



## CITY OF MENDOTA HEIGHTS

### CITY COUNCIL REGULAR MEETING AGENDA

April 15, 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 1, 2025, City Council Meeting
- b. Approve Minutes from the March 18, 2025, City Council Work Session
- c. Acknowledge 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 Temporary Liquor License
- g. Approve Hire for Administrative/ Special Projects Coordinator
- h. Approve Police Cadet Hire

- i. Approve Resolution 2025-19 A Resoluton 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. Approve Claims List

**7. Presentations**

**8. Public Hearings**

- a. Consideration of Ordinance No. 601, Authorizing Amendments to the 2025 Fee Schedule and Approval of the Summary Publication

**9. New and Unfinished Business**

- a. Resolution 2025-20 Approving a Comprehensive Plan Amendment - Planning Case 2025-02

**10. Community / City Administrator Announcements**

**11. City Council Comments**

**12. Adjourn**

**Next Meeting**

**May 6, 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](mailto: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 1, 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, and Mazzitello were also present. Councilor Maczko was absent.

PLEDGE OF ALLEGIANCE

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

AGENDA ADOPTION

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

Ayes: 4

Nays: 0

PUBLIC COMMENTS

David Lucente, 2086 Patricia, stated that he has happily lived in his home for the past 40 years and never had an issue that caused him to reach out to the Council or Police. He stated that during the last five years, 2078 Patricia Street has been unbelievable. He stated that he has made many comments, had many meetings, and sent emails with photographs, which he also provided to the City Clerk. He asked why some people have to live by the rules, codes, and ordinances while others do not. He commented on the poor condition of the fence and the problems that need to be addressed and taken care of. He stated that the value of his home and homes in the neighborhood have gone down because of the activity at the neighboring property.

Artis Walsh, 2075 Theresa Street, commented that the house has had four families live in it during the time that she has lived in her home, and the current occupant will continue to do whatever she wants. She commented on the conditions of the property and did not believe the animals on the property are being properly taken care of. She stated that the conditions are stressful, and she has asked the homeowner to stop. She commented that the property has been an issue for the past five years.

Holly Walsh, 2075 Theresa Street, commented that the Police were at that house two years ago and said that a dumpster would be at the property for the property and garage to be cleaned out. She stated that has

not been done, and there was possible hazardous waste on the property and in the garage. She commented that the back bedroom windows are being blocked by garbage bags and expressed concern about what is going on with the property.

Mayor Levine commented that they are aware of the property and staff will follow up with the residents following this meeting.

## 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.

- a. Approval of March 18, 2025, City Council Minutes
- b. Approve Resolution 2025-18 Changing the Start Time of City Council Meetings
- c. Accept the Retirement Notice of Firefighter Jay Taylor from the Mendota Heights Fire Department
- d. Authorize the Signing of Joint Powers Agreement with Dakota County for Absentee Ballot Services
- e. Approve Resolution 2025-16 Accepting a Donation for Trees at Victoria Highlands Park
- f. Approve February 2025 Treasurer's Report
- g. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 4

Nays: 0

## PRESENTATIONS

No items scheduled.

## PUBLIC HEARING

No items scheduled.

## NEW AND UNFINISHED BUSINESS

### A) RESOLUTION 2025-17 ACCEPTING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR THE KENSINGTON EAST STREET IMPROVEMENTS

Assistant City Engineer Lucas Ritchie explained that the Council was being asked to approve Resolution 2025-17 accepting the Feasibility Report and calling for a public hearing for the Kensington East Street Improvements. He gave a presentation of the feasibility report.

Councilor Paper asked for more information on the City watermain.

Assistant City Engineer Lucas Ritchie replied that while the City no longer owns or maintains the watermain within the city, when street rehabilitation projects are completed, there are some driveway impacts, at which time they may adjust a curb stop and gate valves, which are City costs.



Public Works Director Ryan Ruzek replied that in the agreement from 2016, with St. Paul Regional Water Services there are certain items that are the responsibility of the City, such as impacts from moving a hydrant, hydrant markers and hydrant painting.

Councilor Paper asked if this would be bid too late to entice the Friendly Hills contractor, which could potentially result in better pricing.

Assistant City Engineer Lucas Ritchie replied that they have heard there is a sweet spot in July for contractors and stated that the contractor may be able to align the paving schedules and successfully bid on this project.

Councilor Paper commented that 37 years does not seem like a long lifespan for a road and asked if something could have been done different to extend the lifespan.

Assistant City Engineer Lucas Ritchie replied that the lifespan of roads differs. He stated that perhaps something could have been done to extend the roadway, such as a mill and overlay, but at this time, a full-depth reclamation is the recommended improvement based on the current conditions of the streets.

Councilor Mazzitello asked whether these roads were installed by the developer or the City.

Assistant City Engineer Lucas Ritchie said he was not sure who installed the roads.

Councilor Mazzitello commented that during the time the subdivision was developed, it was common for developers to install the roads as part of the development, and the lifespan varies based on how the roads were constructed.

Councilor Mazzitello moved to approve RESOLUTION 2025-17 ACCEPTING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING ON THE KENSINGTON EAST STREET IMPROVEMENT PROJECT (PROJECT #202506).

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

#### B) CHANGE ORDER FOR IVY HILLS BASKETBALL COURT AS PART OF EMERSON AVENUE STREET IMPROVEMENTS PROJECT

Assistant City Engineer Lucas Ritchie provided a brief background on this item. The Council was being asked to approve a change order to construct a new concrete pad for a full-size basketball court within Ivy Hills Park as part of the Emerson Avenue street improvements.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence provided additional information on the public engagement process for this project and the input received. She stated that a portable basketball hoop was placed inside the tennis court last summer to ensure that teens could continue to play during this time of construction. She noted that the basketball court was in poor condition prior to the work that was completed, and the decision the Council made related to the stockpile. She commented

that the Park Commission discussed this matter again at its March meeting, and the main comments received from residents were related to potential noise from increased use, whether the City would have recreational programming at the court, potential increased traffic coming to the park, and lighting. She stated that the City does not plan to have programming for the court and does not have plans to add lighting. She stated that neighbors had concerns with balls rolling into yards and suggested trees or bushes be planted to block that, noting that staff is happy to work with the residents to do that.

Assistant City Engineer Lucas Ritchie stated that at the Parks and Recreation Commission meeting, it was discussed that the existing court would stay in place. He noted that they were unsure that this project would come to fruition, and therefore, removal/replacement costs would have been incurred. He stated that they also did not have soil borings and were therefore unsure what the soil conditions would have looked like. He stated that it was determined that the better decision would be to leave that material and not disturb the soils, placing the material above. He stated that the grading and compaction occurred in 2024 and settled over the winter in anticipation of the new court in 2025.

Councilor Lorberbaum commented that she was confused about whether there would be a full-court space with half of it used for four-square and hopscotch and the other half for basketball or whether there would be a full-court with additional painted areas and users choose which activity they would want.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that staff recommends installation of a full-court basketball court with two hoops, explaining that in the middle, they would install the lines for hopscotch or foursquare.

Councilor Lorberbaum stated that she gets the sense that there is not consensus with the neighborhood.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that there were comments from neighbors in favor of a full-court, while there were concerns from other residents about increased opportunities for recreation in the park. She stated that the Parks and Recreation Commission supported the additional painted activities on the court to provide options to residents in addition to basketball to ensure the best use of dollars.

Councilor Mazzitello asked what was included in the original contract.

Assistant City Engineer Lucas Ritchie replied that there was an agreement with the contractor for them to bring the reclaimed material and grade and compact the site at Ivy Hills Park. He explained that was not within the original contract but was a beneficial arrangement for both the City and the contractor. He noted that the basketball court surface would be an additional cost through the change order.

Councilor Mazzitello stated that when a slab is placed over another slab, without breaking up the original slab to allow for drainage, there is a potential for water to hold between the two surfaces. He asked if there are any plans for drainage to ensure there is not a freeze-thaw issue.

Assistant City Engineer Lucas Ritchie explained that the new court would not be directly over the existing court, except one small corner. He stated that the grading is directing water to the east as well. He stated that if there are concerns in the future, they could add additional storm sewer or drain tile, which would

have a low cost. He noted that the project would have at least a one-year warranty on the work, which would span over the freeze-thaw cycle.

Councilor Mazzitello stated that a concern that has been voiced to him by residents is that this is a neighborhood park that would receive a new amenity, which could make it more of a community park. He asked for information on the number of full-court basketball courts in the park system and whether they are only found at community parks rather than neighborhood parks.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the City currently has three full-court facilities at Marie, Hagstrom King, and Mendakota. She stated that Mendakota Park is a community park while the other two parks are neighborhood parks. She stated that within the 2025 CIP, there was a proposal to increase the basketball court at Wentworth Park to a full-court, but that ultimately did not move forward and will again be proposed in 2026. She commented that there will likely be additional requests to expand the courts at other parks as well.

Councilor Mazzitello asked if the Parks System Master Plan identified a shortage of full-court basketball courts in the community.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that was not a specific recommendation, but there was a statement that more opportunities are needed for teens, and teens often choose to utilize the full-court basketball courts. She stated that the consultant did believe that additional full-courts would be a benefit. She stated that in terms of equity, Ivy Hills Park is one of the top three parks identified for the need to provide more equity. She explained that basketball is a low-cost opportunity for recreation, as you do not need a team and only need a ball.

Councilor Mazzitello stated that a neighborhood park is meant to serve the residents within one mile, while a community park is meant to serve a larger population. He asked how staff would address the concern that this amenity could cause the park to be seen as a community park rather than a neighborhood park.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she did not feel that a basketball court expansion from a half-court to a full-court would change the designation of the park based on usage. She stated that this is not the first full-court basketball court in the community or in neighborhood parks. She used the example of pickleball, noting that the first courts installed caused an increase in traffic to that specific park and explained that this would be the fourth park to have a full-court with the potential to add a fifth very soon. She stated that community parks are used for large-scale events and tournaments that generate a significant amount of traffic, and did not see that being the case with the expansion of the court. She believed that neighbors will see increased use at the park because the previous court was unusable during times of the year when it would hold water.

Councilor Mazzitello noted a comment that he received expressing concern with park users being able to see into his home and from the noise. He recognized that there is a significant amount of vegetation between the court and that home currently, and asked if additional screening could be added along that park border.

Assistant City Engineer Lucas Ritchie stated that there is nothing specifically included with the project at this time for screening, but they could choose to add that, whether it be done with trees or bushes. She commented that shifting to the right pulls things away from the creek, which provides the opportunity for additional screening on both sides if that were desired. He noted a memorial tree that will be protected as shown on the plans.

Councilor Paper referenced paving that was done for the project to provide protection from plowing in the winter and asked how that would be addressed in the final wear course.

Public Works Director Ryan Ruzek replied that would be milled down to the base layer prior to the final wear course being added.

Councilor Paper asked why they would not just install drain tile now before they put the slab over it to prevent a potential future water issue rather than addressing it later.

Assistant City Engineer Lucas Ritchie agreed that now would be an opportune time to install drain tile, but noted that was not included in the proposed change order total. He stated that it could be added for an additional cost. He stated that he did not know that the drain tile would be required, but it would provide redundancy.

Councilor Paper explained that his concern would be that the project survives the first few years past the warranty, and then the problems begin to show. He believed that spending the additional money now would help to ensure they would not have that problem in the future.

Assistant City Engineer Lucas Ritchie acknowledged that every improvement requires ongoing maintenance. He agreed that in order to ensure a longer lifespan, the drain tile could be added.

Councilor Paper commented that it would seem reasonable to install the drain tile now to ensure a quality project.

Councilor Lorberbaum asked about the potential cost for drain tile and where the funding would come from.

Public Works Director Ryan Ruzek estimated about \$2,000 to \$2,500 for drain tile, and the stormwater utility fund could provide that funding. He stated that staff could get pricing from the contractor, and the improvement could be added to the project.

Councilor Paper asked for information on the proposed orientation of the court.

Assistant City Engineer Lucas Ritchie explained that the amount of stockpile was reduced from what was originally anticipated to address subsurface corrections in the road project as well. He stated that this alignment makes the best use of the land and provides the best path for drainage to get from the court to the storm sewer.

Councilor Paper asked if the proposed slab breaks east and west or whether the drainage would all flow east.

Public Works Director Ryan Ruzek replied that it is proposed for all the drainage to flow to the east from the court.

Councilor Paper commented that he visited the site today and there is water pooled in the park. He commented that the surface area for the court is high and asked why the fill was not better spread out to address the drainage issues.

Assistant City Engineer Lucas Ritchie explained that they wanted to stay within the confines of the depressed area and original pad area. He stated that they did not want to disturb more area than necessary. He stated that if they moved the fill further south, that would not necessarily assist in the low area and could have disturbed additional soils at the park.

Councilor Paper asked if it would be possible to add drain tile in the area, which he noticed was low as well.

Assistant City Engineer Lucas Ritchie commented that would be possible, but he would want to review the grades. He noted some opportunities that could be reviewed but stated that he would not want to commit to that until he could see the existing conditions.

Councilor Paper commented that he would like to take the opportunity to dry the area and make it more usable. He believed that the contractor was going to be paying for part of the court because of the savings they would realize through this agreement.

Assistant City Engineer Lucas Ritchie stated that they never intended for the contractor to replace the court. He stated that the tradeoff was that the contractor was not required to haul the material offsite, and in return, the City received that material for free. He stated that while there may have been savings on the side of the contractor, the City received that equal benefit in return for the material remaining onsite.

Councilor Paper asked which end of the court would have the hoop if this is a full slab with one hoop.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that if the design were kept the same, they could do a larger-scale half-court north/south with the hoop closest to the parking lot, or they could do a hoop on the east side, using the west side for other activities. She stated that if two hoops were installed, and if there were issues, they could always go back and remove a hoop.

Councilor Lorberbaum moved to approve CHANGE ORDER FOR IVY HILLS PARK BASKETBALL COURT AS PART OF THE EMERSON AVENUE STREET IMPROVEMENTS PROJECT, WITH DIRECTION FOR THE COURT TO BE A FULL-COURT WITH OTHER ACTIVITIES PAINTED IN THE CENTER AND INCLUDE DRAIN TILE AT A COST NOT TO EXCEED \$5,000.

Councilor Mazzitello seconded the motion.

Further discussion: Councilor Mazzitello asked if staff would review the space between the court and townhome for the opportunity to add additional vegetative screening.

Assistant City Engineer Lucas Ritchie replied that staff would look into that.

Councilor Paper asked if the hoops are adjustable.

Mayor Levine replied that they are not.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that while the City had installed adjustable hoops in the past, staff has removed the adjustable mechanism as the hoops continued to be damaged and broken. She stated that staff recommend non-adjustable hoops to deter damage.

Councilor Paper asked if the rain garden would be installed with the project.

Assistant City Engineer Lucas Ritchie explained that would be a future project that would be separate, and additional vegetative screening could be considered at that time as well. He commented that while that area is currently designed as a swale, there would be additional excavation needed for a rain garden. He stated that the storm sewer was designed low enough to allow the future construction of a rain garden.

Councilor Paper asked the estimated cost for a rain garden.

Assistant City Engineer Lucas Ritchie estimated about \$100 per square yard. He estimated perhaps \$4,000 for the rain garden.

Councilor Paper stated that if they are doing the improvements in this location, why not just do it all at once. He stated that they should find the money, do the project right the first time, and then move on.

Councilor Mazzitello was unsure if a pavement contractor should be the party installing the rain garden. He stated that perhaps the work could be done in conjunction with the construction of the court, whether that is done through volunteer staff or a separate contract.

Councilor Paper stated that the site should be prepped for the rain garden to occur in this calendar year as well.

Mayor Levine stated that she has a concern with the drain tile, as it was not recommended by staff, although supported by the Council. She stated that she would prefer not to spend money that is not warranted.

Councilor Mazzitello stated that if the drain tile is not feasible, he could agree with it not being there, but wants the engineer to look and see whether it would be feasible.

Mayor Levine asked for clarification on the motion and whether the direction is for a review or to include the drain tile.

Councilor Lorberbaum stated that the motion was to include the drain tile with the understanding that if staff believes that it would not make sense, it would not be installed.

Councilor Mazzitello stated that he would support that.

Mayor Levine commented that she does not want to spend \$5,000 that would not be needed. She explained that this is not slab-on-slab and she would prefer to allow staff and the contractor to look at the situation and determine the best course forward. She stated that if drain tile would be a good addition, the Council would be okay with the additional expenditure, but did not want staff to feel pressured that it needs to be added.

Councilor Mazzitello suggested using the language “to install drain tile if deemed feasible and necessary, not to exceed \$5,000”. He explained that would give the authorization without having to come back for a second change order.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence commented that the City Administrator does have the purchase authority to approve expenditures up to \$10,000. She stated that if staff felt that it would be a necessary addition to the project, the City Administrator could approve that expenditure.

Mayor Levine thanked the Parks and Recreation Commission for their great review and recommendation. She also thanked staff for their work and the community who provided input throughout this process. She recognized the comments received and noted that the City will not be adding programming to the court, and this will remain as a neighborhood park. She stated that the people who come to this park come from the pedway, and she did not anticipate a huge amount of traffic. She stated that this will be a great addition for the children and families in this area. She hoped that people in the community would visit the park.

Councilor Lorberbaum asked if the motion should be clarified to state that they would not install lighting.

Mayor Levine commented that has been made clear through the discussion tonight.

Councilor Paper asked the threshold that will be used to determine if the full-court is a problem for nearby residents.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence commented that if there are issues with noise, parking, balls running into yards, etc., she would ask that residents call her. She stated that there have been issues with noise at other parks (not just from basketball), and they worked with users to ensure the area remains enjoyable for those who live there. She stated that if the situation were deemed necessary, they would bring that to the Council.

Mayor Levine commented that she lives near Marie Park and the expansion of the basketball court did bring additional activity, but she enjoys the activity. She stated that if there are issues, she simply walks up to the children and asks them to change their behavior. She noted that she also comments when she enjoys the behavior of the children playing. She encouraged residents to speak with children if there are issues, but if they feel uncomfortable doing so, they could reach out to staff.

Councilor Mazzitello thanked staff for acknowledging the flexibility and the desire to have continued input from residents prior to, and following, improvements.

Ayes: 4

Nays: 0

## COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

## COUNCIL COMMENTS

Councilor Mazzitello stated that 15 years ago today, he hung up his military uniform for good and retired from the National Guard. He recognized the recent Vietnam Veterans Day and offered a heartfelt thank you and welcome home to those who served. He encouraged middle-aged people to have a colonoscopy as it may save their lives.

Councilor Lorberbaum stated that Ramadan has concluded and wished those celebrating Passover a warm and meaningful month. She commented that April is National Pickleball Month.

Councilor Paper thanked the residents for attending tonight and expressing their concerns, noting that no neighborhood should have what they have to look at and experience. He stated that there are rules for everyone and not just some, noting that it is a tight-knit neighborhood, and it should be fixed.

Mayor Levine stated that while there is a lot to be concerned about in life, there should also be time for fun and to be foolish, wishing everyone a happy April Fool's Day.

## ADJOURN

Councilor Paper moved to adjourn.

Councilor Mazzitello seconded the motion.

Ayes: 4

Nays: 0

Mayor Levine adjourned the meeting at 8:35 p.m.

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Stephanie B. Levine  
Mayor

ATTEST:

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Nancy Bauer  
City Clerk



CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the City Council Work Session  
Tuesday, March 18, 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, Mazzitello, and Paper were in attendance. Councilor Maczko was absent.

Others present included: City Administrator Cheryl Jacobson, Assistant City Administrator Kelly Torkelson, Public Works Director Ryan Ruzek, Finance Director Kristen Schabacker, Park and Recreation/Assistant Public Works Director Meredith Lawrence, City Attorney Amy Schmidt, and City Clerk Nancy Bauer.

FIELD AND FACILITY USE FEE SCHEDULE REVIEW

Park and Recreation/Assistant Public Works Director Meredith Lawrence stated that reviewing the field and facility use fee schedule is an annual process and provided field use data, information on current field and facility use fees and athletic association fee waiver history. She highlighted that fees are set to cover the costs to the city for services provided and that fees are adopted in the fee schedule, which is approved by the City Council each year.

City Attorney Amy Schmidt reported that waiving fees could pose a potential problem given public purpose expenditure rules. Public purpose expenditure rules apply to spending money or choosing not to take in money that is owed. She reviewed a three-part legal test for spending money or collecting fees, including: 1) does it benefit the community, 2) does it directly relate to a government activity, and 3) does it benefit a private interest. She noted that there could also be an issue with treating groups differently. She concluded that the best way to avoid these types of issues is to change the fee schedule to reflect the actual fees to be charged.

Councilor Mazzitello asked that since fees are set by the fee schedule, waiving the fees for groups could open the whole fee schedule, beyond field and facility use fees, to waiver requests.

City Attorney Amy Schmidt responded that it could.

Councilor Paper asked for clarification on what was being recommended and restated that if the fees are to be waived this year, the city council should consider revising the 2025 fee schedule instead of approving waivers.

City Attorney Amy Schmidt responded yes.

Park and Recreation/Assistant Public Works Director Meredith Lawrence reviewed the 2025 projected tournament costs and what the fees would be based on past reductions.

Regular season fees and tournament fees for Mendota Heights and fees of various other communities were discussed. Park and Recreation/Assistant Public Works Director Meredith Lawrence stressed that a comparison of the fees to other cities would not be an apples-to-apples comparison, as there are different factors considered when cities set their fees.

Park and Recreation/Assistant Public Works Director Meredith Lawrence stated that the Parks System Master Plan will be presented at the June 3, 2025, city council meeting. The consultants will be providing recommendations regarding fees and information on typical cost recovery models.

Councilor Paper stated that TRAA is a group of volunteers led by volunteers to support athletic programs for the kids in the community. He added that, in the past, the city contributed funds to the organization. Salvo Soccer Club is an organization run by professionals and helps TRAA. He would like to see the tournament fees reduced by half from the current fees.

Park and Recreation/Assistant Public Works Director Meredith Lawrence stated that staff would like the fees to be consistent and equitable as other groups could ask for the fees to be waived.

Councilor Lorberbaum stated that she would like to stop approving the waivers to reduce the potential risk but did not know what the fee should be.

City Administrator Cheryl Jacobson asked if the prior waiver amount of \$498 per weekend would be an acceptable fee. The council then discussed the budget impact.

City Administrator Cheryl Jacobson explained the process for scheduling permits according to the priority levels.

Councilor Mazzitello echoed the comments of Councilor Paper regarding the services that TRAA and Salvo Soccer Club provided to the community. He hopes the Parks Master Plan would help simplify the fees charged. He asked if the fees had been paid for the 2025 tournaments.

Park and Recreation/Assistant Public Works Director Meredith Lawrence responded that permits have been issued, but they have not yet been invoiced.

Councilor Mazzitello commented that waiving the fees must be fixed. He suggested that the fees charged for tournaments be lowered from \$85 to \$60, which would total \$498 with rounding for 2025. The 2026 tournament fees could be discussed at a later date.

Park and Recreation/Assistant Public Works Director Meredith Lawrence asked for clarification, stating that the fees being suggested are \$498 for a three-day weekend tournament with four fields and providing the same level of services. That would then total \$41.50 for use and field preparation fees combined.

It was the consensus of the Council to change the field use and field preparation fees for 2025 in the fee schedule, as suggested by Councilor Mazzitello.

Park and Recreation/Assistant Public Works Director Meredith Lawrence reported that staff will change the 2025 fee schedule to reflect these new fees and bring it back to a future regular City Council meeting for formal approval.

Councilor Mazzitello commented that he would also like to see the actual costs for maintaining fields in a future discussion.

#### CITY COUNCIL MEETING START TIME

City Administrator Cheryl Jacobson stated that the City Council looks at the start time of City Council meetings from time to time. The last time this topic was discussed was in January of 2023, when the meeting start time was changed from 6:00 pm to 7:00 pm. She stated that the Council is being asked to discuss changing the regular meeting start time to 6:00 pm. She noted that the time change would be dependent on the availability of NDC4 staff. She also noted that an earlier meeting time would impact the start time of city council work sessions.

