing by *units in structure by tenure* (renter or owner) for each of the study areas.

		Renter-Occupied Housing by Units in Structure				Owner-Occupied Housing by Units in Structure			
		4 Units or Less	5 Units or More	Mobile Home/Other	Total	4 Units or Less	5 Units or More	Mobile Home/Other	Total
Mendota Heights	Number	333	613	0	946	3,444	325	6	3,776
	Percent	35.2%	64.8%	0.0%	100.0%	91.2%	8.6%	0.2%	100.0%
Dakota County	Number	13,454	26,680	688	40,822	121,696	4,459	2,426	128,582
	Percent	33.0%	65.4%	1.7%	100.0%	94.6%	3.5%	1.9%	100.0%
Minnesota	Number	239,167	374,998	10,259	624,425	1,541,044	42,914	47,744	1,631,701
	Percent	38.3%	60.1%	1.6%	100.0%	94.4%	2.6%	2.9%	100.0%

Source: American Community Survey (2018-2022); ESRI; Bowen National Research

Approximately 35.2% of the *rental* units in Mendota Heights are within structures of four units or less. Overall, Mendota Heights has a slightly lower share (64.8%) of multifamily rental housing (five or more units within a structure) when compared to the county (65.4%), but a slightly higher share of such units compared to the state (60.1%). Therefore, the majority of renter-occupied housing units in the area are comprised of multifamily rentals. Among *owner*-occupied units in Mendota Heights, 91.4% are within structures of four units or less and mobile homes.

The following graph illustrates the *distribution of monthly gross rents* (per unit) for rental alternatives within each of the study areas. Note that this data includes both multifamily rentals and non-conventional rentals. However, with 35.2% of all rental units in Mendota Heights classified as non-conventional (four units or less within a structure), this data provides some insight into the overall distribution of rents among the non-conventional rental supply. Note that gross rents include tenant-paid rents and tenant-paid utilities.



Source: American Community Survey (2018-2022); ESRI; Bowen National Research
 *Excludes rentals classified as “No Cash Rent”

As the preceding illustrates, the largest share (42.2%) of Mendota Heights rental units have gross rents of \$1,500 or more, followed by units with gross rents between \$750 and \$999 (37.8%). Mendota Heights has a much higher share of rental units with gross rents between \$750 and \$999 compared to the county and state. This is likely due in part to Tax Credit rental units in the city that have much lower gross rents compared to market-rate rental units.

Bowen National Research’s Survey of Housing Supply

Multifamily Rental Housing

A field survey of multifamily rental properties was conducted as part of the Dakota County Housing Needs Assessment. The following table summarizes the surveyed ***multifamily rental supply by project type*** for Mendota Heights and Dakota County. Note that vacancy rates below 1% are illustrated in **red** text.

Surveyed Multifamily Rental Housing Supply by Area							
Dakota County, MN							
	Projects Surveyed	Total Units	Vacant Units	Overall Vacancy Rate	Vacancy Rate by Program Type		
					Market-Rate	Tax Credit	Government Subsidized
Mendota Heights	9	832	13	1.6%	1.9%	0.0%	0.0%
Dakota County	229	27,211	1,161	4.3%	4.8%	2.3%	0.0%

Source: Bowen National Research

In Mendota Heights, a total of nine apartment properties were surveyed, comprising a total of 832 units. Overall, the multifamily units are 98.4% occupied, with a total of 13 vacancies. Note that all 13 vacant units are within market-rate properties, while Tax Credit and government-subsidized properties in the city have no vacant units. Typically, in a well-balanced and healthy market, multifamily rentals should have an overall occupancy rate between 94% and 96%. While Dakota County as a whole has a healthy overall occupancy rate of 95.7%, the occupancy rate within Mendota Heights is considered high. The occupancy rates among the various program types are high and the presence of wait lists, particularly among the Tax Credit product, are evidence of pent-up demand for multifamily rentals for a variety of income levels within Mendota Heights. This likely represents a future development opportunity within the city.

The following table illustrates the *median rent by bedroom/bathroom type* for the surveyed *market-rate* and *Tax Credit* units in Mendota Heights and Dakota County.

Median Rents by Program Type and Bedroom/Bathroom Type				
Area	One-Br/ 1.0-Ba	Two-Br/ 1.0-Ba	Two-Br/ 2.0-Ba	Three-Br/ 2.0-Ba
Market-Rate				
Mendota Heights	\$1,695	\$2,280	\$2,350	\$5,625
Dakota County	\$1,385	\$1,585	\$1,785	\$2,177
Tax Credit				
Mendota Heights	\$504	\$746	-	-
Dakota County	\$765	\$920	\$1,555	\$1,604

Source: Bowen National Research

As the preceding illustrates, the median rent for the typical one-bedroom market-rate unit in Mendota Heights (\$1,695) is more than three times higher than the comparable Tax Credit unit (\$504) in the city. The median rents for market-rate units in Mendota Heights are also significantly higher than corresponding market-rate rents in Dakota County. In particular, the median rent for a three-bedroom/2.0-bathroom market-rate unit in the city exceeds \$5,600 per month. However, the median rents for the Tax Credit units in Mendota Heights are lower than the corresponding Tax Credit units in Dakota County and represent a significant value compared to market-rate rents in the city. With limited availability among Tax Credit and government-subsidized units in both Mendota Heights and Dakota County, many low-income households are likely to seek rental alternatives among the available market-rate and non-conventional supply. This can result in a higher share of cost burdened households in an area, or in some instances, may cause households to relocate outside of an area to find more affordable housing choices.

Non-Conventional Rental Housing

Non-conventional rentals are considered rental units typically consisting of single-family homes, duplexes, units over store fronts, and mobile homes and account for 35.2% of the total rental units in Mendota Heights.

During August and September 2024, Bowen National Research conducted an online survey and identified two non-conventional rentals that were listed as *available* for rent in Mendota Heights. While these rentals do not represent all non-conventional rentals, they are representative of common characteristics of the various non-conventional rental alternatives available in the market. As a result, these rentals provide a good baseline to compare the rental rates and the number of bedrooms of non-conventional rentals in the area.

The following table illustrates the vacancy rates, which compares the number of identified *vacant* non-conventional rentals to the *total number* of non-conventional rentals based on the American Community Survey, for the subject city and Dakota County.

Surveyed Non-Conventional Rentals Overview			
Area	Non-Conventional Rentals*	Identified Vacant Units	Vacancy Rate
Mendota Heights	333	2	0.6%
Dakota County	14,142	83	0.6%

Source: American Community Survey (2018-2022); ESRI; Bowen National Research

*ACS reported number of rental units within structures of four units or less and mobile homes

With a total of two available units identified, Mendota Heights has an overall vacancy rate of just 0.6% for non-conventional rentals, which is identical to the vacancy rate of the entirety of Dakota County (0.6%). Regardless, this is well below the optimal range of 4% to 6% for non-conventional rentals and indicates a significant lack of available non-conventional supply in the area.

A summary of the available *non-conventional rental* units in Mendota Heights and Dakota County, which includes bedroom type, rent range, and median rent per square foot, follows:

Available Surveyed Non-Conventional Rental Supply				
Bedroom	Vacant Units	Rent Range	Median Rent	Median Rent Per Square Foot
Mendota Heights				
Three-Bedroom	1	\$2,375	\$2,375	\$1.34
Four-Bedroom	1	\$3,945	\$3,945	\$1.23
Total	2			
Dakota County				
One-Bedroom	2	\$1,050 - \$1,300	\$1,175	\$1.60
Two-Bedroom	18	\$910 - \$2,585	\$1,750	\$1.39
Three-Bedroom	44	\$1,825 - \$3,750	\$2,500	\$1.40
Four-Bedroom	19	\$2,000 - \$3,945	\$2,600	\$1.25
Total	83			

Source: Zillow, Rent.com, Homes.com

The two available non-conventional rentals in Mendota Heights consist of a three-bedroom unit and a four-bedroom unit. The three-bedroom unit has a rent of \$2,375 (\$1.34 per square foot) and the four-bedroom unit has a rent of \$3,945 (\$1.23 per square foot). When typical utility costs (\$300 or more) are considered, the two available non-conventional rentals in Mendota Heights have gross rents of approximately \$2,675 and \$4,245, respectively. These are lower rents compared to the median collected rent for a three-bedroom/2.0-bathroom market-rate unit in the city (\$5,625). Regardless, it is unlikely that lower-income households would be able to afford the typical non-conventional rental in the area, even if such a unit were readily available.

