



## CITY OF MENDOTA HEIGHTS

### CITY COUNCIL REGULAR MEETING AGENDA

April 1, 2025 at 7:00 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

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

**5. Public Comments - for items not on the agenda**

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

**6. Consent Agenda**

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

- a. Approve Minutes from the March 18, 2025, City Council Meeting
- 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. Approve Claims List

**7. Presentations**

**8. Public Hearings**

**9. New and Unfinished Business**

- a. Resolution 2025-17 Accepting Feasibility Report and Calling for a Public Hearing for the Kensington East Street Improvements
- b. Change Order for Ivy Hills Basketball Court as Part of Emerson Avenue Street Improvements Project

**10. Community / City Administrator Announcements**

**11. City Council Comments**

**12. Adjourn**

**Next Meeting**

**April 15, 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).

Regular meetings of the City Council are cablecast on NDC4/Town Square Television Cable Channel 18/HD798 and online at [TownSquare.TV/Webstreaming](https://TownSquare.TV/Webstreaming)

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the Regular Meeting  
Held Tuesday, March 18, 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 Lorberbaum moved adoption of the agenda. Councilor Mazzitello seconded the motion.

Ayes: 4

Nays: 0

PUBLIC COMMENTS

No one from the public wished to be heard.

CONSENT AGENDA

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

- a. Approval of March 4, 2025, City Council Minutes
- b. Approval of March 4, 2025, Council Work Session Minutes
- c. Acknowledge Minutes from the December 10, 2024, Parks and Recreation Commission Meeting
- d. Acknowledge Minutes from the January 14, 2025, Parks and Recreation Commission Work Session
- e. Acknowledge the November and December Par 3 Financial Reports
- f. Authorize Reclassification of a Police Department Records Technician Position from Part-Time to Full-Time
- g. Authorize the Donation of Decommissioned Tasers
- h. Approve a Contract for Tennis Court Resurfacing at Friendly Hills Park

- i. ~~Approve Resolution 2025-13 Accepting a Park Bench Donation~~
- j. Award Professional Services Contract for the Development of an ADA Transition Plan
- k. Authorize the Purchase of Replacement Fire Department Brush Truck
- l. Approve a Local Affordable Housing Aid (LAHA) Agreement with Dakota County Community Development Agency
- m. Approve Resolution 2025-15 Accepting Bids and Awarding Contract for the Fire Department Roof Replacement Project
- n. Approve January 2025 Treasurer's Report
- o. Approval of Claims List

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

#### PULLED CONSENT AGENDA ITEMS

##### I) APPROVE RESOLUTION 2025-13 ACCEPTING A PARK BENCH DONATION

Councilor Paper stated that this park bench donation will be installed at Mendakota Park near the basketball courts in memory of Doug Mogelson. He commented on the memories that he shared with Doug Mogelson and appreciated the donation from Sam Hanson.

Councilor Paper moved to approve RESOLUTION NO. 2025-13 ACCEPTING A PARK BENCH DONATION.

Councilor Lorberbaum seconded the motion.

Ayes: 4

Nays: 0

#### PRESENTATIONS

##### A) CITY COMMUNICATIONS REPORT

Assistant City Administrator Kelly Torkelson reviewed data from the existing communications channels used by the City and shared feedback from the 2025 City Communications survey. She also highlighted new features that residents can leverage with the existing communication tools to ensure they are able to stay up to date on topics that matter most to them.

Councilor Lorberbaum asked if the messaging is redesigned for each social media platform when sharing the same message.

Assistant City Administrator Kelly Torkelson replied that the different platforms have slightly different needs in terms of how the messages are crafted. She stated that the goal is to ensure that messaging is consistent. The original message is shared on the City website and small tweaks are made for each platform.

Councilor Paper asked the length of time that passes without engagement before a resident is culled from the email list.



Assistant City Administrator Kelly Torkelson replied that if a resident has not engaged with the emails for over one year, they are removed from the list.

Councilor Lorberbaum noted that the Airport Relations Commission is not listed under the agenda packets item.

Assistant City Administrator Kelly Torkelson replied that she can provide that information and confirmed that meeting is included on the list but simply was not shown in the presentation.

Councilor Mazzitello asked how a resident would opt in to these communications.

Assistant City Administrator Kelly Torkelson stated that there is a pop-up on the City website that will ask if the user would like to subscribe. She stated that another option to subscribe is available on the City communications page.

Councilor Lorberbaum commented that the spring/summer programming guide was wonderful, enticing to read, and a good reference resource.

Mayor Levine asked staff to provide more information on the survey itself.

Assistant City Administrator Kelly Torkelson replied that the survey has been completed for the past three years with consistent questions asked each time to allow for comparison. She stated that the survey was open for responses for three months and about 80 people responded this year, compared to about 120 people in previous years. She explained that this survey does not have a cost to the City and if interested the Council could look into a more extensive survey that would have an associated cost.

Mayor Levine commented that she appreciates the accessibility of the City and the attempt to meet people where they are. She welcomed any suggestions residents may have to continue to make communications more accessible.

## PUBLIC HEARING

No items scheduled.

## NEW AND UNFINISHED BUSINESS

### A) PROFESSIONAL SERVICES CONTRACT WITH ICS FOR THE COMPLETION OF A CITY HALL AND POLICE DEPARTMENT FACILITY CONDITION ASSESSMENT AND SPACE UTILIZATION STUDY

City Administrator Cheryl Jacobson explained that the Council was being asked to approve a professional services contract with ICS for the completion of a City Hall and Police Department facility condition assessment and space utilization study.

Councilor Mazzitello stated that this will be the first time many people in the city will hear details about this project and asked if part of the community engagement plan would explain the need for this project.

Police Chief Kelly McCarthy stated that this should not be the first time people are hearing about this as there is an entire page on the Police Department section of the website dedicated to the space needs studies. She noted that bonding bills have been submitted, tours have been conducted, and information has been shared on the City Facebook page. She confirmed that would continue to be a part of the community engagement plan.

City Administrator Cheryl Jacobson stated that facility needs were also discussed as part of the Parks System Master Plan process.

Councilor Lorberbaum asked why they would be choosing this contractor and why the City did not go out for an RFP.

City Administrator Cheryl Jacobson replied that ICS came highly recommended to City staff and the City began engaging with the firm about 2.5 years ago, therefore, they are not new to the table. She stated that ICS has worked with the local school districts and has municipal experience as well.

City Attorney Amy Schmidt stated that for professional services agreements, there is no requirement for competitive bidding.

Councilor Lorberbaum commented that she noticed that the firm is also willing to assist with possible referendum details.

City Administrator Cheryl Jacobson confirmed that this is a full-service engagement in this phase of requested work and commented that the price is very affordable for the level of engagement and service that will be provided.

Councilor Paper commented that the price of \$15,000 for the scope of services seems low.

City Administrator Cheryl Jacobson stated that ICS is a for-profit company that is in the construction business, noting the potential for the company to propose a construction management contract in the future.

Councilor Paper commented that the pricing is very reasonable.

Mayor Levine stated that there was an allocation three budget cycles ago of about \$400,000 and asked if this expense would be related to that budget.

City Administrator Cheryl Jacobson confirmed that this expense would come from those funds. She provided additional details on the other expenses that have come out of those funds.

Councilor Mazzitello moved to approve PROFESSIONAL SERVICES CONTRACT WITH ICS FOR THE COMPLETION OF A CITY HALL AND POLICE DEPARTMENT FACILITY CONDITION ASSESSMENT AND SPACE UTILIZATION STUDY.

Councilor Lorberbaum seconded the motion.

Ayes: 4

Nays: 0

## B) RESOLUTION 2025-14 TO ACCEPT BIDS AND AWARD CONTRACT FOR THE FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS

Assistant City Engineer Lucas Ritchie provided a brief background on this item. The Council was being asked to consider Resolution 2025-14 accepting bids and awarding the contract for the Friendly Hills Neighborhood Improvements project.

Councilor Mazzitello asked if there would be one assessment hearing for both project areas or one in 2025 and one in 2026.

Assistant City Engineer Lucas Ritchie replied that there would be one assessment hearing that would include both project areas using the true construction costs from 2025 and projected costs for 2026.

Councilor Paper asked if staff could reasonably identify the \$1,000,000 difference between the estimated cost and bid.

Assistant City Engineer Lucas Ritchie replied that the engineer's estimate was spot on based on the volatility in the construction market over the past few years. He stated that the bids show that the construction market has begun to stabilize. He noted that Bituminous Roadways is a local company and the ability to utilize a construction company for two seasons is a win for both the City and the contractor.

Councilor Mazzitello commented on the great work of staff, noting that the engineer's estimate was almost in the middle of the bids received.

Mayor Levine asked if the City typically receives six bids for projects.

Assistant City Engineer Lucas Ritchie stated that for last year's road project, the city received three bids and five bids on another road project. He stated that the number of bids is sometimes linked to the cost of the project and noted that staff sent the bid out early for the project in an attempt to gain favorable pricing.

Mayor Levine recognized the great work of staff to secure lower prices. She asked for additional information on the utility franchise fees that will be used to fund a portion of the project.

Finance Director Kristen Schabacker provided additional information on the utility franchise fees that were implemented and the funds anticipated to be collected. She explained that these funds were included in the 2025 budget.

Councilor Paper asked if the contractor would complete the wear course this summer or whether that would be done in phase two.

Assistant City Engineer Lucas Ritchie stated that the wear course would be done in the year the project section is completed, explaining that the 2025 project area would receive the wear course in 2025 and the second phase would occur in 2026.

Councilor Mazzitello moved to adopt RESOLUTION NO. 2025-14 ACCEPTING BIDS AND AWARDING CONTRACT FOR THE FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS PROJECT (PROJECT #202407).

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

#### COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

#### COUNCIL COMMENTS

Councilor Paper stated that he and Councilor Mazzitello hosted the most recent Coffee with the Council which is a great format to allow informal discussion.

Councilor Lorberbaum stated that March is Women's History Month and shared a quote.

Councilor Mazzitello echoed the comments related to Coffee with the Council and welcomed input from the public on preferred dates, times, and locations for future events. He stated that on Saturday he participated in a fundraising event through USA for Vets, which is a local nonprofit that raises funds for other veteran nonprofit organizations. He challenged neighboring communities to rekindle the mayors pickleball tournament. He stated that tomorrow is the Feast of Saint Joseph, the patron saint of Italy, and wished Italians a happy holiday.

Mayor Levine reminded residents that they can register for the Officer Scott Patrick 5K.

#### ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

Mayor Levine adjourned the meeting at 8:02 p.m.

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Stephanie B. Levine  
Mayor

ATTEST:

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Nancy Bauer  
City Clerk



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Approve Resolution 2025-18 Changing the Start Time of City Council Meetings

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City Administrator

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### **ACTION REQUEST:**

Approve Resolution 2025-18 Changing the Start Time of City Council Meetings.

### **BACKGROUND:**

Regular City Council meetings are held on the first and third Tuesday of the month and begin at 7:00 p.m. unless posted otherwise. City Council work sessions are held before the regular City Council meeting on the third Tuesday of the month and begin at 5:00 p.m. unless posted otherwise.

City Council meeting times were set in January 2023 under Resolution 2023-05. From time to time, the City Council evaluates City Council meeting times. The City Council is proposing to change the start time of regular city council meetings to 6:00 p.m. City Council work sessions held before the regular City Council meeting on the third Tuesday of the month would begin at 4:30 p.m. unless otherwise determined by the City Administrator.

All meetings are noticed according to the Minnesota Open Meeting Law.

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

None

### **ATTACHMENTS:**

1. Resolution 2025-18 City Council Meeting Start Times

### **CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

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

**RESOLUTION 2025-18**

**CHANGING THE START TIME OF CITY COUNCIL MEETINGS**

**WHEREAS**, in January 2023, the City Council approved resolution 2023-05, which established a 7:00 p.m. start time for regular City Council meetings effective February 1, 2023; and

**WHEREAS**, Section 1-5-3(A)(1) of the Mendota Heights City code requires any changes to the City Council's regular meeting time be established by resolution of the Council; and

**WHEREAS**, the City Council of the City of Mendota Heights has duly considered this matter and desires to change the starting time of regular City Council meetings; and adjust the starting time of work sessions held on the third Tuesday of the month.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mendota Heights that effective June 1, 2025, the starting time of regular City Council meetings shall be changed to 6:00 p.m.

**BE IT FURTHER RESOLVED** that work sessions held before the regular City Council meeting on the third Tuesday of each month shall have their start time determined by the City Administrator, based on the length of the agenda and the availability of council members, with a typical start time no earlier than 4:30 p.m.

Adopted by the Mendota Heights City Council this 1<sup>st</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**

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Accept the Retirement Notice of Firefighter Jay Taylor from the Mendota Heights Fire Department

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Fire

**CONTACT:** Dan Johnson, Fire Chief

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**ACTION REQUEST:**

Accept the retirement of Firefighter Jay Taylor from the Mendota Heights Fire Department.

**BACKGROUND:**

Firefighter Jay Taylor announced his retirement from the Mendota Heights Fire Department effective March 17, 2025. Firefighter Taylor has been a Mendota Heights Firefighter for over 25 years.

**FISCAL AND RESOURCE IMPACT:**

None

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Authorize the Signing of Joint Powers Agreement with Dakota County for Absentee Ballot Services

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

### ACTION REQUEST:

Authorize the Mayor and City Clerk to sign a Joint Powers Agreement (JPA) between Dakota County and the City of Mendota Heights for the provision of absentee voting administration services.

### BACKGROUND:

In 2023, the Dakota County Board of Commissioners approved the elections absentee services joint powers agreement to be signed by Dakota County cities and other entities. The new absentee services for larger cities in Dakota County began with the 2024 election cycle and centralized absentee voting services for Dakota County voters.

The services provided by Dakota County include:

1. Initialize all absentee ballot requests
2. Mail all absentee ballots to permanent absentee voters
3. Coordinate all correspondence to voters
4. Prepare materials for in-person absentee voting
5. Establish and convene an absentee ballot board to review and accept/reject absentee ballots
6. Issue replacement ballots as needed for rejected absentee ballots
7. Open, count, and scan accepted absentee ballots
8. Audit accepted and counted absentee ballot batches
9. Report results from all absentee ballot counts

Under the agreement, the city's election staff would continue to assist walk-in absentee voters at City Hall using the absentee envelope process. City election staff would also serve residents that come to city hall to vote by direct balloting.

The City of Mendota Heights did not sign the joint powers agreement because the Council

wanted to see how these provided services would work. At this time, all other cities in Dakota County have signed the joint powers agreement.

Feedback from other cities that have signed the agreement has been very positive. Potential concerns that the Council expressed with the initial proposal by Dakota County have not manifested as cities that have signed the agreement have not had any negative feedback regarding the process. Because of this, staff recommends moving forward with the agreement for Dakota County to administer the city's absentee voting process. By signing the joint powers agreement and handing over the bulk of the absentee voting workload, this agreement would help reduce staff costs during absentee voting at city hall and would provide more time for other duties during elections.

**FISCAL AND RESOURCE IMPACT:**

The estimated cost for the City of Mendota Heights to participate in this joint powers agreement for absentee balloting services with Dakota County for the 2026 election cycle, which includes the 2026 State Primary and the 2026 State General election, is estimated to be \$5,552.