After it was discussed, it was the consensus of the Council that the start time of regular City Council meetings be moved to 6:00 pm, with work sessions starting at 4:30 pm on the third Tuesday of the month. The change will be formalized in a city council resolution.

#### ADJOURNMENT

Councilor Mazzitello moved to adjourn the meeting, seconded by Councilor Paper. The meeting adjourned at 6:40 pm.

\_\_\_\_\_  
Stephanie B. Levine, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Bauer, City Clerk

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

**PLANNING COMMISSION MINUTES  
FEBRUARY 25, 2025**

The regular meeting of the Mendota Heights Planning Commission was held on Tuesday, February 25, 2025, in the Council Chambers at City Hall, 1101 Victoria Curve at 7:00 P.M.

The following Commissioners were present: Chair Litton Field, Commissioners Patrick Corbett, Cindy Johnson, Brian Udell, Jason Stone, and Steve Goldade. Those absent: Commissioner Jeff Nath.

**Approval of Agenda**

The agenda was approved as submitted.

**Election of Planning Commission Chair and Vice Chair for Year 2025**

Chair Field indicated that he would be willing to continue serving as Chair.

Chair Field opened the floor for nominations for the position of Chair.

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER UDELL TO ELECT PATRICK CORBETT AS CHAIR OF THE PLANNING COMMISSION FOR 2025.

COMMISSIONER GOLDADE MOVED, SECONDED BY COMMISSIONER JOHNSON TO ELECT LITTON FIELD AS CHAIR OF THE PLANNING COMMISSION FOR 2025.

CORBETT: 3 (CORBETT, UDELL, STONE)

FIELD: 3 (FIELD, GOLDADE, JOHNSON)

Community Development Manager Sarah Madden commented that the Commissioners could continue to discuss amongst themselves, or if preferred this could be tabled to the next meeting when presumably everyone would be present.

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER CORBETT TO TABLE THIS MATTER TO THE NEXT MEETING.

AYES: 6

NAYS: 0

Chair Field welcomed the new member to the Commission.

Commissioner Goldade introduced himself, noting his past experience on the Park and Recreation Commission, and looked forward to working with this Commission. He thanked the past members of the Commission as well, Commissioners Katz and Petschel.

Chair Field noted that he was not present at the last meeting and also thanked Commissioners Katz and Petschel for their service.

### **Approval of January 28, 2025 Minutes**

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER CORBETT TO APPROVE THE MINUTES OF JANUARY 28, 2025.

AYES: 6

NAYS: 0

### **Hearings**

#### **A) PLANNING CASE 2025-01 TOM CAMPION, NORTHWEST CORNER OF DODD ROAD AND MN HIGHWAY 62 AND 790 AND 772 RIDGE PLACE – PRELIMINARY PLAT**

Community Development Manager Sarah Madden explained that Tom Campion, the property owner of 790 Ridge Place, is requesting consideration of a Preliminary Plat of his 790 Ridge Place property and the neighboring property addressed as 772 Ridge Place. The subdivision would consolidate the five existing parcels into three lots, with one of the proposed lots available as a new vacant lot for single-family development. The application has submitted both the Preliminary and Final Plat, however, this public hearing is exclusively for review of the Preliminary Plat, to be known as “Campion Estates”. If the Preliminary Plat is approved with no changes, the Final Plat will be reviewed at a later date by the City Council. A public hearing was held at the January 28, 2025 Planning Commission meeting and the applicant requested the application to be tabled to the next meeting to continue discussion related to park dedication.

Hearing notices were published and mailed to all properties within 350-ft. of the site; details were provided on input received from residents in the neighborhood expressing a desire for the trail connection.

Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City’s website).

Staff recommended approval of this application based on the findings and with conditions.

Commissioner Johnson stated that this application deals with two properties separately owned, but they have only heard from one property owner and asked staff to address that issue.

Community Development Manager Sarah Madden explained that Tom Campion is bringing forward the application, the owner of 790 Ridge Place. She stated that the other property owner, of 772 Ridge Place, has been involved. She noted that both property owners are present tonight and would like to move forward.

Commissioner Stone referenced the statement that there is enough land to split. He recognized the drop-off in elevation and asked if there would be enough land to build on the proposed lot two in the future.

Community Development Manager Sarah Madden replied that the minimum lot dimensions are met for lot size.

Commissioner Goldade asked if the change to the recommended condition five would still allow for the walking path from Ridge Place to Dodd/62.

Community Development Manager Sarah Madden replied that they do not have the survey of the proposed outlot, but the applicant does have the proposed sketch of what the City would be asking for that would provide the space for the path and landing area for the grade-separated crossing.

Commissioner Goldade asked and received confirmation that even with the path, lot three could be subdivided in the future.

Chair Field recognized that the City has a vision for the path and asked what would happen if the applicant were to place it elsewhere.

Community Development Manager Sarah Madden replied that in that instance the Final Plat would not match the conditions of the Preliminary Plat and therefore it would most likely not be approved.

Chair Field asked if the surveyor is presently working on the dedicated land.

Community Development Manager Sarah Madden confirmed that is correct.

Chair Field opened the public hearing.

Tom Campion, applicant, stated that he and his neighbor started this process a few years ago with the easement vacation. He stated that he wanted to build but did not have enough land and therefore began working with his neighbor. He stated that he and his neighbor are in agreement with their request.

Commissioner Corbett stated that the path was the unknown that was added prior to the last meeting which caused the request to be tabled. He asked if the condition was found to be acceptable to both property owners.

Mr. Campion stated that they did agree.

Jeff Wilke, 781 Ridge Place, stated that he agreed with the easement vacation that occurred in the past. He commented that people have to walk on the street to get to the path and the demographics of the neighborhood have changed, adding more families and children. He stated that the neighborhood agrees with the proposal in return for the walking path.

Commissioner Johnson asked and received confirmation that the resident is requesting the trail connection.

Maureen Wilke, 781 Ridge Place, asked for clarification on the lots shown in yellow.

Commissioner Corbett noted that the yellow shows the old lots that will be combined into the lots shown in blue.

Christina Young, 799 Ridge Place, stated that it is important for the neighbors to maintain a tree buffer between yards and a path to ensure that the area is not too exposed to 62.

Chair Field noted that is not a matter of the Preliminary Plat.

Public Works Director Ryan Ruzek replied that Dakota County will be subject to the City's tree ordinance.

Chris Strom, 1910 Walkler Avenue, echoed the safety concerns of crossing over the roads with young children. He advocated for the pathway to connect the neighborhood.

Tim Minea, 772 Ridge Place, stated that when all is done Mr. Campion will split the lot to create one additional lot. He asked why this is simply not a lot line adjustment between the two properties. He stated that a house on South Lane was recently subdivided and was a quick process before the City Council, whereas this item has come to two Planning Commission meetings. He stated that it was his understanding that this request would not qualify for the lot line adjustment because the two properties belong to different plats.

Commissioner Corbett stated that the existing yellow lots are not clean, and it would make more sense to clean those up as proposed in this application.

Community Development Manager Sarah Madden explained that because the lots are within two different plats, the simple lot line adjustment was not an option. She stated that this also involves more than two lots and therefore would also not qualify for a lot line adjustment.

Public Works Director Ryan Ruzek replied that the Campion property is large enough to subdivide, however, the existing home is too wide and therefore would have had to be demolished in order to subdivide, and therefore the replat option was chosen.

Seeing no one coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.



COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER STONE, TO CLOSE THE PUBLIC HEARING.

AYES: 6

NAYS: 0

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER STONE, TO RECOMMEND APPROVAL OF THE PRELIMINARY PLAT REQUEST BASED ON THE FINDINGS OF FACT SUPPORTING THE REQUEST, WITH THE FOLLOWING CONDITIONS:

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-LEIU FEE AND LAND DEDICATION. THE FINAL PLAT SHALL BE REVISED TO DEDICATE 10 PERCENT OF THE PROPOSED LOT 3 AS AN OUTLOT FOR PARK DEDICATION, 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.

Further discussion: Commissioner Stone asked if the pathway would be of the City or the County.

Public Works Director Ryan Ruzek replied that the path from Ridge to 62 would be City-owned and the area for the crossing would become part of the County project, which is proposed for 2027.

AYES: 6

NAYS: 0

Chair Field advised the City Council would consider this application at its March 4, 2025 meeting.

**New and Unfinished Business**

**Staff Announcements / Updates**

Community Development Manager Sarah Madden stated that there would not be a quorum for the March 25<sup>th</sup> meeting and therefore it is proposed to change the date to March 31, 2025.

**Adjournment**

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER STONE, TO  
ADJOURN THE MEETING AT 7:41 P.M.

AYES: 6

NAYS: 0

## Page 22 of 105

There are sufficient funds included in the 2025 Budget to cover the cost of this policy.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Liquor License Renewal

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

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**ACTION REQUEST:**

Approve the Renewal of a Liquor License

**BACKGROUND:**

Current liquor licenses will expire on June 30, 2025. A renewal application for an off-sale liquor license has been received from Starlights 168 Lliquor (Mendota Liquor).

A complete application has been submitted and the license fee paid. The background investigation has been conducted on the licensee with no negative findings for the application.

If the renewal application is approved by the City Council, the liquor license would then be sent to the state Alcohol and Gambling Enforcement division for their approval, and their approval would authorize staff to issue the off-sale liquor license.

**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**

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Temporary Liquor License

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

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**ACTION REQUEST:**

Approve a temporary liquor license for Beth Jacob Congregation contingent on completion of application materials.

**BACKGROUND:**

Pursuant to State Statutes and City Code, no person shall sell or give away liquor without first having received a license. Temporary liquor licenses can be granted only to clubs and charitable, religious or nonprofit organizations. The license would be subject to final approval by the Minnesota Department of Alcohol and Gambling Enforcement Division.

Beth Jacob Congregation, 1179 Victoria Curve, applied for a 1-day temporary consumption and display permit for upcoming events on May 18, 2025, and June 12, 2025. Beth Jacob Congregation has had temporary liquor licenses in the past with no known problems.

The submitted application was incomplete at the time this memo was drafted. Staff are following up with the requestor to complete all necessary application materials.

**FISCAL AND RESOURCE IMPACT:**

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Hire for Administrative/ Special Projects Coordinator

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Kelly Torkelson, Assistant City Administrator  
Cheryl Jacobson, City Administrator

---

### **ACTION REQUEST:**

Approve the hire of Noel Mills Ford as the City's Administrative/Special Projects Coordinator.

### **BACKGROUND:**

The City Council approved the addition of an Administrative/Special Projects Coordinator as a part of the FY 2025 budget. This position will help to support the City Administrator and the Assistant City Administrator with both internal and external customer services, legislative tracking, benefit administration and communications in addition to special projects as assigned. The city has completed a competitive search of candidates and would enthusiastically like to recommend the hiring of Noel Mills Ford as the Administrative/ Special Projects Coordinator for the City of Mendota Heights.

Noel Mills Ford brings valuable experience, having experience with community engagement through her role with WSB consulting as well as her experience working in the City Clerk's office at the City of Edina. Staff are confident that she will be a valuable addition to the City of Mendota Heights.

### **FISCAL AND RESOURCE IMPACT:**

This is a budgeted position with the City of Mendota Heights. Staff recommend the City Council authorize the hiring of Noel Mills Ford at a step-4 of paygrade-9 of the 2025 Non-Union Employee Compensation Matrix with one week (40- Hours) of vacation banked to start her employment with the City of Mendota Heights.

### **ATTACHMENTS:**

None

### **CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Police Cadet Hire

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Police

**CONTACT:** Wayne Wegener, Police Captain  
Kelly Torkelson, Assistant City  
Administrator

---

### **ACTION REQUEST:**

Approve the hiring of James Walrath to the position of Police Cadet with the Mendota Heights Police Department.

### **BACKGROUND:**

In 2024, the City of Mendota Heights Police Department established a cadet program to support the recruitment of police officers to the Mendota Heights Police Department. The police officer recruitment market continues to be challenging with a significant number of open positions throughout Minnesota.

The Police Cadet program hires college graduates who are interested in becoming police officers but who have not completed the required law enforcement education. Through the program, individuals complete these requirements prior to being promoted to a Mendota Heights Police Officer. In October 2024, the City of Mendota Heights accepted a \$50,000 grant from the State of Minnesota to fund a police cadet through this program. This funding is contingent on the City hiring a police cadet in 2025.

At the February 4, 2025, City Council meeting, Council authorized staff temporary expanded position hiring authority. This action allowed the City to utilize the \$50,000 grant funds awarded for the cadet program and staff to move forward with the police cadet recruitment process.

In March, staff conducted a hiring process and selected James Walrath for the cadet position. James has since completed the required background investigation, psychological evaluation, and medical evaluation. James is scheduled to begin the law enforcement cadet program at Hennepin Technical College on April 21<sup>st</sup>.

### **FISCAL AND RESOURCE IMPACT:**

The grant received from the State will cover expenses related to the Cadet Program, including wages, benefits, equipment, and tuition.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Inclusive and Responsive Government



## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Resolution 2025-19 A Resoluton Proclaiming Arbor Day

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Natural Resources

**CONTACT:** Krista Spreiter, Natural  
Resources Coordinator  
Willow Eisfeldt, Recreation  
Program Coordinator

### ACTION REQUEST:

Approve Resolution 2025-19, proclaiming April 26, 2025, Arbor Day in Mendota Heights.

### BACKGROUND:

Arbor Day is an excellent opportunity for residents to enhance and improve the tree canopy in Mendota Heights by planting and preserving trees of diverse species. Planting trees provides several benefits to property owners including energy savings, improving air quality, combating climate change, providing pollinator and wildlife habitat, and increasing property values. Residents should practice good tree care by checking existing trees for damage and disease, as well as mulching and watering as needed. Thoughtful plans for tree planting and tree maintenance can make a significant difference in the preservation and improvement of the City's urban forest.

Mendota Heights is celebrating Arbor Day in 2025 as part of a week-long Earth and Arbor Day Celebration, Monday, April 21 through Saturday, April 26. The celebration will include a number of events, including *the Earth and Arbor Day Celebration*, which takes place Saturday, April 26 from 1-3:00 pm at Market Square Park, featuring educational information and booths hosted by area businesses and organizations, giveaways, drawings, and free supplies for a self-led city clean-up event. The week-long celebration also includes family events and programming such as outdoor yoga, Lily the Frog, Eco Elsa's outdoor education class, Learn to Fish with Fishing for All, and a raptor show by the MN Raptor Center. Details will be provided on social media and the City's website.

### FISCAL AND RESOURCE IMPACT:

The cost of the Earth and Arbor Day events is estimated at \$1,500. This includes prizes, giveaways, and programming. Costs incurred would be funded through the city's parks and recreation programming budget, stormwater budget, and forestry budget.

**ATTACHMENTS:**

1. Res 2025-19 A Resolution Proclaiming Arbor Day

**CITY COUNCIL PRIORITY:**

Economic Vitality & Community Vibrancy, Environmental Sustainability & Stewardship,  
Inclusive and Responsive Government

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

**RESOLUTION 2025-19**

**A RESOLUTION PROCLAIMING ARBOR DAY**

**WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW THEREFORE IT IS HEREBY RESOLVED**, by the Mendota Heights City Council as follows:

I, Stephanie Levine, Mayor of the City of Mendota Heights, do hereby proclaim April 26, 2025 as ARBOR DAY In the City of Mendota Heights, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

**BE IT FURTHER RESOLVED**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted by the City Council of the City of Mendota Heights this fifteenth day of April, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

**ATTEST**

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**Stephanie B. Levine, Mayor**

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**Nancy Bauer, City Clerk**

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Grading Permit for the Visitation School Tennis Court Improvements

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

**CONTACT:** Ryan Ruzek, Public Works Director

---

### **ACTION REQUEST:**

Approve a grading permit for Visitation School at 2455 Visitation Drive for Tennis Court Improvements

### **BACKGROUND:**

City Ordinance 14-1 requires that properties proposing any land disturbance activity in excess of 5,000 square feet apply for a grading permit if not part a separate approval process.

Visitation School is proposing improvements to their tennis courts. The proposed project proposes to reclaim the existing court surface and add additional reclaim material of approximately 6 inches over the existing base. The fence posts will remain, but new netting and sleeves will be installed. Due to the importing of the reclaim material and the disturbed area exceeding one-acre, staff is requiring a grading permit. The fence work will also be reviewed under a separate building permit.

This project will be subject to the rules and regulations of the Mendota Heights' Land Disturbance Guidance Document and as well as requirements of the State NPDES permit.

### **FISCAL AND RESOURCE IMPACT:**

The Mendota Heights fee schedule identifies a \$200 fee for this activity to cover staff time in reviewing and inspecting the improvements.

### **ATTACHMENTS:**

1. Visitation site plan

### **CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government, Environmental Sustainability & Stewardship



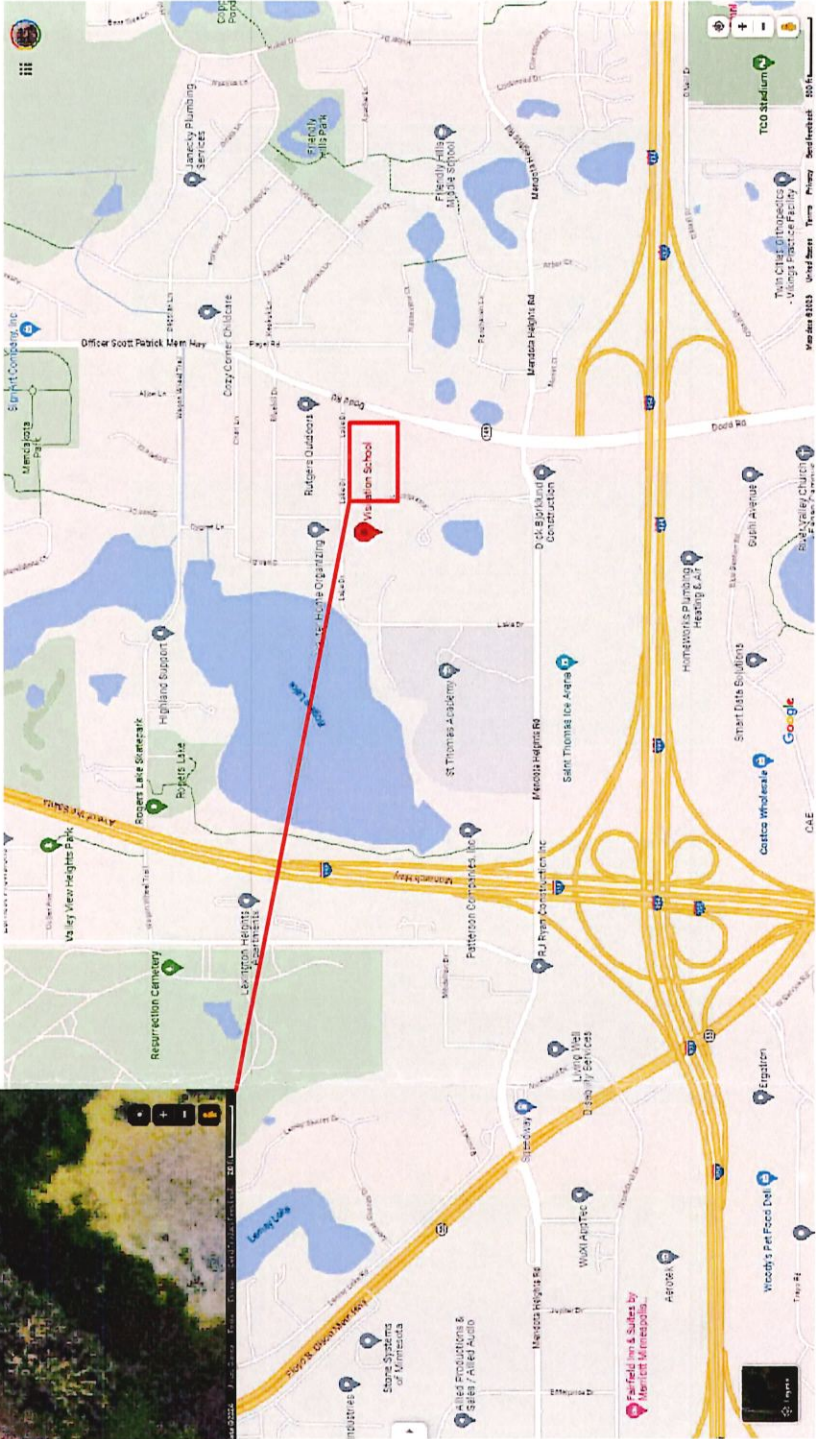
# Visitation School

Alternate Bid List:

- ① Electrostatically Paint All Fence Posts, Rails, And Gates Black
- ② Slip New Larger Black Vinyl Coated SS-40 Posts Over Existing
- ③ 6' Black Privacy Slats On The North, South, And Divider Fences
- ④ Install 8oz Non-Woven Geotextile Fabric On Sub-Grade



# Tennis Complex PT Plans



# 2025 Tennis Court Reconstruction



Fred Kolkmann Tennis  
And Sport Surfaces, LLC  
1921 Mayfair Rd. Grafton, WI 53024  
www.kolkmanncourtbuilder.com  
Courtbuilder@ameritech.net  
262-685-7507

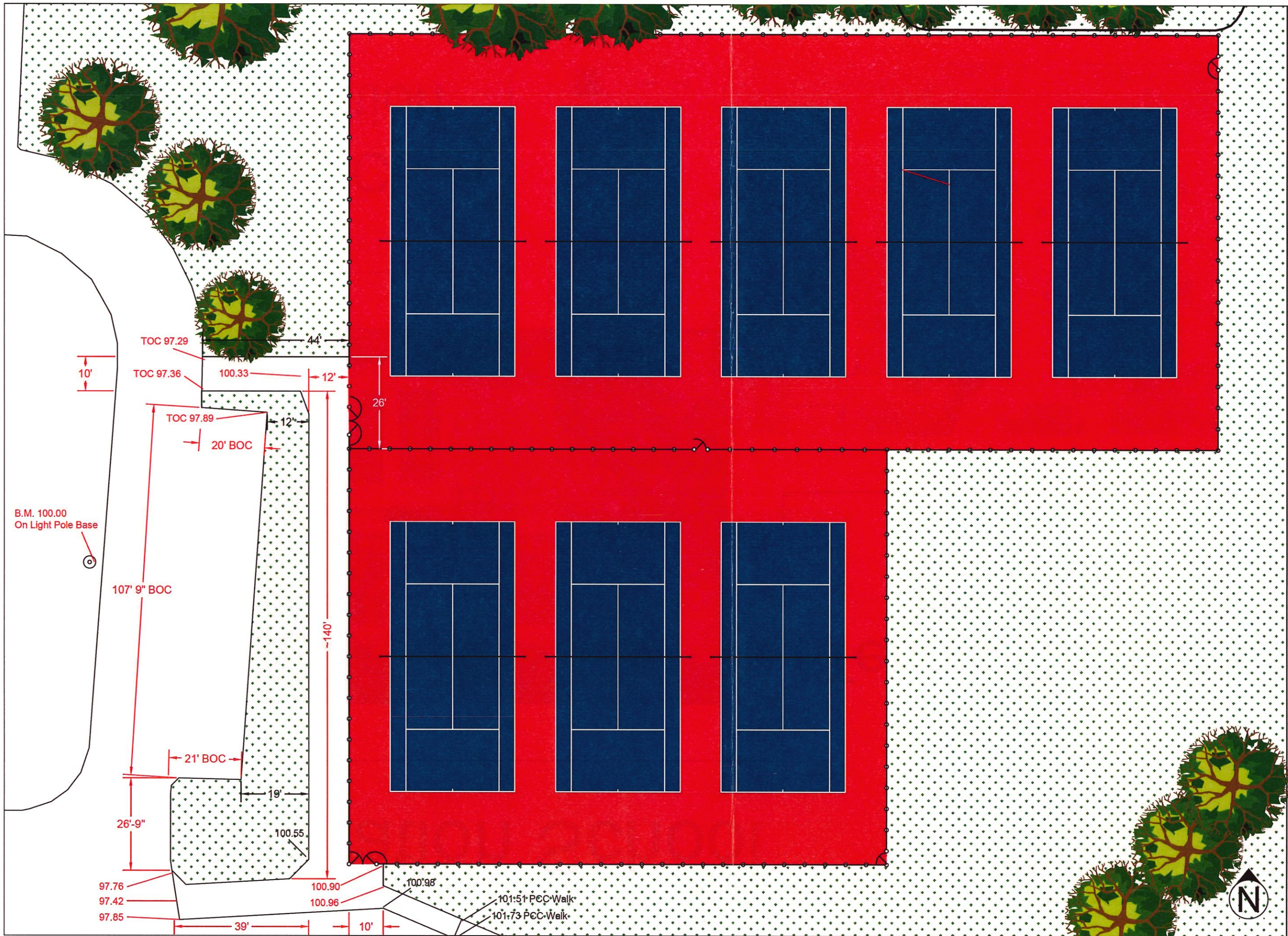
This drawing may not be reproduced without  
the written permission of Fred Kolkmann Tennis  
And Sports Surfaces, LLC

Tennis Court Complex At  
Visitation School  
2455 Visitation Dr,  
Mendota Heights, MN 55120

Title Page	
Project #	24-012
Sheet #	1
Date	10.14.24
CAD By	Peter K.
Scale	NTS
Version	6.0

Plan Best Viewed When Printed In Color





Fred Kolkmann Tennis  
And Sport Surfaces, LLC  
1921 Mayfair Rd. Grafton, WI 53024  
www.kolkmanncourtbuilder.com  
Courtbuilder@ameritech.net  
262-685-7507

Visitation School  
Tennis Courts  
2455 Visitation Dr,  
Mendota Heights, MN 55120

### Existing Site

Project #	23-029
Sheet #	4
Date	10.14.24
CAD By	Peter K.
Scale	NTS
Version	6.0



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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Proposal for the 2025 Stormwater Basin Inspection and Maintenance Assessment Project

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

**CONTACT:** Krista Spreiter, Natural Resources Coordinator  
Lucas Ritchie, Assistant City Engineer

---

### **ACTION REQUEST:**

Approve the proposal from WSB for the 2025 Stormwater Basin Inspection and Maintenance Assessment Project.