For-Sale Housing

The following table summarizes the *available* (as of July 31, 2024) and *recently sold* (between January 2020 and July 2024) for-sale housing stock for Mendota Heights and Dakota County.

Mendota Heights - Owner For-Sale/Sold Housing Supply		
Type	Homes	Median Price
Mendota Heights		
Available*	17	\$615,000
Sold**	538	\$530,000
Dakota County		
Available*	579	\$395,000
Sold**	23,271	\$380,000

Source: Redfin.com & Bowen National Research

*As of July 31, 2024

**Sales from January 1, 2020 to July 31, 2024

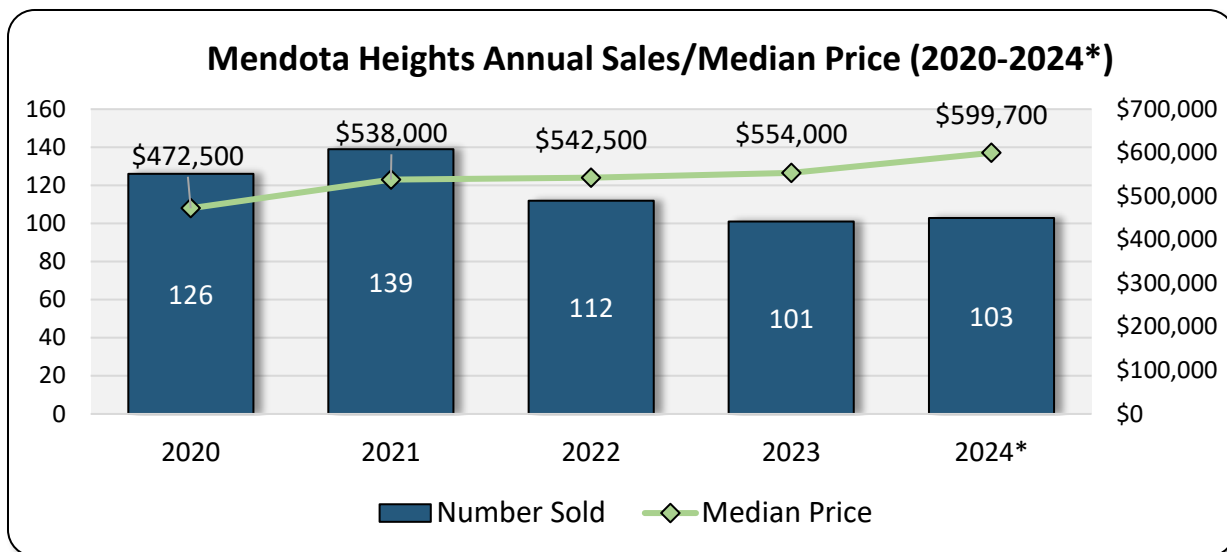
The available for-sale housing stock in Mendota Heights as of July 31, 2024 consists of 17 total units with a median list price of \$615,000. This represents a much higher median list price compared to the available for-sale homes in Dakota County (\$395,000). Historical sales from January 2020 to July 2024 in Mendota Heights consisted of 538 homes with a median sales price of \$530,000, which is 39.5% higher than the median sales price for homes sold within Dakota County since January 2020 (\$380,000).

The following table and graph summarize ***historical sales volume*** and ***median sales price*** by year from January 2020 through July 2024.

Sales History/Median Sales Price by Year – Mendota Heights (January 1, 2020 to July 31, 2024)				
Year	Number Sold	Percent Change	Median Sales Price	Percent Change
2020	126	-	\$472,500	-
2021	139	10.3%	\$538,000	13.9%
2022	112	-19.4%	\$542,500	0.8%
2023	101	-9.8%	\$554,000	2.1%
2024*	60 (103)	(2.0%)	\$599,700	8.2%

Source: Redfin.com & Bowen National Research

*As of July 31, 2024; Volume projected through the remainder of 2024 (in parenthesis)



*2024 full year volume projection

As the preceding illustrates, home sales in Mendota Heights increased by 10.3% between 2020 and 2021. Since 2021, sales volume decreased in each subsequent year. Projections indicate that sales volume will increase by 2.0% in 2024. It should be noted that the current year's projection is based solely on transactions year-to-date, which may not account for seasonality in the market that can influence the projection. While volume decreased annually in recent years, the median sales price of homes sold in the city increased substantially. Collectively, the median sales price of homes sold in Mendota Heights increased by 26.9% between January 2020 and July 2024.

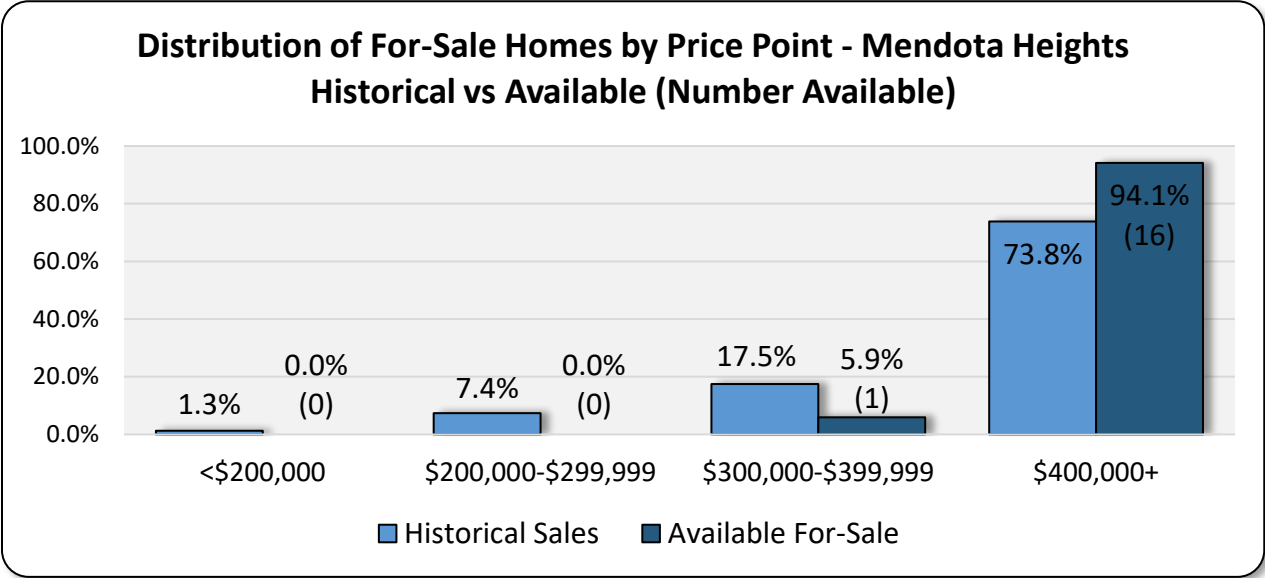
The following table provides various housing market metrics for the available for-sale homes in Mendota Heights and Dakota County as of July 31, 2024.