During the 2024 budget discussions, \$4,500 was included in the 2025 budget to sign the joint power agreement to use the absentee services for the upcoming 2026 elections. There are no costs to sign the joint powers agreement in 2025, as payment would not be due until 2026, after the elections.

There would not be a budget impact in 2025 by signing the joint powers agreement. Costs for postage alone for the three elections in 2024 was \$4,200.

**ATTACHMENTS:**

1. JPA with Dakota County for Absentee Voting Administrative Services

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

**Dakota County Contract No. DCA20889  
JOINT POWERS AGREEMENT BETWEEN  
DAKOTA COUNTY AND  
THE CITIES, TOWNSHIPS, AND SCHOOL DISTRICTS IN DAKOTA COUNTY  
FOR THE PROVISION OF ABSENTEE VOTING  
ADMINISTRATION SERVICES**

This is a Joint Powers Agreement ("Agreement") between the County of Dakota ("County") and THE CITIES, TOWNSHIPS, AND SCHOOL DISTRICTS IN DAKOTA COUNTY ("Governmental Entities") (collectively the "Parties") entered into pursuant to Minn. Stat. §471.59, for the provision of absentee voting administration services.

**Section 1  
Term And Renewal**

1. This Agreement shall be in effect beginning January 1, 2024, until December 31, 2025, subject to automatic renewal on January 1 of each even calendar year for a two-year term beginning January 1, 2026.

**Section 2  
Contract Termination**

2. This Agreement may be terminated as follows:
  - 2.1. Participation in this Agreement may be terminated without cause by the County or individual Governmental Entity effective at the end of the initial term or renewal term by providing written notice to the Parties no later than June 1 in the year prior (the odd year of the two-year term) to the next automatic renewal in Section 1;
  - 2.2. This Agreement may be terminated by the County effective at the end of a renewal term by providing written notice to the Governmental Entities no later than July 15 in the year prior to the next automatic renewal in Section 1, if the County determines, in its sole discretion, that there is an insufficient number of Governmental Entities in Dakota County participating in this Agreement to share the fixed costs of Absentee Voting Administration between the remaining participating Governmental Entities;
  - 2.3. The County or individual Governmental Entities may terminate their participation in this Agreement for cause by providing at least seven days' written notice to the County and other Governmental Entities. A party may terminate this agreement for cause due to a material breach of the terms of this Agreement, including failure to provide payment within the time specified in this Agreement. The written notice must state the intent to terminate participation and specify the events or circumstances and relevant provision warranting termination of the Agreement or withdrawal of the individual Governmental Entity and may, in the discretion of the terminating party, contain an opportunity to cure the default. A termination for cause will not be effective for any election that will have an election day within 90 days of the termination date to ensure transition of absentee voting responsibilities;
  - 2.4. Termination of this Agreement does not discharge any liability, responsibility, or right of the Parties that arises from the performance of, or failure to adequately perform the provisions of this Agreement prior to the effective date of termination, such as payment of an invoice for services satisfactorily performed prior to the effective date of termination. Termination of the Agreement or an individual Governmental Entity's termination of participation does not discharge any obligation which, by its nature, would survive after the date of termination.

### Section 3 Absentee Voting Administration

3. County and the Governmental Entities agree to consolidate absentee voting administration countywide in accordance with the Absentee Voting Administration Division of Duties By Joint Powers Agreement attached hereto as **Attachment A** and incorporated by reference. The Parties agree by executing the Agreement, the County Election Director and the Governmental Entities' Clerks may agree, in writing, to modify operational responsibilities identified in **Attachment A** for operational efficiency and to maintain compliance with election laws, rules and regulations. Prior to April 1 of each calendar year, the Parties shall meet to discuss performance of the previous year election cycle and evaluate roles and duties of the Parties.

In addition to temporary staffing necessary to administer absentee voting, County will hire at least two full-time equivalent ("FTE") positions (Elections Systems Manager and Election Coordinator, or successor positions) ("FTE Costs") to ensure sufficient resources are available to manage the consolidated absentee voting for the County while maintaining service levels of all other election work.

In agreeing to the consolidation of absentee voting administrative functions to ensure the successful conduct of multiple, simultaneous elections in the County, the Parties acknowledge that decisions made by the County regarding resources, procedures, and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the Governmental Entities recognize that such decisions, made for the benefit of the whole, may not be subject to review by the Governmental Entities.

### Section 4 Applicability

4. This Agreement between the County and the Governmental Entities is limited to absentee voting administration. All other voting processes are outside of the scope of this Agreement. This Agreement is applicable for all regularly scheduled elections or special elections in a precinct within the jurisdiction of Dakota County.

### Section 5 Allocation of Costs and Invoicing

5. The County will invoice each Governmental Entity its cost share allocation for fixed costs and its share of variable costs for its voters that voted via absentee voting.
  - 5.1. The Governmental Entities will proportionately share the County's absentee balloting administration fixed costs annually based on the annual FTE Cost incurred by the County for this Agreement ("Fixed Costs"). The Fixed Costs allocated to a Governmental Entity is proportionate to its share of registered voters.
  - 5.2. The Governmental Entities agree that absentee balloting administration variable costs, such as absentee voter application and absentee ballot mailings, incurred by the County shall be shared among the Governmental Entities based on actual utilization by its voters (Variable Costs).

- 5.3. In even-numbered years for regularly scheduled or State special elections, the County shall assume 55% of Fixed Costs and Variable Costs. Each Governmental Entity shall assume the remaining portion of the Fixed Cost share as set forth in 5.1 and 45% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.4. In even-numbered years for a city or township special election not held on a date for an election identified in Section 5.3 each Governmental Entity holding an election shall assume 100% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.5. In odd-numbered years, the County shall assume 75% of Fixed Costs. Each Governmental Entity shall assume the remaining portion of its Fixed Cost share as set forth in 5.1.
- 5.6. In odd-numbered years for State special elections, the County shall assume 55% of Variable Costs. Each Governmental Entity shall assume the remaining 45% of Variable Costs for the actual number of its voters that voted via absentee voting.
- 5.7. In odd-numbered years, Governmental Entities holding elections other than State, County, or Federal elections shall assume 100% of Variable Costs for the actual number of its voters that voted via absentee voting. If such an election is layered with a school district election, the Governmental Entity conducting an election shall only be responsible for 50% of the Variable Costs related to a voter eligible to also vote in the school district election.
- 5.8. Each Governmental Entity will be invoiced within sixty (60) days of the final election day of each calendar year. Said invoice shall be due and payable within thirty-five (35) calendar days of invoicing. Invoicing will occur after application of any grant or other state or federal funds received by the County for absentee voting administration.
- 5.9. For illustrative purposes, cost projections for the 2024-2025 elections are attached as **Attachment B**. Final invoices will reflect actual absentee utilization and Variable Costs.

## **Section 6**

### **Electronic Voting System and E-Pollbook Costs**

6. The cost of the purchase, operation and maintenance of the electronic voting system, voting machines, and electronic pollbooks are not included in this Agreement and are the subject of separate agreements.

## **Section 7**

### **Independent Contractor**

7. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the Parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of

the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

#### **Section 8 Data Practices**

8. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy. Election data shall also be governed by Minnesota Election Law and associated Minnesota Rules.

#### **Section 9 No Waiver**

9. No delay or omission by the Parties to exercise any right or power occurring upon any noncompliance or default with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by the County or the Governmental Entities of any of the covenants, conditions, or agreements to be observed by the Parties shall not be construed to be a waiver of any succeeding breach or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to the Parties at law, in equity, or otherwise.

#### **Section 10 Governing Law**

10. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

#### **Section 11 Entire Agreement**

11. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.

#### **Section 12 No Assignment**

12. The Parties may not assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the Governmental Entities and the County and any attempt to do so shall be void and have no force and effect.

### **Section 13 Notice**

13. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Dakota County Elections Director  
1590 Highway 55  
Hastings MN 55033

### **Section 14 Audit Provision**

14. The Parties agree that the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the respective Parties and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

### **Section 15 Liability, Indemnification and Insurance**

15. The County and each Governmental Entity to this Agreement shall be solely liable for the acts of its elected officials, officers, employees, or agents and shall not be responsible for the acts of the other parties to this Agreement, their elected officials, officers, employees, or agents.
- 15.1. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). For the purpose of Minnesota Statutes, Section 471.59, subd. 1a(a), it is the intent that this Agreement does not create any liability or exposure to the Parties for the acts or omissions of the County or other individual Governmental Entity.
- 15.2. The County agrees to defend, hold harmless and indemnify the Governmental Entities and their officials, agents, and employees, from any liability, loss, or damages the Governmental Entity may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by the County in the performance of its obligations under this Agreement.

15.3. Each Governmental Entity agrees to defend, hold harmless and indemnify the County and its officials, agents, and employees, from any liability, loss, or damages the County may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by its performance of its respective obligations under this Agreement.

15.4. Nothing in this Agreement shall be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law, nor does it impose or imply responsibility for the acts or omissions of the County or other Governmental Entities. The County and the Governmental Entities warrant that they are able to comply with the aforementioned indemnification requirements and have sufficient insurance coverage consistent with the liability limits contained in Minnesota Statutes, Chapter 466.

#### **Section 16 Survival of Provisions**

16. It is expressly understood and agreed that Sections 8, 10, 14 and 15 hereof shall survive the completion of performance and termination or cancellation of this Agreement.

#### **Section 17 Authority**

17. The person or persons executing this Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms. Each Party agrees that the electronic signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

(Rest of page left intentionally blank. Signature pages to follow)



**IN WITNESS WHEREOF**, the Parties hereto have hereunto set their hands.

**COUNTY OF DAKOTA**

By: \_\_\_\_\_  
Director, Public Services & Revenue

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

By: /s/ Thomas R. Donely  
Assistant Dakota County Attorney

Dated: 10/2/2023

KS-23-495

CITY OF \_\_\_\_\_

By: \_\_\_\_\_

(Name)\_\_\_\_\_

(Title)\_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

(Name)\_\_\_\_\_

(Title)\_\_\_\_\_

Dated: \_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Approve Resolution 2025-16 Accepting a Donation for Trees at Victoria Highlands Park

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Public Works

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

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### **ACTION REQUEST:**

Approve Resolution 2025-16 accepting a donation from James (Jim) and Jennifer Weichert for planting trees in Victoria Highlands Park.

### **BACKGROUND:**

The Weicherts donated trees in 2021 to replace some diseased trees that the City had removed in the park near their property. They would like to make another donation to add six (6) trees to this area. The donation will cover the cost of six (6) #10 Medora Junipers that City Staff will plant in the same area as the aforementioned trees.

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

The Weicherts have donated \$750. City staff look to add trees to the park system so the labor to install the trees would be already allocated to the parks.

### **ATTACHMENTS:**

1. Resolution 2025-16 Accepting a Gift for Tree Donation

### **CITY COUNCIL PRIORITY:**

Environmental Sustainability & Stewardship, Premier Public Services & Infrastructure

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

**RESOLUTION 2025-16**

**FORMALLY ACCEPTING A GIFT FOR TREE DONATION**

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

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

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

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the City Council of the City of Mendota Heights formally accepts \$750 from James (Jim) and Jennifer Weichert for a donation to plant trees in Victoria Highlands Park.

Adopted by the City Council of the City of Mendota Heights this 1<sup>st</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**



## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 1, 2025  
**AGENDA ITEM:** February 2025 Treasurer's Report  
**ITEM TYPE:** Consent Agenda  
**FROM:** Kristen Schabacker, Finance Director *KMS*

**Deerwood Bank**

Checking Account .03% \$780,638.89

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

**Investments****Cost****PV**

Saving Cert 7/27/2020 @ 1.50% Cherokee	\$14,540.30	\$14,540.30
FHLB 1.50% 10/14/25	\$500,000.00	\$493,910.00
FHLB 0.90% 2/25/26	\$340,000.00	\$329,545.00
FHLB 1.00% 3/16/26	\$505,000.00	\$488,961.20
FHLB 1.25% 6/30/26	\$300,000.00	\$290,274.00
FHLB 1.25% 8/26/26	\$250,000.00	\$240,225.00
FHLMC 4.125% 8/13/29	\$497,500.00	\$493,785.00
FHLMC 4.25% 12/5/29	\$498,000.00	\$496,340.00
Morgan Stanley Private Bank 1.20% 3/20/25	\$245,000.00	\$244,571.25
Ally Bank 2.60% 4/14/26	\$245,000.00	\$240,516.50
Sallie Mae Bank 1.00% 7/8/26	\$144,000.00	\$137,844.00
Goldman Sachs Bank 1.05% 9/22/26	\$160,000.00	\$152,318.40
State Bank of India 1.10% 9/28/26	\$245,000.00	\$233,301.25
Popular Bank 4.60% 4/19/27	\$245,000.00	\$246,719.90
Discover Bank 3.35% 7/12/27	\$235,000.00	\$230,187.20
Capital One 3.40% 8/17/27	\$245,000.00	\$240,055.90
Capital One USA 3.40% 8/17/27	\$245,000.00	\$240,055.90
BMW Bank America 4.85% 9/29/27	\$245,000.00	\$248,410.40
UBS Bank 4.150% 2/14/28	\$245,000.00	\$244,203.75
Morgan Stanley Bank 4.45% 5/3/28	\$245,000.00	\$246,193.15
Toyota Financial Savings Bank 4.20% 8/8/28	\$245,000.00	\$244,377.70
Cross River Bank 4.00% 1/3/29	\$245,000.00	\$242,623.50
Central State Bank 4.50% 5/22/29	\$245,000.00	\$247,236.85
Customers Bank 4.55% 6/27/29	\$245,000.00	\$247,609.25
Optum Bank 4.05% 12/11/29	\$245,000.00	\$242,618.60
JP Morgan Chase Bank 4.65% 1/31/30	\$245,000.00	\$245,049.00
American Express National Bank 4.25% 2/12/30	\$245,000.00	\$244,747.65
Fidelity Institutional Government Portfolio (Piper)	\$14,597,004.65	\$14,597,004.65
Gov't. Securities Fund 28% Sold 6/4	\$433,187.00	
MMkt Fd (WF)	\$60,750.26	

**TOTAL FUNDS AVAILABLE 2/28/2025** \$23,235,621.10  
 Funds Available 1/1/2025 \$26,567,104.60

	<b><u>Rates</u></b>	<b><u>Money Market</u></b>
Feb	Bank	0.03%
	5 Yr. Tr.	4.03%
	10 Yr. Tr.	4.24%

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## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 1, 2025  
**AGENDA ITEM:** Claims List Summary  
**ITEM TYPE:** Consent Agenda  
**FROM:** Kristen Schabacker, Finance Director *KMS*

### **BACKGROUND**

#### **Significant Claims**

Inspectron – February Building Inspection Services	\$ 15,909.60
Tenvoorde Ford – Two 2025 Police Squads	\$ 99,403.88
US Bank – Monthly Purchases	\$ 10,271.00
Xcel Energy – Utilities	\$ 11,006.04
American Environmental LLC – CCTV Inspections -Sewer, Storm Water	\$ 11,947.50
Dakota County Financial – Emergency Services/ECU/DPC/CJN	\$ 102,335.89
Emergency Automotive Tech – Police Squad Buildouts (2)	\$ 10,981.39
Kimley Horn and Associates – Friendly Hills Street Project Work	\$ 10,844.77
LMCIT – Insurance Expense	\$ 7,000.00
LOGIS – IT Services	\$ 7,286.00
Mansfield Oil Company – Fuel	\$ 10,191.06
McDowall Comfort Management – Fire Station Maintenance	\$ 4,982.00
Towmaster – Plow Truck – Streets Dept	\$ 173,932.00
WSB & Associates – Oheyawahe Site Improvements	\$ 5,831.00

Manual Checks Total	\$ 142,742.77
System Checks Total	\$ 436,943.87

**Total of the list of claims for April 1, 2025 City Council meeting      \$ 579,686.64**

### **RECOMMENDATION**

Staff recommends the Mendota Heights City Council approve the list of claims for April 1, 2025.