### **BACKGROUND:**

To comply with the city's small Municipal Separate Storm Sewer Systems (MS4) permit under the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Program, the city must inspect and assess the maintenance needs of all its stormwater basins within the five-year permit cycle. The city's current MS4 permit expires November 15, 2025. The city is seeking professional services for the assessment and inspection of 39 basins within its stormwater conveyance system that it is responsible for inspecting and maintaining.

Proposals were solicited from consulting firms familiar with the requirements of the permit and that are able to provide GIS, inspection, modeling and reporting services for the 39 basins. Three proposals were received. City staff are recommending WSB Engineering as the chosen consultant for the project. The proposal submitted by WSB (attached) offered both the expertise to complete the project and the most cost-effective estimate of the proposals received. Their proposal includes completion of the three tasks requested in the city's request for proposals, as well as feasibility memos for 20 basins that score 75 or less out of 100 included in Task 2 as a result of the inspections completed in Task 1. Deliverables included in the proposal submitted by WSB are summarized as follows:

#### Task 1 – Sedimentation Survey

This task consists of completing visual inspections and bathymetric surveys of 39 basins within the City's inventory. Visual inspections will be completed in line with MS4 MCM 6 permit requirements and will include the following:

- High-quality photographs of all basin inlets and outlets, the overall pond, and any necessary maintenance identified as part of the visual inspection.
- The City's 'Pond/Sediment Basin Inspection Form' will be completed for each basin to provide clear documentation for MS4 compliance and follow-up items.
- A GIS bathymetric figure for each of the 39 surveyed basins will be created with a heat map based on the surveyed points.

Deliverables: Pond/sediment basin inspection forms, bathymetric survey points and measurements, and bathymetric figures for 39 basins.

### Task 2 – Basin Analysis (Optional)

If selected, this task would include analyzing the survey data collected in Task 1 and completing feasibility memos for basins scoring 75 or less out of 100 based on the survey results and basin drainage area.

WSB will utilize the basin's total drainage area, impervious percentage, and survey results to assess each and assign a high-level score representative of how much wet volume is available in the pond compared to NURP volume. A score of 100 would mean the pond is functioning at or above NURP, a score of 0 would mean the pond has completely filled in with no wet volume available. We recommend doing further analysis and completing feasibility memos for basins that score 75 or less out of 100. This scope assumes completing 20 feasibility memos, however additional memos could be completed at 5 hours per memo at \$148/hour.

Feasibility memos will include:

- GIS bathymetric figure created previously in Task 1- Basin summary table (drainage area, basin size, NWL, inlets, outlets, surveyed average depth and wet volume, etc.)
- Current pollutant removal efficiency
- Cost-benefit analysis for varying excavation quantities to maximize the water quality benefit
- Identifying all permitting requirements for each basin, including noting if any ponds would require DNR permitting
- Identifying an ideal access location for each of the ponds and construction limits based on plat and easement documents provided by the City
- Maintenance recommendations for each pond with high-level cost estimates

Deliverables: High-level scoring analysis for 39 basins, pond feasibility memorandums for 20 basins

### Task 3 – Final Report

This task consists of summarizing information developed in Task 1 and 2 into a technical report. The report will summarize methods, findings, maintenance recommendations and include an updated pond inventory spreadsheet for the City. A prioritization plan based on analysis completed in Task 2 will be included to guide the City in planning and budgeting for future pond maintenance projects. A draft report will be provided for City feedback and

comments before finalization. In addition to the final report, all data and photos collected in previous tasks will be compiled and sent electronically to the City at the conclusion of the project.

Deliverables: Draft report, final report

**FISCAL AND RESOURCE IMPACT:**

The proposal submitted by WSB provided an estimate of \$79,980.00. The city has allotted \$100,000 within the Stormwater Utility of the 2025 Budget for the project.

**ATTACHMENTS:**

1. WSB Pond Inspections Proposal 3-26-25

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship



March 26, 2025

Mr. Lucas Ritchie  
Assistant City Engineer  
City of Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118

Re: 2025 Stormwater Basin Inspection and Maintenance Assessment  
City of Mendota Heights, MN

Dear Mr. Ritchie:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to complete visual inspection, bathymetric survey and reporting for 39 basins within the City of Mendota Heights. These inspections will be used to document compliance for the requirements of MCM 6 of the Municipal Separate Storm Sewer Systems (MS4) permit for the City. If desired by the City, analysis of the bathymetric survey results to determine sedimentation rate, pollutant removal efficiency and recommended maintenance may be included in the final report.

WSB's project team is extremely proficient at completing pond surveys and assessments similar to what the City is requesting. Our project team has completed over 500 pond assessments and over 100 successful pond maintenance projects in the last 10 years, including managing the Marie Park pond maintenance project of the City of Mendota Heights in 2024. Additionally, WSB's staff has extensive experience providing MS4 support for several communities in the Twin Cities metro, working with the communities to document compliance with all MS4 permit requirements, including pond visual inspections.

Thank you for the opportunity to submit a proposal to partner with the City on this Project. If selected, we will begin work once the contract documents have been finalized. Please do not hesitate to contact Jake at 612-990-3576 or Kendra at 612-201-1361 with any questions.

Sincerely,

WSB

Jake Newhall, PE  
Director of Water Resources

Kendra Fallon, PE  
Water Resources Project Manager



## SCOPE OF ENGINEERING SERVICES

### **Task 1 – Sedimentation Survey**

This task consists of completing visual inspections and bathymetric surveys of 39 basins within the City's inventory. A review of GIS data, grading and utility plans, easement and access constraints and any other City provided data will be completed prior to field work to ensure all relevant data is collected in the field. Surveyors will plan to bring any available plans into the field to assist in data collection. Any necessary pre-survey communication with residents is not assumed in this scope but WSB can assist in this effort if requested. Progress reports will be sent to the City monthly during the basin inspection phase to track completeness.

Visual inspections will be completed in line with MS4 MCM 6 permit requirements and will include the following:

- High quality photographs of all basin inlets and outlets, the overall pond, and any necessary maintenance identified as part of the visual inspection
  - o Maintenance needs may include but are not limited to damaged stormwater infrastructure, erosion, sediment accumulation, or vegetation overgrowth
- The City's 'Pond/Sediment Basin Inspection Form' will be completed for each basin to provide clear documentation for MS4 compliance and follow-up items.

Concurrently with the visual inspections, bathymetric surveys of the 39 basins will be completed. Bathymetric survey will include taking GPS points with an R8 unit to document northing, easting and elevation at all inlets, outlets and the water surface elevation at the time of the survey. Water depth to sediment data points providing uniform coverage across the basin area will be taken and tied to the surveyed water surface elevation. Sediment depth at each data point will also be documented. The water's edge around the basin will be shot to confirm the basin surface area. A GIS bathymetric figure for each of the 39 surveyed basins will be created with a heat map based on the surveyed points. GIS raster analysis will be used to estimate the current average depth of each basin.

Note sediment sampling to determine the appropriate sediment disposal method (consistent with the MPCA's Managing Stormwater Sediment: Best Management Practice Guidance) is not included with this scope. If desired at all or select basins, this can be included for an additional small fee dependent on the number of basins and samples.

***Deliverables:*** Pond/sediment basin inspection forms, bathymetric survey points and measurements, and bathymetric figures for 39 basins

### **Task 2 – Basin Analysis (Optional)**

If selected, this task would include analyzing the survey data collected in Task 1 and completing feasibility memos for basins scoring 75 or less out of 100 based on the survey results and basin drainage area.

WSB will utilize the basin's total drainage area, impervious percentage, and survey results to assess each and assign a high-level score representative of how much wet volume is available in the pond compared to NURP volume. A score of 100 would mean the pond is functioning at or above NURP, a score of 0 would mean the pond has completely filled in with no wet volume available. We recommend doing further analysis and completing feasibility memos for basins that score 75 or less out of 100. This scope assumes completing 20 feasibility memos, however additional memos could be completed at 5 hours per memo at \$148/hour. Once high-level scoring has been completed, a check in meeting with the City will be held to review scoring and survey results and confirm which ponds will move to feasibility memos.

Feasibility memos would be utilized to determine the scope of maintenance to be completed to help the City plan and budget for future pond maintenance projects. Feasibility memos will include:

- GIS bathymetric figure created previously in Task 1
- Basin summary table (drainage area, basin size, NWL, inlets, outlets, surveyed average depth and wet volume, etc.)
- Current pollutant removal efficiency
- Cost-benefit analysis for varying excavation quantities to maximize the water quality benefit
- Identifying all permitting requirements for each basin including noting if in any ponds would require DNR permitting
- Identifying ideal access location for each of the ponds and construction limits based on plat and easement documents provided by the City
- Maintenance recommendations for each pond with high level cost estimates

Note that this scope assumes the City will provide GIS shapefiles for known storm sewer infrastructure, the City's pond inventory and drainage areas for the pond inventory. The scope assumes high level drainage area review as part of the analysis.

***Deliverables:*** High level scoring analysis for 39 basins, pond feasibility memorandums for 20 basins

### **Task 3 – Final Report**

This task consists of summarizing information developed in Task 1 and 2 (if applicable) into a technical report. The report will summarize methods, findings, maintenance recommendations and include an updated pond inventory spreadsheet for the City. A prioritization plan based on analysis completed in Task 2 will be included to guide the City in planning and budgeting for future pond maintenance projects. A draft report will be provided for City feedback and comments before finalization. In addition to the final report, all data and photos collected in previous tasks will be compiled and sent electronically to the City at the conclusion of the project.

***Deliverables:*** Draft report, final report

### **Optional Add On - SWAMP Development**

If desired, WSB's Stormwater Asset Management Program (SWAMP) could be developed for the City of Mendota Heights to streamline some of the work included in Task 2 and position the City to track MS4 permit required inspections now and in the future. WSB currently partners with 28 communities who utilize SWAMP to document pond ownership and maintenance responsibility, track MS4 inspections for permit compliance (ponds, outfalls and structural BMPs), and prioritize pond maintenance needs. We would be happy to discuss the benefits of this program, the development process and the associated fee if the City is interested.

### **PROJECT TEAM**

Kendra Fallon, with several years of experience in basin assessment and pond maintenance projects, will lead the team to ensure timely and budget-conscious delivery of the City wide basin inspection and maintenance assessment. The following team members will assist in the scope included:

- Kendra Fallon, PE, CFM – Project Manager
- Jake Newhall, PE, PMP – Principal-In-Charge/QC
- Sarah Risius – Water Resources Graduate Engineer
- Dan O'Neill – Water Resources Specialist
- Bathymetric/Topo Surveyor
- Admin



## Kendra Fallon, PE, CFM

PROJECT MANAGER, WATER RESOURCES



Kendra is a Project Manager with 7+ years of water resources engineering experience. Kendra specializes in hydrologic and hydraulic modeling and water quality modeling, pond and stream assessment and restoration, and storm sewer and stormwater BMP design. Kendra also has experience partnering with communities to strategize and write local surface water management plans, reviewing development plans for City stormwater requirements, and writing state and local agency permit and grant applications. She has experience working with a variety of H&H and water quality modeling software programs as well as Civil 3D to help meet and exceed clients' expectations.

### REGISTRATION

Professional Engineer:

MN #58929

### EDUCATION

MS in Civil Engineering,  
University of Minnesota -  
Twin Cities, MN

BS in Geoengineering,  
University of Minnesota -  
Twin Cities, MN

### CERTIFICATIONS

Certified Floodplain Manager

### ASSOCIATION / ORGANIZATION

APWA Environment &  
Sustainability Committee  
Member

### Marie Park Pond Maintenance Project | Mendota Heights, MN

CLIENT: CITY OF MENDOTA HEIGHTS, MN

PROJECT DURATION: NOV 2023 - DEC 2024

WSB partnered with the City of Mendota Heights to complete design and construction management for the maintenance work completed on Marie Park Pond. WSB completed a detailed bathymetric survey of the pond and collected sediment samples for analysis to confirm the appropriate sediment disposal method as dictated by MPCA guidance. A visual inspection of all existing pond inlets and outlets was completed to determine if repair was needed for any existing pond infrastructure. A tree survey was conducted to classify and rank trees adjacent to the pond to dictate clearing limits for the project. The findings from the surveys, sampling, and inspection were used to develop construction plans, specifications, and a cost estimate to verify consistency with the City's project budget. After completing design and running the bidding process, WSB completed construction management and part-time observation to answer contractor questions and ensure the improvements were constructed consistent with the plans.

### City of Chanhassen Pond Maintenance Projects | Chanhassen, MN

CLIENT: CITY OF CHANHASSEN, MN

PROJECT DURATION: JAN 2021 - CURRENT

For the past several years, Kendra has been the lead water resources engineer to partner with the City of Chanhassen to prioritize ponds for survey and maintenance. Following the bathymetric surveys, feasibility memos are completed to provide maintenance recommendations based on excavation cost-benefit analyses, as well as construction access investigation, clearing and grubbing, permitting requirements, and updates to the City wide model. Sediment testing is completed to determine the appropriate disposal requirements. Construction plans and specifications are developed and permitting is completed. Construction management is performed to ensure the construction is consistent with the plans and that the project achieves the desired outcomes of the City.

### City of Maple Grove Pond Maintenance Projects | Maple Grove, MN

CLIENT: CITY OF MAPLE GROVE, MN

PROJECT DURATION: JAN 2021 - CURRENT

Since 2021, WSB has partnered with the City of Maple Grove on sediment sampling and pond maintenance projects to maintain water quality treatment in the City. The City selects priority ponds, then bathymetric surveys are completed and sediment samples are taken to determine disposal methods per MPCA guidelines. Cost-benefit analyses are used to optimize excavation extent based on the City's annual budget. Site visits are completed to assess access, clearing needs, and recommended infrastructure maintenance. WSB develops construction plans and specs, obtains permits, and manages the project construction to ensure the project completion aligns with the plans, budget, and overall City goals.



## Jake Newhall, PE, PMP

DIRECTOR, WATER RESOURCES



Jake has 18 years of engineering experience and has managed and designed many types of water resources projects, including modeling, planning, design, maintenance programs, and construction. He has worked with numerous watershed municipalities, counties, and state agencies. Jake's well-rounded water resources skills and experience allow him to collaborate and be innovative while solving challenging water quality and quantity problems.

### REGISTRATION Professional Engineer:

MN #49170

NC #057682

CO #0064526

WI #100948-6

GA #052008

FL #99037

**EDUCATION**  
BS in Civil Engineering,  
University of Minnesota

**CERTIFICATIONS**  
Certified PMP #1989038

TxDOT Precertification:  
17.5.1 - Civil Engineering

### Marie Park Pond Maintenance Project | Mendota Heights, MN

**CLIENT:** CITY OF MENDOTA HEIGHTS, MN

**PROJECT DURATION:** NOV 2023 - DEC 2024

WSB partnered with the City of Mendota Heights to complete design and construction management for the maintenance work completed on Marie Park Pond. WSB completed a detailed bathymetric survey of the pond and collected sediment samples for analysis to confirm the appropriate sediment disposal method as dictated by MPCA guidance. A visual inspection of all existing pond inlets and outlets was completed to determine if repair was needed for any existing pond infrastructure. A tree survey was conducted to classify and rank trees adjacent to the pond to dictate clearing limits for the project. The findings from the surveys, sampling, and inspection were used to develop construction plans, specifications, and a cost estimate to verify consistency with the City's project budget. After completing design and running the bidding process, WSB completed construction management and part-time observation to answer contractor questions and ensure the improvements were constructed consistent with the plans.

### Pond Cleanout Projects | MN

**CLIENT:** MULTIPLE COMMUNITIES

Jake has served as the Project Manager on numerous pond cleanout projects. He has coordinated all phases of the project from planning, survey, and feasibility through final design, permitting, and construction. A cost-benefit analysis is often completed to determine the extent of maintenance activities needed to achieve desired water quality improvement. Contaminated material testing and analysis is completed consistent with state requirements to determine excavation and disposal needs. Permitting consistent with local and state requirements is also completed to meet the needs of each pond project. Jake is an expert at navigating the design and construction phases of these projects to achieve stormwater and stakeholder goals and result in successful projects.

### Burnsville Pond Maintenance Projects | Burnsville, MN

**CLIENT:** CITY OF BURNSVILLE, MN

**PROJECT DURATION:** JUN 2013 - CURRENT

Jake has led these projects annually and they generally involve the same steps to result in a successful project. Each year, the City and WSB review the City's priority basins to be surveyed. Following the bathymetric surveys, it can then be determined which basins need to be maintained and the extent of maintenance required to achieve the stormwater goals of the City. Cost-benefit analyses are completed during the preparation of the pond design memos to determine the optimal amount of maintenance/dredging to be completed. In addition, the pond design memos include construction access investigation, clearing and grubbing needs, and permitting requirements. Sediment testing and analysis is completed to determine the appropriate disposal requirements. Construction plans and specifications are developed tailored to meet the unique characteristics of each year's ponds. WCA coordination, Army Corps permitting, and DNR permitting is completed as required. Construction observation is performed to ensure the construction is consistent with the plans and specifications and that the project achieves the desired outcomes of the City.



## Sarah Risius

SENIOR GRADUATE ENGINEER

Sarah has four years of experience in the engineering consulting field. As a senior graduate engineer in WSB's Water Resources group, Sarah has experience in the creation of project plan sets, hydrologic and hydraulic modeling, water quality modeling, and permitting. She has used AutoCAD Civil 3D to design storm sewers, stormwater BMPs, and restoration projects ranging from feasibility to plan production to construction management. Sarah has used HydroCAD, MIDS, and P8 to evaluate project impacts and meet permit and project requirements for project design. Sarah is skilled in a variety of software including AutoCAD Civil 3D, HydroCAD, GIS, P8, MIDS, and all Microsoft Office programs to help meet clients' needs.

### EDUCATION

BS in Bioproducts and  
Biosystems Engineering,  
University of Minnesota -  
Twin Cities, MN

### CERTIFICATIONS

SWE

OSHA 40-hour

Erosion and Stormwater  
Management

HAZWOPER

### 2024 Pond Cleanout Project

**CLIENT:** SHAKOPEE MDEWAKANTON SIOUX COMMUNITY

**PROJECT DURATION:** OCT 2024 - JUN 2025

This project required analysis of three surveyed ponds in SMSC to determine excavation amounts, water quality benefits, and a cost benefit analysis. Sarah provided recommendations to SMSC based on the investigations into the basins. This project required the development of pond cleanout and restoration plans that Sarah oversaw. Construction oversight and management were provided during the construction phase.

### City of Chanhassen Pond Maintenance Projects | Chanhassen, MN

**CLIENT:** CITY OF CHANHASSEN, MN

**PROJECT DURATION:** JAN 2021 - CURRENT

For the past several years, WSB has partnered with the City of Chanhassen to review the City's priority basins to be surveyed. Following the bathymetric surveys, feasibility memos are completed to summarize the results of the survey and provide recommendations for stormwater infrastructure maintenance and extent of pond excavation to achieve targeted stormwater water quality removals. Cost-benefit analyses are completed during the completion of the feasibility memos to determine the optimal amount of maintenance/dredging to be completed. In addition, the pond design memos include construction access investigation, clearing and grubbing needs, permitting requirements, and updates to the City wide HydroCAD model to determine if any rate and flood improvements should be considered. Sediment testing and analysis is completed to determine the appropriate disposal requirements in line with MPCA guidance. Construction plans and specifications are developed and tailored to meet the unique characteristics of each year's ponds. WCA coordination, Army Corps permitting, and DNR permitting is completed as required. Construction observation is performed to ensure the construction is consistent with the plans and specifications and that the project achieves the desired outcomes of the City.

### Four Seasons Water Quality Improvements | Plymouth, MN

**CLIENT:** CITY OF PLYMOUTH, MN

**PROJECT DURATION:** NOV 2022 - JUL 2025

WSB worked with the City and watershed district to take preliminary plans for a water quality improvement project through detailed design, permitting, and construction. The goal of the project was to remove 100 pounds of TP above and beyond any requirements. The improvements include construction of a stormwater pond and restoration of a large wetland. Permitting included a US Army Corps of Engineers Section 404 Individual Permit, MPCA Section 401 Water Quality Certification, and Wetland Conservation Act decision. The watershed district was a funding partner, so collaboration with the District was required. WSB managed construction of the project.

## **TOTAL ESTIMATED ENGINEERING FEE**

The scope of services outlined in this proposal will be billed hourly, based on our current hourly rates. The attached fee spreadsheet outlines the cost to complete the tasks outlined above for the 2025 Stormwater Basin Inspection and Maintenance Assessment Project. Tasks 1, 2 and 3 are proposed to be completed for a not-to-exceed fee of \$79,980. Or for a not-to-exceed fee of \$53,776, Tasks 1 and 3 can be completed if Task 2 is not desired to be included in the project contract.

## **TIME SCHEDULE**

Based on the current project schedule, WSB proposes to start on the stormwater basin inspections as soon as contracts are signed and all data has been received from the City (weather and resident notification dependent). The project is proposed to be completed based on the attached project schedule with the final report and all deliverables provided to the City no later than August 29, 2025. This timeline will allow the City to move selected ponds to design in the fall of 2025 for a winter construction, if desired.