Available For-Sale Housing (As of July 31, 2024)								
Area	Total Available Units	Share of County	Availability Rate	Months Supply of Inventory	Average List Price	Median List Price	Average Days on Market	Average Year Built
Mendota Heights	17	2.9%	0.5%	1.7	\$978,459	\$615,000	91	1985
Dakota County	579	100.0%	0.5%	1.4	\$447,241	\$395,000	43	1992

Source: Redfin.com & Bowen National Research

The 17 available for-sale homes in Mendota Heights represent 2.9% of the available for-sale homes in Dakota County. These homes equate to an availability rate of 0.5% when compared to the 3,776 owner-occupied units in the city. Based on recent sales history, this inventory represents 1.7 *Months Supply of Inventory* (MSI). Typically, in healthy, well-balanced markets, approximately 2% to 3% of the for-sale housing stock should be available for purchase and there should be between four and six months of available inventory to allow for inner-market mobility and household growth. The available for-sale homes have an average number of days on market of 91 days and an average year built of 1985. Overall, the data illustrates that there is limited availability of for-sale homes which has likely contributed, at least in part, to the notable increase in for-sale pricing since 2020.

The following graph compares the distribution of *historical* and *available* for-sale residential units by *price point* for Mendota Heights:



Source: Redfin.com & Bowen National Research

As the preceding illustrates, 16 of the 17 available for-sale homes in Mendota Heights are priced at \$400,000 and higher, representing 94.1% of available homes for sale in the city. During the historical sales period, 73.8% of the homes sold in the city were priced at \$400,000 or higher. By comparison, there is only one available home priced between \$300,000 and \$399,999 and no available homes priced below \$300,000 in Mendota Heights. While the lack of homes priced below \$300,000 is consistent with recent sales activity, the lack of available homes within this price range is likely to create affordability issues for much of the area workforce and first-time homebuyers, which may limit the ability of the area to attract new households.

Senior Care Housing

As part of the Dakota County Housing Needs Assessment, senior care facilities within the county were surveyed. The facilities that were evaluated include three levels of care that typically respond to older adults seeking, or who need, alternatives to their current living environment. This includes independent living, assisted living and nursing care. However, none of the 60 such facilities surveyed within the county are located within Mendota Heights. The lack of such product within the city could be indicative of a development opportunity, particularly when considering the notable household growth projected among seniors aged 75 and older.

An expanded analysis of the county-wide senior care housing market can be found in Section VI (Housing Supply Analysis) of the Dakota County Housing Needs Assessment report.

Planned & Proposed

In addition to the surveys of each housing type within this overview, Bowen National Research conducted interviews with representatives of area building and permitting departments and performed extensive online research to identify residential projects either planned for development or currently under construction within Dakota County. During this process there were no multifamily rental, for-sale housing, or senior care housing developments identified within Mendota Heights that are either planned or under construction. However, it should be noted additional projects may have been introduced into the development pipeline since the time interviews and research were completed.

E. HOUSING GAP

Based on ESRI household projections from 2024 to 2029, which is the most up-to-date version available, and taking into consideration the housing data from our field survey of area housing alternatives, we are able to project the potential number of new housing units that are needed (housing gap) in Mendota Heights. The following paragraph summarizes the metrics used in our demand estimates.

We included renter and owner household growth, the number of units required for a balanced market, the need for replacement of substandard housing, commuter/external market support, severe cost-burdened households, and step-down support as the demand components in our estimates for new rental and for-sale housing units. As part of this analysis, we accounted for vacancies reported among both renter- and owner-occupied housing alternatives, considered applicable units in the development pipeline, and concluded this analysis by providing the number of units that are needed by different income segments, rent levels, and purchase price points.

Mendota Heights has an overall five-year housing gap of 1,290 units, with a gap of 310 rental units and a gap of 980 for-sale units. The following table summarizes the rental and for-sale housing gaps by income and affordability levels for Mendota Heights.

	Mendota Heights Housing Gap Estimates					
Percent AMHI*	≤30%	31%-60%	61%-80%	81%-115%	116%+	Total Housing Gap
Household Income	≤ \$37,260	\$37,261-\$74,520	\$74,521-\$99,360	\$99,361-\$142,830	\$142,831+	
Rent Range	≤ \$931	\$932-\$1,863	\$1,864-\$2,484	\$2,485-\$3,570	\$3,571+	
Price Range	≤ \$124,200	\$124,201-\$248,400	\$248,401-\$331,200	\$331,201-\$476,100	\$476,101+	
Five-Year Estimates (2024-2029)						
Rental Housing Gap	84	77	59	62	28	310
For-Sale Housing Gap	0	98	241	471	170	980
10-Year Estimates (2024-2034)						
Rental Housing Gap	168	154	118	124	56	620
For-Sale Housing Gap	0	196	482	942	340	1,960

Source: Bowen National Research

AMHI – Area Median Household Income

*Based on HUD limits for Mendota Heights (4-person limit)

As the preceding table illustrates, the projected housing gaps encompass a variety of affordability levels for both rental and for-sale housing product. It appears the greatest five-year *rental* housing gap in the city is for product serving households between 31% and 60% of AMHI. The greatest five-year *for-sale* housing gap in the city is for product serving households earning between 81% and 115% of AMHI. Although development within Mendota Heights should be prioritized to the housing product showing the greatest gaps, it appears efforts to address housing should consider most rents and price points across the housing spectrum. The addition of a variety of housing product types and affordability levels would enhance the subject market's ability to attract potential workers and help meet the changing and growing housing needs of the local market.

F. STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS (SWOT)

A SWOT analysis often serves as the framework to evaluate an area's competitive position and to develop strategic planning. It considers internal and external factors, as well as current and future potential. Ultimately, such an analysis is intended to identify core strengths, weaknesses, opportunities, and threats that can lead to strategies that can be developed and implemented to address local housing issues.

The following is a summary of key findings from this SWOT analysis for Mendota Heights.

SWOT Analysis	
Strengths	Weaknesses
<ul style="list-style-type: none"> Household growth of 13.9% (2010-2024) Positive household growth projections for various age cohorts Positive household growth projections among both owners and renters Positive household income growth projections Few households live in substandard housing conditions 	<ul style="list-style-type: none"> No vacancies at Tax Credit and subsidized multifamily apartments Extremely low availability rates for non-conventional rentals and for-sale housing Lack of lower/moderate priced (under \$300,000) for-sale product Higher overall housing costs compared to county and state
Opportunities	Threats
<ul style="list-style-type: none"> Housing need of 310 rental units and 980 for-sale units within the next five years Renter households projected to increase by nearly 10.0% during the next five years Attract some of the 12,000+ commuters coming into the city for work to live in the city 	<ul style="list-style-type: none"> Rising cost of for-sale housing No known residential housing projects planned for the city Lack of senior care housing product in the city A very low share (2.1%) of employed residents work in the city City risks losing some of the 5,000+ residents that commute out of the city for employment

Mendota Heights has experienced positive household growth since 2010, and household growth in the city is projected to continue over the next five years. Note that the city has no vacancies among its *affordable* multifamily units, an extremely low number of available non-conventional rental units, and a low availability rate within the for-sale housing market. These availability issues combined with rising for-sale costs and a significant number of residents commuting outside Mendota Heights

for employment increase the likelihood of households relocating outside the city. In addition, the city is projected to have housing gaps of 310 rental units and 980 for-sale units over the next five years, with no known planned residential projects in the city to help fill these housing gaps. Note that over 12,000 workers commute into Mendota Heights for employment daily. These commuters represent a significant base of potential support for future development, which can contribute to positive household growth that will support a growing local economy. development opportunity.