## CITY OF MENDOTA HEIGHTS

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## Claims List

## MANUAL CHECKS

03/25/25 MAN

Account	Comments	DEPT Descr	Amount
INSPECTRON INC			
E 01-4231-040-40	FEB 2025 PLAN REVIEWS & IN	Code Enforcement/Inspe	\$15,909.60
INSPECTRON INC			\$15,909.60
MENDOTA HEIGHTS, CITY OF			
G 45-1020	PAR 3 - CASH ON HAND		\$600.00
MENDOTA HEIGHTS, CITY OF			\$600.00
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2072	3/14/25 PAYROLL		\$4,150.00
G 01-2073	3/14/25 PAYROLL		\$150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
PITNEY BOWES - PURCHASE POWER			
G 01-1210	POSTAGE		\$500.00
E 01-4490-110-10	POSTAGE FEE	Administration	\$2.25
PITNEY BOWES - PURCHASE POWER			\$502.25
TENVOORDE FORD			
E 04-4610-020-20	2025 SQUAD - FORD	Police	\$49,701.94
E 04-4610-020-20	2025 SQUAD - FORD	Police	\$49,701.94
TENVOORDE FORD			\$99,403.88
U. S. BANK			
E 01-4330-440-20	EQUIP REPAIR - PS	Police	\$115.96
E 01-4331-050-50	FURN/EQUIP - PW	Road & Bridges	\$15.57
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$1,081.74
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$117.41
E 01-4400-020-20	BCA TRAINING - WAGMAN	Police	\$75.00
E 01-4330-440-20	EQUIP REPAIR - PS	Police	\$28.99
E 01-4400-070-70	MPSFMA WORKSHOP - T. WEIS	Parks & Recreation	\$40.00
E 01-4410-020-20	UNIFORMS - PD	Police	\$826.33
E 01-4400-070-70	MN SHADE TREE COURSE - J. K	Parks & Recreation	\$235.00
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$40.18
E 01-4400-020-20	BCA TRAINING - R. YAUCH	Police	\$300.00
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$40.18
E 01-4404-030-30	IAFC MEMBERSHIP - D. JOHNS	Fire	\$204.17
E 01-4400-050-50	UOFM TRAINING - R. BURROW	Road & Bridges	\$45.00
E 15-4400-060-60	UOFM TRAINING - R. BURROW	Utility Enterprise	\$45.00
E 01-4400-050-50	UOFM TRAINING - N. COURTEA	Road & Bridges	\$45.00
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$20.72
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$20.72
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$40.18
E 29-4330-000-00	VALLEY CREEK STREAMBANK I	Spec Fds	\$250.98
E 01-4400-110-10	MCMA 2025 SPRING CONFERE	Administration	\$412.32
E 01-4490-070-70	NAMEPLATE - PARKS AND REC	Parks & Recreation	\$29.06
E 01-4490-075-75	NAMEPLATE - NATURAL RESOU	Natural Resources	\$29.07
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$146.98
E 01-4490-075-75	OAK AWARDS - NATURAL RESO	Natural Resources	\$75.00
E 01-4490-075-75	EARTH/ARBOR DAY SUPPLIES -	Natural Resources	\$120.02
E 01-4318-110-10	POSTAGE - ADMIN	Administration	\$14.75
E 01-4490-075-75	EARTH/ARBOR DAY SUPPLIES -	Natural Resources	\$146.39
E 01-4400-020-20	BCA TRAINING - J. POWELL	Police	\$300.00



## CITY OF MENDOTA HEIGHTS

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

Account	Comments	DEPT Descr	Amount
E 01-4490-109-09	WORK SESSION SUPPLIES - CI	City Council	\$72.39
E 01-4331-020-20	FURN/EQUIP - PD	Police	\$448.83
E 01-4490-109-09	WORKSHOP - CITY COUNCIL	City Council	\$343.59
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$401.34
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$28.50
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$23.93
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$75.15
E 01-4331-070-70	FURN/EQUIP - PW	Parks & Recreation	\$15.57
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$51.98
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$20.72
E 01-4333-075-75	TREE PLANTING - NATURAL RE	Natural Resources	\$43.25
E 01-4435-200-70	EARTH DAY SUPPLIES - REC	Parks & Recreation	\$188.38
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$163.13
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$74.80
G 45-2035	BLDG MAINT - PAR 3		-\$4.81
E 01-4301-114-14	IT SUPPLIES	Info Tech	\$27.17
E 01-4306-020-20	WELLNESS SERVICES	Police	\$195.00
E 01-4223-020-20	FEB 2025 TRANSUNION	Police	\$75.00
E 01-4435-200-70	MENS SOFTBALL - REC	Parks & Recreation	\$611.56
E 01-4435-200-70	FROZEN FUNFEST - REC	Parks & Recreation	-\$91.88
E 01-4435-200-70	FROZEN FUNFEST - REC	Parks & Recreation	\$455.00
E 01-4301-114-14	IT SUPPLIES	Info Tech	\$56.98
E 01-4400-070-70	ISA ARBORIST EXAM - J. KREN	Parks & Recreation	\$125.00
E 01-4490-075-75	EARTH DAY SUPPLIES - NATUR	Natural Resources	\$188.38
E 15-4331-060-60	FURN/EQUIP - PW	Utility Enterprise	\$15.58
E 01-4435-200-70	TOUR DE REC - REC	Parks & Recreation	\$14.63
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$75.38
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$4.85
E 01-4490-020-20	SQUAD VEHICLE REGISTRATIO	Police	\$236.99
E 01-4490-175-20	EMPLOYEE WELLNESS - PD	Police	\$250.00
E 01-4490-175-20	EMPLOYEE WELLNESS - PD	Police	\$250.00
E 01-4490-175-20	EMPLOYEE WELLNESS - PD	Police	\$250.00
E 01-4400-020-20	RECORDS TRAINING - PD	Police	\$57.00
E 01-4490-175-20	EMPLOYEE WELLNESS - PD	Police	\$250.00
E 01-4404-030-30	NFSA MEMBERSHIP - J. KING	Fire	\$50.00
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$1.30
E 01-4400-200-70	MRPA TRAINING - W. EISFELD	Parks & Recreation	\$39.00
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$53.82
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$3.16
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$4.54
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$70.59
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	-\$356.31
E 01-4301-114-14	IT SUPPLIES	Info Tech	\$65.52
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$20.27
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$64.11
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$4.12
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$18.10
E 01-4301-114-14	IT SUPPLIES	Info Tech	\$29.98
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$64.86
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$49.17
E 01-4435-200-70	MARKETING - REC	Parks & Recreation	\$34.01
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$25.20
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$5.76

## CITY OF MENDOTA HEIGHTS

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

Account	Comments	DEPT Descr	Amount
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$89.54
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$2.98
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$46.26
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$40.86
E 01-4301-114-14	IT SUPPLIES	Info Tech	\$24.12
G 45-2035	OFFICE SUPPLIES - PAR 3		-\$1.62
E 01-4490-110-10	MARKETING - ADMIN	Administration	\$19.97
U. S. BANK			\$10,271.00
VALLEY IMAGES PHOTOGRAPHY			
E 01-4490-109-09	CITY COUNCIL PHOTOS	City Council	\$750.00
VALLEY IMAGES PHOTOGRAPHY			\$750.00
XCEL ENERGY			
E 45-4211-047-45	JAN 2025 ELECTRIC UTILITIES	Golf Course	\$53.22
E 01-4211-420-50	FEB 2025 ELECTRIC UTILITIES	Road & Bridges	-\$211.79
E 01-4211-320-70	FEB 2025 ELECTRIC UTILITIES	Parks & Recreation	\$730.32
E 01-4211-315-30	FEB 2025 ELECTRIC UTILITIES	Fire	\$563.71
E 01-4211-310-70	FEB 2025 ELECTRIC UTILITIES	Parks & Recreation	-\$97.30
E 01-4211-310-50	FEB 2025 ELECTRIC UTILITIES	Road & Bridges	-\$97.30
E 01-4211-300-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	\$137.70
E 08-4211-000-00	FEB 2025 ELECTRIC UTILITIES	Spec Fds	\$1,639.21
E 15-4212-400-60	FEB 2025 GAS UTILITIES	Utility Enterprise	\$680.25
E 01-4211-300-50	FEB 2025 ELECTRIC UTILITIES	Road & Bridges	\$2,051.85
E 15-4211-310-60	FEB 2025 ELECTRIC UTILITIES	Utility Enterprise	-\$97.30
E 15-4211-400-60	FEB 2025 ELECTRIC UTILITIES	Utility Enterprise	-\$457.73
E 28-4211-000-00	FEB 2025 ELECTRIC UTILITIES	Spec Fds	-\$1,476.79
E 45-4211-047-45	FEB 2025 ELECTRIC UTILITIES	Golf Course	\$122.14
E 45-4211-046-45	FEB 2025 ELECTRIC UTILITIES	Golf Course	\$48.41
E 01-4212-310-50	FEB 2025 GAS UTILITIES	Road & Bridges	\$911.56
E 01-4212-310-70	FEB 2025 GAS UTILITIES	Parks & Recreation	\$911.56
E 01-4212-315-30	FEB 2025 GAS UTILITIES	Fire	\$2,632.38
E 01-4212-320-70	FEB 2025 GAS UTILITIES	Parks & Recreation	\$108.81
E 15-4212-310-60	FEB 2025 GAS UTILITIES	Utility Enterprise	\$911.56
E 45-4212-046-45	FEB 2025 GAS UTILITIES	Golf Course	\$263.66
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$35.44
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$11.98
E 08-4212-000-00	FEB 2025 GAS UTILITIES	Spec Fds	\$1,630.49
XCEL ENERGY			\$11,006.04
			\$142,742.77

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
A TOUCH OF MAGIC INC			
E 01-4435-200-70	8/9/25 PARKS CELEBRATION D	Parks & Recreation	\$1,301.00
A TOUCH OF MAGIC INC			\$1,301.00
ADVANCED SPORTSWEAR			
E 45-4410-045-45	STAFF CLOTHING - PAR 3	Golf Course	\$409.25
ADVANCED SPORTSWEAR			\$409.25
ALLEGRA PRINT & IMAGING			
E 01-4435-200-70	BUSINESS CARDS - T. CARLSO	Parks & Recreation	\$68.17
ALLEGRA PRINT & IMAGING			\$68.17
ALLSTREAM			
E 01-4210-020-20	3/15/25-4/14/25 TELEPHONE S	Police	\$542.43
ALLSTREAM			\$542.43
AMERICAN ENVIRONMENTAL, LLC			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$1,300.00
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$9,347.50
E 15-4330-490-60	CCTV INSPECTIONS - SANITAR	Utility Enterprise	\$650.00
E 29-4337-000-00	CCTV INSPECTIONS - STORM	Spec Fds	\$650.00
AMERICAN ENVIRONMENTAL, LLC			\$11,947.50
AMERICAN PRESSURE, INC.			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$239.26
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$239.26
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$239.26
AMERICAN PRESSURE, INC.			\$717.78
ASCENTEK, INC. (LUBE-TECH)			
E 01-4320-105-15	ANTIFREEZE & OIL FILTER DIS	Engineering Enterprise	\$28.00
E 01-4320-110-10	ANTIFREEZE & OIL FILTER DIS	Administration	\$28.00
E 01-4320-030-30	ANTIFREEZE & OIL FILTER DIS	Fire	\$28.00
E 01-4320-020-20	ANTIFREEZE & OIL FILTER DIS	Police	\$28.00
E 01-4320-070-70	ANTIFREEZE & OIL FILTER DIS	Parks & Recreation	\$28.00
E 01-4320-050-50	ANTIFREEZE & OIL FILTER DIS	Road & Bridges	\$28.00
E 15-4320-060-60	ANTIFREEZE & OIL FILTER DIS	Utility Enterprise	\$28.00
E 01-4320-050-50	OIL DISPOSAL	Road & Bridges	\$15.72
E 01-4320-105-15	OIL DISPOSAL	Engineering Enterprise	\$15.71
E 01-4320-030-30	OIL DISPOSAL	Fire	\$15.71
E 15-4320-060-60	OIL DISPOSAL	Utility Enterprise	\$15.72
E 01-4320-020-20	OIL DISPOSAL	Police	\$15.71
E 01-4320-110-10	OIL DISPOSAL	Administration	\$15.71
E 01-4320-070-70	OIL DISPOSAL	Parks & Recreation	\$15.72
G 01-1210	OIL		\$1,775.68
ASCENTEK, INC. (LUBE-TECH)			\$2,081.68
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$36.00
E 01-4306-020-20	UNIFORM - PD	Police	\$1,349.48
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$673.35
E 01-4410-020-20	UNIFORM - PD	Police	\$328.85
ASPEN MILLS			\$2,387.68

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
AT & T			
E 01-4220-020-20	SERVICES - PD	Police	\$195.00
AT & T			\$195.00
AUTOZONE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$101.51
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$38.78
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$191.47
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$28.98
AUTOZONE			\$360.74
BARR, DONOVAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$109.98
BARR, DONOVAN			\$109.98
BAYCOM INC			
E 01-4301-114-14	COMPUTER EQUIP - IT	Info Tech	\$297.00
BAYCOM INC			\$297.00
BGMN, INC.			
E 01-4320-105-15	FUEL ADDITIVE	Engineering Enterprise	\$88.99
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$88.99
E 01-4320-020-20	FUEL ADDITIVE	Police	\$89.00
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$89.00
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$89.00
E 15-4320-060-60	FUEL ADDITIVE	Utility Enterprise	\$89.00
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$89.00
BGMN, INC.			\$622.98
BOUND TREE MEDICAL LLC			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$33.72
BOUND TREE MEDICAL LLC			\$33.72
BTR OF MINNESOTA			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$194.85
BTR OF MINNESOTA			\$194.85
CAPITAL ONE (BLUE TARP FINANCIAL)			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$18.99
E 45-4305-045-45	OPERATING SUPPLIES - PAR 3	Golf Course	\$121.81
G 45-2035	OPERATING SUPPLIES - PAR 3		-\$7.84
CAPITAL ONE (BLUE TARP FINANCIAL)			\$132.96
CENTRAL IRRIGATION SUPPLY			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$2,600.00
CENTRAL IRRIGATION SUPPLY			\$2,600.00
CERTIFIED LABORATORIES			
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$153.30
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$153.30
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$153.30
CERTIFIED LABORATORIES			\$459.90
COMCAST BUSINESS			
E 01-4268-030-30	MAR 7-APR 8 SERVICE - FIRE	Fire	\$34.86