**Estimate of Cost**  
**City of Mendota Heights**  
**2025 Stormwater Basin Inspection and Maintenance Assessment**



Task	Description								Cost
		Principal/QC	Project Manager	Water Resources Graduate Engineer	Water Resource Specialist	Bathymetric/Topo Surveyor	Admin	Total Hours	
		Jake Newhall	Kendra Fallon	Sarah Risius	Dan O'Neill				
1	Sedimentation Survey								Task 1
1.1	Bathymetric Survey	2	4		80	70		156	\$24,698.00
1.2	Visual Inspection & Documentation	2	4		40			46	\$6,108.00
1.3	Bathymetric Figures		8	78				86	\$13,104.00
	Task 1 Total Estimated Hours and Fee	4	16	78	120	70	0	288	\$43,910.00
2	Basin Analysis (Optional)								Task 2
2.1	Drainage Area Analysis and High Level Scoring	2	4	40				46	\$7,228.00
2.2	Feasibility Memos	4	16	100				120	\$18,976.00
	Task 2 Total Estimated Hours and Fee	6	20	140	0	0	0	166	\$26,204.00
3	Reporting								Task 3
3.1	Draft Report	4	12	16			4	36	\$6,120.00
3.2	Final Report	2	8	10			2	22	\$3,746.00
	Task 3 Total Estimated Hours and Fee	6	20	26	0	0	6	58	\$9,866.00
Total Estimated Hours		16	56	244	120	70	6	512	
Average Hourly Billing Rate		264.00	195.00	148.00	120.00	197.00	89.00		
Total Fee by Labor Classification		\$4,224.00	\$10,920.00	\$36,112.00	\$14,400.00	\$13,790.00	\$534.00		\$79,980.00
TOTAL PROJECT COST									\$79,980.00



# Schedule

TASK NO.   DESCRIPTION					2025																						
					APRIL				MAY				JUNE				JULY				AUGUST						
	CONTRACT AWARD - NOTICE TO PROCEED						●																				
1.0	SEDIMENTATION SURVEY																										
1.1	BATHYMETRIC SURVEY																										
1.2	VISUAL INSPECTION & DOCUMENTATION																										
1.3	BATHYMETRIC FIGURES																										
2.0	BASIN ANALYSIS (OPTIONAL)																										
2.1	DRAINAGE AREA ANALYSIS AND HIGH LEVEL SCORING																										
2.2	FEASIBILITY MEMOS																										
3.0	REPORTING																										
3.1	DRAFT REPORT																										
3.2	FINAL REPORT																										

## KEY:

● NOTICE TO PROCEED

■ TASK DURATION

Ⓜ MEETING WITH CITY to discuss survey and high level scoring results, and confirm which basins will move to feasibility memos

Ⓟ PROGRESS REPORTS sent to the City monthly during basin inspection and analysis phase

☑ DRAFT REPORT

☑ FINAL REPORT and all deliverables provided to the City no later than August 29, 2025

## RELEVANT EXPERIENCE

In the last two years, WSB's team has completed bathymetric surveys, feasibility memos and managed pond maintenance projects for the communities and clients listed below. In addition, we have completed 10-year inspection and maintenance prioritization plans for a number of these communities. Previously completed feasibility memos and/or maintenance prioritization plans can be provided if requested. Please reach out to us or the references below for additional information.

Brooklyn Center  
Lydia Ener  
Assistant City Engineer  
763-339-8625  
[lene@brooklyncentermn.gov](mailto:lene@brooklyncentermn.gov)

Burnsville  
Cameron Killmer  
Engineering Project Manager  
952-895-4546  
[Cameron.Killmer@BurnsvilleMN.gov](mailto:Cameron.Killmer@BurnsvilleMN.gov)

Champlin  
Heather Nelson  
City Engineer  
763-923-7120  
[hnelson@ci.champlin.mn.us](mailto:hnelson@ci.champlin.mn.us)

Chanhassen  
Joe Seidl  
Water Resources Engineer  
952-227-1168  
[jseidl@chanhassenmn.gov](mailto:jseidl@chanhassenmn.gov)

Circle Pines  
Patrick Antonen  
City Administration  
763-231-2605  
[pantonen@ci.circle-pines.mn.us](mailto:pantonen@ci.circle-pines.mn.us)

Dundas  
Duane Meliza  
Public Works/Building Inspector  
507-645-2852  
[dmeliza@dundas.us](mailto:dmeliza@dundas.us)

Lakeville  
McKenzie Cafferty  
Environmental Resources Manager  
952-985-4520  
[mcafferty@lakevillemn.gov](mailto:mcafferty@lakevillemn.gov)

Mahtomedi  
Bob Goebel  
Public Works Director  
651-773-9730  
[bgoebel@ci.mahtomedi.mn.us](mailto:bgoebel@ci.mahtomedi.mn.us)

Maple Grove  
Derek Asche  
Water Resources Engineer  
763-494-6354  
[dasche@maplegrovern.gov](mailto:dasche@maplegrovern.gov)

Plymouth  
Ben Scharenbroich  
Water Resources Supervisor  
763-509-5527  
[bscharenbroich@plymouthmn.gov](mailto:bscharenbroich@plymouthmn.gov)

Prior Lake  
Nick Monserud  
Public Works Director/City Engineer  
952-447-9834  
[nmonserud@priorlakemn.gov](mailto:nmonserud@priorlakemn.gov)

Richfield  
Mattias Oddsson  
Water Resources Engineer  
612-861-9797  
[moddsson@richfieldmn.gov](mailto:moddsson@richfieldmn.gov)

Rosemount  
Jane Byron  
Stormwater Specialist  
651-322-2075  
[Jane.Byron@rosemountmn.gov](mailto:Jane.Byron@rosemountmn.gov)

Roseville  
Ryan Johnson  
Environmental Manager  
651-792-7049  
[ryan.johnson@cityofroseville.com](mailto:ryan.johnson@cityofroseville.com)

Savage  
Jesse Carlson  
Water Resources Manager  
952-882-2686  
[jcarlson@cityofsavage.com](mailto:jcarlson@cityofsavage.com)

Shakopee Mdewakanton Sioux  
Community (SMSC)  
Ole Olmanson  
Manager, Water Resources • Land  
952-233-4238  
[Ole.Olmanson@shakopeedakota.org](mailto:Ole.Olmanson@shakopeedakota.org)

St. Louis Park  
Erick Francis  
Water Resources Manager  
952-924-2690  
[EFrancis@stlouisparkmn.gov](mailto:EFrancis@stlouisparkmn.gov)

South St. Paul  
Nick Guilliams  
City Engineer  
651-554-3214  
[nguilliams@southstpaul.org](mailto:nguilliams@southstpaul.org)

Victoria  
Brady Lee  
Public Works Director  
612-805-1480  
[blee@victoriamn.gov](mailto:blee@victoriamn.gov)

West St. Paul  
Ross Beckwith  
Public Works Director/City Engineer  
651-552-4130  
[RBeckwith@wspmn.gov](mailto:RBeckwith@wspmn.gov)

Wayzata  
Michael H. Kelly  
City Engineer/Director of Public Works  
952-404-5316  
[mike@wayzata.org](mailto:mike@wayzata.org)

Woodbury  
Kristin Seaman  
Environmental Resources Coordinator  
651-714-3593  
[kristin.seaman@woodburymn.gov](mailto:kristin.seaman@woodburymn.gov)

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Approve Purchase Order for Solar Panel Removal on Fire Station

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

**CONTACT:** Ryan Ruzek, Public Works  
Director

---

**ACTION REQUEST:**

Approve a Purchase Order for the removal and reinstallation of a portion of the solar panels for the Fire Station Roof Replacement Project.

**BACKGROUND:**

The Fire Station has a 19.2kW Solar Array on its roof. A portion of this system (12.8kW) is mounted on a section of the roof slated to be replaced. Staff worked with Ideal Energies on the removal and replacement of the portion on the old roof.

Ideal Energies provided a quote of \$10,200 for this work. The project will include a crane and forklift rental (\$1,900), labor to disassemble (\$1,280), labor to reinstall (\$2,880), conduit replacement and permitting (\$3,600), storage container (\$560). The solar can be removed in 1–2 days. The roof replacement is expected to take 6–8 weeks.

**FISCAL AND RESOURCE IMPACT:**

Staff estimated this expense at \$12,000. The quote is within the scope of the project.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship

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## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 15, 2025  
**AGENDA ITEM:** Claims List Summary  
**ITEM TYPE:** Consent Agenda  
**FROM:** Kristen Schabacker, Finance Director *KMS*

### **BACKGROUND**

#### **Significant Claims**

Met Council Environmental Services – April Sewer Service	\$ 120,291.59
MN Dept of Labor & Industry – Permit Surcharges	\$ 7,197.46
Baycom Inc. – Computer Equipment	\$ 3,521.00
Compass Minerals – Road Salt	\$ 9,678.54
Emergency Apparatus Maintenance – Equipment Repair – Fire	\$ 7,024.31
J & M Displays, Inc. - Fireworks	\$ 20,000.00
Northfield Solar – Utilities	\$ 6,488.93
Nystrom Publishing – Spring Newsletter	\$ 4,188.56
Performance Plus – Firefighter Medical Exams	\$ 7,318.00
Savatree- Tree Services	\$ 4,000.00

Manual Checks Total	\$ 132,904.83
System Checks Total	\$ 184,664.15

**Total of the list of claims for April 15, 2025 City Council meeting \$ 317,568.98**

### **RECOMMENDATION**

Staff recommends the Mendota Heights City Council approve the list of claims for April 15, 2025.

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
**03/31/25 MAN**

Account	Comments	DEPT Descr	Amount
METRO COUNCIL ENVIRONMENT SVC			
E 15-4449-060-60	APRIL SEWER	Utility Enterprise	\$120,291.59
METRO COUNCIL ENVIRONMENT SVC			\$120,291.59
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	3/28/25 PAYROLL		\$150.00
G 01-2072	3/28/25 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
US POSTAL SERVICE			
E 15-4318-060-60	1ST QTR UTILITY BILLING POS	Utility Enterprise	\$1,115.78
US POSTAL SERVICE			\$1,115.78
			\$125,707.37



# CITY OF MENDOTA HEIGHTS

04/10/25 10:30 AM

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## Claims List MANUAL CHECKS 04/09/25 MAN

Account	Comments	DEPT Descr	Amount
MN DEPT OF LABOR & INDUSTRY			
G 01-2010	4Q 2024 SURCHARGES		-\$299.89
G 01-2010	4Q 2024 SURCHARGES		\$7,497.35
MN DEPT OF LABOR & INDUSTRY			\$7,197.46
			\$7,197.46

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/15/25 PAY**

Account	Comments	DEPT Descr	Amount
AAA CREDIT SCREENING SERVICE			
E 01-4306-020-20	SCREENING SERVICES - PD	Police	\$33.00
AAA CREDIT SCREENING SERVICE			\$33.00
ADVANCED SPORTSWEAR			
E 45-4410-045-45	STAFF CLOTHING - PAR 3	Golf Course	\$79.75
ADVANCED SPORTSWEAR			\$79.75
ALERUS RETIREMENT AND BENEFITS			
E 01-4490-110-10	MARCH 2025 SERVICE FEE/AD	Administration	\$60.00
ALERUS RETIREMENT AND BENEFITS			\$60.00
ALL CITY ELEVATOR, INC.			
E 08-4335-000-00	APRIL MAINTENANCE - CITY H	Spec Fds	\$228.29
ALL CITY ELEVATOR, INC.			\$228.29
ALLEGRA PRINT & IMAGING			
E 01-4305-030-30	BUSINESS CARDS - J. KING	Fire	\$68.67
E 15-4300-060-60	ENVELOPES	Utility Enterprise	\$76.58
E 01-4300-105-15	ENVELOPES	Engineering Enterprise	\$122.54
E 01-4300-080-80	ENVELOPES	Planning	\$122.54
E 01-4300-040-40	ENVELOPES	Code Enforcement/Inspe	\$91.90
E 01-4300-070-70	ENVELOPES	Parks & Recreation	\$76.58
E 01-4300-110-10	ENVELOPES	Administration	\$122.54
E 01-4300-070-70	TIME CARDS - PW	Parks & Recreation	\$50.48
E 01-4300-050-50	TIME CARDS - PW	Road & Bridges	\$50.48
E 15-4300-060-60	TIME CARDS - PW	Utility Enterprise	\$50.47
E 01-4300-020-20	CARDS/ENVELOPES - PD	Police	\$1,126.16
ALLEGRA PRINT & IMAGING			\$1,958.94
AMERICAN ENVIRONMENTAL, LLC			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$2,700.00
AMERICAN ENVIRONMENTAL, LLC			\$2,700.00
AMERICAN PUBLIC WORKS ASSOCIATION			
E 01-4404-070-70	APWA MEMBERSHIP - M. LAWR	Parks & Recreation	\$102.08
E 01-4404-050-50	APWA MEMBERSHIP - M. LAWR	Road & Bridges	\$102.08
E 15-4404-060-60	APWA MEMBERSHIP - M. LAWR	Utility Enterprise	\$102.09
AMERICAN PUBLIC WORKS ASSOCIATION			\$306.25
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$293.00
ASPEN MILLS			\$293.00
ASPEN WASTE SYSTEMS INC.			
E 01-4280-310-50	APRIL 2025 RUBBISH SERVICE	Road & Bridges	\$303.92
E 01-4220-085-85	APRIL 2025 ORGANIC RECYCLI	Recycling	\$454.55
E 01-4280-310-70	APRIL 2025 RUBBISH SERVICE	Parks & Recreation	\$303.92
E 01-4280-315-30	APRIL 2025 RUBBISH SERVICE	Fire	\$248.52
E 45-4280-045-45	APRIL 2025 RUBBISH SERVICE	Golf Course	\$157.03
E 15-4280-310-60	APRIL 2025 RUBBISH SERVICE	Utility Enterprise	\$303.92
E 08-4280-000-00	APRIL 2025 RUBBISH SERVICE	Spec Fds	\$434.55
ASPEN WASTE SYSTEMS INC.			\$2,206.41

## CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
AUTOZONE			
E 01-4330-490-70	EQUIP REPAIR - STREET	Parks & Recreation	\$9.58
AUTOZONE			\$9.58
B S N SPORTS			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$662.18
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$324.95
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$449.99
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$321.30
B S N SPORTS			\$1,758.42
BAYCOM INC			
E 01-4301-114-14	COMPUTER EQUIP - IT	Info Tech	\$3,521.00
BAYCOM INC			\$3,521.00
BLANKS, JAFFREY			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$50.00
BLANKS, JAFFREY			\$50.00
BLUE CROSS BLUE SHIELD			
E 01-4131-050-50	MAY 2025 HEALTH INSURANCE	Road & Bridges	\$5,355.68
E 01-4131-070-70	MAY 2025 HEALTH INSURANCE	Parks & Recreation	\$3,720.88
G 01-2071	MAY 2025 HEALTH INSURANCE		\$692.26
BLUE CROSS BLUE SHIELD			\$9,768.82
CAMPBELL KNUTSON			
E 01-4222-120-20	MAR 2025 PROSECUTION LEGA	Police	\$5,902.87
E 01-4220-120-70	MAR 2025 PARK AND REC LEG	Parks & Recreation	\$360.00
E 01-4220-120-10	MAR 2025 MEETINGS LEGAL SE	Administration	\$2,043.80
E 01-4220-120-10	MAR 2025 GENERAL LEGAL SE	Administration	\$54.00
E 01-4220-120-10	MAR 2025 POLICE LEGAL SERV	Administration	\$108.00
CAMPBELL KNUTSON			\$8,468.67
CAPITAL ONE (BLUE TARP FINANCIAL)			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$191.96
CAPITAL ONE (BLUE TARP FINANCIAL)			\$191.96
COMPASS MINERALS			
E 01-4421-050-50	SALT - STREET	Road & Bridges	\$4,836.31
E 01-4421-050-50	SALT - STREET	Road & Bridges	\$4,842.23
COMPASS MINERALS			\$9,678.54
CORBETT, PATRICK			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$50.00
CORBETT, PATRICK			\$50.00
DAUL, JENNIFER			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$50.00
DAUL, JENNIFER			\$50.00
EARL F. ANDERSEN, INC			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$150.35
EARL F. ANDERSEN, INC			\$150.35
EMERGENCY APPARATUS MTNC			

## CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$7,024.31
EMERGENCY APPARATUS MTNC			\$7,024.31
EYE MED			
E 01-4131-050-50	APRIL 2025 PREMIUM	Road & Bridges	\$29.97
G 01-2074	APRIL 2025 PREMIUM		\$10.27
E 01-4131-110-10	APRIL 2025 PREMIUM	Administration	\$60.66
E 01-4131-020-20	APRIL 2025 PREMIUM	Police	\$100.79
E 01-4131-105-15	APRIL 2025 PREMIUM	Engineering Enterprise	\$10.26
E 08-4131-000-00	APRIL 2025 PREMIUM	Spec Fds	\$5.13
E 15-4131-060-60	APRIL 2025 PREMIUM	Utility Enterprise	\$15.09
G 01-2071	APRIL 2025 PREMIUM		\$20.22
E 01-4131-070-70	APRIL 2025 PREMIUM	Parks & Recreation	\$5.13
EYE MED			\$257.52
FIELD, LITTON JR			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$50.00
FIELD, LITTON JR			\$50.00
FIRE EQUIPMENT SPECIALTIES			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,183.88
FIRE EQUIPMENT SPECIALTIES			\$1,183.88
FISHING FOR ALL LLC			
E 01-4435-200-70	4/22/25 FISHING CLASS - EART	Parks & Recreation	\$500.00
FISHING FOR ALL LLC			\$500.00
FLEETPRIDE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$67.99
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$12.22
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$56.18
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$74.91
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$52.11
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$1,881.65
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$219.24
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$6.62
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$237.77
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$265.88
FLEETPRIDE			\$2,874.57
FOREUP GOLF SOFTWARE			
E 45-4305-045-45	TEE TIME SOFTWARE - PAR 3	Golf Course	\$320.00
FOREUP GOLF SOFTWARE			\$320.00
FULL CIRCLE INDIGENOUS PLANNING			
E 09-4220-000-00	OHEYAWAHE INTERPRETIVE D	Spec Fds	\$1,526.00
FULL CIRCLE INDIGENOUS PLANNING			\$1,526.00
GAME TRUCK TWIN CITIES LLC			
E 01-4435-200-70	5/10/25 TOUCH A TRUCK EVEN	Parks & Recreation	\$475.00
GAME TRUCK TWIN CITIES LLC			\$475.00
GAMETIME			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,662.88
GAMETIME			\$1,662.88

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Account	Comments	DEPT Descr	Amount
GOLDADE, STEVE			
E 01-4490-080-80	2025 1ST QTR PLANNING CO	Planning	\$50.00
GOLDADE, STEVE			\$50.00
GOODPOINT TECHNOLOGY, INC.			
E 01-4220-050-50	2025 ROADWAY PAVEMENT CO	Road & Bridges	\$2,112.50
GOODPOINT TECHNOLOGY, INC.			\$2,112.50
GOPHER STATE ONE CALL			
E 01-4210-040-40	MAR 2025 SERVICE	Code Enforcement/Inspe	\$155.25
E 01-4210-040-40	JAN 2025 SERVICE	Code Enforcement/Inspe	\$117.50
GOPHER STATE ONE CALL			\$272.75
GRAINGER			
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$46.76
GRAINGER			\$46.76
GREEN LOTUS YOGA AND HEALING CENTER			
E 01-4435-200-70	4/23/25 YOGA CLASSES - REC	Parks & Recreation	\$85.00
GREEN LOTUS YOGA AND HEALING CENTER			\$85.00
HELPING HANDS HOME SERVICES			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$852.19
HELPING HANDS HOME SERVICES			\$852.19
HOMERUN LEADERSHIP LLC			
E 01-4400-110-10	2/27/25 LEADERSHIP TRAININ	Administration	\$160.00
HOMERUN LEADERSHIP LLC			\$160.00
HOSE INC			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$235.51
HOSE INC			\$235.51
HUSBANDS, ROSEMARY			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$50.00
HUSBANDS, ROSEMARY			\$50.00
INNOVATIVE OFFICE SOLUTIONS			
E 01-4490-109-09	MTG SUPPLIES - CITY COUNCIL	City Council	\$20.94
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$135.46
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$161.84
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	-\$27.61
INNOVATIVE OFFICE SOLUTIONS			\$290.63
INTERSTATE BATTERY SYSTEM			
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$9.93
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$129.90
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$9.94
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$9.93
INTERSTATE BATTERY SYSTEM			\$159.70
INVER GROVE FORD			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$779.99
INVER GROVE FORD			\$779.99

## CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
INVER GROVE HEIGHTS, CITY OF			
E 01-4435-200-70	ADAPTIVE BOWLING - REC	Parks & Recreation	\$19.17
INVER GROVE HEIGHTS, CITY OF			\$19.17
J & M DISPLAYS, INC.			
E 01-4490-109-09	2025 4TH OF JULY FIREWORKS	City Council	\$20,000.00
J & M DISPLAYS, INC.			\$20,000.00
JOHNSON, CINDY			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$75.00
JOHNSON, CINDY			\$75.00
KATZ, ANDREW			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$25.00
KATZ, ANDREW			\$25.00
KNOSALLA, LORI			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$75.00
KNOSALLA, LORI			\$75.00
L M C I T3			
E 01-4490-109-09	INSURANCE COVERAGE - FIRE	City Council	\$225.00
L M C I T3			\$225.00
LAWSON PRODUCTS, INC			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$65.83
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$74.93
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$74.93
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$143.12
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$65.84
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$150.22
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$74.93
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$65.83
LAWSON PRODUCTS, INC			\$715.63
MACQUEEN EMERGENCY			
E 01-4330-460-30	SCBA SERVICE - FIRE	Fire	\$333.29
MACQUEEN EMERGENCY			\$333.29
MARTIN-MCALLISTER			
E 01-4306-020-20	ASSESSMENTS - PD	Police	\$650.00
MARTIN-MCALLISTER			\$650.00
MCCASLIN, TED			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$75.00
MCCASLIN, TED			\$75.00
MENARDS			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$15.46
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$14.07
G 45-2035	GAS/OIL - PAR 3		-\$3.83
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$13.18
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$216.54
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$9.79
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$32.94

## CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
E 45-4320-045-45	GAS/OIL - PAR 3	Golf Course	\$59.59
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$3.42
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$8.99
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$45.95
MENARDS			\$416.10
METRO AREA MGMT ASSOCIATION			
E 01-4400-110-10	MAMA 3/27 MTG - C. JACOBSON	Administration	\$35.00
METRO AREA MGMT ASSOCIATION			\$35.00
METRO CHIEF FIRE OFFICERS ASSOC			
E 01-4404-030-30	2025 MCFOA MEMBERSHIP - D.	Fire	\$100.00
METRO CHIEF FIRE OFFICERS ASSOC			\$100.00
METRO SALES			
E 01-4220-110-10	MARCH 2025 COPIER/PRINTER	Administration	\$1,361.77
E 01-4300-030-30	MARCH 2025 COPIER/PRINTER	Fire	\$142.35
E 15-4330-490-60	MARCH 2025 COPIER/PRINTER	Utility Enterprise	\$11.96
E 01-4330-490-50	MARCH 2025 COPIER/PRINTER	Road & Bridges	\$11.96
E 01-4330-490-70	MARCH 2025 COPIER/PRINTER	Parks & Recreation	\$11.96
METRO SALES			\$1,540.00
MEYER, STEPHANIE			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$25.00
MEYER, STEPHANIE			\$25.00
MIDWEST MACHINERY CO (FRONTIER AG)			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$12.93
MIDWEST MACHINERY CO (FRONTIER AG)			\$12.93
MITCHELL1			
E 01-4300-070-70	APRIL 2025 SERVICE	Parks & Recreation	\$184.00
MITCHELL1			\$184.00
MN DEPT OF ADMINISTRATION			
E 01-4400-110-10	DATA PRACTICES - N. BAUER	Administration	\$80.00
E 01-4400-110-10	DATA PRACTICES - S. ROBERT	Administration	\$80.00
MN DEPT OF ADMINISTRATION			\$160.00
MN FIRE SERVICE CERTIFICATION			
E 01-4403-030-30	HAZ MAT TRAINING - FIRE	Fire	\$557.25
MN FIRE SERVICE CERTIFICATION			\$557.25
MN GOLF ASSOCIATION			
E 45-4404-045-45	2025 MGA MEMBERSHIP - PAR	Golf Course	\$90.00
MN GOLF ASSOCIATION			\$90.00
MN TEAMSTERS LOCAL 320			
G 01-2075	APRIL 2025 UNION DUES		\$1,026.00
MN TEAMSTERS LOCAL 320			\$1,026.00
MULLER, MICHELLE			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$25.00
MULLER, MICHELLE			\$25.00
NAC MECHANICAL & ELECTRIC			