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Resolution 2025-26 Ordering of Improvements for the Kensington East Street Improvements

ITEM TYPE: Public Hearing

DEPARTMENT: Engineering

CONTACT: Lucas Ritchie, Assistant City Engineer
Ryan Ruzek, Public Works Director

ACTION REQUEST:

Adopt Resolution 2025-26 Ordering of Improvements for the Kensington East Street Improvements.

BACKGROUND:

The preparation of a feasibility report for the Kensington East Street Improvements, which is required to follow the Minnesota Statutes Chapter 429 process, was authorized by the Mendota Heights City Council by adopting Resolution 2024-55 at the City Council meeting held on October 1, 2024. The Statute 429 process is required because the city intends to assess a portion of the project.

The feasibility report for the Kensington East Street Improvements was accepted by the Mendota Heights City Council and called for a Public Hearing on May 6, 2025, by adopting Resolution 2025-17 at the April 1, 2025, city council meeting. The recommendation of the feasibility report was to proceed with this project.

The proposed streets to be rehabilitated are Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court. Based on staff observations and further verified by pavement condition ratings and a geotechnical investigation, these streets have deteriorated to the point where it is no longer cost-effective to patch the streets and rehabilitation is necessary.

The feasibility report indicates the estimated costs for the project, along with preliminary assessment estimates. At the end of the feasibility report, a project financing summary is included to show project cost splits and funding sources to be utilized. The total estimated cost of the project is \$1,117,768 including indirect costs.

Staff held an informational meeting on May 1, 2025.

FISCAL AND RESOURCE IMPACT:

Street improvement projects are proposed to be assessed to the benefiting property owners. Pursuant to the City's Street Rehabilitation and Reconstruction Policy, the benefiting properties should be assessed 50% of the street reconstruction and rehabilitation costs. The following tables show the total estimate project cost, proposed funding sources, and estimated unit assessments based on the City policy.

ITEM	CONSTRUCTION	INDIRECT	TOTAL
STREET REHABILITATION*	\$603,669.74	\$120,733.95	\$724,403.69
TRAIL IMPROVEMENTS*	\$82,849.07	\$16,569.81	\$99,418.88
STORM SEWER	\$130,236.19	-	\$130,236.19
RAIN GARDENS*	\$22,511.32	\$4,502.27	\$27,013.61
SANITARY SEWER*	\$27,946.25	\$5,589.25	\$33,535.50
WATERMAIN (CITY)**	\$10,587.00	\$1,588.05	\$12,175.05
WATERMAIN (SPRWS)**	\$79,117.55	\$11,867.63	\$90,985.18
TOTALS	\$956,917.14	\$160,850.96	\$1,117,768.10

* Includes 20% indirect costs for legal, engineering, administration, and finance.

** Includes 15% indirect costs for legal, engineering, administration, and finance

ITEM	COST ESTIMATE	RESIDENTIAL ASSESSMENT	MUNICIPAL LEVY	UTILITY FUNDS	S.P.R.W.S.
STREET REHABILITATION	\$724,403.69	\$362,202.00	\$362,201.69		
TRAIL IMPROVEMENTS	\$99,418.88		\$99,418.88		
STORM SEWER	\$157,249.80			\$157,249.80	
SANITARY SEWER	\$33,535.5			\$33,535.50	
WATER MAIN (CITY)	\$12,175.05			\$12,175.05	
WATERMAIN (SPRWS)	\$90,985.18				\$90,985.18
Totals	\$1,117,768.10	\$362,202.00	\$461,620.57	\$202,960.35	\$90,985.18

Assessable Costs	\$724,404
Assessment	\$362,202
Assessable Units	65
Estimated Unit Assessment per City Policy	\$5,572.34

Residential assessments for the project are calculated to be \$5,572.34 for the street improvements; however, staff are hopeful that competitive bids will be received on the project reducing the assessment to residential properties and overall project cost.

The project shows a total Municipal Levy of \$461,621 and a total project cost of \$1,117,768. Historically, 35% of assessment amounts have 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 remaining Residential Assessment portions of the project (\$697,052). The assessment amount of \$362,202 is equivalent to 52% 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.

As the project is designed and competitively bid, the calculated assessment amount will be updated leading up to the adoption of the assessment roll. The improvements are necessary to allow for safe and reliable street and utility services within the City of Mendota Heights. The project will be competitively bid to allow for a cost effective improvement. The feasibility study has provided an overall analysis of the feasible improvements for consideration within this project area. Therefore, the proposed improvements within the areas outlined in this report are necessary, cost effective, and feasible from an engineering standpoint.

ATTACHMENTS:

1. Resolution 2025-26- Ordering of Improvement Project for the Kensington East Street Improvement Project (Project 202506)

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

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

RESOLUTION 2025-26

**A RESOLUTION ORDERING OF IMPROVEMENT PROJECT FOR THE KENSINGTON
EAST STREET IMPROVEMENT PROJECT (PROJECT #202506)**

WHEREAS, on April 1, 2025, the Mendota Heights City Council authorized the holding of a public hearing (the “Hearing”) under Minnesota Statutes, Chapter 429, as amended (the “Act”), to discuss and consider various street rehabilitation projects, storm water infrastructure improvement, bituminous reclamation, aggregate base, concrete curb and gutter improvements, bituminous surfacing, and appurtenant work (collectively, the “Improvements”), in and along portions of the following streets; Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court (collectively, the “Assessment Area”); and

WHEREAS, also on April 1, 2025, the Council received a feasibility report on the Improvements from the Public Works Director (the “Feasibility Report”), which report explored the feasibility and estimated costs to provide the Improvements under the Act; and

WHEREAS, the estimated costs of the Improvements, as detailed in the Feasibility Report, is \$1,117,768, and will be financed from a combination of available City Utility Funds, Special Assessments, Saint Paul Regional Water, and general obligation improvement bonds; and

WHEREAS, the Public Works Director has held neighborhood informational meetings in May, to give each neighborhood in the Assessment Area a summary of the Improvements, and the necessity of such Improvements to the general overall health of the City; and

WHEREAS, ten days’ mailed notice and two weeks’ published notice of the Hearing was given, as required by the Act, and the Hearing was held on the date hereof, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels within the Assessment Area, has been made available for the Hearing.

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

1. The Improvements are necessary, cost-effective and feasible as detailed in the Feasibility Report. Specifically, the Improvements are necessary to update the City’s street infrastructure system, as many streets were originally constructed more than 30 years ago, and contain pavement that has been continually patched, overlaid, seal coated, and slurry sealed, but now is in need of rehabilitation. The repair of associated aging water infrastructure concurrently with the street reconstruction is additionally recommended for project efficiency. Finally, the Improvements are feasible from an engineering standpoint.
2. The Improvements are hereby ordered. The Council shall let the contract for all or part of the Improvements, as authorized by Section 429.041, Subdivision 1 of the Act, no later than December 31, 2025.
3. The Improvements have no relationship to the City’s Comprehensive Plan.

4. The Public Works Director shall prepare plans and specifications for the making of such Improvements, which plans and specifications shall be placed on file at the City upon completion.
5. The Council declares its official intent to reimburse itself for all or a portion of the costs of the Improvements from the proceeds of tax-exempt bonds. The City has a reasonable expectation that it will issue one or more series of tax-exempt bonds in the estimated maximum principal amount of \$1,117,768 to finance the Improvements, and the City will make reimbursement allocations with respect to such original expenditures for the Improvements from the proceeds of the Bonds.

Adopted by the City Council of the City of Mendota Heights this sixth day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Resolution 2025-24 Approving the Final Plat of Campion Estates [Planning Case 2025-01]

ITEM TYPE: New and Unfinished Business

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

ACTION REQUEST:

Adopt Resolution No. 2025-24 Approving the Final Plat of Campion Estates and for the property located at 772 and 790 Ridge Place [Planning Case. No 2025-01]

BACKGROUND:

The subject property is located in a residential neighborhood at the northwest corner of Dodd Road and Minnesota Highway 62. The applicant, Tom Campion, has requested consideration of a subdivision of his 790 Ridge Place property and the neighboring property addressed as 772 Ridge Place. The subdivision request would consolidate the five (5) existing parcels into three lots, with one of the proposed lots available as a new vacant lot for single-family development.