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
COMCAST BUSINESS			\$34.86
CONCENTRA OCCUPATIONAL HEALTH			
E 01-4306-070-70	TESTING - REC	Parks & Recreation	\$95.00
CONCENTRA OCCUPATIONAL HEALTH			\$95.00
COVERTTRACK GROUP INC			
G 01-1215	1/1/26-4/30/26 COVERTTRACK		\$200.00
E 01-4223-020-20	5/1/25-12/31/25 COVERTTRAC	Police	\$400.00
COVERTTRACK GROUP INC			\$600.00
CRAWFORD DOOR			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$320.00
CRAWFORD DOOR			\$320.00
DAKOTA 911 (DAKOTA COMMUNICATIONS)			
E 01-4275-030-30	APRIL 2025 DISPATCH	Fire	\$705.69
E 01-4275-020-20	APRIL 2025 DISPATCH	Police	\$23,135.31
DAKOTA 911 (DAKOTA COMMUNICATIONS)			\$23,841.00
DAKOTA COUNTY CDA			
E 01-4220-080-80	2025 OPEN TO BUSINESS FEE	Planning	\$3,000.00
DAKOTA COUNTY CDA			\$3,000.00
DAKOTA COUNTY FINANCIAL SERVIC			
E 07-4220-000-00	2025 DPC PARTICIPATION DUE	Spec Fds	\$10,001.58
E 01-4404-020-20	2025 ECU PARTICIPATION	Police	\$24,000.00
E 07-4400-000-00	2025 EMERGENCY SVCS MGMT	Spec Fds	\$6,435.00
E 01-4200-610-15	FEBRUARY 2025 RADIO SUBSC	Engineering Enterprise	\$69.99
E 15-4200-610-60	FEBRUARY 2025 RADIO SUBSC	Utility Enterprise	\$23.33
E 01-4223-020-20	2025 CJN PARTNER FEE	Police	\$26,391.89
E 01-4223-020-20	2025 CJN PP RMS FEE	Police	\$33,314.40
E 01-4275-030-30	FEBRUARY 2025 RADIO SUBSC	Fire	\$839.88
E 01-4275-020-20	FEBRUARY 2025 RADIO SUBSC	Police	\$933.20
E 01-4200-610-50	FEBRUARY 2025 RADIO SUBSC	Road & Bridges	\$186.64
E 01-4200-610-70	FEBRUARY 2025 RADIO SUBSC	Parks & Recreation	\$139.98
DAKOTA COUNTY FINANCIAL SERVIC			\$102,335.89
DATAWORKS PLUS LLC			
G 01-1215	1/1/26-3/14/26 DATAWORKS		\$80.21
E 01-4223-020-20	3/15/25-12/31/25 DATAWORKS	Police	\$304.79
DATAWORKS PLUS LLC			\$385.00
DELTA DENTAL			
E 08-4131-000-00	APRIL 2025 DENTAL PREMIUM	Spec Fds	\$52.06
E 01-4131-110-10	APRIL 2025 DENTAL PREMIUM	Administration	\$607.89
E 01-4131-020-20	APRIL 2025 DENTAL PREMIUM	Police	\$1,508.76
E 01-4131-030-30	APRIL 2025 DENTAL PREMIUM	Fire	\$52.06
E 01-4131-050-50	APRIL 2025 DENTAL PREMIUM	Road & Bridges	\$457.33
E 01-4131-105-15	APRIL 2025 DENTAL PREMIUM	Engineering Enterprise	\$306.75
E 15-4131-060-60	APRIL 2025 DENTAL PREMIUM	Utility Enterprise	\$254.70
G 01-2071	APRIL 2025 DENTAL PREMIUM		\$706.41
E 01-4131-020-20	APRIL 2025 DENTAL PREMIUM	Police	\$156.18
G 01-2074	APRIL 2025 DENTAL PREMIUM		\$936.08
E 01-4131-070-70	APRIL 2025 DENTAL PREMIUM	Parks & Recreation	\$312.36

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
DELTA DENTAL			\$5,350.58
DISCOUNT TIRE			
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$1,184.00
DISCOUNT TIRE			\$1,184.00
DTN, LLC			
E 01-4421-050-50	3/8/25-4/7/25 CLEARPATH & F	Road & Bridges	\$433.76
E 01-4421-050-50	4/8/25-5/7/25 CLEARPATH & F	Road & Bridges	\$433.70
DTN, LLC			\$867.46
EATI (EMERGENCY AUTOMOTIVE TECH)			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$5,475.70
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$5,505.69
EATI (EMERGENCY AUTOMOTIVE TECH)			\$10,981.39
ELLIE MENTAL HEALTH			
G 01-2010	WELLNESS SERVICES - PD		\$120.00
ELLIE MENTAL HEALTH			\$120.00
FIRST NET / AT&T MOBILITY			
E 01-4210-020-20	CELL SERVICE - PD	Police	\$1,060.63
E 01-4210-020-20	AIR CARDS - PD	Police	\$382.30
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$123.21
FIRST NET / AT&T MOBILITY			\$1,566.14
FLEET SERVICES			
E 01-4200-610-20	FEB 2025 SQUAD LEASES - PD	Police	\$7,824.14
FLEET SERVICES			\$7,824.14
FLEETPRIDE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$104.04
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$96.00
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$98.94
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$188.09
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$171.15
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$5.02
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$6.48
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$5.02
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$45.67
FLEETPRIDE			\$720.41
FORCE AMERICA			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$474.14
FORCE AMERICA			\$474.14
GERTENS GREENHOUSE			
E 01-4336-050-50	SNOW REMOVAL REPAIR - STR	Road & Bridges	\$527.80
GERTENS GREENHOUSE			\$527.80
GOLDCOM			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$278.18
GOLDCOM			\$278.18
GRAFIX SHOPPE			

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$50.00
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$210.00
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$210.00
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$210.00
GRAFIX SHOPPE			\$680.00
GRAINGER			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$32.49
G 45-2035	BLDG MAINT - PAR 3		-\$14.39
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$223.69
GRAINGER			\$241.79
GRAYBAR ELECTRIC			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$100.51
GRAYBAR ELECTRIC			\$100.51
GREEN2 SOLAR LEASING, LLC			
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$137.61
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$206.42
E 45-4213-045-45	SOLAR PANEL LEASE - PAR 3	Golf Course	\$190.05
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$137.60
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$68.80
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$68.80
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$68.80
E 08-4213-000-00	SOLAR PANEL LEASE - CITY HA	Spec Fds	\$413.12
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$137.60
GREEN2 SOLAR LEASING, LLC			\$1,428.80
GROSENICK, JOHN & PAULA			
E 57-4220-805-00	REIMBURSEMENT - EMERSON	Spec Fds	\$484.55
GROSENICK, JOHN & PAULA			\$484.55
HOME DEPOT CREDIT SERVICES			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$19.98
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$4.98
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$14.66
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$12.32
G 45-2035	BLDG MAINT - PAR 3		-\$3.13
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$48.72
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$17.97
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$13.80
G 45-2035	BLDG MAINT - PAR 3		-\$2.33
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$36.27
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$8.82
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$13.65
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$8.82
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$8.83
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$13.64
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$13.65
HOME DEPOT CREDIT SERVICES			\$230.65
IDEAL ENERGIES SOLAR LEASING 2021			
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$166.16
IDEAL ENERGIES SOLAR LEASING 2021			\$166.16

## CITY OF MENDOTA HEIGHTS

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## Claims List

## SYSTEM CHECKS

04/01/25 PAY

Account	Comments	DEPT Descr	Amount
IMAGETREND, INC.			
E 01-4301-030-30	2/26/25-12/31/25 ELITE FIRE	Fire	\$2,869.71
G 01-1215	1/1/26-2/25/26 ELITE FIRE CA		\$573.94
IMAGETREND, INC.			\$3,443.65
IMPERIAL DADE (DALCO)			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$1,111.67
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$292.27
IMPERIAL DADE (DALCO)			\$1,403.94
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$23.84
E 01-4300-105-15	OFFICE SUPPLIES - ENGINEERI	Engineering Enterprise	\$41.07
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$144.16
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$66.34
E 01-4300-020-20	OFFICE SUPPLIES - PD	Police	\$131.33
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$27.61
E 01-4300-640-12	OFFICE SUPPLIES - ELECTIONS	Elections	\$57.16
E 01-4300-020-20	OFFICE SUPPLIES - PD	Police	\$13.98
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$12.46
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$6.32
INNOVATIVE OFFICE SOLUTIONS			\$524.27
KIMLEY-HORN AND ASSOCIATES, INC.			
E 27-4220-807-00	FRIENDLY HILLS ST. PROJ.	Spec Fds	\$10,844.77
KIMLEY-HORN AND ASSOCIATES, INC.			\$10,844.77
L E L S			
G 01-2075	APRIL 2025 UNION DUES		\$1,095.00
L E L S			\$1,095.00
L M C I T 1			
E 01-4481-110-10	CLAIM LMC GL 000000416108	Administration	\$7,000.00
L M C I T 1			\$7,000.00
LAWSON PRODUCTS, INC			
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$114.86
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$7.72
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$7.73
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$7.73
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$114.87
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$114.86
LAWSON PRODUCTS, INC			\$367.77
LEAGUE MN CITIES			
E 01-4400-110-10	2025 SAFETY & LOSS CONTRO	Administration	\$20.00
E 01-4223-020-20	PEACE OFFICER TRAINING - P	Police	\$2,160.00
LEAGUE MN CITIES			\$2,180.00
LOCAL UNION NO. 70			
G 01-2075	APRIL UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
LOGIS			



## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**04/01/25 PAY**

Account	Comments	DEPT Descr	Amount
E 01-4220-030-30	FEB 2025 NETWORK SERVICES	Fire	\$1,756.15
E 01-4220-114-14	IT SERVICES	Info Tech	\$15.00
E 01-4220-114-14	IT SERVICES	Info Tech	\$415.35
E 01-4220-114-14	FEB 2025 NETWORK SERVICES	Info Tech	\$3,355.75
E 45-4220-045-45	FEB 2025 NETWORK SERVICES	Golf Course	\$1,162.50
E 01-4223-020-20	FEB 2025 NETWORK SERVICES	Police	\$581.25
LOGIS			\$7,286.00
MANSFIELD OIL COMPANY			
G 01-1210	FUEL		\$10,191.06
MANSFIELD OIL COMPANY			\$10,191.06
MCDOWALL COMFORT MANAGEMENT			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$4,982.00
MCDOWALL COMFORT MANAGEMENT			\$4,982.00
MENARDS			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$8.99
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$21.48
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$12.42
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$19.18
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$24.48
MENARDS			\$86.55
MENDOTA HEIGHTS FIRE RELIEF			
G 01-2035	REIMBURSE SUPPLEMENTAL BE		\$1,000.00
MENDOTA HEIGHTS FIRE RELIEF			\$1,000.00
MN ST ADMIN ITG TELECOM SRVCE			
E 01-4220-114-14	FEB 2025 WAN SERVICE	Info Tech	\$111.00
E 01-4223-020-20	FEB 2025 WAN SERVICE	Police	\$124.00
MN ST ADMIN ITG TELECOM SRVCE			\$235.00
MN STATE FIRE CHIEFS ASSN			
E 01-4400-030-30	2025 FOTOS - D. JOHNSON	Fire	\$235.00
MN STATE FIRE CHIEFS ASSN			\$235.00
MNPEA			
G 01-2075	APRIL 2025 UNION DUES		\$144.00
MNPEA			\$144.00
NAC MECHANICAL & ELECTRIC			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$336.95
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$336.95
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$336.94
NAC MECHANICAL & ELECTRIC			\$1,010.84
NUSS TRUCK & EQUIPMENT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$419.42
NUSS TRUCK & EQUIPMENT			\$419.42
OXYGEN SERVICE CO			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$417.40
OXYGEN SERVICE CO			\$417.40

## CITY OF MENDOTA HEIGHTS

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## Claims List

## SYSTEM CHECKS

04/01/25 PAY

Account	Comments	DEPT Descr	Amount
RENT N SAVE			
E 01-4200-610-70	RENTALS - PARKS	Parks & Recreation	\$1,225.00
RENT N SAVE			\$1,225.00
ROBERTSON, SHEILA			
E 01-4400-110-10	TRAINING EXPENSE REIMBURS	Administration	\$118.93
ROBERTSON, SHEILA			\$118.93
ROSEVILLE MIDWAY FORD			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$582.40
ROSEVILLE MIDWAY FORD			\$582.40
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$3,222.00
SAVATREE			\$3,222.00
SCHLOMKA SERVICES, LLC			
E 15-4330-400-60	CLEAN LIFT STATIONS - UTILI	Utility Enterprise	\$320.00
G 01-1145	3/4/2025 SEWER CLEANING - L		\$1,184.65
SCHLOMKA SERVICES, LLC			\$1,504.65
STANDARD INSURANCE			
E 01-4131-020-20	APRIL 2025 PREMIUM - LIFE/D	Police	\$800.85
E 01-4131-030-30	APRIL 2025 PREMIUM - LIFE/D	Fire	\$1.40
E 01-4131-050-50	APRIL 2025 PREMIUM - LIFE/D	Road & Bridges	\$329.37
E 01-4131-110-10	APRIL 2025 PREMIUM - LIFE/D	Administration	\$301.52
E 01-4131-070-70	APRIL 2025 PREMIUM - LIFE/D	Parks & Recreation	\$270.68
E 01-4131-105-15	APRIL 2025 PREMIUM - LIFE/D	Engineering Enterprise	\$189.23
E 08-4131-000-00	APRIL 2025 PREMIUM - LIFE/D	Spec Fds	\$142.21
E 15-4131-060-60	APRIL 2025 PREMIUM - LIFE/D	Utility Enterprise	\$199.97
G 01-2071	APRIL 2025 PREMIUM - LIFE/D		\$1,752.61
G 01-1145	APRIL 2025 PREMIUM - LIFE/D		\$18.46
STANDARD INSURANCE			\$4,006.30
STREICHERS			
E 01-4306-020-20	UNIFORM - PD	Police	\$64.99
STREICHERS			\$64.99
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	APRIL 2025 PREMIUM	Fire	\$169.60
SUN LIFE (ASSURANT BENEFITS)			\$169.60
T MOBILE			
E 01-4220-020-20	INVESTIGATIONS - PD	Police	\$950.00
T MOBILE			\$950.00
TARGET SOLUTIONS LEARNING			
E 01-4301-030-30	COMPUTER SOFTWARE - FIRE	Fire	\$61.31
TARGET SOLUTIONS LEARNING			\$61.31
TAYLOR, JAY			
E 01-4415-030-30	MILEAGE REIMBURSEMENT - J.	Fire	\$39.20
TAYLOR, JAY			\$39.20
TIME SAVER OFF SITE SEC. SVC.			