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Account	Comments	DEPT Descr	Amount
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$3,638.00
NAC MECHANICAL & ELECTRIC			\$3,638.00
NATH, JEFF			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$25.00
NATH, JEFF			\$25.00
NORTHFIELD SOLAR LLC			
E 45-4211-046-45	FEB 2025 ELECTRIC UTILITIES	Golf Course	\$47.75
E 28-4211-000-00	FEB 2025 ELECTRIC UTILITIES	Spec Fds	\$1,303.73
E 45-4211-047-45	FEB 2025 ELECTRIC UTILITIES	Golf Course	\$33.92
E 15-4211-400-60	FEB 2025 ELECTRIC UTILITIES	Utility Enterprise	\$764.47
E 15-4211-310-60	FEB 2025 ELECTRIC UTILITIES	Utility Enterprise	\$262.04
E 08-4211-000-00	FEB 2025 ELECTRIC UTILITIES	Spec Fds	\$2,369.08
E 01-4211-420-50	FEB 2025 ELECTRIC UTILITIES	Road & Bridges	\$160.01
E 01-4211-315-30	FEB 2025 ELECTRIC UTILITIES	Fire	\$744.79
E 01-4211-310-70	FEB 2025 ELECTRIC UTILITIES	Parks & Recreation	\$262.03
E 01-4211-310-50	FEB 2025 ELECTRIC UTILITIES	Road & Bridges	\$262.03
E 01-4211-320-70	FEB 2025 ELECTRIC UTILITIES	Parks & Recreation	\$279.08
NORTHFIELD SOLAR LLC			\$6,488.93
NUSS TRUCK & EQUIPMENT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$569.86
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	-\$419.42
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$3,752.16
NUSS TRUCK & EQUIPMENT			\$3,902.60
NYSTROM PUBLISHING CO., INC.			
E 01-4268-650-10	SPRING 2025 SPRING HIGHLIG	Administration	\$4,188.56
NYSTROM PUBLISHING CO., INC.			\$4,188.56
OXYGEN SERVICE CO			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$337.05
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$147.56
E 01-4200-610-50	CYLINDER RENTAL - PW	Road & Bridges	\$91.03
E 15-4200-610-60	CYLINDER RENTAL - PW	Utility Enterprise	\$91.03
E 01-4200-610-70	CYLINDER RENTAL - PW	Parks & Recreation	\$91.03
OXYGEN SERVICE CO			\$757.70
PER MAR SECURITY SERVICES			
E 45-4335-045-45	ALARM SYSTEM SERVICE 5/3/2	Golf Course	\$180.19
PER MAR SECURITY SERVICES			\$180.19
PERFORMANCE PLUS			
E 01-4244-030-30	MEDICAL EXAMS - FIRE	Fire	\$7,318.00
PERFORMANCE PLUS			\$7,318.00
PIONEER ATHLETICS			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,947.00
PIONEER ATHLETICS			\$1,947.00
PLAN IT SOFTWARE LLC			
E 01-4301-114-14	MAY 2025-DEC 2025 PLAN IT S	Info Tech	\$1,783.33
G 01-1215	JAN 2026-APR 2026 PLAN IT S		\$891.67
PLAN IT SOFTWARE LLC			\$2,675.00



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Account	Comments	DEPT Descr	Amount
PRECISE MRM LLC			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$20.00
PRECISE MRM LLC			\$20.00
PUBLIC EMPL INS PROGRAM			
E 01-4131-050-50	MAY 2025 HEALTH INSURANCE	Road & Bridges	\$608.46
E 01-4131-105-15	MAY 2025 HEALTH INSURANCE	Engineering Enterprise	\$5,313.16
E 01-4131-030-30	MAY 2025 HEALTH INSURANCE	Fire	\$889.52
E 01-4131-020-20	MAY 2025 HEALTH INSURANCE	Police	\$17,338.50
E 01-4131-070-70	MAY 2025 HEALTH INSURANCE	Parks & Recreation	\$2,433.84
E 01-4131-110-10	MAY 2025 HEALTH INSURANCE	Administration	\$8,335.14
E 01-4131-020-20	MAY 2025 HEALTH INSURANCE	Police	\$13,328.16
G 01-2074	MAY 2025 HEALTH INSURANCE		\$1,284.60
G 01-2071	MAY 2025 HEALTH INSURANCE		\$1,312.26
E 08-4131-000-00	MAY 2025 HEALTH INSURANCE	Spec Fds	\$608.46
PUBLIC EMPL INS PROGRAM			\$51,452.10
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$4,000.00
SAVATREE			\$4,000.00
SCHIFSKY, JO			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$50.00
SCHIFSKY, JO			\$50.00
SHEETS, LIZ			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$75.00
SHEETS, LIZ			\$75.00
SHERER, DAN			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$25.00
SHERER, DAN			\$25.00
SNAP ON TOOLS			
E 15-4330-490-60	EQUIP REPAIR - PW	Utility Enterprise	\$336.00
E 01-4330-490-70	EQUIP REPAIR - PW	Parks & Recreation	\$336.00
E 01-4330-490-50	EQUIP REPAIR - PW	Road & Bridges	\$336.00
SNAP ON TOOLS			\$1,008.00
SOUTHVIEW DESIGN			
G 01-2010	PLANNING CASE 2024-18 ESCR		\$454.00
SOUTHVIEW DESIGN			\$454.00
SPRWS			
E 01-4425-310-50	MARCH SERVICE - 2431 LEXIN	Road & Bridges	\$22.26
E 01-4425-310-70	MARCH SERVICE - 2431 LEXIN	Parks & Recreation	\$22.26
E 15-4425-310-60	MARCH SERVICE - 2431 LEXIN	Utility Enterprise	\$22.27
E 01-4425-315-30	MARCH SERVICE - 2121 DODD	Fire	\$86.94
E 45-4425-045-45	12/27/24-3/26/25 SERVICE - 1	Golf Course	\$32.30
E 08-4425-000-00	MARCH SERVICE - 1101 VICTO	Spec Fds	\$155.96
SPRWS			\$341.99
ST. PAUL PIONEER PRESS			
E 01-4240-030-30	MARCH 2025 LEGAL NOTICES	Fire	\$67.10

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Account	Comments	DEPT Descr	Amount
E 01-4240-110-10	MARCH 2025 LEGAL NOTICES	Administration	\$110.00
E 01-4240-080-80	MARCH 2025 LEGAL NOTICES	Planning	\$59.40
E 01-4240-110-10	MARCH 2025 LEGAL NOTICES	Administration	\$55.00
ST. PAUL PIONEER PRESS			\$291.50
STEIN, WILL			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$75.00
STEIN, WILL			\$75.00
STONE, JASON			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$50.00
STONE, JASON			\$50.00
STREICHERS			
E 01-4410-020-20	UNIFORM - PD	Police	\$48.99
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$33.98
E 01-4410-020-20	UNIFORM - PD	Police	\$1,056.01
STREICHERS			\$1,138.98
SUMMIT COMPANIES			
E 01-4268-030-30	SPRINKLER INSPECTION - FIRE	Fire	\$510.00
SUMMIT COMPANIES			\$510.00
THUENING, MIKA			
E 01-4490-075-75	2025 1ST QTR NATURAL RESO	Natural Resources	\$75.00
THUENING, MIKA			\$75.00
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	3/18/25 CITY COUNCIL MINUT	Administration	\$172.00
E 01-4490-075-75	3/12/25 NATURAL RESOURCES	Natural Resources	\$172.00
TIME SAVER OFF SITE SEC. SVC.			\$344.00
TKDA			
E 57-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$142.49
TKDA			\$142.49
TOTH, MIKE			
E 01-4490-070-70	2025 1ST QTR PARKS & REC C	Parks & Recreation	\$50.00
TOTH, MIKE			\$50.00
TRI STATE BOBCAT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$148.75
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$111.66
TRI STATE BOBCAT			\$260.41
UDELL, BRIAN			
E 01-4490-080-80	2025 1ST QTR PLANNING COM	Planning	\$50.00
UDELL, BRIAN			\$50.00
VAN LITH, DANIEL			
E 01-4490-070-70	2025 1ST QTR PARK & REC CO	Parks & Recreation	\$25.00
VAN LITH, DANIEL			\$25.00
VERIZON WIRELESS			
E 01-4210-050-50	CELL SERVICE	Road & Bridges	\$41.39
E 01-4210-070-70	CELL SERVICE	Parks & Recreation	\$76.40

## CITY OF MENDOTA HEIGHTS

04/10/25 1:32 PM

Page 10

**Claims List**  
**SYSTEM CHECKS**  
**04/15/25 PAY**

Account	Comments	DEPT Descr	Amount
E 45-4210-045-45	CELL SERVICE	Golf Course	\$40.01
E 01-4210-030-30	CELL SERVICE	Fire	\$110.03
VERIZON WIRELESS			\$267.83
VESTIS (ARAMARK)			
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 08-4335-000-00	MAT SERVICE - CITY HALL	Spec Fds	\$115.50
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
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)			\$245.84
VOLGISTICS INC.			
G 01-1215	1/1/26-6/5/26 VOLGISTICS		\$180.00
E 01-4301-114-14	6/6/25-12/31/25 VOLGISTICS	Info Tech	\$252.00
VOLGISTICS INC.			\$432.00
WAGMAN, ERIC			
E 01-4400-020-20	MARCH TRAINING REIMBURSE	Police	\$117.75
WAGMAN, ERIC			\$117.75
WEICHERT, JENNIFER			
E 01-4490-070-70	2025 1ST QTR PARKS & REC C	Parks & Recreation	\$25.00
WEICHERT, JENNIFER			\$25.00
WITMER PUBLIC SAFETY GROUP INC			
E 01-4305-155-30	OPERATING SUPPLIES - FIRE	Fire	\$2,426.74
WITMER PUBLIC SAFETY GROUP INC			\$2,426.74
ZARNOTH BRUSH WORKS			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$693.00
ZARNOTH BRUSH WORKS			\$693.00
			\$184,664.15

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Consideration of Ordinance No. 601, Authorizing Amendments to the 2025 Fee Schedule and Approval of the Summary Publication

**ITEM TYPE:** Public Hearing

**DEPARTMENT:** Parks and Recreation

**CONTACT:** Meredith Lawrence, Parks and Recreation/Assistant Public Works Director  
Nancy Bauer, City Clerk

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### ACTION REQUEST:

Hold a Public Hearing to consider approval of Ordinance No. 601, Authorizing Amendments to the 2025 Fee Schedule and Approval of the Summary Publication.

### BACKGROUND:

The City Council is asked to consider adopting Ordinance No. 601, authorizing amendments to the 2025 Fee Schedule and approval of the summary publication.

The Council directed staff to decrease recreation tournament fees from \$50 (permit reservation) per field per day + \$35 (field prep) per field per day to \$41.50 (including both use and prep fees) per field per day.

In addition, staff recommends a Food Truck Deposit Fee of \$50 per city event be added to the Fee Schedule. When scheduling food trucks for events such as Park Celebration and Frozen Fun Fest, staff have experienced issues with vendors not showing up at events they have been booked for. To reduce no-shows, staff will be charging food trucks that are participating in a Mendota Heights event a \$50 deposit fee. Staff will track food truck attendance on the day of the event. If food trucks attend the event, their \$50 deposit will be returned. If they do not attend the event, their \$50 deposit will be cashed by the City.

MN State Statutes 462.353 requires a public hearing for fee schedule changes. A notice was published in the Pioneer Press and displayed on the city website.

Following the Public Hearing, the City Council, should, by motion, approve:

- Ordinance No. 601 An Ordinance Amending the Fee Schedule (requires a simple majority vote of the Council)

- Summary Publication of Ordinance No. 601 Amending the Fee Schedule (requires a 4/5th vote of the Council)

The City Council is advised to vote separately on the two recommended motions listed above.

**FISCAL AND RESOURCE IMPACT:**

The City's 2025 Fee Schedule is proposed to be amended to change the fees for tournament usage and add a food truck deposit fee for city events as indicated in the resolution for Ordinance No. 601 which is attached.

**ATTACHMENTS:**

1. Ord 601 Amend Fee Schedule - Ordinance
2. Ord 601 Amend Fee Schedule - Summary Publication

**CITY COUNCIL PRIORITY:**

Economic Vitality & Community Vibrancy, Inclusive and Responsive Government

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

**ORDINANCE NO. 601**

**AN ORDINANCE AMENDING THE 2025 FEE SCHEDULE**

The City Council of the City of Mendota Heights, Minnesota does hereby ordain:

The city's fee schedule for 2025 is hereby amended by adding the following to:

**PARKS AND RECREATION—FIELD AND FACILITY USE FEES**

Tournament Fees (includes both Use and Prep Fee) Priority Group 3-7: \$41.50 per day/per field

**ADMINISTRATION—LICENSES AND PERMITS**

Food Truck Deposit Fee: \$50 per city event

This Ordinance shall be in effect from and after the date of its passage and publication.

Adopted and ordained into an Ordinance this 15<sup>th</sup> day of April, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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**Stephanie B. Levine, Mayor**

**ATTEST:**

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**Nancy Bauer, City Clerk**

**SUMMARY PUBLICATION**

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY, MINNESOTA

**ORDINANCE NO. 601**

AN ORDINANCE AMENDING THE 2025 FEE SCHEDULE

The City Council of Mendota Heights Minnesota amends its 2025 fee schedule. The complete text of this ordinance may be obtained at the Mendota Heights city hall or from the city's website at [www.mendotaheightsmn.gov](http://www.mendotaheightsmn.gov).

This Ordinance shall be in effect from the date of its passage and publication.

Adopted and ordained this 15<sup>th</sup> day of April 2025.

CITY COUNCIL OF MENDOTA HEIGHTS

/s/Stephanie Levine, Mayor

Attest:

/s/Nancy Bauer, City Clerk





## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 15, 2025

**AGENDA ITEM:** Resolution 2025-20 Approving a Comprehensive Plan Amendment - Planning Case 2025-02

**ITEM TYPE:** New and Unfinished Business

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

### **ACTION REQUEST:**

Adopt 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*

### **BACKGROUND:**

City Staff have prepared a Comprehensive Plan Amendment application request to complete both a Text and Map Amendment to the city's 2040 Comprehensive Plan, modifying the 'Future Land Use Plan' and guided land use of 99.23 acres of land. The current land use of the 99.23 acres is I-Industrial, and the proposed land use is B-Business. The subject area was evaluated during the City's Zoning Code Update project and found to contain a majority of existing uses that are more consistent with commercial zoning than industrial zoning.

The proposed change in land use is consistent with the Zoning Map updates which were adopted in September 2024 and went into effect on January 1, 2025. The subject area is generally located north of Interstate 494, West of Highway 55, east of Pilot Knob Road, and south of Mendota Heights Road, with an additional parcel located at the southeast corner of Northland Drive and Highway 55. The subject area is illustrated on the Planned Future Land Use maps which are attached to this report. In addition to the change in guided land use, there are also changes to the text of the Comprehensive Plan, specifically within Chapter 2 – Land Use and Growth, to update zoning district types and titles to be consistent with modifications made during the Zoning Code Update Project, as well as other text updates needed to accurately reflect the effect of the proposed guide plan changes. The specific text changes are shown in the attached redline of Chapter 2 – Land Use and Growth.

The 99.23 acres in the subject area proposed to be changed consist of 26 different parcels, owned by 15 different property owners. All but one parcel (2.22 acres) are developed with existing buildings and uses. The City currently does not have any active development

proposals for the existing vacant site as part of this Comprehensive Plan Amendment. The property owners had previously requested to the City that they may be considered part of the re-zoning area in the Zoning Code Update project, as they were interested in pursuing future commercial developments as opposed to industrial development. The City Council was supportive of the request to be included in the zoning map amendments associated with the Zoning Code Update project and adoption. The proposed Future Land Use Plan amendment to re-guide the subject properties is consistent with those areas that were part of the prior rezoning adoption. Of the parcels within the re-guiding area with existing uses, 18 parcels are developed with office or business park uses, three parcels contain hotels, two parcels contain an office/laboratory/light manufacturing, one contains an office/warehouse development, and one contains a cell tower. There are not any anticipated conflicts with the existing uses and the proposed land use category of B-Business.

A public hearing on this application was held at the March 31, 2025 Planning Commission meeting following the presentation of the staff report. There were no residents who came forward to speak at the public hearing. The Planning Commission discussed the existing uses within this area of the City's business park, and the differences between the Business and Industrial land use categories.

A copy of the 03/31/25 planning report is attached to this memo. As noted in the attachment, staff recommended approval of the Comprehensive Plan Amendment. Following their discussion, the Planning Commission voted unanimously (4-0) in support of the application request for a Comprehensive Plan Text and Map Amendment, with findings-of-fact, as outlined in the attached [draft] Resolution.

The City Council may affirm the recommendation from the Planning Commission by adopting Resolution No. 2025-20, Approving a Comprehensive Plan Amendment to change the guided land use of 99.23 acres of property from I-Industrial to B-Business and to complete corresponding minor text amendments to Chapter 2: Land Use and Growth of the City of Mendota Heights 2040 Comprehensive Plan.

This action requires a 4/5th vote of the City Council.

#### **FISCAL AND RESOURCE IMPACT:**

#### **ATTACHMENTS:**

1. Resolution 2025-20
2. Planning Commission Staff Report 3-31-25
3. Chapter 2. Land Use & Growth - Redline Text Amendment
4. Unapproved Planning Commission Minutes 3-31-25

#### **CITY COUNCIL PRIORITY:**

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure

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

**RESOLUTION 2025-20**

**RESOLUTION 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]**

**WHEREAS**, the City of Mendota Heights has applied for a Comprehensive Plan Amendment to reclassify the future land use designation contained in the City's 2040 Comprehensive Plan for 99.23 acres of property within the City, generally located north of Interstate 494, West of Highway 55, east of Pilot Knob Road, and south of Mendota Heights Road, with an additional parcel located at the southeast corner of Northland Drive and Highway 55, and to complete minor text amendments to Chapter 2: Land Use and Growth, to accurately reflect the proposed guide plan changes, as proposed in Planning Case 2025-02; and

**WHEREAS**, on March 31, 2025, the Mendota Heights Planning Commission held a public hearing on the application request at their regular meeting, and whereupon closing the hearing and follow-up discussion on this item, the Planning Commission voted 4-0 to recommend approval of the application request; and

**WHEREAS**, the City Council held a meeting on April 15, 2025 to consider said Comprehensive Plan Amendment and found that the application request is reasonable and is not contrary to the public interest.

**NOW, THEREFORE, BE IT RESOLVED** by the Mendota Heights City Council that the recommendation from the Planning Commission on Planning Case No. 2025-02 is hereby affirmed, and the proposed Comprehensive Plan Amendment request may be approved based on the following findings-of-fact:

1. The current zoning on the subject properties is not consistent with the current future land use designation.
2. The proposed future land use designation of the subject properties is consistent with the current zoning, current existing uses, and surrounding existing/planned land uses.
3. The proposed text amendments to the Chapter 2: Land Use and Growth chapter of the City's 2040 Comprehensive Plan are consistent with the proposed future land use designation change, existing zoning classification categories, and the goals and policies of the City of Mendota Heights.

**BE IT FURTHER RESOLVED**, by the Mendota Heights City Council that the Comprehensive Plan Amendment is hereby approved, subject to review and approval by the Metropolitan Council.

Adopted by the City Council of the City of Mendota Heights on this 15<sup>th</sup> day of March, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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**Stephanie B. Levine, Mayor**

**ATTEST:**

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**Nancy Bauer, City Clerk**

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



## Planning Commission

**Meeting Date:** March 31, 2025

**Agenda Item:** **CASE No. 2025-02 Comprehensive Plan Amendment** Application of the City of Mendota Heights for a Comprehensive Plan Text and Map Amendment to the 2040 Comprehensive Plan

**Department:** Community Development

**Contact:** Sarah Madden,  
Community Development Manager

### Introduction:

The City is requesting consideration of a Comprehensive Plan Text and Map Amendment to its 2040 Comprehensive Plan, modifying the 'Future Land Use Plan' and guided land use of 99.23 acres of land. The current land use of the 99.23 acres is I-Industrial, and the proposed land use is B-Business. The subject area was evaluated during the City's Zoning Code Update project and found to contain a majority of existing uses that are more consistent with commercial zoning than industrial zoning. The proposed change in land use is consistent with the Zoning Map updates which were adopted in September 2024 and went into effect on January 1, 2025.

A public hearing notice for this planning item was published in the Pioneer Press and notice letters were mailed to all properties within 350-feet of the properties which are proposed to be changed from I-Industrial to B-1 General Business on the revised Future Land Use Plan map. The city has not received any comments or objections to this land use request as of the submittal of this report.

The proposed Comprehensive Plan Amendment requires approval from the Metropolitan Council. If approved by the City Council, staff will then send the application to the Metropolitan Council for their review and approval, before the Amendment is adopted formally by Resolution at the City Council. Additionally, adjacent governmental units and jurisdictions are required to be notified and given the opportunity to comment. As of the submittal of this report, the Cities of Bloomington, Eagan, Lilydale, Sunfish Lake, and West St. Paul have all responded to confirm they have no comments on the proposal. Other jurisdictions of ISD 197, the Metropolitan Airport Commission, the Lower Minnesota River Watershed District, and the National Park Service have also responded to confirm they have no comments. The City has not received a response from the Cities of Inver Grove Heights, St. Paul, or Mendota, Dakota or Hennepin County, Eagan-Inver Grove Heights Watershed Management Organization, Lower Mississippi River Watershed Management Organization, or MnDOT.

### Background:

In 2022, the City of Mendota Heights began the process of updating its Zoning Code to be consistent with the adopted 2040 Comprehensive Plan in compliance with State Statute. The Title 12 update and corresponding Zoning Map changes were approved by the City Council in September 2024 and went into effect on January 1, 2025. Following the adoption of the

Zoning Code Update, staff begin preparing for a submission to amend the 2040 Comprehensive Plan to reflect the modifications made to the zoning ordinance and map.

As mentioned in the Introduction section of this report, the proposed Future Land Use Plan map amendments propose to change the guided land use of 99.23 acres of property from I-Industrial to B-Business. The area is generally located north of Interstate 494, West of Highway 55, east of Pilot Knob Road, and south of Mendota Heights Road, with an additional parcel located at the southeast corner of Northland Drive and Highway 55. The subject area is illustrated on the Planned Future Land Use maps which are attached to this report on pages 13-14 of this packet.

In addition to the change in guided land use, there are also changes to the text of the Comprehensive Plan, specifically within Chapter 2 – Land Use and Growth, to update zoning district types and titles to be consistent with modifications made during the Zoning Code Update Project, as well as other text updates needed to accurately reflect the effect of the proposed guide plan changes. The specific text changes are shown in the attached redline of Chapter 2 – Land Use and Growth and are listed in the Analysis section of this report.

### **Analysis:**

The Future Land Use Plan, as included in the City's 2040 Comprehensive Plan, is intended to depict the general desired locations of future land uses. As part of the proposed amendment request, the planning commission should determine if the proposed guide change is compatible with surrounding existing and future land uses.

#### Future Land Use Designation

The 99.23 acres identified in this request are currently guided as I-Industrial. This designation is described in the 2040 Comprehensive Plan:

*'The Industrial land use category is concentrated in the city's industrial and business park in the southwest part of the city, north of I-494. The vast majority of the 400-plus acres of Industrial land is west of Highway 55, with a portion east of Highway 55 and west of I-35E. This land use includes manufacturing, office, and warehousing uses, but also hotels, and other commercial uses.'*

The proposed B-Business designation is one of three general commercial land use categories in the City's Comprehensive Plan. Specifically, the B-Business land use category is described as:

*'The second category of commercial uses expands the uses to include retail, restaurants, hotels and other commercial uses. This includes neighborhood type convenience stores and shopping centers. Map 2-3. Future Land Use Plan identifies these areas as "B - Business" and "MU - Mixed-Use". The current and corresponding zoning district classifications are B-3 (General Business), B-4 (Shopping Center) and PUD – Planned Unit Development.'*

The above land use descriptions are proposed to be modified in the text amendments described in this report, however, the Planning Commission should note that the proposed land use category allows for expanded commercial and retail activities, including hotels. The existing uses within the subject area generally fall under three categories: 1) Office 2) Light Warehousing/Manufacturing and 3) Hotels.

#### Text Amendments to the Plan

Within Chapter 2 – Land Use and Growth, there are a number of minor text changes proposed which are consistent with the modifications made to zoning district titles and uses when the Zoning Code Update project was adopted.

Specifically, the proposed Comprehensive Plan Amendment has updated the content of the following:

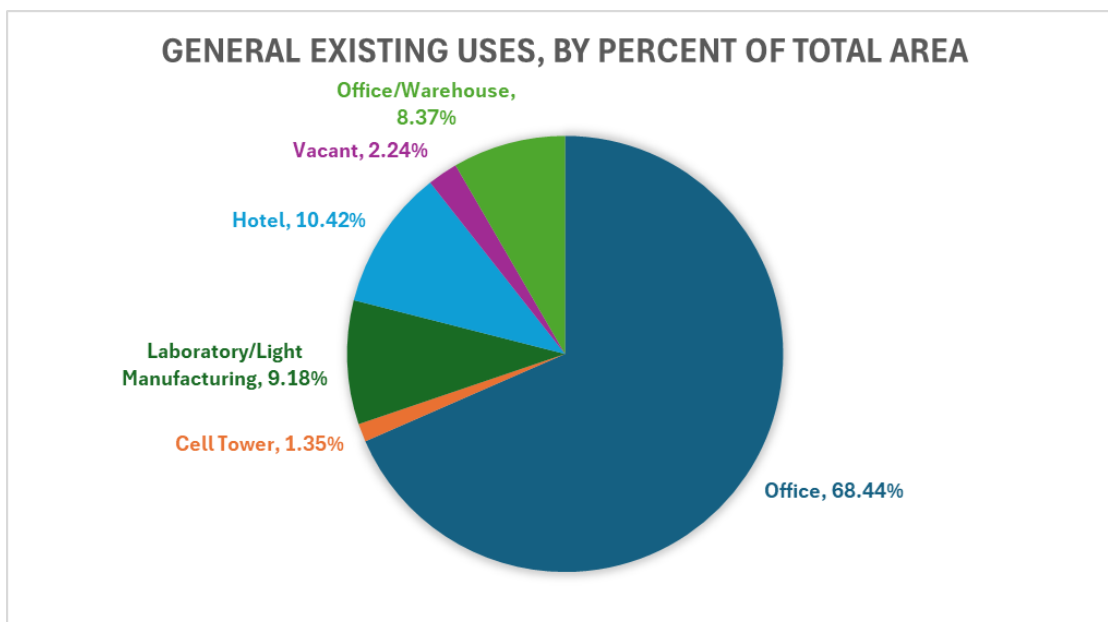
- Table 2-3 Future Land Use Acreage by Decade on pg. 10
- Map 2-3 Future Land Use Plan on pg. 11
- The corresponding zoning district text on pgs. 13-15
- Table 2-5 Employment Projections on pg. 19
- Guide classification of Focus Aea #4 on pg. 20
- Map 2-5 Focus Areas with Future Land Use Overlay on pg. 23

#### Subject Area Details

The 99.23 acres in the subject area proposed to be changed consist of 26 different parcels, owned by 15 different property owners. All but one parcel (2.22 acres) are developed with existing buildings and uses.

The City currently does not have any development proposals for the existing vacant site as part of this Comprehensive Plan Amendment. The property owners had previously requested to the City that they may be considered part of the re-zoning area in the Zoning Code Update project, as they were interested in pursuing future commercial developments as opposed to industrial development. The City Council was supportive of the request to be included in the zoning map amendments associated with the Zoning Code Update project and adoption. The proposed Future Land Use Plan amendment to re-guide the subject properties is consistent with those areas that were part of the prior rezoning adoption. If this Comprehensive Plan Amendment is approved and later adopted, the property owner may decide to develop the vacant site with a use identified in the I-Industrial zoning district and which is compatible with the Comprehensive Plan. That future development is unknown and not currently part of this proposal.

Of the parcels within the re-guiding area with existing uses, 18 parcels are developed with office or business park uses, three parcels contain hotels, two parcels contain an office/laboratory/light manufacturing, one contains an office/warehouse development, and one contains a cell tower.



### Policy Considerations

The proposed change in land use is an effort to support the City Council's priority: Economic Vitality and Community Vibrancy, Goal 1.1: Support a vibrant business environment, and to accomplish the following goals and policies in the City's Comprehensive Plan (Chapter 2):

- Goal 1: The Future Land Use Plan will provide the foundation for all land use decisions in Mendota Heights
  - Policy 1.2: This Plan shall be reviewed and amended as necessary to ensure development policies are consistent with the city's vision for current and future development decisions.
  - Policy 1.4: The Future Land Use Plan should be periodically updated to reflect changing priorities and conditions of the city, or if needed to conform with the Metropolitan Land Planning Act
- Goal 3: Encourage and support industrial and commercial development in designated areas

### **Alternatives:**

1. Recommend approval of the Comprehensive Plan Amendment request, based on the attached findings of fact, and direct staff to submit the application to the Metropolitan Council.
2. Table the request and request more information from staff.

### **Staff Recommendation:**

Staff recommends approval of the Comprehensive Plan Amendment, subject to review and approval by the Metropolitan Council, based on the attached findings of fact.

If this item receives a positive recommendation from the Planning Commission, it will be forwarded for review at the City Council's April 15, 2025 regular meeting.

### **Attachments:**

1. Findings of Fact for Approval
2. Existing Future Land Use Map
3. Proposed Future Land Use Map
4. Mendota Heights Comp Plan 2040 - Chapter 2. Land Use & Growth - Redline Text Amendment



## **FINDINGS OF FACT FOR APPROVAL**

### **Comprehensive Plan Amendment City of Mendota Heights Planning Case 2025-02**

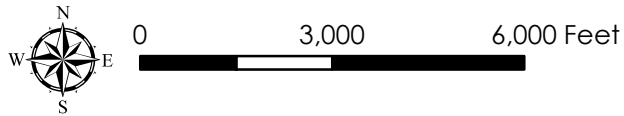
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The following Findings of Fact are made in support of approval of the Comprehensive Plan Amendment request in this case:

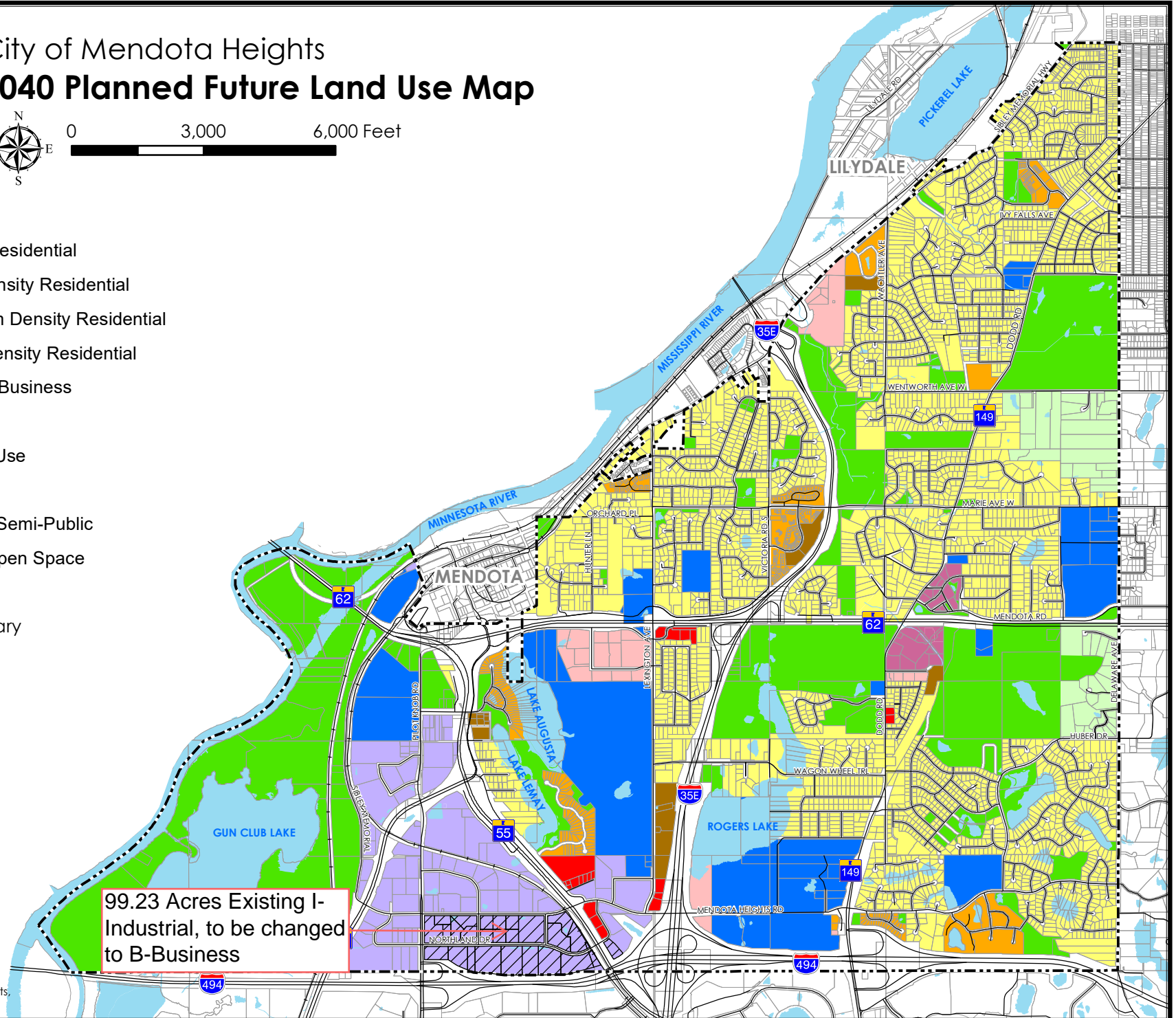
1. The current zoning on the subject properties is not consistent with the current future land use designation.
2. The proposed future land use designation of the subject properties is consistent with the current zoning, current existing uses, and surrounding existing/planned land uses.
3. The proposed text amendments to the Chapter 2: Land Use and Growth chapter of the City's 2040 Comprehensive Plan are consistent with the proposed future land use designation change, existing zoning classification categories, and the goals and policies of the City of Mendota Heights.



# City of Mendota Heights 2040 Planned Future Land Use Map



- RR - Rural Residential
- LR - Low Density Residential
- MR - Medium Density Residential
- HR - High Density Residential
- LB - Limited Business
- B - Business
- MU - Mixed Use
- I - Industrial
- P/S - Public/Semi-Public
- P - Park & Open Space
- Open Water
- City boundary



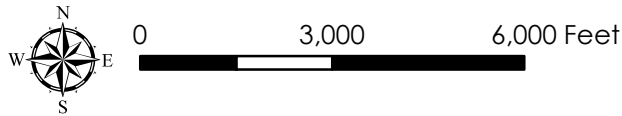
**FIGURE 2-3**

June 2019

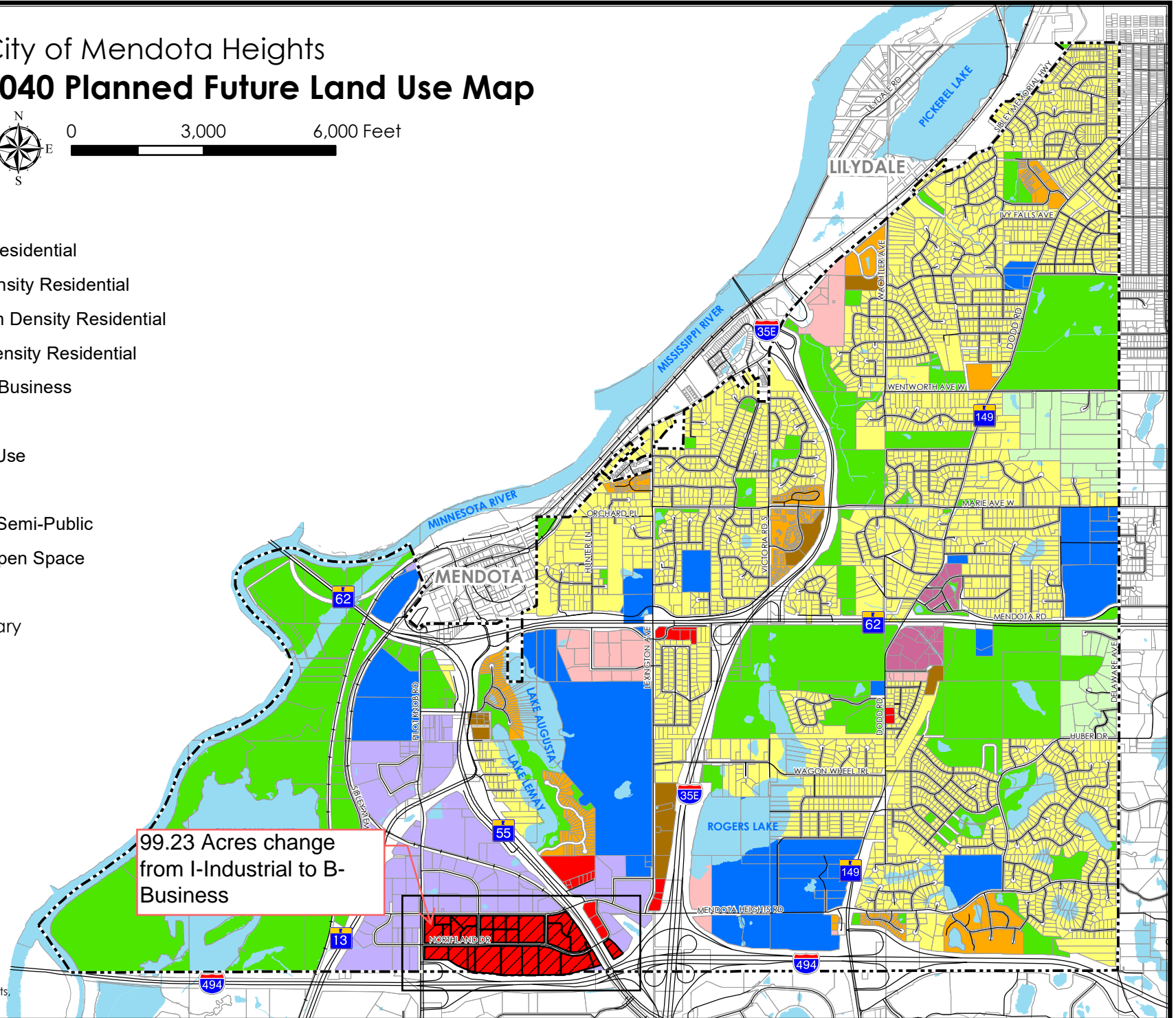
Source: City of Mendota Heights,  
Dakota County, 2017



# City of Mendota Heights 2040 Planned Future Land Use Map



- RR - Rural Residential
- LR - Low Density Residential
- MR - Medium Density Residential
- HR - High Density Residential
- LB - Limited Business
- B - Business
- MU - Mixed Use
- I - Industrial
- P/S - Public/Semi-Public
- P - Park & Open Space
- Open Water
- City boundary



**FIGURE 2-3**

June 2019

Source: City of Mendota Heights,  
Dakota County, 2017





## CITY OF MENDOTA HEIGHTS

2040 Comprehensive Plan Update

Chapter 2: Land Use & Growth

**REDLINE OF TEXT  
BEGINNING PG. 10**



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# 2

## LAND USE & GROWTH

Most of the developable land in Mendota Heights is completely developed and the city maintains its low-density and open feeling due to substantial areas of public and private open space, wetlands, lakes, bluff and wooded areas. The developed land use pattern is dominated by strong residential neighborhoods throughout the city; business and industrial developments in the southwest corner of the community; major institutional uses such as cemeteries, schools, and golf courses spread out intermittently; and protected natural areas such as Dodge Nature Center, and the bluffs and ravines along the Mississippi River corridor. The city's natural resources, open spaces and recreation areas define the character of the community and are reflected in both the Existing Land Use and Future Land Use Plans contained in this chapter. Further details regarding the city's plans to maintain and enhance these systems can be found in Chapter 4. Parks and Trails; Chapter 7. Natural Resources; and Chapter 9. Mississippi River Corridor Critical Area of this Plan.

1

This chapter focuses on creating a sustainable balance between protecting the community's high quality natural resource systems while enhancing and supporting the built environment. Residents identified protection of the quiet, secluded feel of Mendota Heights' mature neighborhoods as a priority, and understand that to maintain its neighborhoods it is important to preserve natural features and the environment. To achieve this vision, overarching community goals and policies such as working to reduce airplane noise and protection of the Critical Area underly much of the land use direction described in this chapter. The Future Land Use Plan presented specifically identifies areas planned to stay the same and areas planned for change. The distinction between these two areas allows for targeted development and redevelopment that is intended to support the long-term sustainability of the community, while protecting existing neighborhoods and high quality natural areas that define the character of Mendota Heights.

The subsequent sections of this chapter will first describe the city's land use context within the region. Since Mendota Heights is within the 7-County Metropolitan Area this Plan must be consistent with the Metropolitan Council's regional plans. The regional context provides the guidelines, while the city's specific land use plans provide the roadmap and direction for the future of the community. As such, the majority of this chapter focuses on existing land use patterns, the Future Land Use Plan and areas planned for change within this Planning Period.



## Regional Planning Designation

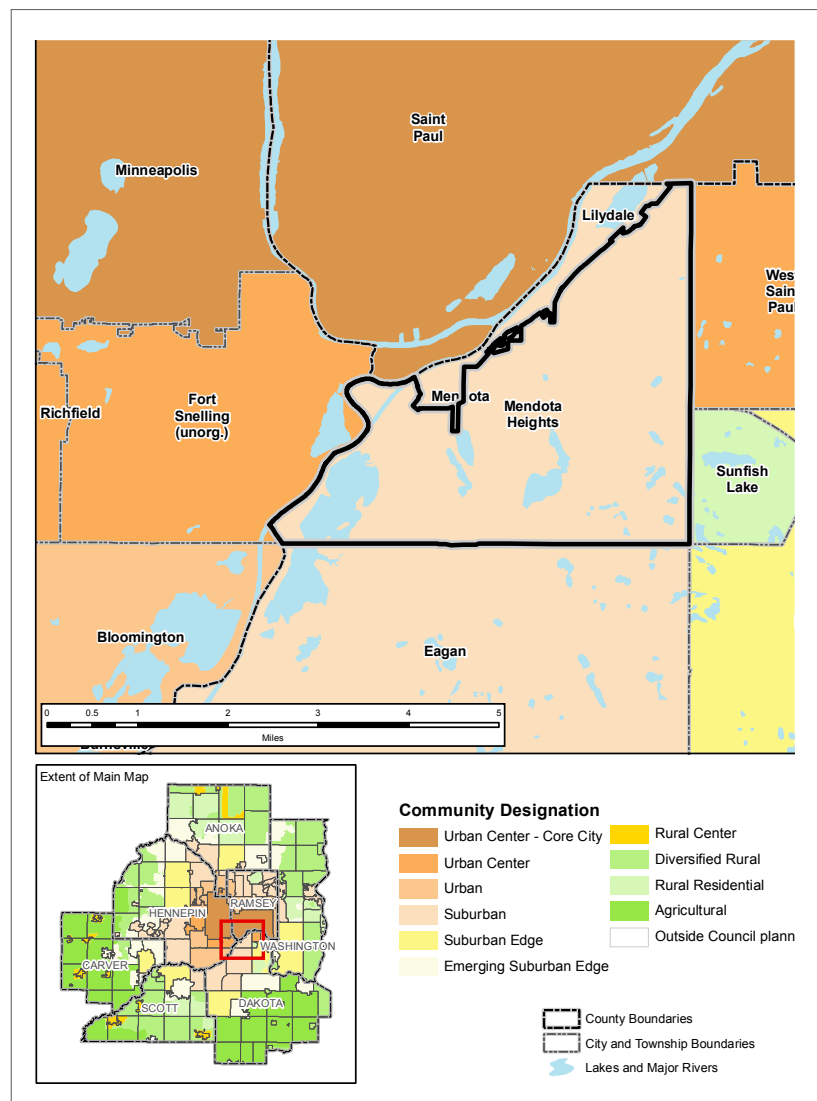
The City of Mendota Heights is located within the Metropolitan Council's jurisdiction and is required to update its Comprehensive Plan for this Planning Period (2020-2040) to be consistent with the regional plan. The following narrative and policies (in gray italic type) are excerpted and paraphrased from the Metropolitan Council's Thrive MSP 2040 Plan which provides the applicable guidelines to Mendota Heights based on its designation:

*The regional planning area designation and related policies identify the Metropolitan Council's expectations for the amount, location, and standards for development. A community's planning area designation is based on its location, amount of developable land, existing development patterns, planned land uses and availability of infrastructure. **The Metropolitan Council's Thrive MSP 2040 Plan designates Mendota Heights as "suburban."** Suburban communities experienced continued growth and expansion during the 1980s and early 1990s, and typically have automobile-oriented development patterns at significantly lower densities than in previous eras.*

*Community designations are intended to guide regional growth and development for areas that have urban infrastructure in place and the capacity to accommodate development and redevelopment and establish land use expectations including overall densities and development patterns.*

*The Metropolitan Council forecasts that "Suburban" communities will account for 22 percent of the region's population growth, 27 percent of its household growth, and 43 percent of employment growth over the next three decades. The 2040 Thrive MSP policies for Suburban communities are available on the Metropolitan council website, and include the following:*

Map 2-1. Community Designation Map for Mendota Heights



Source: Metropolitan Council



- *Orderly and Efficient Land Use*
  - *Plan for new growth at **overall average densities of 5 units per acre**<sup>1</sup>*  
*Look for development and redevelopment opportunities that link jobs, housing and transit*
  - *Plan local infrastructure to accommodate future growth*
- *Natural Resources Protection*
  - *Integrate natural resource conservation and restoration into the comprehensive plan and ordinances*
  - *Identify contaminated land for reclamation.*
  - *Plan for restoration of natural features and functions*
- *Water Sustainability*
  - *Implement BMPs to control and treat stormwater in redevelopment*
- *Housing Affordability and Choice*
  - *Support the community's share of the region's affordable housing need*
  - *Support a mix of housing affordability*
  - *Use various sources of funding and financing tools to facilitate the development of lifecycle and affordable housing, including the needs of multi-generational households*

Metropolitan Council policies for Suburban Communities:

[https://metro council.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-\(1\)/7\\_ThriveMSP2040\\_LandUsePoliciesbyCD.aspx](https://metro council.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-(1)/7_ThriveMSP2040_LandUsePoliciesbyCD.aspx)

3



Lemay Lake

1. The Met Council policy applies only to new residential development in the city for this Planning Period and does not affect existing development or neighborhoods. All new single-family, medium density and high density residential development combined is planned to be 5 units/acre or more as shown in subsequent sections of this Plan. Existing residential development across the whole city is approximately 2.3 dwelling units/acre.



- *Access, Mobility, and Transportation Choice*
  - *Focus growth, if possible, around regional transit*
  - *Support improved pedestrian and bicycle circulation*
  - *Consider policies that reduce reliance on single-occupancy vehicles*
  - *Adopt Complete Streets policies*
- *Economic Competitiveness*
  - *Identify appropriate areas for business and industrial expansion*
  - *Support the cleanup and reuse of contaminated land*
  - *Preserve the industrial base for higher-intensity employment and new industries*
  - *Protect sites for highway-, river-, and rail-dependent manufacturing and freight transportation needs*
  - *Plan for land uses that support the growth of businesses that export goods and services outside the region*
  - *Preserve locations for employment, manage growth, and minimize land use conflicts*
- *Building Resilience*
  - *Identify potential vulnerabilities in local infrastructure as a result of severe weather*
  - *Participate in programs that incentivize wind and solar power*
  - *Consider a property-assessed clean energy (PACE) program for conservation and renewable energy*
  - *Promote community solar gardens*
  - *Encourage travel demand management (TDM) policies and ordinance*
  - *Consider development standards that increase vegetative cover and increase the solar reflective quality of surfaces.*
  - *Participate in urban forestry assistance programs*

4



Village at Mendota Heights



Centre Pointe Business Park



## Population, Household & Employment Forecasts

In 2015 the Metropolitan Council issued a System Statement to the City of Mendota Heights which provided population, household and employment forecasts for the community for this Planning Period. The past five years has provided greater direction to the city with respect to anticipated growth and as a result requested adjustments to the forecasts initially provided in 2015. The adjusted forecasts for population, household and employment as agreed to by the Metropolitan Council and the City of Mendota Heights are provided in Table 2-1.

*Table 2-1. Population, Household, and Employment Forecasts 2010 – 2040*

	2010	2018	2020	2030	2040
<b>Population</b> (% change)	11,071	11,340 (2.4%)	12,000 (5.8%)	12,000 (0%)	12,000 (0%)
<b>Households</b> (% change)	4,378	N/A	4,900 (12%)	5,000 (2%)	5,110 (2.2%)
<b>Employment</b> (% change)	11,550	N/A	12,600 (9%)	12,900 (2.4%)	13,180 (2.2%)

Source: Metropolitan Council, US Census, City of Mendota Heights, SHC

As demonstrated in Table 2-1, the city is planning for some household growth between 2020 and 2040. Most of the household growth is anticipated to occur in areas designated for mixed-use, which is likely to be primarily multi-family development. As a result of this development pattern, the population is expected to remain generally constant as the number of persons-per-households shrinks. The city's employment is anticipated to grow over this Planning Period but not quite as significantly as contemplated in the 2015 forecasts. While there remains land capacity to support increased business and light industrial development, the growth trends over the past 5-years indicate a slightly slower rate of employment growth adding approximately 580 jobs over the next 20-years to the community.

## GOALS & POLICIES

The goals and policies set the direction for the community and describe the land use aspirations that the city hopes to achieve for this Planning Period. An important part of this Plan is to communicate to residents, business owners, and stakeholders the vision using a combination of goals, policies and maps. To that end, the goals and policies that follow focus on existing and future land uses and are intended to directly support the Future Land Use Plan contained in subsequent sections of this chapter.

GOAL 1: The Future Land Use Plan will provide the foundation for all land use decisions in Mendota Heights.

#### Policies

1. Development and redevelopment of housing, businesses, transportation systems, parks and community facilities shall be done in accordance with this Plan.
2. This Plan shall be reviewed and amended as necessary to ensure development policies are consistent with the city's vision for current and future development decisions.
3. Any zoning and/or rezoning decisions shall conform to the Future Land Use Plan.
4. The Future Land Use Plan should be periodically updated to reflect changing priorities and conditions of the city, or if needed to conform with the Metropolitan Land Planning Act.
5. The city will strive to create a balanced land use pattern that provides appropriate designations that meet projected growth and market demand.

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GOAL 2: Preserve, protect, and enrich the mature, fully developed residential neighborhoods and character of the community.

#### Policies

1. Subdivision and zoning standards will require high quality site and building design in all new developments.
2. The city will emphasize quality design, innovative solutions, and general focus on aesthetics throughout the community, including within existing developments and buildings.
3. Future parks, trails and open spaces will be planned within walking distance of all residential areas, both existing and planned.
4. Development and planning of land will be encouraged to provide reasonable access to the surrounding communities.
5. Public buildings and properties will be designed, constructed and maintained to be a source of civic pride and to set a standard for private property owners to follow.
6. A mechanism will be developed to allow for the maintenance and reinvestment in identified non-conforming properties.



7. Redevelopment of existing MR-Medium Density Residential and HR-High Density Residential properties are to be limited to densities consistent with the Future Land Use Plan.
8. LR-Low Density Residential development and redevelopment shall avoid creating new “flag lots” if the “flag” has less than 100-feet of frontage.

Goal 3: Encourage and support industrial and commercial development in designated areas.

Policies

1. The city will use available resources to identify redevelopment needs. This will include cooperation with Dakota County and the Metropolitan Council to achieve redevelopment objectives.
2. Transitions between adjoining land uses will be required for adjacent residential uses, and will be encouraged between compatible land uses (e.g. transition between a general manufacturing and retail use will be encouraged).
3. Amenities within the industrial and commercial districts will be encouraged to promote a more vibrant and attractive place for workers.

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Goal 4: Work to reduce the impact of aircraft noise throughout the community.

Policies

1. Increase public participation and representation on the Noise Oversight Committee (NOC) and with the Metropolitan Airports Commission (MAC).
2. Achieve noise reduction through advocating modified takeoff procedures and corridor compliance.
3. Monitor the continued implementation of the Minneapolis/St. Paul (MSP) Airport Comprehensive Plan.
4. Advocate for specific noise control measures through operational changes and advanced technology.
5. Notify and work with Federal Aviation Administration and other appropriate agencies in the event that potential airspace obstructions are encountered.
6. Consider aircraft noise and safety issues in applicable land use and zoning decisions.

## EXISTING LAND USE

The city's developable land is nearly fully developed with a mix of low-density single-family uses, pockets of medium and higher density multi-family housing, commercial nodes and light industrial development. The existing development pattern is expected to remain through this Planning Period, with targeted opportunities for development or redevelopment which are described in subsequent sections of this chapter.

The following table indicates how the existing land use is distributed within the city which illustrated on Map 2-2. Existing Land Use. These categories are not the same and do not necessarily correspond to the Future Land Use categories identified later in this chapter.

*Table 2-2. 2017 Existing Land Use*

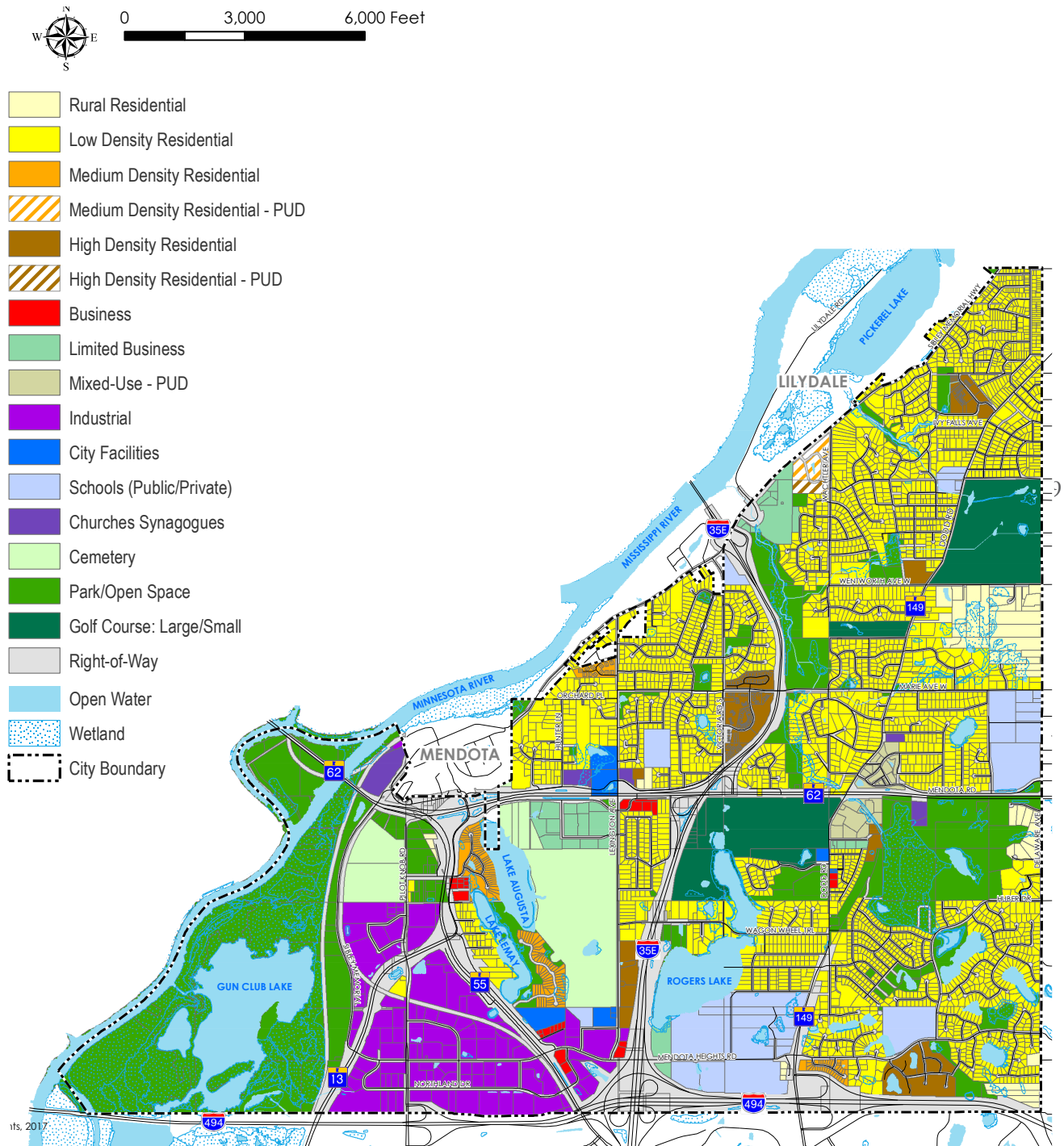
2017 Existing Land Use	Gross Acres	% Total	Net Acres *	% Total
Rural Residential	147.36	2.29%	115.86	1.80%
Low Density Residential	1,792.12	27.86%	1,727.75	26.86%
Medium Density Residential	63.79	0.99%	59.80	0.93%
Medium Density Residential - PUD	14.17	0.22%	14.17	0.22%
High Density Residential	127.19	1.98%	126.52	1.97%
High Density Residential - PUD	6.42	0.10%	6.42	0.10%
Business	21.78	0.34%	21.78	0.34%
Limited Business	98.38	1.53%	96.71	1.50%
Mixed-Use - PUD	38.66	0.60%	37.20	0.58%
Industrial	386.17	6.00%	384.76	5.98%
City Facilities	37.79	0.59%	31.99	0.50%
Schools (Public/Private)	288.06	4.48%	282.21	4.39%
Churches Synagogues	32.59	0.51%	30.53	0.47%
Cemetery	239.67	3.73%	238.47	3.71%
Park/Open Space	1,032.68	16.05%	526.46	8.18%
Golf Course: large/small	292.47	4.55%	281.95	4.38%
Right-of-Way	1,222.47	19.00%	1,202.42	18.69%
Open Water	591.03	9.19%	551.02	8.57%
Wetland	0.00	0%	696.80	10.83%
<b>Total</b>	<b>6,432.81</b>	<b>100%</b>	<b>6,432.81</b>	<b>100%</b>

\* The net acreage calculations reflect the gross acreage of each land use less wetland areas.

Source: Metropolitan Council, City of Mendota Heights, Stantec, SHC



Map 2-2. Existing Land Use



Created June 2019, Source: City of Mendota Heights, 2017



## FUTURE LAND USE

The Future Land Use Plan describes the city's plan for its future land use and development patterns. As previously introduced, Mendota Heights is almost fully developed and the majority of the land use pattern is anticipated to remain the same as it is today. Existing single-family neighborhoods are planned to stay the same, while opportunities for development and redevelopment are concentrated in areas more recently developed such as key transportation nodes and mixed-use areas. This section describes 1) the overall planned future land use pattern of the community; 2) key considerations for areas planned to stay the same, with specific interest on existing neighborhoods; and 3) areas planned for change focusing on areas where new residential and commercial uses may be developed or redeveloped over this Planning Period.

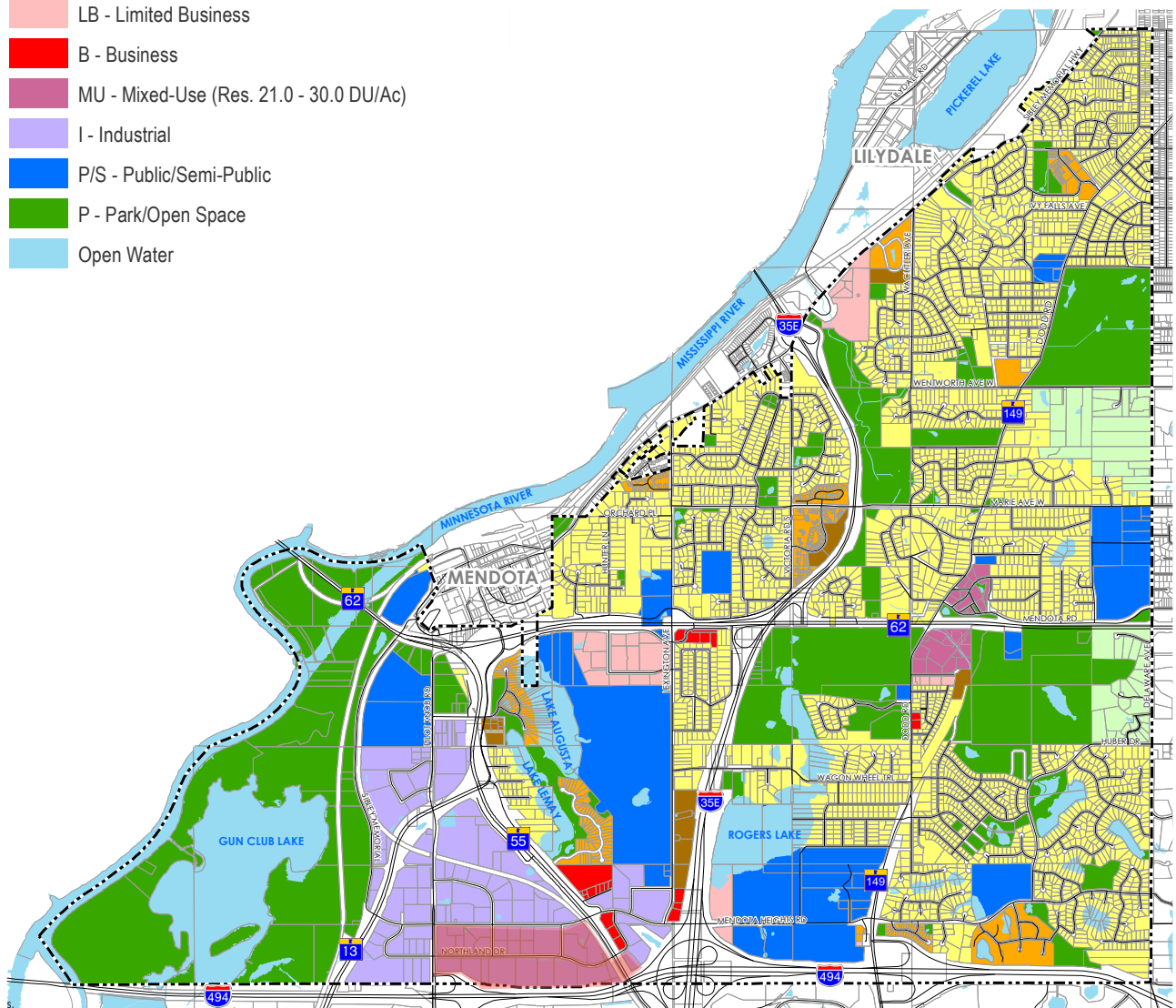
### Future Land Use Plan

The following table summarizes the city's Future Land Use which is depicted on Map 2-3. Future Land Use Plan (2040):

*Table 2-3. Future Land Use Acreage by Decade*

2040 Future Land Use	Density Range (DU/Ac)	2020 Acres	% of Total	2030 Acres	% of Total	2040 Acres	% of Total
RR - Rural Residential	0.1-1.45	322.68	5.02%	308.88	4.80%	218.88	3.40%
LR - Low Density Residential	2.0 - 2.9	1,680.4	26.12%	1,691.10	26.29%	1,781.10	27.69%
MR - Medium Density Residential	3.0 - 5.9	187.64	2.92%	187.64	2.92%	187.64	2.92%
HR - High Density Residential	6.0 - 9.0	65.57	1.02%	65.57	1.02%	65.57	1.02%
LB - Limited Business	N/A	143.86	2.24%	143.86	2.24%	143.86	2.24%
B - Business	N/A	16.07	0.25%	30.87	0.48%	<del>30.87</del> <u>130.1</u>	<del>0.48%</del> <u>2.02%</u>
MU - Mixed-Use	21.0 - 30.0	47.41	0.74%	47.41	0.74%	47.41	0.74%
I - Industrial	N/A	388.8	6.04%	401	6.23%	<del>401</del> <u>301.77</u>	<del>6.23%</del> <u>4.69%</u>
P/S - Public/Semi-Public	N/A	539.41	8.39%	515.51	8.01%	515.51	8.01%
P - Park/Open Space	N/A	1,227.47	19.08%	1,227.47	19.08%	1,227.47	19.08%
Right-of-Way	N/A	1,222.47	19.00%	1,222.47	19.00%	1,222.47	19.00%
Open Water	N/A	591.03	9.19%	591.03	9.19%	591.03	9.19%
<b>Total</b>		<b>6,432.81</b>	<b>100%</b>	<b>6,432.81</b>	<b>100%</b>	<b>6,432.81</b>	<b>100%</b>





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## Future Land Use Designations

The following definitions are provided to describe the Future Land Use designations identified on Table 2-3. Future Land Use Acreage by Decade.

### Residential Uses

The city's land uses are predominantly developed with low density single-family uses, with small pockets of multi-family housing located at key transportation corridors and nodes. The trend towards a more balanced housing pattern is recent with eight percent (8%) of the residentially-designated land in the city utilized for multiple family homes or medium to high-density development, which marks a significant increase from one percent (1%) in 1979 and five percent (5%) in 2002.

The Future Land Use Plan identifies five categories with residential uses: rural, low density, medium density, high density and mixed-use.

- **RR – Rural Residential (0.1 - 1.45 DU/Acre)**

This land use is generally located in the east central part of the city. This designation is intended for large lot single-family residences and includes properties with and without city sewer. The Rural Residential areas are planned with a density not to exceed **1.45 units per acre**. The corresponding zoning district classification is R-1A (One Family Residential).

- **LR – Low Density Residential (2.0 - 2.9 DU/Acre)**

This land use is the most prevalent land use category in the city and generally allows development of single-family principal and accessory uses. This designation corresponds to the R-1 zoning district, which requires a minimum lot size of 15,000 square feet and minimum lot width of 100 feet.

- **MR – Medium Density Residential (3.0 - 5.9 DU/Acre)**

This land use generally allows townhome and attached housing development at suburban densities. New areas of Medium Density Residential are added in this update to include existing townhouse and duplex projects that were previously designated Low Density and zoned R-1, but are actually developed consistent with this land use designation. The corresponding zoning district classifications are: R-2 (Medium Density Residential District) and MR-PUD (Medium Density Residential Planned Unit Development).



- **HR – High Density Residential (6.0 - 9.0 DU/Acre)**

This land use provides for multi-family and apartment development at suburban densities. Most of this land use is in a few large apartment projects. The corresponding zoning district classifications are: R-3 (High Density Residential District) and HR-PUD (High Density Residential Planned Unit Development).

City Code includes Planned Unit Developments (PUD) regulations that allow for a varied and compatible development of property by encouraging reasonable flexibility from applicable standards, including higher densities than would be allowed under the underlying zoning district and/or future land use designation. Mendota Heights has approved three (3) high-density residential PUD's in the community.

- **MU – Mixed-Use (21.0 - 30.0 DU/Acre for Residential Uses)**

Undeveloped land guided mixed-use is planned to develop approximately 75% of its acres with residential uses at the densities identified, which is consistent with existing mixed-use projects in the city. The northeast quadrant of the Highway 62 and Dodd Road intersection has been developed into a mixed-use center known as The Village at Mendota Heights. The southeast corner of this includes the Mendota Plaza shopping center which has seen renovation and redevelopment in recent years, including a new Walgreen's pharmacy; White Pine Senior Living, a 50-unit assisted living complex, and a 4-story 139-unit apartment project developed by At Home Apartments. The current residential development has developed at densities between 21 and 30 dwelling units per acre, and adjacent undeveloped outlots are guided to develop at similar densities.

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#### Commercial Uses

Commercial land uses are typically divided into three general categories; (1) office, (2) retail, and (3) mixed-use. The office category includes land uses generally considered to be of a limited business nature, typically a daytime office use. Map 2-3. Future Land Use Plan identifies these areas as "LB - Limited Business". The current and corresponding zoning district classifications ~~are is~~ B-1 (Limited Business), B-1A (Business Park) and B-2 (Neighborhood Business). Retail and mixed-use are similar, but the mixed-use designation includes compatible residential uses in proximity.

- **LB – Limited Business**

There are presently four locations where most Limited Business uses in Mendota Heights are currently located or planned:

- In the southwest quadrant of Highway 62 and Lexington Avenue;
- Either side of Mendota Heights Road, between I-35E and Dodd Road;
- On the south side of South Plaza Drive, east of Dodd Road near the Mendota Plaza area; and
- On the south side of Highway 13 (Sibley Memorial Highway) at the northern city boundary, east of I-35E.

The second category of commercial uses expands the uses to include retail, restaurants, hotels and other commercial uses. This includes neighborhood type convenience stores and shopping centers. Map 2-3. Future Land Use Plan identifies these areas as “B - Business” and “MU - Mixed-Use”.

The current and corresponding zoning district classifications are B-~~1 3~~ (General Business), ~~B-4~~ ~~-(Shopping Center)~~ and PUD - Planned Unit Development.

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- **B – Business**

There are four locations where Business uses are planned:

- The southeast quadrant of Highway 62 and Lexington Avenue;
- The northeast quadrant of Lexington Avenue and Mendota Heights Road;
- The area between Highway 55 to the west, Mendota Heights Road to the north, and Northland Drive to the east/south.
- The area between Highway 55 to the east, Mendota Heights Road to the north, Pilot Knob Road to the west, and Interstate 494 to the south.
- The 14.6 acres assemblage of city-owned parcels, located east of Highway 55, north of Bourne Lane and south of Lemay Shore Drive. The properties are commonly referred to as the “Bourne Lane Site”.

Similar to the Business land use designation, the Mixed-Use designation allows for neighborhood types of retail, shops, and includes service businesses such as restaurants, salons, professional services, etc., that are compatible with residential uses.

- **MU – Mixed-Use**

The city’s largest concentration of commercial or business uses are located at Highway 62 and Dodd Road, in the Mendota Plaza and The Village at Mendota Heights developments which are both guided mixed-use.



The northeast quadrant of this intersection has been developed into a mixed-use center known as The Village at Mendota Heights. The southeast corner of this includes the Mendota Plaza shopping center which has seen renovation and redevelopment in recent years, including a new Walgreen's pharmacy.

The intent of the district is to allow for mixed-use developments that combine residential, retail, and commercial uses into a coordinated, planned development project. This land use designation is located both north and south of the Highway 62 and Dodd Road intersection, the city's only significant retail area. These two commercial/residential developments are zoned as MU-PUD Mixed-Use-Planned Unit Development.

## **Industrial Uses**

- **I – Industrial**

The Industrial land use category is concentrated in the city's industrial and business park in the southwest part of the city, north of I-494. The vast majority of the 400-plus acres of Industrial land is west of Highway 55, north of Mendota Heights Road, and west of Pilot Knob Road with a portion east of Highway 55 and west of I-35E. This land use includes manufacturing, office, and warehousing uses, but also hotels, and other commercial uses.

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## **Public and Open Space Uses**

- **P/S – Public/Semi-Public**

The Public/Semi-Public land use designation includes various land uses that are generally outside the commercial, industrial and residential categories. Among these are city buildings, such as City Hall, public works and fire stations; schools, both public and private; churches and synagogues; and cemeteries.

- **P – Park/Open Space**

The Park/Open Space land use designation includes city, State and regional parks, golf courses and nature preserves.

## Areas Planned to Stay the Same

As a mostly developed community, Mendota Heights expects the existing land use pattern to continue through this Planning Period with a few exceptions that are discussed in the next section of this chapter. While the city expects existing neighborhoods and commercial nodes to remain, it is important to plan how the city will maintain and preserve existing uses to ensure a high quality of life for all of the community's residents and businesses.

### Guiding Properties Accurately

To address and protect the city's single-family uses, and to accurately identify pockets of non-conformity the Future Land Use Plan must reflect accurately the existing and planned uses in the city. A major effort of this planning process was to review the 2030 Plan and to update the Future Land Use Plan so as to reflect either 1) the actual use or development of the property; or 2) to guide the property consistent with the city's vision for the future. A list of more than 20 properties of various sizes were identified as guided incorrectly since the last Plan update, and all of the identified properties have been appropriately re-guided as part of this planning process (See Appendix F for full list and map location of properties). The process to update the Future Land Use Plan provides the foundation from which the city can determine what areas should stay the same, and what areas provide opportunities for change.

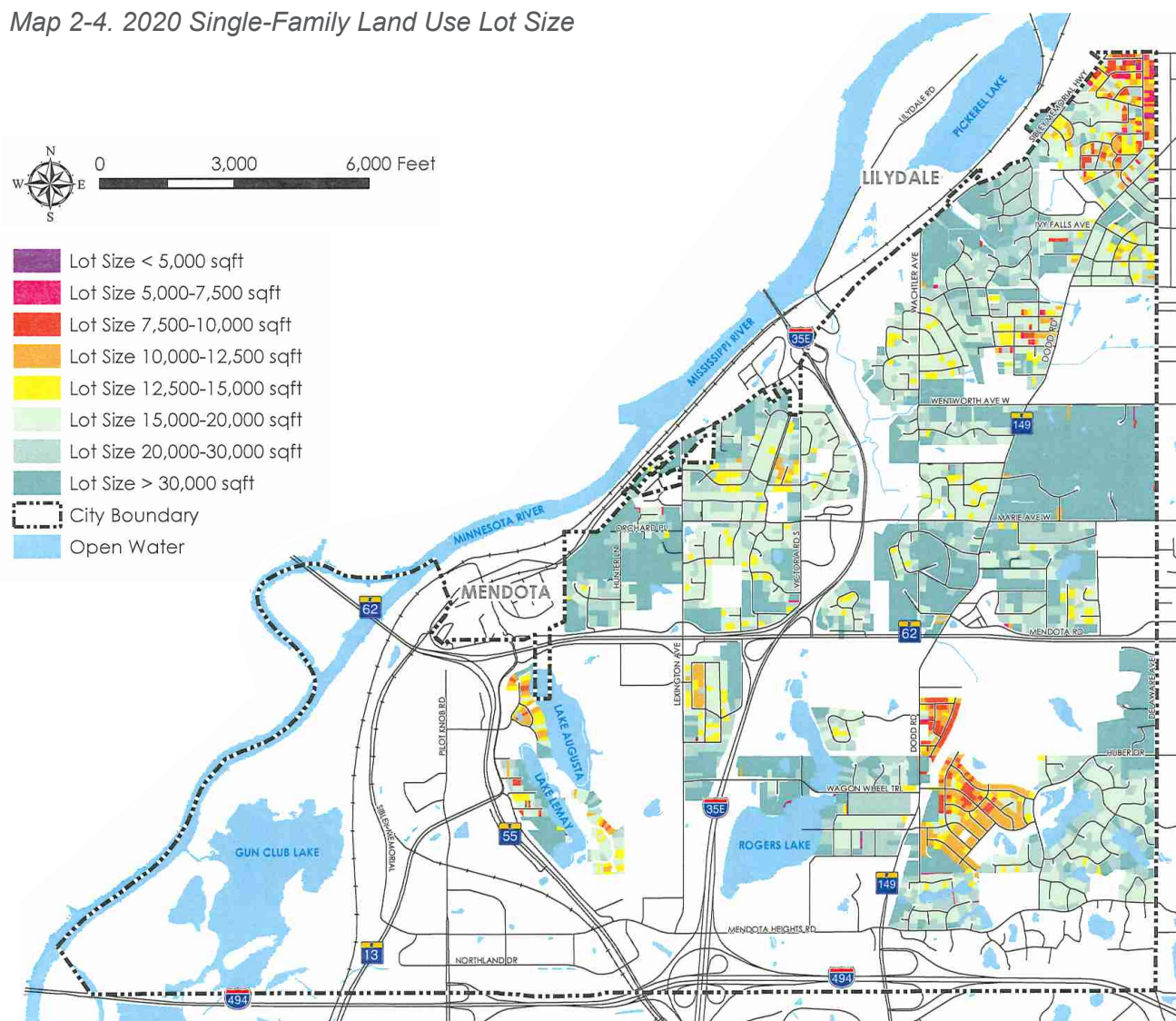
### Non-Conforming Single-Family Uses

Through this planning process the city identified the most significant existing land use pattern issue is that of non-conforming single-family uses. As described throughout this Plan, the city's dominant single-family land use has resulted in a low density residential development pattern. While the single-family use is broadly consistent across the city, the individual neighborhood patterns vary based on the decade in which the neighborhood was developed. Design and architecture trends change over time and the neighborhoods reflect the market demand of each particular decade resulting in varying housing styles, lot sizes, and configurations. Fast forward to today, and the city is filled with single-family neighborhoods of different character depending on the decade in which it was developed, yet the city applies a uniform zoning and land use standard that results in non-conforming lots and uses all over the city.

The city recognizes there are certain areas of the city where single-family lots are generally smaller (mostly platted pre-1985) and have less than the minimum lot size standard of 15,000 square feet per Zoning Code. Many of these lots and structures do not meet current setback standards that result in a property being deemed non-conforming. To fully understand this issue, a mapping analysis was completed as part of this Plan and is shown on Map 2-4. Lot Sizes for 2020 Single-Family Uses.



*Map 2-4. 2020 Single-Family Land Use Lot Size*



*Created June 2019, Source: City of Mendota Heights, Dakota County, 2016*

Over time the city has updated its zoning ordinance affecting lot sizes, setbacks and other dimensional standards. These changes have resulted in single-family parcels becoming legally non-conforming which can pose problems and legal hurdles when homeowners want to improve or expand their dwellings, and in some cases run into setback or lot coverage issues. The city has identified protection and enhancement of existing single-family neighborhoods as a priority in this Planning Period and it is important for property owners to be able to improve and maintain their properties. As a result, the city supports updating the Zoning Ordinance, as part of the Implementation Plan, to provide mechanisms for assisting these legal non-conforming uses, which may permit said uses to be improved or updated without extraordinary measures, such as a variance.



## Areas Planned for Change

While the majority of the city is planned to stay much the same as it is today, there are opportunities in the community where new development or redevelopment may occur during and in this Planning Period. The city has identified 22 focus areas, each with different characteristics land use designations and planned future land uses. The city acknowledges that development or redevelopment of these properties may be dependent on market conditions and has made its best estimate as to the timing of development activities.

The tables that follow summarize the information contained in the narrative for each property identified in the section titled Focus Areas. Table 2-4 estimates the anticipated residential development or redevelopment of the Focus Areas by decade. As shown, the city anticipates that approximately 210 new households will be developed over the next 20-years, consistent with the revised forecasts shown in Table 2-4 of this chapter. Table 2-5 shows the estimated employment projections for development or redevelopment within the Focus Areas, as well as expansion opportunities of existing businesses.

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Map 2-5 identifies all Focus Areas overlaid with the Future Land Use Plan. Development and redevelopment opportunities comprise diverse land use designations allowing for a variety of potential land uses to be developed in this Planning Period.

There is no “staging” plan because infrastructure and utilities are generally available throughout the city. Any site development or redevelopment will likely need site specific improvements, but utilities will either already be on-site or adjacent to the site. As such development or redevelopment could occur anywhere within the city and still be contiguous to infrastructure. The city does believe that the mixed-use areas are most likely to develop within the 2021-2030 time period given current market demand and proximity to existing mixed-use development in the city. This is indicated by the anticipated household development shown in Table 2-4.



Table 2-4. Anticipated Residential Development or Redevelopment by Decade

Land Use	Total Net Developable Acres (Residential)*	2020		2021-2030		2031-2040		Total by 2040	
		Net Acres	HH	Net Acres	HH	Net Acres	HH	HH (Min)	HH (Max)
LR (Low Density Residential) 2.0-2.9 DU/Ac	25.2	-	-	15.0	30	10.2	21	50	73
MR (Medium Density Residential) 3.0-5.9 DU/Ac	8.2	-	-	4.1	12	4.1	12	25	48
Mixed-Use** 21.0-30.0 DU/Ac	6.4	-	-	6.4	135	-	-	135	192
<b>Total</b>	<b>41.99</b>	<b>-</b>	<b>-</b>	<b>25.5</b>	<b>177</b>	<b>14.3</b>	<b>33</b>	<b>210</b>	<b>313</b>
<b>Net Density Estimate of Areas Planned for Change</b>								<b>5.0 DU/Acre</b>	<b>7.5 DU/Acre</b>

\* "Total Net Developable Acres" excludes wetlands, arterial right-of-way, park, and 10% parks dedication.

\*\* Mixed-use Residential Acres calculated as 75% of Total Net Developable Acres.

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Table 2-5. Employment Projections (New Development or Redevelopment)

Land Use	Planned Acres	F.A.R.	SF Yield	SF/Job	2040 Employment
Business	<del>14.8</del> <u>17.02</u>	35%	<del>225,641</del> <u>322,227</u>	3,000	<del>75.21</del> <u>107.41</u>
Limited Business	36.14	35%	550,990	4,500	122.44
Industrial	<del>48.46</del> <u>16.24</u>	25%	<del>201,029</del> <u>104,443</u>	6,000	<del>33.50</del> <u>17.41</u>
Mixed-Use*	9.46	25%	103,019	3,000	34.34
<b>Subtotal New Development or Redevelopment</b>					<del>265.50</del> <u>281.6</u>
Business	4.0	35%	61,098	3,000	20.37
Limited Business	26.49	35%	403,828	4,500	89.74
Industrial	95.47	25%	1,039,641	6,000	173.27
Mixed-Use*	35.59	25%	96,894	3,000	65.60
<b>Subtotal Expansion Opportunity for Existing Development</b>					<b>315.68</b>
<b>Total Projected 2040 Employment</b>					<del>581</del> <u>597</u>

\* Mixed-use Commercial Acres calculated as 25% of planned acres.



## Focus Areas

In the city's previous comprehensive plans, a number of specific properties in the city were mapped that were either vacant, under-developed, under-utilized or identified as either potential infill or redevelopment areas. Infill means that the property has the opportunity to develop or redevelop beyond its current level. The city is not recommending any land use or rezoning changes on these sites at this time or as part of this Plan. A summary of these sites are provided below, along with Map 2-5. Focus Areas with Future Land Use Overlay.

1. **SE Quadrant of Highway 55 and Acacia Boulevard:** This 9.1-acre city-owned site is bounded by Pilot Knob Road on the west, Acacia Boulevard on the north, and Highway 55 on the east. The site was approved under an interim use permit in 2015 as an off-leash dog park for a five year period, but is located in the industrial park and guided for future I - Industrial use.
2. **2359 Pilot Knob Road:** This area consists of a 3.1-acre property currently used as a single-family residence plus a 0.4-acre site owned by the Metropolitan Airports Commission. Both are guided for I - Industrial use.
3. **NW Quadrant of Pilot Knob Road and Mendota Heights Road:** This vacant 5-acre site is bounded by Highway 13 on the west, and an unnamed extension of Perron Road right-of-way to the north. The property is owned and adjacent to Lloyd's BBQ business to the south. Site is guided for I - Industrial use. This property is being developed.
4. **Highway 55 and Northland Drive:** This 2.2-acre site is vacant and guided B-Business ~~I-Industrial~~.
5. **Bourne Lane Site (city-owned properties):** This 14.8-acre area on Bourne Lane and Lemay Lake Road consists of nine separate parcels, all owned by the city. The site is guided for B - Business use.
6. **1179 Centre Pointe Circle:** This 3.6-acre site is one of two vacant parcels in the Centre Pointe Business Park. The site is guided for LB - Limited Business.
7. **Centre Pointe Curve and Lexington Avenue:** This 2.1-acre site is currently vacant and located on the south frontage road to Highway 62. The site is guided LB - Limited Business.



8. **Victoria Curve and Glenhill Road:** This 6.3-acre site is vacant and guided LR - Low Density Residential. This property is in the MRCCA Overlay district.
9. **Lexington Avenue and Highway 13:** Three single-family parcels totaling 3.1 acres are surrounded on three sides by multi-family development. The site is guided for LR - Low Density Residential use.
10. **2015 and 2021 Victoria Road South:** Two large single-family parcels totaling 3.5 acres on the north frontage road to Highway 62. The site is guided for LR - Low Density Residential use.
11. **1026, 1032, and 1036 Dakota Trail:** Three single-family parcels totaling 2.5 acres on Dakota Trail, the south frontage road to Highway 62, are adjacent to commercial parcels and are guided for LR - Low Density Residential use.
12. **Lexington Avenue and Wagon Wheel Trail:** Bounded by Lexington, Wagon Wheel Trail and I-35E, and adjacent to the Lexington Heights Apartments. The site is guided for LR - Low Density Residential use.
13. **SE Quadrant of I-35E interchange and Mendota Heights Road:**  
This 2.4-acre vacant parcel is guided for LB - Limited Business use.
14. **Vacant Parcel – South of Visitation School:** The Sisters of the Visitation Monastery own this 28.1-acre vacant parcel on Mendota Heights Road and I-494 just west of Dodd Road. It is one of the largest vacant parcels in the city and is guided as P/S - Public/Semi-Public use.
15. **750 Mohican Lane:** This property consists of three parcels (two vacant/one developed) containing 7.34 acres of total land area in the Friendly Hills neighborhood. Both are located behind residences on Mohican Lane and Pagel Road. The property is guided for LR - Low Density Residential use.
16. **2455 Delaware Avenue:** This is a 2.5 acre, single-family parcel, and is guided for LR - Low Density Residential use.
17. **Dakota County CDA:** This area consists of two separate parcels totaling 11.9 acres owned by Dakota County, part of

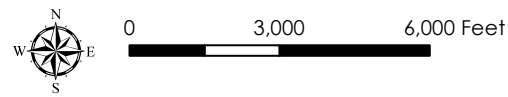
21



former reserved highway right-of-way that was never used. The property is guided for LR - Low Density Residential use.

- 18. Mendota Plaza Area:** There are three (3) vacant parcels in and around the Mendota Plaza: (i) a 2.05 acre parcel located northwest of the new The Reserve of Mendota Village apartments; (ii) a 2.1-acre parcel on South Plaza Drive and South Plaza Way; (iii) a 2-acre parcel at the end of South Plaza Drive, owned by Dakota County CDA. All three parcels are guided and zoned MU - Mixed-Use.
- 19. Village Lots (city-owned properties):** These city-owned properties consists of four vacant parcels totaling 1.7 acres, which are located in The Village Center development on the east side of Dodd Road (Hwy 149) and north of Maple Street. The city has been actively marketing the property as a site for high-density residential or mixed-use development. The city recently sold this property.
- 20. Wachtler and Wentworth:** This 2.7-acre residential property in the NE quadrant of Wachtler and Wentworth Avenues adjacent to Wentworth Park is guided for LR - Low Density Residential use (under development).
- 21. Somerset Area:** This area has been referred to as the “Superblock” due to its collection of large residential lots. It consists of over 20 separate parcels on approximately 90 acres located directly south of Somerset Country Club and Golf Course. The area is developed with single-family homes on large lots with private septic systems. The neighborhood is bounded on the east by Delaware Avenue, the north by Wentworth Avenue, and the south and west by smaller single-family lots. The neighborhood contains significant wetlands and woodlands. The area is guided RR - Rural Residential use. Due to the existing large lot configuration, the area has the potential to be further subdivided, provided public sewer, water and road systems would be extended to the area.
- 22. 1170 Dodd Road:** This property consists of approximately 3.7 total acres. The property is guided LR - Low Density Residential use.

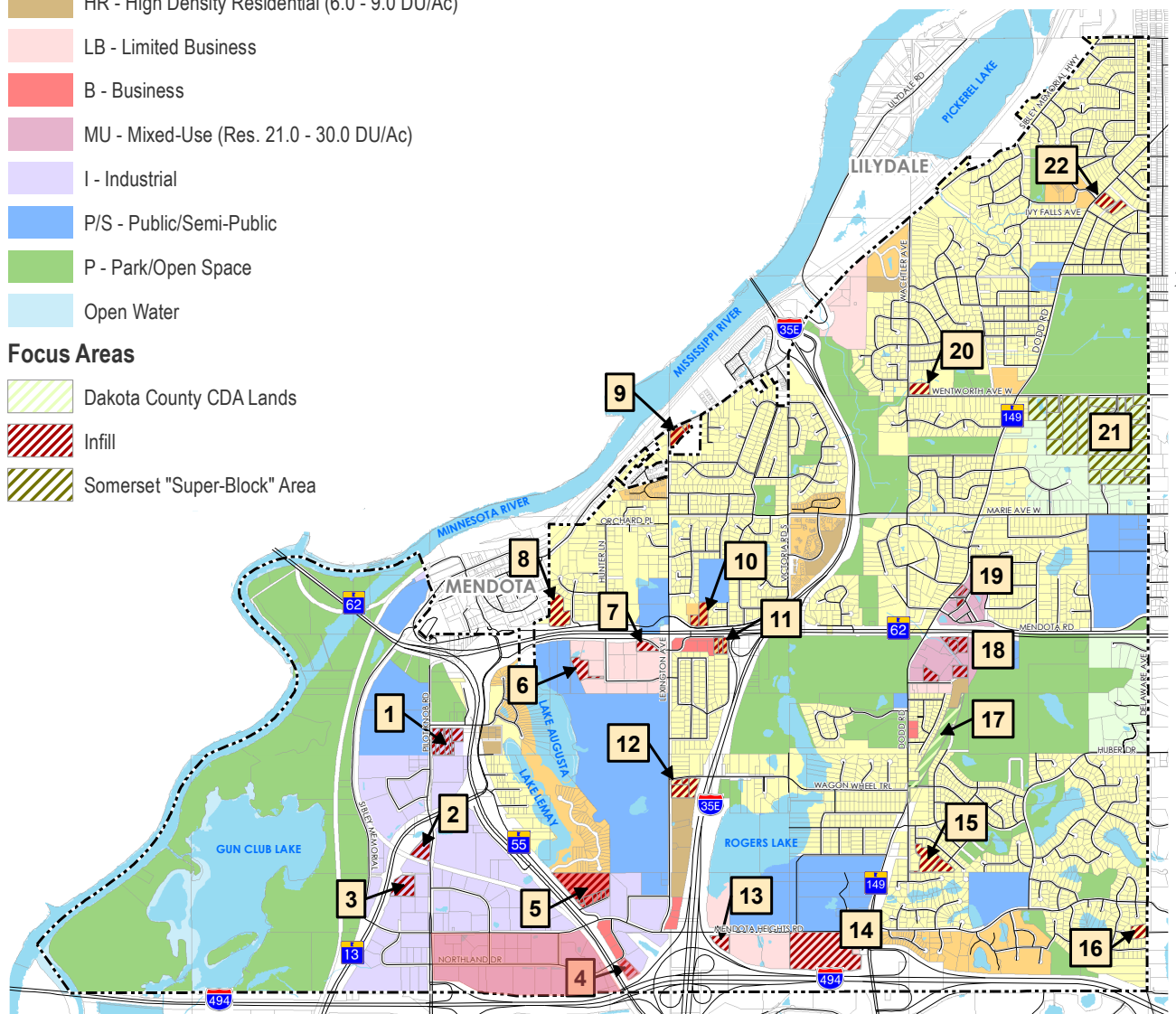
Map 2-5. Focus Areas with Future Land Use Overlay



- RR - Rural Residential (0.1 - 1.45 DU/Ac)
- LR - Low Density Residential (2.0 - 2.9 DU/Ac)
- MR - Medium Density Residential (3.0 - 5.9 DU/Ac)
- HR - High Density Residential (6.0 - 9.0 DU/Ac)
- LB - Limited Business
- B - Business
- MU - Mixed-Use (Res. 21.0 - 30.0 DU/Ac)
- I - Industrial
- P/S - Public/Semi-Public
- P - Park/Open Space
- Open Water

**Focus Areas**

- Dakota County CDA Lands
- Infill
- Somerset "Super-Block" Area



Created June 2019, Source: City of Mendota Heights, Dakota County, 2017



## EXCERPT FROM DRAFT/UNAPPROVED 3/31/25 PLANNING COMMISSION MINUTES

### A) A) PLANNING CASE 2025-02 CITY OF MENDOTA HEIGHTS – COMPREHENSIVE PLAN AMENDMENT

*Community Development Manager Sarah Madden explained that the City is requesting consideration of a Comprehensive Plan Text and Map Amendment to its 2040 Comprehensive Plan, modifying the “Future Land Use Plan” and guided land use of 99.23 acres of land. The current land use of the 99.23 acres is I-Industrial, and the proposed land use is B-Business. The subject area was evaluated during the City’s Zoning Code Update project and found to contain a majority of existing uses that are more consistent with commercial zoning than industrial zoning. The proposed change in land use is consistent with the Zoning Map updates, which were adopted in September of 2024 and went into effect on January 1, 2025.*

*Hearing notices were published and mailed to all properties within 350 feet of the site; no comments or objections to this request were received.*

*Community Development Manager Sarah Madden provided a planning staff report and a presentation on this planning item to the Commission (which is available for viewing through the City’s website).*

*Staff recommended approval of this application, subject to review and approval by the Metropolitan Council, based on the findings of fact.*

*Commissioner Goldade asked for clarification on the difference between business and industrial.*

*Community Development Manager Sarah Madden provided details on the types of businesses that would be allowed with the change, recognizing that there is not a large difference between the two guidings.*

*Commissioner Goldade asked the number of spaces that are vacant versus occupied in this area proposed for change.*

*Community Development Manager Sarah Madden commented that none of the buildings were 100 percent empty, but had some vacancies. She stated that there is one green vacant site within the area proposed for change.*

*Commissioner Goldade asked how a place of worship would be considered and whether they could be located in this type of zoning.*

*Community Development Manager Sarah Madden replied that a place of worship is allowed in the public/semi-public overlay and as a conditional use within the residential districts. She stated that type of use is not currently listed as allowed in the business or industrial districts.*

*Commissioner Johnson commented that this would seem to rename the district to better match the existing uses, but asked if that is necessary, as the current guiding seem to match.*

*Community Development Manager Sarah Madden replied that the current guiding is a close match, but because the zoning of this area has already been changed, the guiding also needs to be changed to match.*

*Commissioner Nath asked if this change would eliminate the ability for someone in this area to continue to run their business.*

*Community Development Manager Sarah Madden confirmed that the current uses in this area would not be in conflict with the change.*

*Commissioner Goldade asked if the Bourn property is within this area.*

*Community Development Manager Sarah Madden replied that the Bourn Lane properties are not included in this area.*

*Chair Field opened the public hearing.*

*Seeing no one coming forward wishing to speak, Chair Field asked for a motion to close the public hearing.*

*COMMISSIONER GOLDADE MOVED, SECONDED BY COMMISSIONER NATH, TO CLOSE THE PUBLIC HEARING.*

*AYES: 4*

*NAYS: 0*

*COMMISSIONER GOLDADE MOVED, SECONDED BY COMMISSIONER JOHNSON, TO RECOMMEND APPROVAL OF THE COMPREHENSIVE PLAN AMENDMENT, SUBJECT TO REVIEW AND APPROVAL BY THE METROPOLITAN COUNCIL, BASED ON THE FINDINGS OF FACT.*

*AYES: 4*

*NAYS: 0*

*Chair Field advised the City Council would consider this application at its April 15, 2025, meeting.*