At the March 4, 2025 City Council meeting, the Preliminary Plat of Campion Estates was presented to the City Council. Upon review of the preliminary plat and acceptance of the unanimous recommendation of approval from the Planning Commission, the City Council adopted Resolution No. 2025-12 approving the Preliminary Plat of Campion Estates. There was a condition of approval on the preliminary plat that the applicant/developer provide a combination of a land dedication and cash in-lieu fee for the required park dedication. The applicant was directed to revise the Final Plat to include two Outlots dedicated to the City for public park and trail system purposes. The Final Plat presented under this item includes the two requested portions of dedication Outlots. Outlot A is 1,460 sq.ft. and would be available for use in the construction of a segment of trail on Dodd Road connecting Ridge Place to Highway 62. Outlot B is 6,123 sq.ft. and would be available for public use in the implementation of the Dakota County River to River Greenway Master Plan, which calls for a grade-separated crossing at Dodd Road north of Highway 62.

There are no other substantial changes or revisions from the preliminary plat to this final plat layout as presented. The proposed Final Plat is consistent with the approval of the Preliminary

Plat of Champion Estates, as established in Resolution No. 2025-12.

AUTHORITY:

The City is using its quasi-judicial authority when considering certain action on a land use or zoning decision, including this subdivision request, and has limited discretion. A determination regarding whether or not the request meets the applicable code standards is required. The Resolution confirms this determination.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2025-24 Approving the Final Plat of Champion Estates and for the property located at 772-790 Ridge Place.

FISCAL AND RESOURCE IMPACT:

Condition #5 of Resolution 2025-12 called for a park dedication fee payment of \$8,000. This fee is to be provided into the Special Parks Fund.

ATTACHMENTS:

1. Resolution No. 2025-24 - Approving the Final Plat of Champion Estates [Planning Case 2025-01]
2. Champion Estates Final Plat, dated 4-11-25

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure

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

RESOLUTION 2025-24

**RESOLUTION APPROVING A PRELIMINARY PLAT OF CAMPION ESTATES AT 772
AND 790 RIDGE PLACE
[PLANNING CASE NO. 2025-01]**

WHEREAS, Tom Campion (the “Applicant”) submitted under Planning Application Case No. 2025-01, a request of a new Preliminary Plat of the property located at 790 and 772 Ridge Place (the “Subject Property”), and legally described in attached **Exhibit A**; and

WHEREAS, the subject property is guided LR-Low Density Residential in the 2040 Comprehensive Plan and is situated in the R-1 One Family Residential district; and

WHEREAS, Title 11-1-1 of the City Code (Subdivision Regulations) allows the subdivision of properties, provided the resulting lots are compliant with the requirements of the applicable zoning district; and

WHEREAS, the requested subdivision would combine five (5) existing parcels of land from the two existing and adjacent Plats to create three (3) single family lots on the Subject Property, resulting in one (1) new buildable single-family lot; and

WHEREAS, on March 4, 2025, the City Council of Mendota Heights adopted Resolution No. 2025-12, which approved the Preliminary Plat of Campion Estates, based upon the unanimous recommendation of approval of said plat from the Planning Commission of Mendota Heights, with certain findings-of-fact and conditions of approval; and

WHEREAS, the Applicant has provided a Final Plat which is consistent with the conditions of approval on the Preliminary Plat under Resolution No. 2025-12 and dedicates Outlots A and B to the City for public park and trail systems purposes, and the Final Plat is consistent with the approved Preliminary Plat.

NOW, THEREFORE, BE IT RESOLVED by the Mendota Heights City Council that the Final Plat of Campion Estates, as illustrated and described on attached **Exhibit B**, is hereby approved based on the following findings-of-fact:

1. The proposed plat meets the purpose and intent of the Subdivision Code.
2. The proposed plat request meets the purpose and intent of the Zoning Ordinance and is consistent with the 2040 Comprehensive Plan.
3. The proposed lots will meet the minimum standards required under the R-1 One Family Residential District.

BE IT FURTHER RESOLVED, by the Mendota Heights City Council that the Final Plat of Campion Estates is hereby approved with the same conditions of approval as those memorialized in Resolution 2025-12:

1. The preliminary plans presented under this plat request do not represent or provide approval of building pad sites, setbacks, accessory structures, or driveway alignments. Final layouts must meet R-1 Zone standards and shall be approved under separate building permits for each lot.
2. A building permit, including all new grading and drainage work, must be approved by the City prior to any new construction work.
3. The Developer/Applicant shall submit final grading and utility plans and a dimensioned site plan with associated easements, subject to review and approval by the Planning Department and Engineering Department as part of any building permit application.
4. All new construction and grading activities throughout this development site and on each new buildable lot shall be in compliance with all applicable federal, state, and local regulations and codes, as well as in compliance with the City's Land Disturbance Guidance Document.
5. The Developer/Applicant shall provide park dedication as a combination of an in-lieu fee and land dedication. The Final Plat shall be revised to dedicate 10% of the proposed Lot 3 as an Outlot for park dedication, consistent with the 2007 City-completed Feasibility Report and Plans for the Dodd Road trail segment and the Dakota County River to River Greenway Master Plan, and pay a park dedication fee in the amount of \$4,000 per unit (Proposed Lots 1 and 2 at (2 x \$4,000/unit), or \$8,000) is to be collected after City Council approval and before the Final Plat is released for recording with Dakota County, and before the issuance of any permits.
6. Any new or existing sanitary or water service lines will have to be reviewed by the Public Works Director and/or St. Paul Regional Water Services prior to issuance of any building permit.
7. The Applicant/Developer must provide a Best Management Practices (Stormwater Management) Agreement to the City as part of the building permit submittal and review process for each new home and new impervious surface.
8. The applicant must submit tree removal information to be evaluated for compliance with the Urban Forest Preservation Ordinance requirements prior to or in conjunction with the building permit submittal.

Adopted by the City Council of the City of Mendota Heights on this 6th day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

Drafted by: City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

EXHIBIT A

Lots 17, 18 and 19, Block 3, Summerset Place, Dakota County, Minnesota

AND

Lots 20, 21, 22 and the easterly 253 feet of Lot 23, Block 3, Summerset Place, Dakota County, Minnesota. (Abstract)

AND

Lot Twenty-five (25) in Somerset Hills according to the plat on file and of record with the Register of Deeds in and for Dakota County, Minnesota EXCEPT that part of Lot 25 beginning at the Northwest corner of said Lot 25; thence Easterly along the North line of said lot 130.0 feet; thence Southwesterly to a point on the North line of the South 100 feet of said Lot 25, which point is 110 feet East of the intersection of the North line of said South 100 feet and the West line of said Lot 25; thence Westerly along the North line of said South 100 feet, to the West line of said Lot 25; thence North along said West line to the beginning. (Torrens)

CAMPION ESTATES

OFFICIAL PLAT

KNOW ALL PERSONS BY THESE PRESENTS, That Timothy P. Minea, a single person, and Tom Campton, a single person, the owners of the following described property, Lots 17, 18 and 19, Block 3, Sunnyside Place, Dakota County, Minnesota.

Lot Twenty-five (25) in Conestoga Mills, according to the plat on file and of record with the Registrar of Deeds in and for Dakota County, Minnesota EXCEPT that part of Lot 25 beginning at the Northwest corner of said Lot 25, thence Easterly along the North line of said Lot 150.0 feet to the North line of the South 100 feet of said Lot 25, thence point to point 150.0 feet to the West line of said Lot 25, thence Westerly along the North line of said Lot 100 feet to the West line of said Lot 25, thence North along said West line to the beginning. (Tennant)

in witness whereof said Timothy P. Mirex, a single person, has hereunto set his hands this _____ day of _____, 20____.