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
E 01-4220-070-70	3/11/25 PARK & REC COMMISS	Parks & Recreation	\$253.25
E 01-4220-110-10	3/4/25 CITY COUNCIL MINUTE	Administration	\$262.50
TIME SAVER OFF SITE SEC. SVC.			\$515.75
TOWMASTER			
E 04-4620-000-00	PLOW TRUCK	Spec Fds	\$173,932.00
TOWMASTER			\$173,932.00
TRACTOR SUPPLY			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$52.97
TRACTOR SUPPLY			\$52.97
TRUCK REPAIR & EQUIPMENT			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$177.15
TRUCK REPAIR & EQUIPMENT			\$177.15
ULINE			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$309.88
ULINE			\$309.88
VESTIS (ARAMARK)			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$115.50
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
VESTIS (ARAMARK)			\$245.84
WALDRON CO.			
E 01-4220-109-09	GOAL DEVELOPMENT - CITY C	City Council	\$2,676.66
WALDRON CO.			\$2,676.66
WSB & ASSOCIATES			
E 09-4220-000-00	OHEYAWAHE PILOT KNOB PRE	Spec Fds	\$5,831.00
WSB & ASSOCIATES			\$5,831.00
			\$436,943.87

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## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Resolution 2025-17 Accepting Feasibility Report and Calling for a Public Hearing for the Kensington East Street Improvements

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Engineering

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

### ACTION REQUEST:

Approve Resolution 2025-17 Accepting Feasibility Report and Calling for a Public Hearing for the Kensington East Street Improvements.

### BACKGROUND:

The preparation of a Feasibility Report for the formerly known Hampshire Estates Street Improvements was authorized by the Mendota Heights City Council by adopting Resolution 2024-55 at the City Council meeting held on October 1, 2024. As staff reviewed available funding and staff availability in relation to previously committed projects for the 2025 construction season, staff reduced the roadways included within the formerly known Hampshire Estates Street Improvements and renamed the project to the Kensington East Street Improvements due to the streets included with the project. All streets within the Kensington East Street Improvements project were identified to be included within the Feasibility Report. The proposed streets to be rehabilitated are Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court. Based on our observations and further verified by pavement condition ratings and a geotechnical investigation, these streets have deteriorated to the point where it is no longer cost-effective to patch the streets and rehabilitation is necessary. Roadways that were identified in the previously known Hampshire Estates Street Improvements and were excluded from the Kensington East Street Improvements are slated to be rehabilitated in the 2026 construction season. An additional Feasibility Report will be prepared for these improvements at a future date.

The Feasibility Report indicates the estimated costs for the project, along with preliminary assessment estimates. At the end of the Feasibility Report, a project financing summary is included to show project cost splits and funding sources to be utilized. The total estimated

cost of the project is \$1,117,768 including indirect costs. A portion of the Feasibility Report is attached and the entire report is available for review at city hall or via request.

Staff are proposing to hold an informational meeting on May 1, 2025, for residents within the project area.

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

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

### **PROJECT COSTS**

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

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

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

### **FUNDING SOURCES**

<b>ITEM</b>	<b>COST ESTIMATE</b>	<b>RESIDENTIAL ASSESSMENT</b>	<b>MUNICIPAL LEVY</b>	<b>UTILITY FUNDS</b>	<b>S.P.R.W.S.</b>
STREET REHABILITATION	\$724,403.69	\$362,202.00	\$362,201.69		
TRAIL IMPROVEMENTS	\$99,418.88		\$99,418.88		
STORM SEWER	\$157,249.80			\$157,249.80	
SANITARY SEWER	\$33,535.50			\$33,535.50	

WATER MAIN (CITY)	\$12,175.05			\$12,175.05	
WATER MAIN (SPRWS)	\$90,985.18				\$90,985.18
<b>TOTALS</b>	<b>\$1,117,768.10</b>	<b>\$362,202.00</b>	<b>\$461,620.57</b>	<b>\$202,960.35</b>	<b>\$90,985.18</b>

#### **ASSESSMENT CALCULATIONS – STREET REHABILITATION**

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

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

The project shows a total Municipal Levy of \$461,621 and a total project cost of \$1,117,768. Historically, 35% of assessment amounts have been paid prior to bond issuance and is reflected in the total bond amount. It is presumed that the City would secure bonding for the Municipal Levy and remaining Residential Assessment portions of the project (\$697,052). The assessment amount of \$362,202 is equivalent to 52% of the bond amount. Minnesota Statutes Chapter 429 Special Assessment Bond Issue requires that a minimum of 20% of the total bond issue amount be recovered through special assessments.

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

#### **ATTACHMENTS:**

1. Resolution 2025-17
2. Kensington East Street Improvements Feasibility Report Reduced

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

Premier Public Services & Infrastructure

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

**RESOLUTION 2025-17**

**A RESOLUTION ACCEPTING FEASIBILITY REPORT AND CALLING FOR A PUBLIC  
HEARING ON THE KENSINGTON EAST STREET IMPROVEMENT PROJECT  
(PROJECT #202506)**

**WHEREAS**, pursuant to Resolution 2024-55, the City Council, on October 1, 2024, ordered a feasibility report to be prepared by the Public Works Director with reference to the improvement of Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court; and

**WHEREAS**, the Public Works Director has submitted a report to the City Council with respect to Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court improvements which include: reclaimed aggregate base, concrete curb and gutter, bituminous surfacing, trail improvements, storm sewer repair and improvements, ADA improvements and appurtenant work; and

**WHEREAS**, in said report the Public Works Director reported that the proposed improvements and construction thereof are desirable and necessary, technically and economically feasible, cost effective, and further reported on the estimated cost of the proposed improvements; and

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

1. The City Council hereby accepts the Feasibility Report as submitted.
2. The Council will consider the improvement of such streets and areas in accordance with the report and the assessment of property as described in the report for all or a portion of the cost of the improvements pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvements of \$1,117,768.10.
3. A Public Hearing shall be held on such proposed improvements on the 6<sup>th</sup> day of May, 2025 at City Hall, 1101 Victoria Curve, City of Mendota Heights, Minnesota at 7:00 p.m. Statutory notice and publication requirements shall be followed.

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

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

**ATTEST**

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

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



# FEASIBILITY REPORT FOR KENSINGTON EAST STREET IMPROVEMENTS

WHICH INCLUDES IMPROVEMENTS TO:

ABBAY WAY, CANTON COURT,  
HAVERTON CIRCLE, HAVERTON ROAD,  
MORSON CIRCLE, AND WINTHROP COURT

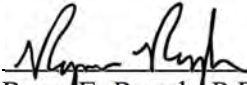
CITY PROJECT #202506

March 25, 2025

City of  
Mendota Heights



I hereby certify that this Feasibility Report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

  
\_\_\_\_\_  
Ryan E. Ruzek, P.E.  
Reg. No. 44990

March 25, 2025  
Date



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# INTRODUCTION

## ***Authorization***

The preparation of this report was authorized by the Mendota Heights City Council by adopting Resolution 2024-55 at the October 1, 2024, City Council meeting. This project has been designated as City Project No. 202506. The improvements to Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court are entirely located in Section 36, Township 28, Range 23.

## ***Scope***

This report addresses the feasibility of street rehabilitation for the urban sections of Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court. Engineer's opinions of estimated costs for the associated improvements are noted herein and project funding strategies have been developed in this report.

## ***Location***

The proposed street rehabilitation area is shown in Appendix A.

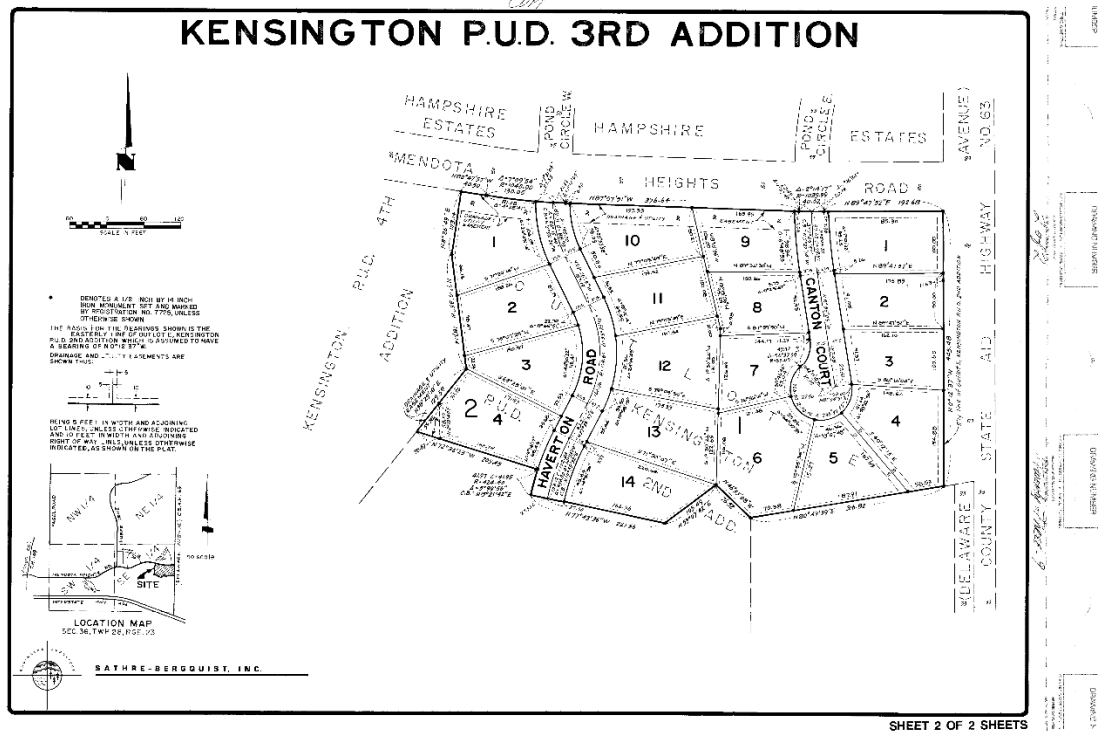
## ***Resident Input***

An informational letter and questionnaire were sent to the sixty-five (65) residential properties located within the proposed project area on November 7, 2024, to inform them of the project. Thirty-seven (37) of the questionnaires were returned, for a 57% return rate. The two key issues that were asked in the questionnaire were drainage and traffic/pedestrian related issues. The letter, questionnaire, summarized responses spreadsheet and individual resident responses are shown in Appendix B.

# EXISTING CONDITIONS

## *Kensington P.U.D. 3<sup>rd</sup> Addition Plat & Existing Conditions*

Haverton Road (North) and Canton Court were platted as part of the Kensington P.U.D. 3<sup>rd</sup> Addition and constructed in 1992 under City project number 8917B. Roadways within this development have not received significant rehabilitation or reconstruction since their original construction and are thirty-three (33) years in age.





*Haverton Road (North) 01 (3/31/2021)*



*Haverton Road (North) 02 (3/31/2021)*





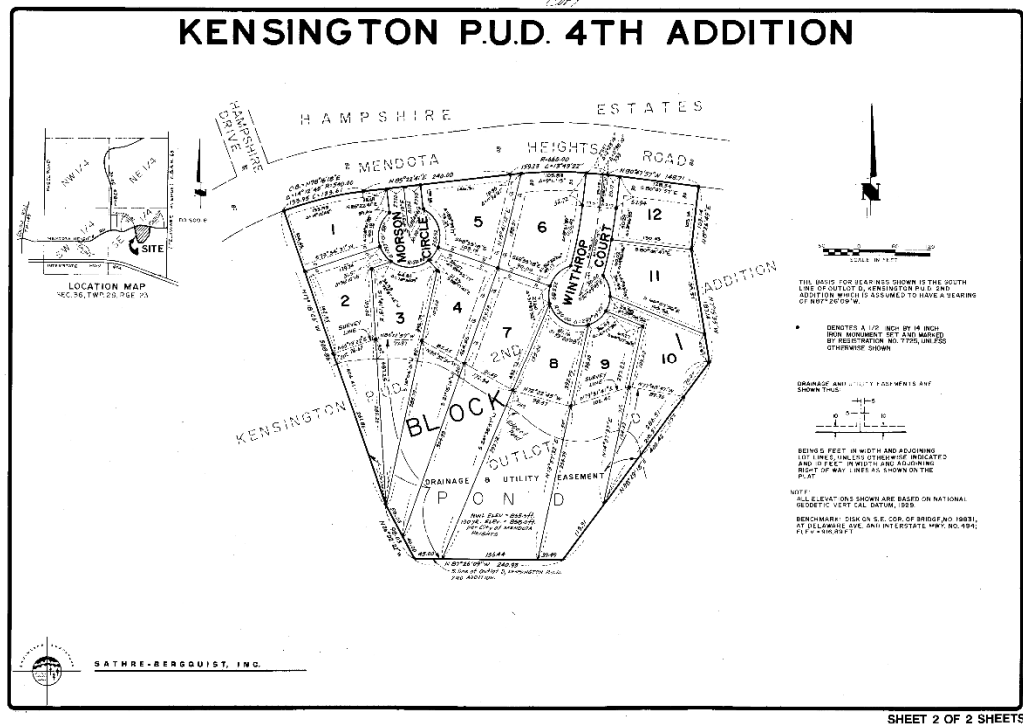
*Canton Court 01 (3/31/2021)*



*Canton Court 02 (3/31/2021)*

## Kensington P.U.D. 4<sup>th</sup> Addition Plat & Existing Conditions

Morson Circle and Winthrop Court were platted as part of the Kensington P.U.D. 4<sup>th</sup> Addition and constructed in 1992 under City project number 8917A. Roadways within this development have not received significant rehabilitation or reconstruction since their original construction and are thirty-three (3) years in age.



Morson Circle 01 (3/31/2021)





*Morson Circle 02 (3/31/2021)*



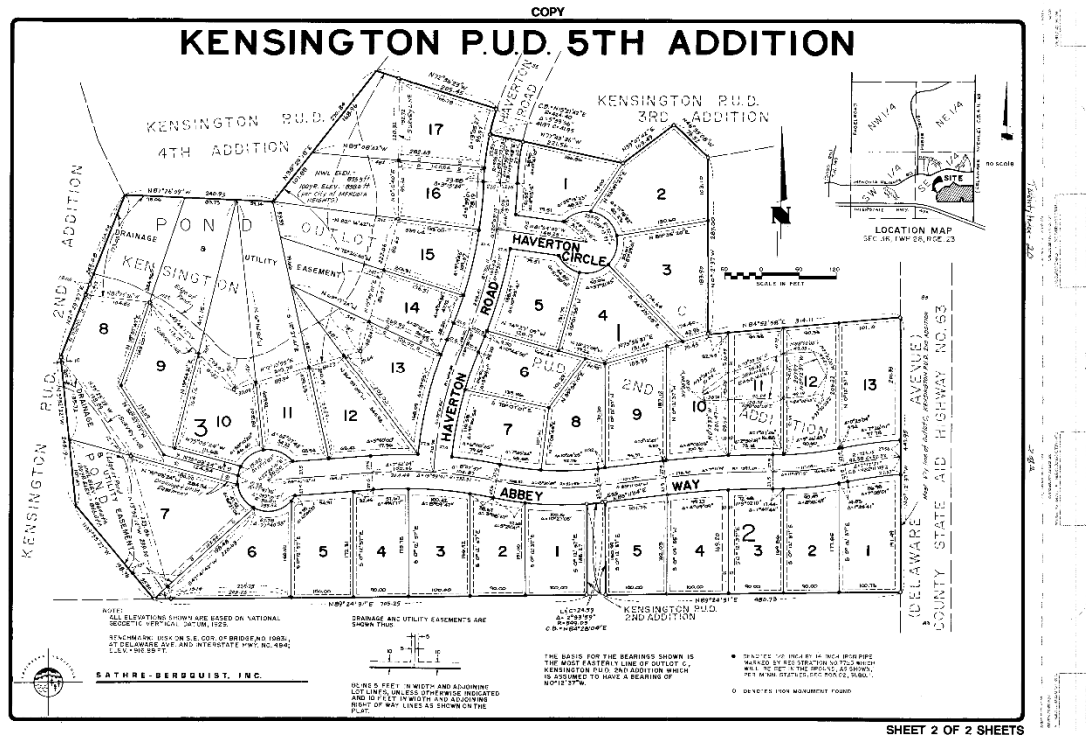
*Winthrop Court 01 (3/31/2021)*



*Winthrop Court 02 (3/31/2021)*



**Haverton Road (South), Haverton Circle, and Abbey Way were platted as part of the Kensington P.U.D. 5<sup>th</sup> Addition and constructed in 1992 under City project number 8917C. Roadways within this development have not received significant rehabilitation or reconstruction since their original construction and are thirty-three (33) years in age.**



*Haverton Road (South) 01 (3/31/2021)*



*Haverton Road (South) 02 (3/31/2021)*



*Haverton Circle 01 (3/31/2021)*





*Haverton Circle 02 (3/31/2021)*



*Abbey Way 01 (3/31/2021)*





*Abbey Way 02 (3/31/2021)*



*Abbey Way 03 (3/31/2021)*

### ***Right-Of-Way & Roadway Assessment***

The existing urban street sections for Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court include concrete curb and gutter, storm sewer, sanitary sewer, and water main.

The plats for these roadways show a Right-of-Way width of 55 feet. The existing roadway width measures 32.67 – 33.00 feet, from face of curb to face of curb. All streets included were constructed with a pavement section consisting of a 3.5” bituminous surface over a 6” Class-5 aggregate base.

Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court currently have a failing bituminous surface and are in significantly poor condition. These

streets are nearing, or at, the end of their useful life, as confirmed by the geotechnical investigation, and the cost of maintenance and repairs continues to rise. Overlaying or seal coating is no longer a viable option, and these roadways no longer meet the City's minimum design standards. Continuing to repair them is no longer cost-effective. The composite PCI for these roadways falls within the rehabilitation range and is below the range for preventative maintenance improvements.

Based on the severity level of the pavement's distresses & the extent of alligator & fatigue cracking present, a rehabilitation of Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court is recommended by our pavement management system and geotechnical investigation. Street rehabilitation will consist of reclaiming the existing bituminous roadway and then placement of a new bituminous surface over the reclaimed pavement material. Pavement cores have been obtained for these streets that verify the existing street cross-section and that the material will be suitable for pavement reclamation.

### ***Storm Water Management Assessment***

The storm water for Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court drains into an existing storm sewer system, including two neighborhood ponds.

The existing storm sewer on Abbey Way, Haverton Circle, and Haverton Road drains west to the Kensington Pond. Existing storm sewer on Canton Court, Morson Circle, and Winthrop Court drain north into the Mendota Heights Road storm sewer. The Mendota Heights Road storm sewer drains north into the Hagstrom-King Pond.

The existing neighborhood ponds generally drain from south to north. The Kensington Pond drains north into the Hagstrom-King Pond. Hagstrom-King Pond drains northeast into the Fieldstone Pond. The Fieldstone Pond drains northwest into the Lower Copperfield Pond. Lower Copperfield Pond drains northeast into the Upper Copperfield Pond. The Upper Copperfield Pond drains north into Friendly Hills Marsh.

The proposed project falls entirely within the Lower Mississippi River Watershed District.

Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court have existing storm sewer. As part of the rehabilitation, all storm sewer manhole castings shall be reset. This includes replacing all concrete rings with High Density Poly-Ethylene (HDPE) rings and infiltration protection installation to minimize future maintenance needs. The storm sewer pipe is currently in good condition, with no need for replacement.

### ***Water Main Assessment***

St. Paul Regional Water Services (SPRWS) has recommended maintenance operations for the ductile iron water main pipe on Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court. Maintenance operations shall include, but not be limited to, select fire hydrant and gate valve replacement, and installation of sacrificial anode cathodic protection.

### ***Sanitary Sewer Assessment***

The sanitary sewer located within the limits of the project site was cleaned and televised as part of Mendota Heights City Project MH202004 in 2020 on Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court. Eight-inch polyvinyl chloride (PVC) sewer pipes are located throughout the project area. Overall, the pipes throughout the proposed project site are in good condition with very few instances of infiltration. Instances of infiltration are typically located near the pipe to manhole connections. As part of the rehabilitation project, all sanitary manhole castings shall be reset. This includes replacing all concrete rings and infiltration protection installation. This project does not include replacing any of the existing sanitary sewer lines.

### ***Pedestrian Trails and Pedestrian Ramps***

The trail along Mendota Heights Road was constructed in 1989 under Project Number 8519. An 8' wide bituminous trail was constructed along the south side of the road and has a trail cross-section consisting of a 1.5" bituminous surface over a 6" aggregate base. As part of the Kensington 3<sup>rd</sup> and 4<sup>th</sup> Addition, pedestrian crosswalks were added at the newly installed residential streets of Canton Court, Haverton Road, Morson Circle, Winthrop Court. Most recently, the existing 1.5" thick trail was overlaid with 1.5" lift of bituminous in 2012 as part of City project #201011. Concrete pedestrian ramps were constructed in 2012 per ADA requirements in 2012. Using current 2024 ADA requirements, all pedestrian ramps included in this project are out of specification range.

### ***Private Utilities***

Xcel Energy owns and operates privately-owned gas and electric services. Arvig, CenturyLink/Lumen, Comcast, and Cogent own and operate communications including, but not limited to, cable television, telephone, and fiber optic within the project limits.



# PROPOSED IMPROVEMENTS

## *Roadway Rehabilitation*

### **Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle and Winthrop Court**

The rehabilitation of Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court require a 7-ton street design to meet the City's Street Rehabilitation Policy. Proposed improvements for these streets will include the reclamation of the existing bituminous roadway and the placing of a 2.5" bituminous base course and a 1.5" bituminous wear course over the reclaimed pavement material. By using the reclaimed pavement material as a base, there is a cost savings and structural benefit to using the recycled material versus importing a new aggregate base material. This method should rehabilitate the streets to a like new condition and provide a 20–30-year pavement life which can be further extended with proper preventative maintenance. See Appendix A for project area. See Appendix C for the rehabilitation typical section.

Any damaged concrete curb and gutter along these streets will also be replaced as part of the roadway restoration. Driveways that may be disturbed due to the street rehabilitation will be replaced in kind based on disturbance limits. Disturbed boulevard areas will be restored with topsoil and sod.

The existing right-of-way is 55 feet wide with an additional 10 feet drainage and utility easement beyond the right-of-way throughout the project. No additional right-of-ways acquisitions are anticipated with this project.

## *Water Main*

As previously identified, SPRWS has recommended maintenance operations for the existing ductile iron water main pipe on Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle and Winthrop Court. This includes fire hydrant inspections and/or replacements, gate valve replacement, and cathodic protection installed throughout the project to prolong the life of the existing 6" ductile iron pipe.

## *Storm Sewer*

As previously identified, the overall existing storm sewer is in satisfactory condition. Drainage deficiencies have been identified, and storm sewer improvements are needed at the intersections of Morson Court at Mendota Heights Road, and Winthrop Court at Mendota Heights Road. The existing catch basins and storm sewer shall be relocated to both improve drainage within the intersections & to allow for ADA requirements to be met with the proposed pedestrian ramp improvements on Mendota Heights Road at these intersections. All remaining storm sewer castings within the project area will be reset to proper grade, including HDPE ring replacement.

Additional storm water improvements including, but not limited to, rain gardens will be considered on an individual basis, based upon homeowner interest and storm water design feasibility after the Informational Meeting scheduled on May 1, 2025.

### ***Trail and Pedestrian Crossing Improvements***

As part of the Kensington East Street Improvements project, ten (10) existing pedestrian ramps are proposed to be updated to current 2024 ADA standards.

### ***Private Utilities***

At the time of this feasibility report, no privately-owned utility companies have indicated they will be making improvements to their distribution networks in conjunction with the proposed street improvements for the Kensington East Street Improvement project. All privately-owned utility companies shall be invited to a pre-project utility meeting to further discuss existing and proposed conditions along with potential improvements.

### ***Funding***

Per the City's Street Rehabilitation and Reconstruction Policy, it is proposed that the benefiting property owners will be assessed for the street rehabilitation. The property tax levy will be used to finance the City's portion of the street rehabilitation. Storm sewer, sanitary sewer, and water main improvements will be funded through their respective utility accounts.

### ***Feasibility***

From an engineering standpoint, this project is necessary, cost-effective, feasible and can be accomplished as proposed.

## **FUNDING SOURCES AND SPECIAL ASSESSMENTS**

The area proposed to be assessed is every lot, piece, and parcel within the city limits benefiting from said improvement, whether abutting or not, within the following described areas:

Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court

Specific property descriptions included in the above-described area, but not inclusive, are as follows:

Kensington PUD Additions Three (3), Four (4), and Five (5)

The roadway improvement costs can be assessed on a unit basis to the benefiting properties as per the Street Rehabilitation and Reconstruction Policy adopted by the City council on June 16, 1992. The following section discusses the assessment distribution for the street improvements based on the City's policy.

### ***Estimated Project Costs***

The following costs were prepared based upon an Engineers Opinion of Estimated Costs (Appendix D) and are subject to change, depending on the final design of the project, soil conditions, bids received, and actual work performed.

## PROJECT COSTS

ITEM	CONSTRUCTION	INDIRECT*		TOTAL
Street Rehabilitation	\$603,669.74	20%	\$120,733.95	\$724,403.69
Pedestrian Improvements	\$82,849.07	20%	\$16,569.81	\$99,418.88
Storm Sewer Infrastructure	\$130,236.19	0%	-	\$130,236.19
Storm Sewer Rain Gardens	\$22,511.34	20%	\$4,502.27	\$27,013.61
Sanitary Sewer Infrastructure	\$27,946.25	20%	\$5,589.25	\$33,535.50
Water Main (City)	\$10,587.00	15%	\$1,588.05	\$12,175.05
Water Main (SPRWS)	\$79,117.55	15%	\$11,867.63	\$90,985.18
<b>Totals</b>	<b>\$956,917.14</b>		<b>\$160,850.96</b>	<b>\$1,117,768.10</b>

\* Includes 20% indirect costs for legal, engineering, administration, and finance for Street Rehabilitation, Pedestrian Improvements, Sanitary Sewer Infrastructure, and Storm Sewer Rain Gardens. Includes 15% indirect costs for Water Main Improvements.

### *Proposed Estimated Assessments*

**Street Rehabilitation - Abbey Way, Canton Court, Haverton Circle, Haverton Road, Morson Circle, and Winthrop Court**

The estimated total assessable amount for the project is based on specially assessing 50% of the street rehabilitation costs including but not limited to mobilization, traffic control, bituminous removal/reclamation, bituminous base course, bituminous wear course, tack coat, curb and gutter, and appurtenant work. The preliminary assessment roll listing the assessable parcels is provided in Appendix E.

## ASSESSMENT CALCULATIONS - STREET REHABILITATION

Assessable Costs	\$724,404.00
Assessment Total	\$362,202.00
Assessable Units	65
Proposed Unit Assessment per City Policy	\$5,572.34

The proposed unit assessments for the street rehabilitation are capped at 50% of the assessable cost per the City's Street Rehabilitation Policy. Staff proposes to assess the benefiting properties \$5,572.34/unit.

The costs and funding sources for the projects are summarized in the following table:

### FUNDING SOURCES

ITEM	COST ESTIMATE	ASSESSMENT	MUNICIPAL LEVY	UTILITY FUNDS	S.P.R.W.S.
STREET REHABILITATION	\$724,404.39	\$362,202.00	\$362,201.69		
TRAIL IMPROVEMENTS	\$99,418.88		\$99,418.88		
STORM SEWER	\$157,249.80			\$157,249.80	
SANITARY SEWER	\$33,535.50			\$33,535.50	
WATER MAIN (CITY)	\$12,175.05			\$12,175.05	
WATER MAIN (SPRWS)	\$90,985.18				\$90,985.18
<b>TOTALS</b>	<b>\$1,117,768.10</b>	<b>\$362,202.00</b>	<b>\$461,620.57</b>	<b>\$202,960.35</b>	<b>\$90,985.18</b>

Total estimated project cost is \$1,117,768.10. Historically, 35% of assessment amounts have been paid to the City prior to recording with Dakota County and bond issuance. The estimated bond amount including the municipal levy of \$461,620.57, plus 65% of the assessed amount of \$362,202.00, totals to \$697,051.87. The assessment amount of \$362,202.00 is equivalent to 52% of the total bond amount. Minnesota Statutes Chapter 429 Special Assessment Bond Issue requires that a minimum of 20% of the total bond issue amount be recovered through special assessments.

### PROPOSED PROJECT SCHEDULE

The following project schedule outlines an approach to complete the assessable projects in 2025:

ACTIVITY	DATE
Accept Feasibility Study/Call for Public Hearing	April 1, 2025
Hold Informational Meeting	May 1, 2025
Conduct Public Hearing/Accept Project/Order Plans and Specifications	May 6, 2025
Approve Plans and Specifications/Order Advertisements for Bids	June 17, 2025
Open Bids	July 9, 2025
Accept Bids/Award Contract	July 15, 2025
Begin Construction (Anticipated)	August 2025
Complete Base Course & Wear Course of Bituminous Pavement	Fall 2025
Authorize Amount to be Assessed/Schedule Assessment Hearing	October 2025
Conduct Assessment Hearing/Adopt Assessment Roll	October 2025

### CONCLUSION

The proposed improvements are necessary, cost effective, and feasible from an engineering standpoint and should be made as proposed.

The total estimated cost of the recommended improvements is \$1,117,768.10. A portion of this project is proposed to be assessed to the benefiting property owners and the remainder through other previously identified funding sources.