Timothy P. Wine

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Timothy P. Minea.

Signature _____
 Printed Name _____
 Notary Public, _____ County, Minnesota
 My Commission Expires _____

in witness whereof said Tom Campion, a single person, has hereunto set his hands this ____ day of _____ 20____.

Copyright © 2004 John Wiley & Sons, Ltd.

STATE OF _____
COUNTY OF _____

Signature _____
 Printed Name _____
 Notary Public, _____ County, Minnesota _____
 My Commission Expires _____

Curtis Katto do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all measurements and details are correctly shown on this plat have been, or will be correctly set within one hundred feet of the corners and well shown on this plat; that no instrument depicted on this plat have been, or will be used except as shown and labeled on this plat; and that the date of the certificate are shown and labeled on this plat.

dated this _____ day of _____, 20____

Suttiss Kallo, Licensed Land Surveyor, Minnesota License No. 26989

STATE OF _____
COUNTY OF _____

Signature _____

Printed Name _____

Nodary Public, _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL CITY OF MENOTA HEIGHTS STATE OF MINNESOTA

This plat was approved and accepted by the City Council of Mendota Heights, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

Alfred

[illegible]

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

By Todd A Tolafson, District Court Judge

Pursuant to Minnesota Statutes, Section 165.021, subd. 9, taxes payable in the year 20____ on the land herebefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, the tax on the above described land has been paid.

 Date of recording

There are no drink, take and transfer entered this day of _____

Amy A. Koehn
Executive Director of TIES

COLLEGE-BACKED: COLLEGE OF CALIFORNIA STATE OF KENNESAW

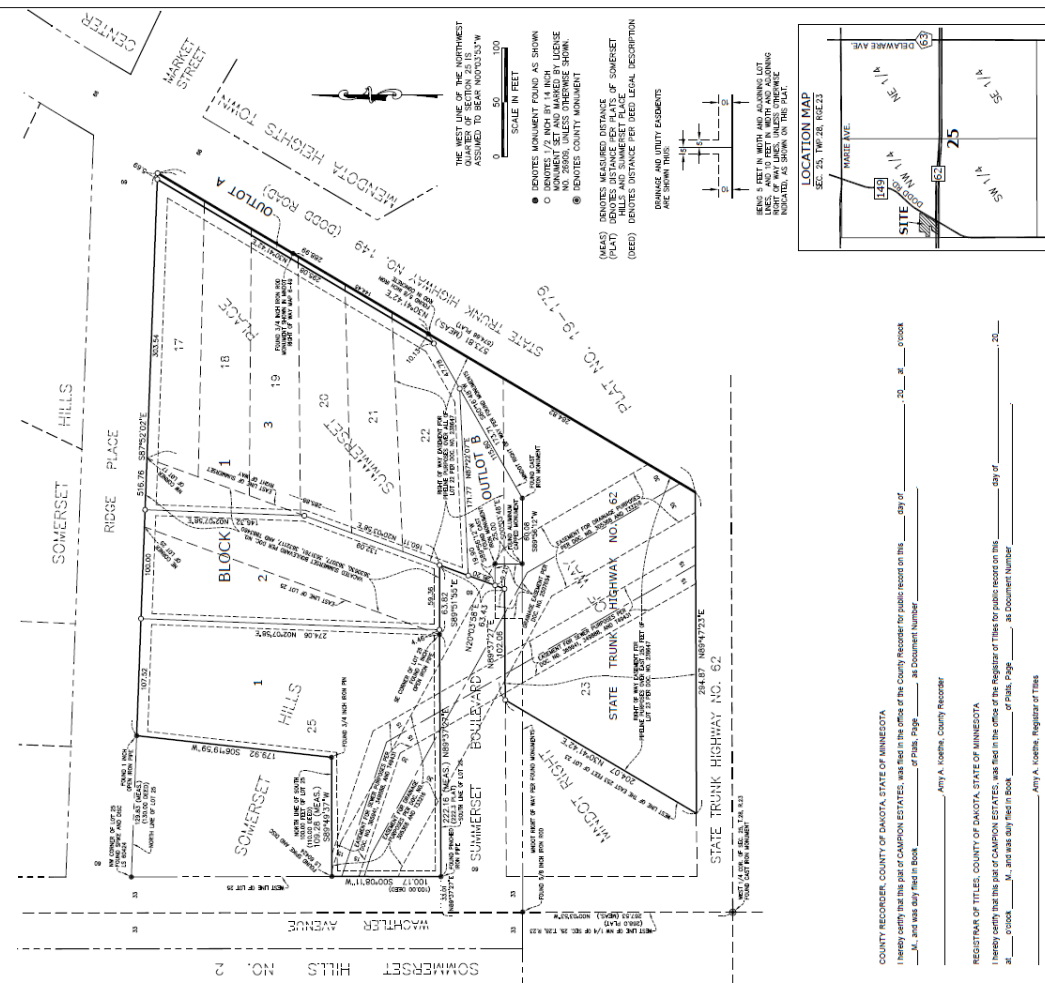
County Recorder of Cass County, State of Minnesota, hereby certify that this plat of CAMPEON ESTATES, was filed in the office of the County Recorder for public record on this _____ day of _____, 20__ at _____ o'clock _____ M., and was also filed in Book _____ of Block _____ of District _____, 3rd Township Number _____, 3rd Precinct Number _____.

_____, and state day in and date: _____, Amy A. Koeth, County Recorder

REGISTRAR OF TITLES, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that this plat of CAMBION ESTATES, was filed in the office of the Registrar of Titles for public record on this _____ day of _____, 20_____.

it _____ o'clock _____ M., and was duly filed in Book _____ of Plats, page _____.



CAMPION ESTATES

KNOW ALL PERSONS BY THESE PRESENTS: That Timothy P. Minea, a single person, and Tom Campion, a single person, fee owners of the following described property:

Lots 17, 18 and 19, Block 3, Summerset Place, Dakota County, Minnesota.

AND

Lots 20, 21, 22 and the Easterly 253 feet of Lot 23, Block 3, Summerset Place, Dakota County, Minnesota. (Abstract)

AND

Lot Twenty-five (25) in Somerset Hills according to the plat on file and of record with the Register of Deeds in and for Dakota County, Minnesota EXCEPT that part of Lot 25 beginning at the Northwest corner of said Lot 25; thence Easterly along the North line of said lot 130.0 feet; thence Southwesterly to a point on the North line of the South 100 feet of said Lot 25, which point is 110 feet East of the intersection of the North line of said South 100 feet and the West line of said Lot 25; thence Westerly along the North line of said South 100 feet, to the West line of said Lot 25; thence North along said West line to the beginning. (Torrens)

have caused the same to be surveyed and platted as CAMPION ESTATES and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Timothy P. Minea, a single person, has hereunto set his hands this ____ day of _____, 20 ____.

Timothy P. Minea

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Timothy P. Minea.

Signature

Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires

In witness whereof said Tom Campion, a single person, has hereunto set his hands this ____ day of _____, 20 ____.

Tom Campion

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Tom Campion.

Signature

Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires

I Curtiss Kallio do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

Curtiss Kallio, Licensed Land Surveyor, Minnesota License No. 26909

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Curtiss Kallio.

Signature

Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires

CITY COUNCIL, CITY OF MENDOTA HEIGHTS, STATE OF MINNESOTA

This plat was approved and accepted by the City Council of Mendota Heights, Minnesota, at a regular meeting thereof held this ____ day of _____, 20 ____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

Signed _____ Mayor Attest _____ Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20 ____.