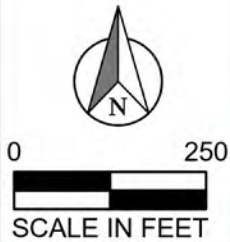
## **APPENDIX A-1 Kensington East Street Improvements:**

### ***Proposed Project Area & Assessed Properties***





APPENDIX A-1  
Kensington East Street Improvements  
2025 Project Area & Assessed Properties

Date: 3/27/2025



Legend

-  2025 Kensington East Street Improvements Proposed Assessment (65 Single Family Units)
-  2025 Kensington East Street Improvements

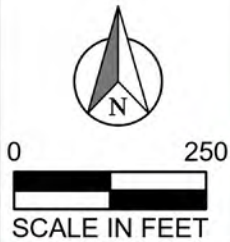


**APPENDIX A-2 Kensington East Street Improvements:**  
*Proposed Pedestrian Improvements*






APPENDIX A-2  
Kensington East Street Improvements  
2025 Pedestrian Improvements

Date: 3/27/2025



Legend

-  2025 Kensington East Street Improvements
-  2025 Proposed Bituminous Trail Improvements
-  2025 Proposed Concrete ADA Trail Improvements

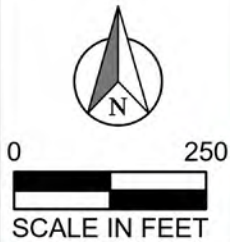


**APPENDIX A-3 Kensington East Street Improvements:**  
*Proposed Storm Sewer Improvements*



APPENDIX A-3  
Kensington East Street Improvements  
2025 Storm Sewer Improvements

Date: 3/27/2025



Legend

- 2025 Kensington East Street Improvements
- Existing Storm Sewer Structure
- Existing Storm Sewer System
- 2025 Kensington East Storm Sewer Improvements (6 Structures)
- 2025 Storm Sewer Pipe



## **APPENDIX B Kensington East Street Improvements:**

### ***Questionnaire and Responses***

**APPENDIX C Kensington East Street Improvements:**  
*Rehabilitation Typical Section*

**APPENDIX D Kensington East Street Improvements:**  
*Engineers Opinion of Estimated Costs*



## ENGINEERS OPINION OF ESTIMATED COSTS

### CITY OF MENDOTA HEIGHTS

**PROJECT:** Kensington East Street Improvements  
(Kensington PUD 3rd Add., Kensington PUD 4th Add., Kensington PUD 5th Add.)

**PROJECT #:** MH202506

**Date:** 3/27/2025

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	ENGINEER'S ESTIMATED QUANTITY	ENGINEER'S ESTIMATED AMOUNT
<b>SCHEDULE 'A' - STREET REHABILITATION</b>					
1	2021.501	MOBILIZATION	L.S.	1.00	\$69,000.00
2	2101.502	CLEARING AND GRUBBING 4" AND LARGER DIAMETER	TREE	5.00	\$5,375.00
3	2101.502	TREE TRIMMING	Each	5.00	\$2,662.50
4	2104.502	SALVAGE CASTING	Each	42.00	\$5,460.00
5	2104.503	REMOVE CONCRETE CURB AND GUTTER - B618	L.F.	2696.00	\$14,895.23
6	2104.503	REMOVE CONCRETE CURB AND GUTTER - B624	L.F.	60.00	\$349.78
7	2104.503	REMOVE STORM SEWER PIPE (12"-15" RCP)	L.F.	123.00	\$3,382.50
10	2104.503	SAWING CONCRETE DRIVEWAY	L.F.	188.00	\$940.00
11	2104.503	SAWING BITUMINOUS DRIVEWAY	L.F.	285.00	\$855.00
12	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L.F.	572.00	\$1,716.00
13	2104.504	REMOVE BITUMINOUS TRAIL PAVEMENT	S.Y.	137.00	\$205.50
14	2104.504	REMOVE CONCRETE TRAIL PAVEMENT	S.Y.	50.00	\$754.57
15	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S.Y.	261.00	\$4,535.71
16	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S.Y.	469.00	\$5,330.69
17	2104.518	SALVAGE BRICK PAVERS	S.F.	300.00	\$2,788.93
18	2106.507	COMMON EXCAVATION; INC. EXCESS RECLAIM MATERIAL - HAUL OFF-SITE (EV)(P)	C.Y.	2005.30	\$39,604.68
19	2106.507	SUBGRADE/AGGREGATE BASE CORRECTION EXCAVATION OUTSIDE THE AREA OF INFLUENCE OF CONTRACTOR INSTALLED UTILITY TRENCHES (SEE SPECIAL CONDITIONS - SECTION 2)	C.Y.	1032.00	\$25,800.00
20	2108.504	GEOTEXTILE FABRIC, TYPE 5	S.Y.	3405.60	\$6,811.20
21	2112.519	BASE PREPARATION (SEE SPECIAL CONDITIONS - SECTION 2)	S.Y.	12384.00	\$12,384.00
22	2123.510	ADA COMPLIANCE SUPERVISOR	L.S.	1.00	\$1,750.00
23	2123.510	COMMON LABOR	HR	10.00	\$910.00
24	2123.510	DOZER WITH OPERATOR	HR	10.00	\$2,025.00
25	2123.510	2 CU YD FRONT END LOADER WITH OPERATOR	HR	10.00	\$1,875.00
26	2123.510	SKID STEER (BOBCAT) WITH OPERATOR	HR	10.00	\$1,600.00
27	2123.510	BACK HOE WITH OPERATOR	HR	10.00	\$2,400.00
28	2123.510	STREET SWEEPER (WITH PICKUP BROOM)	HR	10.00	\$1,250.00
30	2215.504	BITUMINOUS STREET PAVEMENT RECLAMATION (10" NOMINAL DEPTH)	S.Y.	12384.00	\$55,328.17
31	2215.509	AGGREGATE BASE CLASS 5 (RECYCLED, ON-SITE), IN PLACE (P)	TON	948.00	\$26,544.00
32	2215.509	1 1/2" SCREENED CLEAN ROCK	TON	155.00	\$6,510.00
33	2232.504	MILL BITUMINOUS SURFACE (1.5" NOMINAL DEPTH) (PRIOR TO WEAR COURSE)	S.Y.	191.00	\$1,719.00
34	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	939.00	\$939.00
35	2360.504	3" TYPE SPWEA240B WEARING COURSE FOR TRAILS	S.Y.	137.00	\$3,870.25

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	ENGINEER'S ESTIMATED QUANTITY	ENGINEER'S ESTIMATED AMOUNT
36	2360.504	3" TYPE SPWEA240B WEARING COURSE FOR DRIVEWAYS	S.Y.	469.00	\$11,725.00
37	2360.509	TYPE SPWEA340C WEARING COURSE, IN-PLACE	TON	1149.50	\$101,730.75
38	2360.509	TYPE SPNWB240B NON WEARING COURSE, IN-PLACE	TON	1916.20	\$135,092.10
39	2451.507	GRANULAR BACKFILL (CV)	C.Y.	678.70	\$13,409.00
40	2502.501	PROTECT, SALVAGE, RESTORE, OR REPLACE IRRIGATION, PER LOT	Each	49.00	\$18,375.00
41	2503.503	12" RCP STORM SEWER DESIGN 3006 CLASS V	L.F.	129.00	\$11,223.00
42	2503.503	15" RCP STORM SEWER DESIGN 3006 CLASS V	L.F.	15.00	\$1,492.50
46	2506.502	CONNECT TO EXISTING STORM SEWER PIPE (12"-15" RCP)	Each	4.00	\$4,760.00
50	2506.502	CONSTRUCT DRAINAGE STRUCTURE (2'x3' CATCH BASIN)	Each	2.00	\$13,100.00
51	2506.502	CONSTRUCT DRAINAGE STRUCTURE (48" DIA. CATCH BASIN MANHOLE)	Each	2.00	\$13,100.00
52	2506.502	CONSTRUCT DRAINAGE STRUCTURE (48" DIA. STORM SEWER MANHOLE)	Each	2.00	\$13,100.00
54	2506.502	INSTALL CASTING (SALVAGED), REPLACE CONCRETE ADJUSTMENT RINGS	Each	42.00	\$44,730.00
55	2506.502	INSTALL CASTING (NEW), INCLUDING CONCETE ADJUSTMENT RINGS	Each	2.00	\$2,130.00
56	2506.502	CONSTRUCT RAIN GARDEN	S.Y.	300.00	\$22,511.34
57	2506.502	REPLACE VALVE BOX, INCLUDING PARTS	Each	5.00	\$5,027.50
58	2506.502	ADJUST VALVE BOX, INCLUDING PARTS	Each	10.00	\$6,540.75
59	2506.502	ADJUST CURB STOP, INCLUDING PARTS	Each	7.00	\$3,538.50
60	2506.502	SACRIFICIAL ANODE RETRO-FIT (2x 32# MAGNEISIUM ANODES)	Each	15.00	\$20,293.26
61	2521.518	6" CONCRETE WALK (PEDESTRIAN RAMPS, LANDINGS, & TRANSITION PANELS)	S.Y.	267.00	\$22,665.08
62	2521.518	TRUNCATED DOME PANEL	S.F.	160.00	\$11,417.37
63	2531.503	CONCRETE CURB & GUTTER DESIGN B618 (HAND FORMED)	L.F.	2696.00	\$81,242.17
64	2531.503	CONCRETE CURB & GUTTER DESIGN B624 (HAND FORMED)	L.F.	60.00	\$2,097.05
65	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S.Y.	261.00	\$21,663.00
66	2540.618	INSTALL SALVAGED PAVER DRIVEWAY	S.F.	300.00	\$5,514.75
67	2564.502	TEMPORARY TRAFFIC CONTROL	L.S.	1.00	\$8,000.00
68	2564.502	INSTALL SIGN POST	Each	7.00	\$455.00
69	2564.502	INSTALL SIGN TYPE C	Each	5.00	\$262.50
70	2564.502	INSTALL SIGN TYPE SPECIAL	Each	14.00	\$735.00
71	2564.518	SIGN TYPE C	S.F.	45.00	\$1,282.50
72	2564.518	SIGN TYPE SPECIAL	S.F.	124.00	\$3,968.00
73	2573.501	EROSION CONTROL SUPERVISOR	L.S.	1.00	\$8,500.00
74	2573.501	STABILIZED CONSTRUCTION EXIT(S)	L.S.	1.00	\$3,925.00
75	2573.502	STORM DRAIN INLET PROTECTION DURING CONSTRUCTION	Each	27.00	\$2,295.14
76	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L.F.	623.00	\$2,273.95
77	2574.507	SELECT TOPSOIL BORROW (LV)	C.Y.	122.10	\$6,258.15
78	2574.508	FERTILIZER TYPE 3	LB.	19.14	\$34.96
79	2575.508	SEED MIXTURE 25-151	LB.	19.14	\$143.80
80	2575.508	HYDROLIC STABILIZED FIBER MATRIX	LB.	297.00	\$638.87
81	2575.508	SODDING TYPE LAWN	S.Y.	819.50	\$14,147.13
82	2575.523	APPLICATION OF WATER FOR TURF, AFTER 30 DAYS	MG	45.00	\$2,826.11
83	2582.503	12" SOLID LINE WHITE-EPOXY	L.F.	320.00	\$3,955.20
84	2582.503	4" SOLID LINE WHITE-EPOXY	L.F.	110.00	\$1,166.00

**SUBTOTAL**

**\$956,917.14**

#### SUMMARY

SCHEDULE 'A' - STREET REHABILITATION

**KENSINGTON EAST STREET IMPROVEMENTS PROJECT CONSTRUCTION COST TOTAL:**

**\$956,917.14**

**APPENDIX E Kensington East Street Improvements:**  
*Preliminary Assessment Roll*



City of Mendota Heights  
DRAFT Assessment Roll  
Kensington East  
Project # 202506

Parcel ID	Owner and Address	Legal	Lot and Block	Improvement	Amount
274160201010	CARA S TSTE NGUYEN DEION D TSTE NGUYEN 2454 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	1 1	Street Rehab	\$5,572.34
274160201020	MARIO & GLORIA DEEB REYES  2464 CANTON CT SAINT PAUL MN 55120-1735	KENSINGTON PUD 3RD ADD	2 1	Street Rehab	\$5,572.34
274160201030	DARREN L & KERI M HEUTMAKER  2474 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	3 1	Street Rehab	\$5,572.34
274160201040	ANDREW J & AMANDA C DUERR  2484 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	4 1	Street Rehab	\$5,572.34
274160201050	PETER ARTHUR DECRANS  2494 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	5 1	Street Rehab	\$5,572.34
274160201060	MATTHEW WIER  2491 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	6 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160201070	OWENS HOLDINGS INC  1 GRIEVE GLEN LN SUNFISH LAKE MN 55118	KENSINGTON PUD 3RD ADD	7 1	Street Rehab	\$5,572.34
274160201080	AARON J GESMER RACHEL L GERMER 2461 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	8 1	Street Rehab	\$5,572.34
274160201090	DUSTIN R & SARAH B NIDES  2451 CANTON CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	9 1	Street Rehab	\$5,572.34
274160201100	STEPHEN R & NANCY A MCDONNELL  2456 HAVERTON RD MENDOTA HEIGHTS MN 55120-1730	KENSINGTON PUD 3RD ADD	10 1	Street Rehab	\$5,572.34
274160201110	DARYL D & DAWN E FRETT  2466 HAVERTON RD MENDOTA HEIGHTS MN 55120-1730	KENSINGTON PUD 3RD ADD	11 1	Street Rehab	\$5,572.34
274160201120	JOHN HENRY & LYDIA MARIE LODOEN  2476 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	12 1	Street Rehab	\$5,572.34
274160201130	JAMES B & JANE E JEFFREY  2486 HAVERTON RD SAINT PAUL MN 55120-1730	KENSINGTON PUD 3RD ADD	13 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160201140	PATRICK J & SARAH T MURPHY  2496 HAVERTON RD MENDOTA HEIGHTS MN 55120-1730	KENSINGTON PUD 3RD ADD	14 1	Street Rehab	\$5,572.34
274160202010	ED J & JEAN A GETZ  2453 HAVERTON RD SAINT PAUL MN 55120-1729	KENSINGTON PUD 3RD ADD	1 2	Street Rehab	\$5,572.34
274160202020	LEON H & JEANNE E H DILL  2463 HAVERTON RD SAINT PAUL MN 55120-1729	KENSINGTON PUD 3RD ADD	2 2	Street Rehab	\$5,572.34
274160202030	LOIS J L TSTE BLOOMBERG PAUL TSTE BLOOMBERG 2473 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	3 2	Street Rehab	\$5,572.34
274160202040	J MATTHEW GEISER KATHLEEN JOHNSON GEISER 2485 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 3RD ADD	4 2	Street Rehab	\$5,572.34
274160301010	DAVID A TSTE NYGAARD JANE M TSTE NYGAARD 2453 MORSON CIR SAINT PAUL MN 55120-1711	KENSINGTON PUD 4TH ADD	1 1	Street Rehab	\$5,572.34
274160301020	LINDA M DOMAN  2463 MORSON CIR MENDOTA HEIGHTS MN 55120-1711	KENSINGTON PUD 4TH ADD	2 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160301030	JOHN J & ELAINE J LIBERACKI  2470 MORSON CIR SAINT PAUL MN 55120-1711	KENSINGTON PUD 4TH ADD	3 1	Street Rehab	\$5,572.34
274160301040	DAVID M & CLAIRE P SMITH  2460 MORSON CIR SAINT PAUL MN 55120-1711	KENSINGTON PUD 4TH ADD	4 1	Street Rehab	\$5,572.34
274160301050	PATRICIA J MILUN  2452 MORSON CIR MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	5 1	Street Rehab	\$5,572.34
274160301060	JEFFREY HUPF CARMEN HUPF 2459 WINTHROP CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	6 1	Street Rehab	\$5,572.34
274160301070	DAVID FORSBERG REBECCA PEZDEK 2467 WINTHROP CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	7 1	Street Rehab	\$5,572.34
274160301080	KARIN STEIN OBOYLE  2473 WINTHROP CT SAINT PAUL MN 55120-1707	KENSINGTON PUD 4TH ADD	8 1	Street Rehab	\$5,572.34
274160301090	MARK TSTE PERGOLI GAYLE TSTE CRABTREE-PERGOLI 2476 WINTHROP CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	9 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160301100	LISA MARIE SCHAEFER  2470 WINTHROP CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	10 1	Street Rehab	\$5,572.34
274160301110	BENJAMIN DAVID BERRY ANNA CHRISTINE BEERY 2464 WINTHROP CT MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 4TH ADD	11 1	Street Rehab	\$5,572.34
274160301120	JAMES M & DEANN L DOLAN  2454 WINTHROP CT SAINT PAUL MN 55120-1707	KENSINGTON PUD 4TH ADD	12 1	Street Rehab	\$5,572.34
274160401010	CAROL JACKOMINO JAMIE OXLEY 2506 HAVERTON CIR MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	1 1	Street Rehab	\$5,572.34
274160401020	RACHEL LEA JOHNSTON  2512 HAVERTON CIR MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	2 1	Street Rehab	\$5,572.34
274160401030	HAI A PHAN HOA T BUI 2522 HAVERTON CIR SAINT PAUL MN 55120-1731	KENSINGTON PUD 5TH ADD	3 1	Street Rehab	\$5,572.34
274160401040	BRUCE L CARTER DENISE M DENARDI 2530 HAVERTON CIR SAINT PAUL MN 55120-1731	KENSINGTON PUD 5TH ADD	4 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160401050	TERRIE & CHRISTIE J AMUNDSON  2538 HAVERTON CIR MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	5 1	Street Rehab	\$5,572.34
274160401060	MICHAEL F & MOLLY B DEVOY  2546 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	6 1	Street Rehab	\$5,572.34
274160401070	STEVEN P LARSEN  533 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	7 1	Street Rehab	\$5,572.34
274160401080	SUSAN M & LOREN J TAPLE  525 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	8 1	Street Rehab	\$5,572.34
274160401090	JEROME J TSTE WIND SUSAN K TSTE WIND 519 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	9 1	Street Rehab	\$5,572.34
274160401100	JAMES G & ROSELYN B TSTES BUSSCHER  515 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	10 1	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160401110	CHIEV KU  511 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	11 1	Street Rehab	\$5,572.34
274160401120	MARK J & SHEILA K SCHWIRTZ  507 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	12 1	Street Rehab	\$5,572.34
274160401130	JOHN D & VANESSA D HOWARD  503 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	13 1	Street Rehab	\$5,572.34
274160402010	SAMUEL LEWIS LACY JAMIE LOUISE LACY 502 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	1 2	Street Rehab	\$5,572.34
274160402020	THOMAS & SHARIANNE MAYER  506 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	2 2	Street Rehab	\$5,572.34
274160402030	CHARLES & BRIANA CARLSON  510 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	3 2	Street Rehab	\$5,572.34
274160402040	TIMOTHY M & DEBORAH FALLON  514 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	4 2	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160402050	MICHAEL & JESSICA JOYCE  518 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	5 2	Street Rehab	\$5,572.34
274160403010	NANCY JEAN WEINSTEIN MELLIN  526 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	1 3	Street Rehab	\$5,572.34
274160403020	KIP K & SHELLY M KINZER  530 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	2 3	Street Rehab	\$5,572.34
274160403030	JOHN N & VIRGINIA M BISANZ  534 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	3 3	Street Rehab	\$5,572.34
274160403040	ANNETTE HENKEL  538 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	4 3	Street Rehab	\$5,572.34
274160403050	DANIEL JOHN & LISA M GRAY  542 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	5 3	Street Rehab	\$5,572.34
274160403060	RONALD S & SHERRY L TSTES BROOKS  546 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	6 3	Street Rehab	\$5,572.34



<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160403070	THOMAS E POOLE NANCY R DELANGHE POOLE 550 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	7 3	Street Rehab	\$5,572.34
274160403080	MARY E POOLE  559 ABBEY WAY MENDOTA HEIGHTS MN 55120-1734	KENSINGTON PUD 5TH ADD	8 3	Street Rehab	\$5,572.34
274160403090	MARK E TSTE SUTICH SUSAN L TSTE HOLMAN-SUTICH 555 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	9 3	Street Rehab	\$5,572.34
274160403100	PATRICK K SIENKO LORRIE L JOHNSON SIENKO 551 ABBEY WAY SAINT PAUL MN 55120-1734	KENSINGTON PUD 5TH ADD	10 3	Street Rehab	\$5,572.34
274160403110	SIERRA CALDARA KENNETH II TATE 547 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	11 3	Street Rehab	\$5,572.34
274160403120	MATTHEW T TSTE COLLINS ANNY M WOO TSTE COLLINS 543 ABBEY WAY MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	12 3	Street Rehab	\$5,572.34
274160403130	JEFFREY ROBERT GEDDES  2547 HAVERTON RD MENDOTA HEIGHTS MN 55118	KENSINGTON PUD 5TH ADD	13 3	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
274160403140	MARK & KIMBERLY ALLEY  2535 HAVERTON RD MENDOTA HEIGHTS MN 55120-1733	KENSINGTON PUD 5TH ADD	14 3	Street Rehab	\$5,572.34
274160403150	RICHARD J & MARY C LAVIGNE  2523 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	15 3	Street Rehab	\$5,572.34
274160403160	JEFFREY J & JERENE A SMITH  2509 HAVERTON RD SAINT PAUL MN 55120-1733	KENSINGTON PUD 5TH ADD	16 3	Street Rehab	\$5,572.34
274160403170	PAUL A & MELISSA M RAFFERTY  2497 HAVERTON RD MENDOTA HEIGHTS MN 55120	KENSINGTON PUD 5TH ADD	17 3	Street Rehab	\$5,572.34

<u>Parcel ID</u>	<u>Owner and Address</u>	<u>Legal</u>	<u>Lot and Block</u>	<u>Improvement</u>	<u>Amount</u>
Number of Properties:			Total Assessment		
65			\$362,202.10		

## **APPENDIX F Kensington East Street Improvements:**

### ***Pavement & Geotechnical Evaluation Report***



## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** April 1, 2025

**AGENDA ITEM:** Change Order for Ivy Hills Basketball Court as Part of Emerson Avenue Street Improvements Project

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Engineering

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

### ACTION REQUEST:

Approve a Change Order to construct basketball court within Ivy Hills Park as part of the Emerson Avenue Street Improvements

### BACKGROUND:

Previously discussed at the Parks and Recreation Commission meetings held on July 9, 2024, and March 11, 2025, excess soil material generated with the adjacent Emerson Avenue Street Improvements project required a location to stockpile the reclaimed material which was ultimately determined to be located over and adjacent to the existing half-court basketball court (47 feet x 39 feet) within Ivy Hills Park. The location was determined due to the activities planned for the park and the need for the existing parking stalls not to be inundated during construction; however, it served the dual purpose of utilizing the excess material and disturbed area to include improvements to the basketball court. Excess material generated was graded and compacted by the project's contractor and left in the low area of the park at no cost to the City, allowing for a suitable base for a future park improvement.

Staff are proposing to utilize the graded space to increase the size of the existing basketball court from half-court to full court. Additional storm sewer was installed with the grading activities to allow for proper drainage due to the change in elevations from the fill material and general feedback of drainage concerns within the area and adjacent baseball field within the park.

The Parks and Recreation Commission reviewed the layout and options at their March 11,

2025, meeting and recommended City Council approve the use of funds to construct a full-size basketball court in the east-west orientation and include additional striping within the court boundaries to provide hopscotch and four-square amenities for alternative uses.

**FISCAL AND RESOURCE IMPACT:**

A sizable portion of the soil material costs were considered incidental to the stock piling activities relating to the Emerson Avenue Improvements project. Staff have requested pricing to install the concrete pad improvement which is not included in the project cost or considered an incidental cost. The estimated construction cost for the concrete pad allowing for a full-size basketball court (80 feet x 48 feet) is approximately \$33,850. The funding sources for the concrete pad are split between the Special Park Fund and the Storm Sewer Utility Fund. The expansion of the existing half-court basketball court to a full court would result in an increase of 209% of the existing courts' square footage with 52.3% of the project cost being eligible for Special Park Fund as an expansion allowing up to an estimated \$17,691 to be used from this fund. The remaining \$16,159, or any additional costs within reason, is proposed to be funded through the Storm Sewer Utility Fund, of which has available funding, due to the grading and drainage improvements provided to the area.

**ATTACHMENTS:**

1. Ivy Hills Basketball Court Layout
2. Resident Feedback (Email #1)
3. Resident Feedback (Email #2)

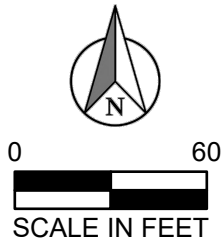
**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Economic Vitality & Community Vibrancy



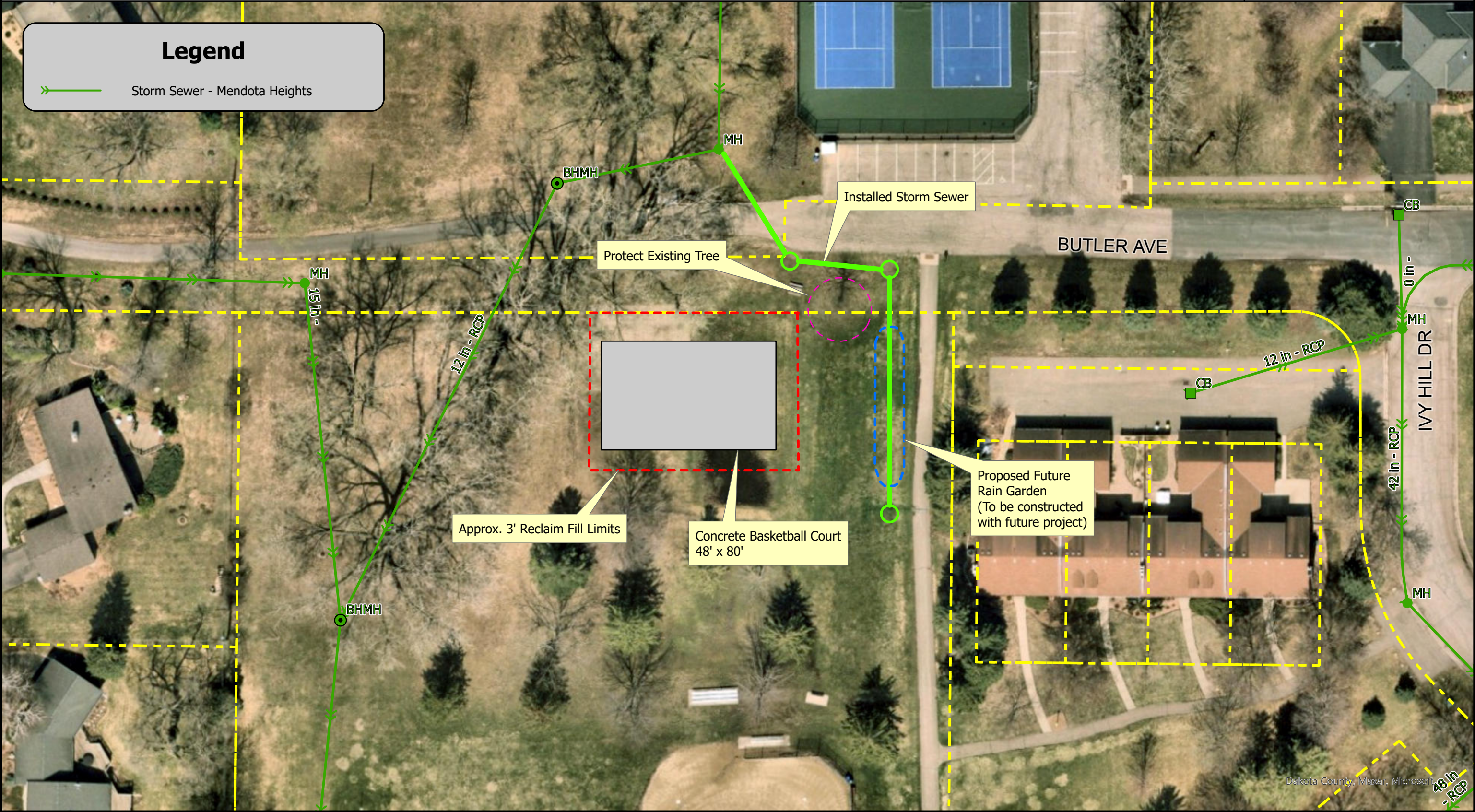
Ivy Hills Park Basketball Court

Date: 3/26/2025



**Legend**

» Storm Sewer - Mendota Heights



Dakota County, Maxar, Microsoft



**From:** [Commers, Steve](#)  
**To:** [Meredith Lawrence](#); [Jo Schifsky](#)  
**Subject:** Ivy Hills Park Basketball Court  
**Date:** Monday, February 24, 2025 1:06:55 PM  
**Attachments:** [Outlook-vb2f1ksb.png](#)

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Dear Meredith and Jo,

I believe it is wonderful that the city of Mendota Heights is working to make improvements to the park.

When building the basketball court, it is so important that the drainage of the water runs off the court. We do not want

one or two corners to have water pooling on the court. The area where the basketball court is going is a very low lying area.

There is lots of water that pools in this area and makes the grass swampy even in the month of August. Please make sure the water

is running away from the parking lot, off the court, and down into the gully along the border of the park. We do not want the water going towards

the town homes where the path is located to walk through the park. There is a stream under the tennis courts, the parking lot, and down the path into the park.

Please make this part of the plan so the kids do not get their basketball all muddy from the water pooling and more mosquitoes are being hatched.

Thank you for reading this input. I vote no lights to be put up because we want people to go home and not stay late into the night playing basketball.

We look forward to seeing a nice basketball court put in place in the park.

## Steve Commers

651-491-1073

[stevecommers@edinarealty.com](mailto:stevecommers@edinarealty.com)

723 Cleveland Avenue South

Saint Paul, MN. 55116



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**From:** [Rappathd](#)  
**To:** [Meredith Lawrence](#)  
**Subject:** Full Court Basketball Plan at Ivy Falls Park  
**Date:** Wednesday, February 26, 2025 4:56:47 PM

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Hello Meredith,

I am writing this letter as a follow-up on the notice of the Parks and Recreation Commission meeting on March 11 when they will discuss the proposed full-court basketball plan at Ivy Falls Park.

Ivy Falls Park has always been a neighborhood park and not a destination park. The children in our associations and the neighborhood children use the park with their families and friends. They use the play area, ballfield, tennis courts and basketball hoop.

The members of our HOA do not support expanding the existing basketball court to include two hoops because of the proximity of the court to the neighbors in the townhouses and nearby homes. There are many opportunities in the district schools and the other parks for the children in our community to enjoy full court basketball.

Thank you for considering the input from our HOA.

Diane Rappath  
Ivy Keep I Pres.  
651-457-2141  
[rappathd@comcast.net](mailto:rappathd@comcast.net)