By _____
Todd B. Tollefson, Dakota County Surveyor

DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20 ____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20 ____.

Department of Property Taxation and Records

COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

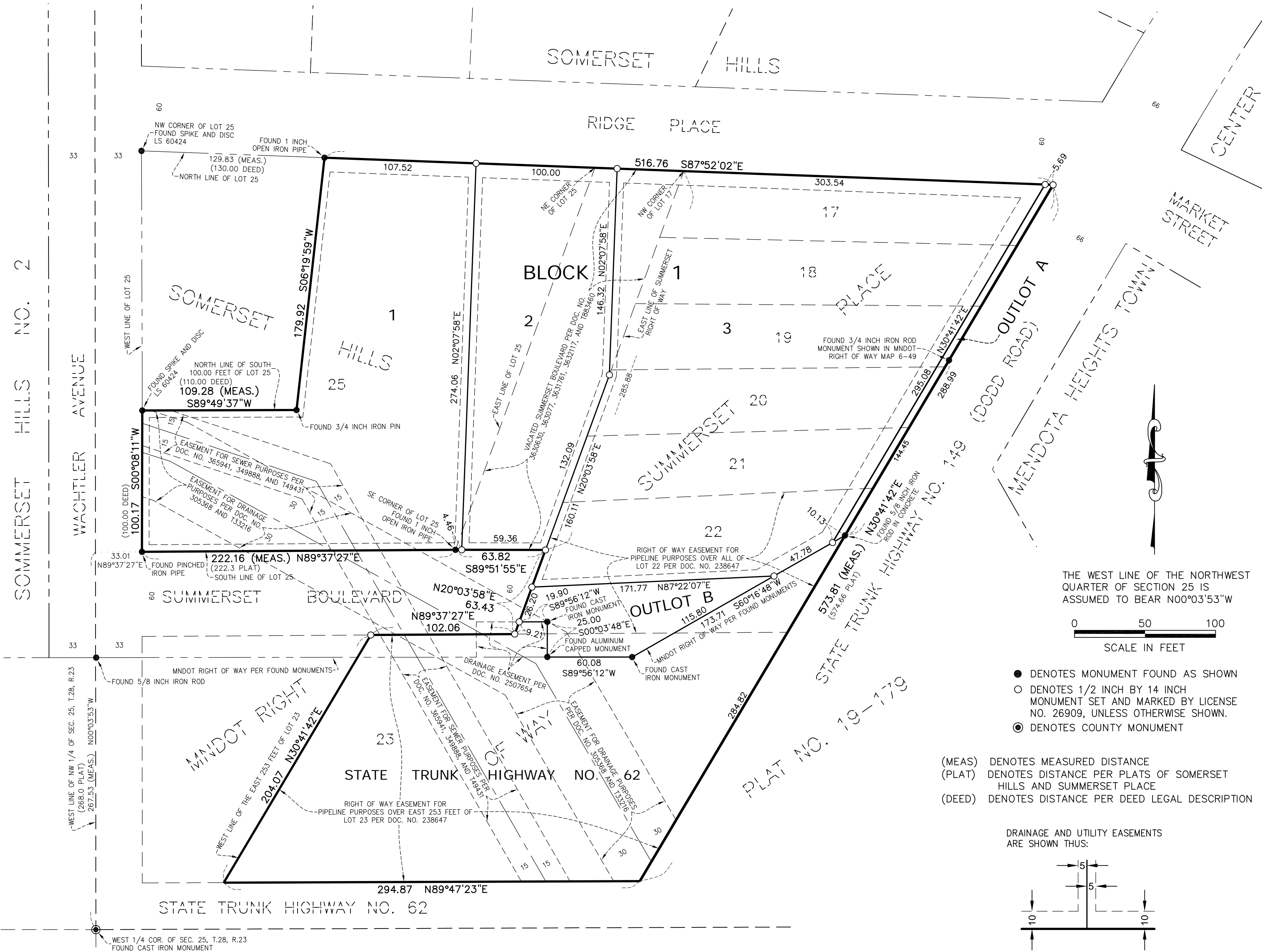
I hereby certify that this plat of CAMPION ESTATES, was filed in the office of the County Recorder for public record on this ____ day of _____, 20 ____ at ____ o'clock ____ M., and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

Amy A. Koethe, County Recorder

REGISTRAR OF TITLES, COUNTY OF DAKOTA, STATE OF MINNESOTA

I hereby certify that this plat of CAMPION ESTATES, was filed in the office of the Registrar of Titles for public record on this ____ day of _____, 20 ____ at ____ o'clock ____ M., and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

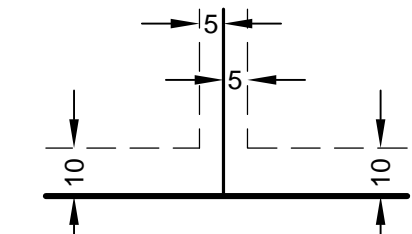
Amy A. Koethe, Registrar of Titles



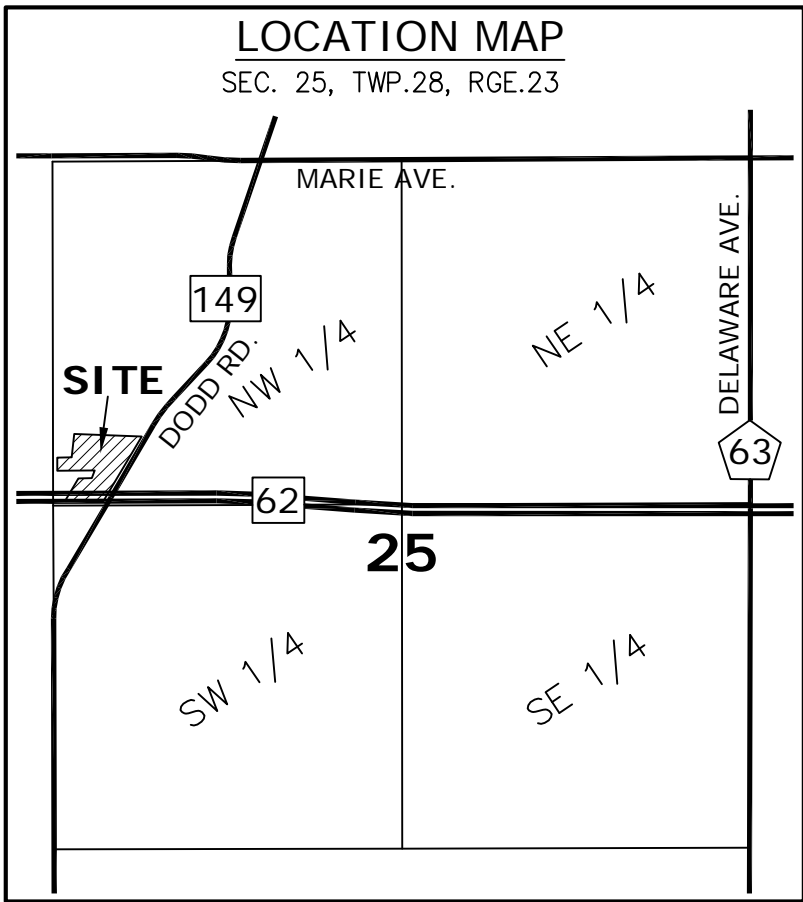
- THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 25 IS ASSUMED TO BEAR N00°03'53"W
- 0 50 100
SCALE IN FEET
- DENOTES MONUMENT FOUND AS SHOWN
 - DENOTES 1/2 INCH BY 14 INCH MONUMENT SET AND MARKED BY LICENSE NO. 26909, UNLESS OTHERWISE SHOWN.
 - ◎ DENOTES COUNTY MONUMENT

(MEAS) DENOTES MEASURED DISTANCE
(PLAT) DENOTES DISTANCE PER PLATS OF SOMERSET HILLS AND SUMMERSET PLACE
(DEED) DENOTES DISTANCE PER DEED LEGAL DESCRIPTION

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES, UNLESS OTHERWISE INDICATED, AS SHOWN ON THIS PLAT.





REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Resolution 2025-22 Sanitary Sewer Rate Adjustment

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Approve Resolution 2025-22 providing a new Sanitary Sewer Utility Billing Rate for 2025.

BACKGROUND:

The City of Mendota Heights has made a policy that the sanitary sewer rates would be looked at on an annual basis and adjusted periodically to account for increases in costs. Specifically, this would be for the charges billed to the City from the Metropolitan Council Environmental Services (MCES) division, which goes to fund the maintenance and operations of the sewage treatment plants. In addition, the annual costs of maintaining the City's sanitary sewer system would be reviewed and the annual budget adjusted accordingly.

The City's single family residential bill rate for sanitary sewer is based upon the non-summer (1st quarter) water usage quantity. The current base rate is \$26.92 per quarter and measured flows are charged at \$4.90 units of water consumed per quarter (1 unit equals 748 gallons or 100 Cubic Feet). Single family residential properties are billed based on their first quarter water usage. Commercial and multifamily properties are billed based on their year-round usage.

MCES invoices the City based on flow volumes contributed to the metro-wide wastewater treatment system. MCES has given indications that rate increases of 3%-5% per year should be anticipated for several years to come. The proposed MCES rate in Mendota Heights for 2026 is estimated to be \$1,414,748. Mendota Heights is projected to have a higher than average increase for 2026 due to the wet spring and summer of 2024. The sewer system is highly susceptible to ground and surface water. Staff reviews the annual televising reports annually and recommends neighborhoods for CIPP lining improvements to reduce infiltration and review manhole lids to reduce inflow.

FISCAL AND RESOURCE IMPACT:

Staff is proposing a five percent increase (5%) to the sanitary sewer base charge and usage charge. The new base charge would be \$28.27 and the usage charge increase to \$5.15 per

unit. This would equal an approximate increase of \$4.85 per household using the average 14 units of water per quarter or \$1.62 per month.

Without additional revenues, the Sanitary Sewer Utility fund will eventually deplete its reserve balances and the City will lose capability and flexibility in maintaining and improving its sanitary sewer infrastructure. Staff is proposing the sanitary sewer utility rate structure be implemented for the first quarter water readings which occur on the July billing cycle of 2025.

Approximately 1000 property owners are on an automatic withdrawal program for their sanitary sewer bill payment. These customers must be notified in writing, and the City will incur a one-time \$0.50 per account charge for changing the automatic withdrawal amount.

ATTACHMENTS:

1. Resolution 2025-22 - Sanitary Sewer Rate Adjustment

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship

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

RESOLUTION 2025 - 22

**RESOLUTION AUTHORIZING SANITARY SEWER USAGE RATES
BEGINNING IN 2025**

WHEREAS, the City of Mendota Heights aspires to have a self-funded sanitary sewer utility for the residents and businesses of the City; and

WHEREAS, annual expenditures (including fees paid to the Metropolitan Council Environmental Services (MCES)) have increased over the past several years; and

WHEREAS, Sanitary Sewer Utility expenditures (including rates charged by MCES) are anticipated to continue rising over the foreseeable future; and

WHEREAS, the rate structure will promote water conservation by only charging users based on their discharge.

NOW THEREFORE IT IS HERBY RESOLVED by the City Council of the City of Mendota Heights that the rate of charge for the use of the Sanitary Sewer Utility shall be set as follows effective the 2nd quarter of 2025 (to be billed in July 2025):

Sanitary Sewer Base Rate	\$28.27
Usage Rate per 748 gallons/100 cu. ft.	\$ 5.15

Adopted by the City Council of the City of Mendota Heights this sixth day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

By: _____
Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: May 6, 2025

AGENDA ITEM: Resolution 2025-23 Storm Sewer Utility Rate Adjustment

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Approve Resolution 2025-23 providing a new Storm Sewer Utility Billing Rate for 2025.

BACKGROUND:

In addition to the sanitary sewer bills paid by Mendota Heights' residents and businesses, there is also a flat-rate storm sewer utility fee applied to all the sewer bills sent out by the City which was first implemented in 1993. The storm sewer utility fee is \$18.00 per quarter, or \$72.00 per year. This fee was last updated in April 2024, effective in July 2024.

This fee creates the Storm Sewer Utility Fund, which is utilized for maintenance and upkeep of the City's storm sewer pipes, catch basins, and pond inlets and outlets. Additionally, this fund has been utilized to provide funding for street reconstruction projects that include the installation of new storm sewers and has been used for stream bank erosion projects. The fund also supports curb cut rain gardens, watershed management organizations, and implementation of the city National Pollutant Discharge Elimination System (NPDES). Mendota Heights will also need a new 10-year surface water management plan prior to 2028.

The current residential rate is \$18.00 per unit per year. The current charges provide approximately \$480,000 per year to the utility.

FISCAL AND RESOURCE IMPACT:

Staff are proposing a 12.9-16.7 percent increase depending on the zoning type of property. The proposed residential quarterly charge would increase from \$18.00 to \$21.00. The quarterly residential charge was expected to increase to \$16.50 per residential unit in 2018 per the Mendota Heights Surface Water Management Plan. The 2018 rate would equate to \$21.29 in today's dollar due to inflation and is compounded by not achieving the rate for over 7 years. The utility fund will still need a future rate adjustment to completely fund the program.

Property Use	Existing Fee	Proposed Fee
--------------	--------------	--------------

Residential	\$18.00	\$21.00
Business/Industrial > 1 Acre	\$123.43/acre	\$139.39/acre
Business/Industrial < 1 Acre	\$61.71/acre	\$69.70/acre
Golf Course/Cemetery	\$18.00/acre	\$21.00/acre
Institution	\$54.00/acre	\$63.00/acre

The Business category is calculated by using an average impervious surface of 35% for a residential lot and converting this to the 80 percent allowance for business/industrial properties. This rate calculation was readjusted in 2025, and this category would be seeing a 12.9 percent increase.

Staff are proposing that the storm water utility rate increase be implemented for the second billing cycle of 2025, to be collected starting in July.

Without additional revenue, the Storm Water Utility fund will eventually deplete its reserve balance, and the City will lose capability and flexibility in maintaining and improving its storm sewer infrastructure.

ATTACHMENTS:

1. Resolution 2025-23 - Storm Sewer Utility Rate Adjustment

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship

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

RESOLUTION 2025 - 23

**RESOLUTION AUTHORIZING STORM WATER UTILITY RATES
BEGINNING IN 2025**

WHEREAS, the City of Mendota Heights aspires to have a self-funded storm water utility for the residents and businesses of the City; and

WHEREAS, annual expenditures have increased over the past several years; and

WHEREAS, Storm Water Utility expenditures are anticipated to continue rising over the foreseeable future; and

WHEREAS, the City of Mendota Heights has identified the need to raise storm sewer utility fees for 2025.

NOW THEREFORE IT IS HERBY RESOLVED by the City Council of the City of Mendota Heights that the rate of charge for the use of the Storm Water Utility shall be set as follows effective the 2nd quarter of 2025 (to be billed in July 2025):

Property Use	2024 Fee (Proposed)
Residential	\$21.00
Business/Industrial \geq 1 Acre	\$139.39/acre
Business/Industrial $<$ 1 Acre	\$69.70/acre
Golf Course/Cemetery	\$21.00/acre
Institution	\$63.00/acre

Adopted by the City Council of the City of Mendota Heights this sixth day of May, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

By: _____
Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk