



CITY OF MENDOTA HEIGHTS

CITY COUNCIL REGULAR MEETING AGENDA

March 4, 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 February 18, 2025, City Council Meeting
- b. Approve Minutes from the February 18, 2025, City Council Work Session Meeting
- c. Acknowledge Minutes from the November 26, 2024, Planning Commission Meeting
- d. Acknowledge Minutes from the January 28, 2025, Planning Commission Meeting
- e. Authorize the Purchase of Fire Department Turn-Out Gear
- f. Approve the Job Description, Pay Classification and Authorize Recruitment of the Administrative/Special Projects Coordinator Position

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

7. Presentations

- a. Mayor for a Day Honorable Mention Recognition-Jaxon Blanks
- b. Future City Competition - Friendly Hills Middle School
- c. Rogers Lake Water Quality Report Presentation by Saint Thomas Academy
- d. Mendota Heights Parks and Recreation Year in Review

8. New and Unfinished Business

- a. Resolution 2025-12 Approving a Preliminary Plat of Campion Estates at 772-790 Ridge Place - Planning Case 2025-01
- b. Consideration of Ordinance No. 597: Cannabis Business Registration

9. Public Hearings

- a. Public Hearing - Consideration of Ordinance No. 600, Authorizing an Amendment to the 2025 Fee Schedule to Incorporate Cannabis Business Registration Fees

10. Community / City Administrator Announcements

11. City Council Comments

12. Adjourn

Next Meeting

March 18, 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.

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

CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the Regular Meeting
Held Tuesday, February 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, Mazzitello, and Maczko, were also present. Councilor Paper was absent.

PLEDGE OF ALLEGIANCE

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

AGENDA ADOPTION

Mayor Levine presented the agenda for adoption. Councilor Mazzitello moved adoption of the agenda. Councilor Maczko 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 Lorberbaum moved approval of the consent agenda as presented.

- a. Approval of February 4, 2025, City Council Minutes
- b. Approve Massage Therapist License Pending a Successful Background Check
- c. Resolution 2025-11 Accepting Donation to the Mendota Heights Par 3 Community Golf Course
- d. Authorize Great River Greening Cooperative Agreement
- e. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 4

Nays: 0

PRESENTATIONS
A) POLICE OFFICER OATH OF OFFICE/SWEARING IN

Police Chief Kelly McCarthy introduced Emmah Thompson, Maddy Spencer, and David Perrault.

Mayor Levine administered the Oath of Office to Officers Thompson, Spencer, and Perrault.

B) MENDOTA HEIGHTS VOLUNTEER PROGRAM ANNUAL REPORT

Assistant City Administrator Kelly Torkelson reviewed the volunteer contributions to the Mendota Heights Volunteer Program and recognized the contributions made by volunteers to the City of Mendota Heights.

Councilor Lorberbaum thanked staff and the volunteers for the wonderful program.

Councilor Mazzitello asked how staff recruits volunteers for the program.

Assistant City Administrator Kelly Torkelson explained how staff has reached out to existing groups and through existing programming to gain volunteers. She stated that volunteer opportunities are also promoted through multiple City platforms to build awareness of the volunteer program.

Councilor Maczko commented that word of mouth is often the best method to grow a volunteer program.

Mayor Levine asked how residents can join the program.

Assistant City Administrator Kelly Torkelson stated that all volunteer opportunities are posted on the City website and, if interested, people can join the program, and the volunteer opportunities will be emailed to them directly.

Councilor Maczko also commented on the community emergency response team (CERT), as that is often a time when you need trained volunteers to assist.

Assistant City Administrator Kelly Torkelson provided additional details on CERT, a joint program between the Police and Fire Departments where residents are trained to support emergency responders in times of need. She stated that there is not currently an opening for the CERT program, but more information can be found on the City website.

PUBLIC HEARING

No items scheduled.

NEW AND UNFINISHED BUSINESS

No items scheduled.

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Maczko stated that today is a day of remembrance as multiple first responders from another community lost their lives. He stated that is an example of what first responders are willing to do, putting their lives on the line to protect others. He commented that the Two Rivers dance team recently participated in the state championship.

Councilor Lorberbaum echoed the words of remembrance of those who were killed one year ago. She also thanked the new Officers who were sworn in today. She shared two quotes for Black History Month. She stated that the Mendota Heights Community Foundation is looking for new Board members and encouraged those interested to reach out to her.

Councilor Mazzitello echoed the excellent comments made by Councilor Maczko related to first responders. He welcomed the new Police Officers to Mendota Heights, recognizing the service they provide to the community. He stated that this week is National Engineers Week and provided examples of the work that engineers do to make people's lives better.

Mayor Levine echoed the comments welcoming the new Officers to the Police Department, noting that the Police force is full, which is not something many cities can boast at this time. She commented that Frozen Fun Fest took place last week, and there were great events and participation. She thanked all the people who volunteered and attended to make it a success.

ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Maczko seconded the motion.

Ayes: 4

Nays: 0

Mayor Levine adjourned the meeting at 7:30 p.m.

Stephanie B. Levine
Mayor

ATTEST:

Nancy Bauer
City Clerk

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the City Council Work Session
Tuesday, February 18, 2024

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

CALL TO ORDER

Mayor Levine called the work session to order at 6:00 pm. Councilors Lorberbaum, Maczko (arrived 6:06 pm), and Mazzitello. Councilor Paper was absent.

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

Dakota County Principal Planner Lil Leatham, Dakota County Parks Director Niki Geisler, and Leslie Pilgram were also in the audience.

DAKOTA COUNTY PARKS 2025 VISION PLAN

M. Lawrence reported that the Dakota County Parks 2050 Vision Plan was being presented tonight by Dakota County staff.

L. Leatham presented a PowerPoint presentation and stated that this 2050 Dakota County Parks Vision Plan updates the existing 2030 Dakota County Parks Vision Plan. The process began in the spring of 2024 with research and community engagement. One of the plan strategies is to improve nature-based recreation access for all Dakota County residents. In the spring of 2025, Dakota County will begin public review of the draft plan and solicit community engagement before going to the County Board for adoption.

The previous plan set the foundation for the greenway vision. The 2030 plan vision was “Great Places, Protected Places, Connected Places” and the new plan proposes an updated vision of “Nature Protected, Community Reflected, All Are Connected”. “Nature protected” refers to natural resources management, “community reflected” refers to the people that are being served, and “all are connected” has a lot of different meanings.

N. Geisler reported that the vision plan is a long-term plan that is meant to be aspirational and inspire the Dakota County team and community.

Mayor Levine asked how Dakota County and the City of Mendota Heights can work together to achieve the goals in the plan. L. Leatham responded that goal number 11 is to seek values based on mission-driven partnerships.

Dakota County staff emphasized the County's priority to invest in and maintain existing park infrastructure before expanding and adding to the park system. They shared that Dakota County is looking at partnering with cities for parks.

R. Ruzek reported that he is meeting with Dakota County to discuss maintenance (plowing and mowing) of the Valley Park trail.

L. Leatham stated that goal eight is to locate new park units close to people or to protect community open space and recreation assets. Strategies for discussion include 1) new search areas to locate new parks and greenways close to people 2) expand greenway collaborative to partner with cities for more nature-based recreation along greenways, and 3) community trail loops. A map showed the park service area gaps and greenway service area gaps.

Three park search areas were shown on a map. One was to fill a park service gap in the northeast area of Dakota County along the Mississippi River, one was in the west area of Dakota County in the Lakeville/Burnsville area, and the last one was along the Minnesota River.

The County identified gaps through conversations with cities and identified likely candidates for improvements. One of the identified areas for improvement is in Mendota Heights along the bluffs of the Minnesota River in the Fort Snelling area. This area could include a cultural district because in the area are the Faribault House, Sibley House, Oheyawahi, and Big Rivers Trail Head.

The County is also looking at greenway search areas with two goals - to make the northern part of Dakota County greenway network finer and add greenways in the southern part of Dakota County. Two of the greenway corridors in the plan touch Mendota Heights.

The plan includes a proposed expansion of existing trails in northern Dakota County and is looking to make regional funding available to cities where there are key gaps. Dakota County would also include natural resources elements in the projects.

N. Geisler stated that the greenways in the previous Park System Plan shaped the greenway program for the 200-mile vision of the County Board. Currently, 50 miles of trails have been constructed. There is support from the Dakota County Board for search areas to add greenway trails.

Councilor Maczko asked if Dakota County had talked to MnDOT regarding a trail along Highway 13 when they were working on the slope. N. Geisler responded that they had not. R. Ruzek stated it would be a challenging corridor and Highway 13 is scoped for a mill and overlay in 2030.

L. Leatham said if greenways were brought into the system there would be a long-range plan created, and it would be done in collaboration with the cities and then a feasibility study would be done.

The second approach to improving the expansion of the greenway collaborative is to partner with cities for more nature-based activities and facilities in city parks along the greenways. The

County could provide fishing piers, overlooks, and nature play areas. The County would help fund the facilities, but it would remain in the city's parks and the city would construct and maintain.

Mayor Levine suggested the rehabilitation of the picnic shelter in Valley Park. It is in good condition, but it needs a new roof and paint. It is next to the greenway. N. Geisler said this is a good time to mention this and would bring it back to the greenway staff to discuss further.

L. Leatham stated that the last strategy is to support community trails. This would be a Dakota County and city partnership to connect residents to greenways with local trails. The Board indicated there would be potential for political and technical support through studies and grant writing from Dakota County.

L. Leatham stated the next steps are February and March will be the development of the draft vision plan documents, April to May will be the time for public review and in July it is anticipated the plan will be adopted by the Dakota County Board of Commissioners. If there are any comments March 7 is the preferred deadline for comments.

Councilor Mazzitello asked if there are opportunities for partnership with Dakota County to add natural open spaces around redevelopment areas. N. Geisler said that the County would like to have those conservations.

Councilor Maczko stated he has been impressed with Dakota County, the trail system and being sensitive to nature. A partnership does make sense. Valley Park could be a trailhead. He appreciated how Dakota County has done strategic planning. He is looking forward to the tunnel under Highway 62.

Councilor Lorberbaum said she felt good about what she heard and thanked Dakota County staff.

Mayor Levine stated in the park search area plan that Lilydale, Mendota, and Mendota Heights have an incredible historical area. This would be a perfect partnership opportunity to make it a cohesive project.

ADJOURNMENT

The meeting adjourned at 6:45 pm.

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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

**PLANNING COMMISSION MINUTES
NOVEMBER 26, 2024**

The regular meeting of the Mendota Heights Planning Commission was held on Tuesday, November 26, 2024, in the Council Chambers at City Hall, 1101 Victoria Curve at 7:00 P.M.

The following Commissioners were present: Chair Litton Field, Commissioners Patrick Corbett, Cindy Johnson, Brian Petschel, Jason Stone, and Andrew Katz. Those absent: Commissioner Brian Udell.

Approval of Agenda

The agenda was approved as submitted.

Approval of September 24, 2024 Minutes

COMMISSIONER KATZ MOVED, SECONDED BY COMMISSIONER STONE TO APPROVE THE MINUTES OF SEPTEMBER 24, 2024.

AYES: 6

NAYS: 0

Hearings

**A) PLANNING CASE 2024-21
LAKES LLC, 1912 SOUTH LANE – LOT SPLIT REQUEST**

Community Development Manager Sarah Madden explained that Sean Doyle of SD Customer Homes/Lakes LLC is requesting consideration of a simple lot split on a parcel of land located at 1912 South Lane.

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

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

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

Commissioner Petschel asked if the City passed the tree removal ordinance.

Community Development Manager Sarah Madden confirmed that the City Council adopted that ordinance to become effective on January 1st.

Chair Field opened the public hearing.

Bobby Schmitz, applicant, stated that he was present to address any questions.

Jeff Nath, 1911 Knob Road, commented that he has no trouble with this because it is a uselessly large lot. He referenced the permeable/impermeable guidelines the City recently adopted. He noted that this is an older section of the community and asked if that would impact the request.

Commissioner Corbett commented that the lot sizes seem larger and therefore he does not believe this is one of those special areas.

Chairperson Field commented that if the new guidelines were adopted, they would apply.

Commissioner Petschel commented that he did not believe there was a carve out any longer and all lots were treated the same.

Community Development Manager Sarah Madden confirmed that the standard is applied equally across the R-1 district.

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

COMMISSIONER PETSCHER MOVED, SECONDED BY COMMISSIONER JOHNSON, TO CLOSE THE PUBLIC HEARING.

AYES: 6

NAYS: 0

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

1. THE APPLICANT MUST RECORD THE LOT SPLIT (MINOR SUBDIVISION) AT DAKOTA COUNTY INDICATING THE NEWLY CREATE PARCEL 1 AND PARCEL 2.
2. THE RESOLUTION MUST BE RECORDED AT DAKOTA COUNTY AND MUST BE OF RECORD ON BOTH CREATED PARCELS.
3. ALL TRANSFER OR DEED DOCUMENTS WHICH CONVEY THE PORTION OF LANDS UNDER THE LOT SPLIT PROCESS SHALL BE RECORDED WITH DAKOTA COUNTY.
4. NO SINGLE-FAMILY DEVELOPMENT WILL BE ALLOWED OR APPROVED ON THE PROPOSED PARCELS UNTIL THE EXISTING SINGLE-FAMILY HOME AND ALL ACCESSORY STRUCTURES HAVE BEEN DEMOLISHED.

5. THE APPLICANT/DEVELOPER MUST PROVIDE A BEST MANAGEMENT PRACTICES (STORMWATER MANAGEMENT) AGREEMENT TO THE CITY AS PART OF THE BUILDING PERMIT SUBMITTAL AND REVIEW PROCESS.
6. ANY GRADING AND/OR CONSTRUCTION ACTIVITY RELATED TO THE DEVELOPMENT OF THIS LOT SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, AS WELL AS IN COMPLIANCE WITH THE CITY'S LAND DISTURBANCE GUIDANCE DOCUMENT.
7. ANY NEW OR EXISTING SANITARY OR WATER SERVICE LINES WILL HAVE TO BE REVIEWED BY THE PUBLIC WORKS DIRECTOR AND/OR ST. PAUL REGIONAL WATER SERVICES PRIOR TO ISSUANCE OF ANY BUILDING PERMIT.
8. A BUILDING PERMIT MUST BE APPROVED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION WORK ON THE NEW RESIDENTIAL DWELLING. CONSTRUCTION WORK SHALL OCCUR ONLY BETWEEN THE HOURS OF 7:00 A.M. AND 8:00 P.M. WEEKDAYS; AND 9:00 A.M. TO 5:00 P.M. WEEKENDS.

AYES: 6

NAYS: 0

Chair Field advised the City Council would consider this application at its December 3, 2024 meeting.

**B) PLANNING CASE 2024-23
CITY OF MENDOTA HEIGHTS – ZONING TEXT AMENDMENT**

Community Development Manager Sarah Madden provided background information on the actions of the Minnesota Legislature related to legalization of adult-use cannabis as well as the establishment of the Office of Cannabis Management (OCM), which will establish the administrative rules and oversight of the adult-use cannabis industry in Minnesota. Once the administrative rules are in place, licensing of cannabis businesses will commence, and all licensing will be conducted by the OCM. Local governments may register cannabis businesses and enforce certain zoning regulations within their jurisdiction, but may not require additional licensing of cannabis businesses. The City Council is continuing discussions over the business registration portion of the local control. This item relates to amendment to the Zoning Use Table within Title 12, as established following the Zoning Code Update project. The Table and the full ordinance go into effect on January 1, 2025. The proposed amendments will be scheduled to also go into effect on January 1st with the full ordinance update.

A hearing notice was published in the City's official newspaper, The Pioneer Press; no comments or objections to this request were received.

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

Staff recommended approval of this application as presented.

Commissioner Petschel asked if the limitation on cannabis businesses applies to cannabis retailers and low potency products.

Community Development Manager Sarah Madden replied that the limit is only on the number of cannabis retailers and the limitation does not apply to the sale of low potency products or industrial users.

Commissioner Petschel used a similar business model of a brewery or distillery and asked if that type of cannabis business could have similar sale of their product at that location. He also asked, in that scenario, if the manufacturing were the main use and out sale were the accessory use, would that business need to hold the one retail sales license for the community.

Commissioner Corbett stated that a mezzo business could obtain that type of license similar to a brew pub.

Community Development Manager Sarah Madden replied that there will be 13 different license types, and it is her understanding that the cap applies to the cannabis retailer license specifically and therefore she would believe the mezzo license could allow for retail sales as an accessory use as discussed.

Commissioner Corbett asked if some or all of the buffer would be implemented.

Community Development Manager Sarah Madden commented that all of the buffers would be implemented along with a buffer of 500 feet between cannabis retailers. She stated that even if they were the strictest on the buffers, measuring from the property line, the majority of the commercial areas would remain untouched by the buffers.

Commissioner Corbett asked how the registration process would be handled.

Community Development Manager Sarah Madden stated that based on feedback from the City Attorney, the City would be following a first-come, first-serve basis for processing applications for registration.

Commissioner Stone thanked staff for including comparison information from other cities.

Chair Field opened the public hearing.

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

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

AYES: 6

NAYS: 0

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER PETSCHER, TO RECOMMEND APPROVAL OF DRAFT ORDINANCE NO. 596 AS PRESENTED.

AYES: 6

NAYS: 0

Chair Field advised the City Council would consider this application at its December 17, 2024 meeting.

New and Unfinished Business

None.

Staff Announcements / Updates

Community Development Manager Sarah Madden provided an update on recent actions of the City Council and other items of interest to the Commission. She commented that she has not received any planning cases as of yet for December and therefore it is likely that meeting could be canceled. She noted that there will be one new member joining the Commission in January.

The Commission thanked Commissioner Petschel for his service and expertise on the Commission.

Adjournment

COMMISSIONER CORBETT MOVED, SECONDED BY COMMISSIONER PETSCHER, TO ADJOURN THE MEETING AT 7:47 P.M.

AYES: 6

NAYS: 0

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

**PLANNING COMMISSION MINUTES
JANUARY 28, 2025**

The regular meeting of the Mendota Heights Planning Commission was held on Tuesday, January 28, 2025, in the Council Chambers at City Hall, 1101 Victoria Curve at 7:00 P.M.

The following Commissioners were present: Acting Chair Patrick Corbett, Commissioners Cindy Johnson, Brian Udell, Jason Stone, and Andrew Katz. Those absent: Chair Litton Field and Commissioner Brian Petschel.

Approval of Agenda

The agenda was approved as submitted.

Approval of November 26, 2024, Minutes

COMMISSIONER KATZ MOVED, SECONDED BY COMMISSIONER STONE TO APPROVE THE MINUTES OF DATE NOVEMBER 26, 2024.

AYES: 5

NAYS: 0

Hearings

**A) PLANNING CASE 2025-01
TOM CAMPION, 790 AND 772 RIDGE PLACE – PRELIMINARY AND FINAL
PLAT**

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

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

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

Staff recommended approval of this application based on the findings and with conditions. She stated that due to the change to park dedication, the applicant has asked for the item to be tabled tonight in order to continue discussions with his neighbor related to the ten percent land dedication.

Acting Chair Corbett asked who the owner of the new lot would be.

Community Development Manager Sarah Madden replied that proposed lot two would be owned by the applicant who would then decide how the future sale of that property/home would look.

Commissioner Katz asked for more information on lot three, noting that he could not recall a case where a highway is considered to be part of someone's lot.

Community Development Manager Sarah Madden explained that area is considered to be part of the lot currently and MnDOT holds an easement over that area. She stated that as part of this plat, the area would no longer be part of a lot and would be dedicated as right-of-way.

Commissioner Stone asked if Public Works has any concerns with this project.

Public Works Director Ryan Ruzek commented that Public Works does not have any concerns as utilities and infrastructure are in place and could support the potential connections. He stated that he is working with MnDOT and Dakota County on the trail options. He stated that any driveways would go onto Ridge Place and would not connect to Dodd Road.

Acting Chair Corbett asked if the urgency of the potential trail is known, or whether the land would simply be held for the future.

Public Works Director Ryan Ruzek commented that the trail construction is planned for 2027.

Commissioner Katz referenced the creek and asked if that is dedicated as wetland.

Community Development Manager Sarah Madden replied that is a waterway but would not be considered wetland.

Acting Chair Corbett commented that there is some marsh around the waterway.

Commissioner Katz stated that he wanted to ensure that there was consideration for that wet area when the trail is constructed.

Community Development Manager Sarah Madden replied that the trail project itself will have stormwater management. She identified the delineated wetland boundaries within the overall project area for the trail segment and noted that wetland requirements would be managed through the Wetland Conservation Act (WCA).

Acting Chair Corbett opened the public hearing.

Tom Campion, applicant, stated that there was an easement, and it was his understanding that the City owned that. He explained the discussions he has had with his neighbor about this and the costs he was going to cover. He stated that the ten percent land dedication came up within the last day or two and his neighbor had said that he was going to walk away from the deal. He stated that they plan to meet with staff to determine if they can work something out. He requested that the item be tabled to allow him additional time to work with his neighbor and staff.

Christina Young, 799 Ridge Place, stated that she hopes that they could find a solution that would allow an additional home. She hoped that they could work out the details for the ten percent land dedication as that trail and connection will be important in terms of accessibility for the neighborhood.

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

COMMISSIONER KATZ MOVED, SECONDED BY COMMISSIONER JOHNSON, TO CLOSE THE PUBLIC HEARING.

AYES: 5
NAYS: 0

COMMISSIONER KATZ MOVED, SECONDED BY COMMISSIONER STONE, TO TABLE THE CASE UPON THE REQUEST OF THE APPLICANT.

AYES: 5
NAYS: 0

New and Unfinished Business

A) APPROVAL OF 2025 MEETING SCHEDULE

Community Development Manager Sarah Madden reviewed the proposed 2025 meeting schedule. She noted a change to the September meeting.

Commissioner Stone noted a potential conflict with the March meeting because of spring break. He asked if there was an update on new members.

Community Development Manager Sarah Madden stated that two new members have been appointed and will be joining the Commission at the February meeting. She suggested that the Commission approve the meeting calendar as presented and noted that she can bring back alternate options to consider for March at the next meeting.

COMMISSIONER STONE MOVED, SECONDED BY COMMISSIONER JOHNSON, TO APPROVE THE 2025 MEETING SCHEDULE.

AYES: 5

NAYS: 0

Community Development Manager Sarah Madden provided details on a planned land use training that is proposed to be held as a worksession at 6 p.m. before the 7 p.m. February meeting.

Staff Announcements / Updates

Community Development Manager Sarah Madden stated that the zoning code update took effect on January 1, 2025. She provided general updates on land use cases considered by the City Council since the November meeting and other items of interest to the Commission.

Commissioner Stone and the other members of the Commission expressed appreciation to Commissioner Katz for his service on the Commission.

Adjournment

COMMISSIONER KATZ MOVED, SECONDED BY COMMISSIONER STONE, TO ADJOURN THE MEETING AT 7:37 P.M.

AYES: 5

NAYS: 0

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 4, 2025

AGENDA ITEM: Authorize the Purchase of Fire Department Turn-Out Gear

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Dan Johnson, Fire Chief

ACTION REQUEST:

Authorize the purchase of seven (7) sets of firefighter turn-out gear at the quoted amount of \$29,092 from Fire Equipment Specialties (FES Inc.).

BACKGROUND:

The 2025 Fire Department operating budget includes funding for the ongoing replacement of firefighter turn-out gear. The department's Gear and Uniform Committee continuously evaluates the age and condition of the turn-out gear worn by the members, the amount of spare gear available, and plans for providing the department's most recent rookie class proper gear.

A recent inspection and evaluation of the turn-out gear found that seven sets of new gear are needed to meet operational needs. A quote from FES Inc., who is the only local supplier of the department's specified turn-out gear, was received in the amount of \$4,156 per set.

FISCAL AND RESOURCE IMPACT:

The replacement of turn-out gear is a FY2025 budgeted expense.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Approve the Job Description, Pay Classification and Authorize Recruitment of the Administrative/Special Projects Coordinator Position

ITEM TYPE: Consent Item

DEPARTMENT: Administration

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

ACTION REQUEST:

Approve the job description and pay classification; and authorize the recruitment of the Administrative/Special Projects Coordinator position.

BACKGROUND:

The City Council approved the addition of an Administrative/Special Projects Coordinator position as part of the FY2025 budget. The Administrative/Special Projects Coordinator will work in collaboration with the City Administrator, Assistant City Administrator, and Department Directors to coordinate and complete a wide variety of management projects, administrative operations, and tasks. This position will report to the City Administrator.

The essential functions of this new position include serving as the initial contact between the public and the City Administrator, Mayor and City Council, as well as providing support to the Assistant City Administrator in the area of Human Resources. The position will also support the City Administrator and Administration staff with special projects, contract administration, grant writing and tracking, and research and analysis of a variety of topics and issues. The position will play an active role in serving as the organization's legislative coordinator, overseeing the city's advisory commission recruitment process, and assisting with city communications.

FISCAL AND RESOURCE IMPACT:

The Administrative/Special Projects Coordinator position is budgeted to begin after April 1. The position is a full-time, benefitted position, and is ranked at pay grade 9 on the City's

Compensation Plan. The position's full pay range is \$36.95 to \$45.42 per hour. For recruitment purposes, the position will be posted with a hiring range of \$36.95 to \$40.97 per hour, which is step one to step four (or midpoint) of the assigned pay grade.

ATTACHMENTS:

1. Administrative/Special Projects Coordinator Job Description

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

General Definition of Work

The Administrative/Special Projects Coordinator works in collaboration with the City Administrator, Assistant City Administrator and Department Directors to coordinate a wide variety of management projects, administrative operations and tasks. Work is performed under the general direction of the City Administrator and provides executive-level support to the City Administrator, Assistant City Administrator, and Department Directors.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Serve as an initial contact between the public and the City Administrator, Mayor and City Council. Screen calls, emails, and visitors; offer assistance, provide information, and respond to resident inquiries and complaints.
2. Provide support to the Assistant City Administrator in the area of Human Resources including benefits administration and coordination and completion of the annual open enrollment process. Perform confidential support duties for all City departments and personnel as needed.
3. Support the City Administrator and Administration staff with special projects including researching, compiling, and summarizing information, developing recommendations, and presenting information. Provide project and contract management support by tracking activities and progress, and reporting status updates to relevant stakeholders; ensure that project-related information is properly documented and shared. Represent the city on special project groups.
4. Conduct research, maintain statistics, and perform analysis on a variety of topics. Identify and research grant funding opportunities and partnerships. Prepare grant applications, proposals, and presentations. Perform a variety of technical support and administrative duties in the preparation, maintenance, tracking, and reporting of grants and loans.
5. Serve as legislative coordinator assisting the City Administrator in researching metropolitan, state, and national issues. Attends state legislative meetings and hearings; tracks and reports on city-relevant bills and legislation; writes position papers and correspondence. Monitor legislative activity and advise city leadership on actions that benefit or adversely impact established policies, programs, or strategic priorities.
6. Oversee the city advisory commission recruitment process and maintain commission member information and term schedule. Assist commission staff liaisons with commission meetings as needed. Provide support as required to the City Administrator on airport noise and policy matters including support with the city Airport Relations Commission and MSP Airport Noise Oversight Committee.
7. Assist with city communications including writing and designing publications, website management and editing, and social media management. Prepare presentations, documents, and spreadsheets. coordinates special events as assigned.
8. Represent the city at various meetings and events. Attend city council workshops and meetings; and meetings of advisory bodies as requested.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, human resources, political science, business administration or closely related field. One or more years of experience in a same or similar position. Proficient use of Microsoft Office Suite. Exceptional customer service experience to both internal and external customers. Valid Driver's license.

DESIRED QUALIFICATIONS:

Experience working for a municipal/local government. Experience working on federal, state and local legislative issues.

EXPECTED KNOWLEDGE, SKILLS, AND ABILITIES:

Broad understanding and appreciation of the functions and responsibilities of municipal government. Knowledge of City Code, and related regulations. Knowledge of project management and business process analysis techniques. Knowledge of human resources management principles and practices in a government agency. Knowledge of state and federal laws, statutes, and regulations pertaining to records management, including the MN Government Data Practices Act. Ability to establish and maintain effective working relationships with others. Ability to competently handle several different projects in a brief period of time. Ability to courteously handle a variety of public and internal inquiries. Ability to perform all essential position functions under the working conditions as described.

WORK HOURS:

FLSA non-exempt position. The typical work week is Monday through Friday, with the following office hours: 9.5-hour workdays on Monday and Thursday (including a 30-minute unpaid lunch break) and a 4-hour workday on Friday. From time to time, night and evening work hours may be required.

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 4, 2025

AGENDA ITEM: Award 2025 Street Sweeping Contract

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

Award a contract for the sweeping of streets for the spring and fall of 2025.

BACKGROUND:

Requests for bids were sent out for spring and fall street sweeping. Two bids were received:

Mike McPhillips, Inc.	\$135/hour
Pearson Brothers	\$135/hour

McPhillips, Inc. has swept the city streets in the past with very positive results. They will be providing four to six sweeps a day to sweep the streets. Weather permitting, streets can generally be swept in the spring in four days, while fall sweeping takes a few more days because of the fallen leaves. Scheduling will be based on weather and availability, with the hope of a start date sometime in April for the spring street sweeping.

FISCAL AND RESOURCE IMPACT:

There is \$70,000 in the 2025 budget for street sweeping and striping.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 4, 2025

AGENDA ITEM: Authorize Letter of Approval for Geothermal Planning Grant Application

ITEM TYPE: Consent Item

DEPARTMENT: Natural Resources

CONTACT: Krista Spreiter, Natural
Resources Coordinator

ACTION REQUEST:

Authorize signing of letter of approval for the pursuit of a Geothermal Planning Grant.

BACKGROUND:

The Minnesota Department of Commerce is seeking proposals from local government units for geothermal project planning throughout Minnesota for the Geothermal Planning Grant Program. The intent of the program is to provide financial assistance to local government units to examine the technical and economic feasibility for installation of geothermal energy systems.

The Sustainability Committee of the City's Natural Resources Commission recently began conversations regarding the program and how it fits with their goal of achieving sustainable initiatives for the city. The city is in the process of implementing its Energy Action Plan as part of its partnership with Xcel Energy through the Partners in Energy program. The Energy Action Plan was developed in partnership with Xcel Energy and the city's Energy Action Team, consisting of residents, business owners, students, Natural Resources Commission members, and city staff. Exploring the possibility of implementing a geothermal system at one or more of the city's public facilities fits well with the goals of the city's recently adopted Energy Action Plan. The city is requesting \$130,000 from the MN Department of Commerce as part of its geothermal planning grant application.

City staff met with Darcy Solutions, a geothermal system installer, to learn more about geothermal energy and details of installation. Darcy Solutions completed a preliminary assessment of the city's Public Works facility, and determined that a geothermal project would be feasible at this facility. The city has also reached out to other municipalities and government agencies that have had experience with installing geothermal systems. If accepted

into the grant program, project implementation would be assessed after findings of the investigation are reported to, and discussed with City Council.

FISCAL AND RESOURCE IMPACT:

The city will not offer grant match funds as part of the application unless the council wishes to include matching funds. Matching funds are not included in the 2025 city budget.

ATTACHMENTS:

1. Letter of Authorization

CITY COUNCIL PRIORITY:

Environmental Sustainability & Stewardship

March 4, 2025

MN Department of Commerce

RE: Letter of Authorization – Geothermal Planning Grant Program Application

The City of Mendota Heights authorizes the Primary Contact, Krista Spreiter, Natural Resources Coordinator to pursue the Geothermal Planning Grant Program Application.

The Sustainability Committee of the city's Natural Resources Commission has recently begun conversations regarding the Geothermal Planning Grant program and how it can work towards their goal of achieving sustainable initiatives for the city. The city is in the process of implementing its Energy Action Plan as part of its partnership with Xcel Energy through the Partners in Energy program. The Energy Action Plan was developed in partnership with Xcel Energy and the city's Energy Action Team, consisting of residents, business owners, students, Natural Resources Commission members, and staff. Exploring the possibility of implementing a geothermal system at one or more of the city's public facilities fits well with the goals of the city's recently adopted Energy Action Plan.

This grant opportunity would allow the city to explore the possibility of installing a geothermal energy system and therefore continue to work towards its goal of implementing sustainable energy practices whenever feasible.

Thank you for your consideration. The City of Mendota Heights is excited about the opportunity to partner with your efforts and is confident in our ability to meet its energy goals.

Sincerely,

Stephanie Levine
Mayor

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Approve Stormwater Basin Inspection and Maintenance Assessment Request For Proposals

ITEM TYPE: Consent Item

DEPARTMENT: Natural Resources

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

ACTION REQUEST:

Approve the Request for Proposals for the Stormwater Basin Inspection and Maintenance Assessment project.

BACKGROUND:

To comply with the city's small Municipal Separate Storm Sewer Systems (MS4) permit under the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Program, the city must inspect and assess the maintenance needs of all its stormwater basins within the five-year permit cycle. The city's current MS4 permit expires November 15, 2025. The city has approximately 56 stormwater ponds within its stormwater conveyance system that it is responsible for inspecting and maintaining. In-house inspection and assessment of all 56 basins is currently infeasible due to a lack of equipment and staffing resources. Staff have completed simple inspections with the resources available for 14 stormwater basins within the current permit cycle. However, the data collected is minimal due to a lack of necessary equipment. These 14 basins may be added to the final contract as an addendum, dependent on the chosen consultant's bid pricing.

Proposals will be solicited from consulting firms familiar with the requirements of the permit and that are able to provide GIS, inspection, modeling and reporting services for the remaining 42 basins. The consulting firm will have the staff expertise and capability to provide complete, comprehensive, and serviceable data to fulfill this requirement of the city's MS4 permit. Project deliverables include:

Deliverable 1 – Sedimentation Survey

The awarded consultant will visually inspect and perform a bathymetric survey for each basin in the provided inventory. The inspection and survey of all basins will be performed in the summer of 2025. The information gathered will be utilized to determine if maintenance is required.

Visual inspection includes:

- Review GIS data, grading and utility plan as available for each basin prior to field evaluation. If available, these plans will be taken into the field with the inspector.
- High quality photographs of all basin features including inlet and outlet locations and any other pertinent features.
- Identification and reporting of any maintenance needs (erosion, sediment accumulation, damaged stormwater structures, drainage impairments, etc.).
- Estimation of the percentage of the basin's surface covered by vegetation.

Sedimentation inspection will include:

- Survey of the basin's substrate using GPS survey equipment, bathymetric survey methods, or equivalent that can be easily incorporated into the city's GIS stormwater mapping and software.
- Elevations for inlets and outlets, water surface elevation, and ground shots above the water surface elevation surrounding the basin. GPS data provided shall be of the NAD 83 datum and include a clear point reference name, directional coordinates, and elevation for each GPS point provided.
- Measurement of sediment depth throughout the basin as well as water depth.

Deliverable 2 – Basin Analysis

Deliverable 2 will be included in the project at the city's discretion, based on cost analysis and available funding. Deliverable 2 may not be included in the final project. The determination for inclusion will be made by city staff following the proposal review process. This deliverable includes analyzing the data collected from Deliverable 1 to determine sedimentation rate, pollutant removal effectiveness, and categorizing what, if any, sediment removal or other maintenance is needed for each basin.

Deliverable 3 – Final Report

Upon completion of Deliverables 1 and 2 (if included), the awarded consultant will complete a final technical memorandum to summarize methods, findings, and recommendations for maintenance.

FISCAL AND RESOURCE IMPACT:

The city has allotted \$100,000 within the Stormwater Utility of the 2025 Budget for the project.

ATTACHMENTS:

1. Stormwater Basin Inspection & Maintenance Assessment RFP

CITY COUNCIL PRIORITY:

Environmental Sustainability & Stewardship, Premier Public Services & Infrastructure

REQUEST FOR PROPOSALS

Stormwater Basin Inspection and Maintenance Assessment

CITY OF MENDOTA HEIGHTS

March 5, 2025

PROPOSAL DEADLINE: March 27, 2025 • 5:00pm

**City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118**

CONTENTS

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- B. Background**
- C. Project Description**
- D. Project Deliverables**
- E. Project Management**
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- G. Project Schedule**
- H. Selection Criteria**
- I. Proposals**
- K. Other Terms and Conditions**
- L. Proposal Submittal**
- L. Attachments**

A. PURPOSE OF REQUEST

The City of Mendota Heights hereby solicits and requests proposals for the inspection, data collection, and maintenance assessment of all stormwater basins within the city that are city-owned or for which the city has obtained a drainage and utility easement for the purpose of inspecting and maintaining in order to comply with the small Municipal Separate Storm Sewer Systems (MS4) permit under the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Program.

Proposals are being solicited from consulting firms familiar with the requirements of the permit and that are able to complete the requirements of MCM 6 within the permit. The consulting firm should have the staff expertise and capability to provide complete, comprehensive, and serviceable data to fulfill this requirement of the MS4 permit for the City of Mendota Heights.

B. BACKGROUND

The City of Mendota Heights began developing in the 1950s as a Village and was established as a city in 1974. Much of the existing development occurred before stormwater treatment requirements were established. Many of the stormwater ponds within its stormwater conveyance system were naturally occurring wetlands converted or used for flood control and continue to be used for both stormwater treatment and flood control. Many of these basins therefore do not have corresponding as-builts as a result.

The city has approximately 56 stormwater ponds within its stormwater conveyance system. The majority of the area within the city drains to the Mississippi River, with small portions draining to the Minnesota River and Lake Augusta (land-locked basin). All known stormwater ponds were inspected and modeled in 2018, as part of the City's Surface Water Management Plan update. Since that update, stormwater ponds have been inspected in-house as feasible.

C. PROJECT DESCRIPTION

Project Overview

The City of Mendota Heights is seeking stormwater basins data on all public stormwater basins within its stormwater conveyance system that it is responsible for inspecting and maintaining and have not already been inspected within the current inspection cycle. The city is seeking an experienced firm to provide

GIS, inspection, modeling, and reporting services necessary to fulfill its MS4 requirements for the remaining 42 stormwater basins within this inspection cycle.

Basins have been identified for inspection and assessment, and a detailed inventory will be provided and is attached to this RFP. The area, depth, number of features, locations, and access routes varies for each specific stormwater basin. The awarded consultant will work with city staff to determine or verify access routes and locations as identified on the available mapping.

D. PROJECT DELIVERABLES

Project deliverables must comply with the Minnesota Pollution Control Agency's 2020 Small Municipal Separate Storm Sewer Systems (MS4) General Permit.

Deliverable 1 – Sedimentation Survey

The awarded consultant will visually inspect and perform a bathymetric survey for each basin in the provided inventory (attached). The inspection and survey of all basins will be performed in the summer of 2025. The information gathered will be utilized to determine if maintenance is required.

Visual inspection should include:

- Review GIS data, grading and utility plan as available for each basin prior to field evaluation. If available, these plans should be taken into the field with the inspector.
- High quality photographs of all basin features including inlet and outlet locations and any other pertinent features. There are no pixel per inch (PPI) requirements for the photographs; however, content within the photos must be clear and legible to accurately convey the necessary imagery without distortion or blurriness.
- Identification and reporting of any maintenance needs (erosion, sediment accumulation, damaged stormwater structures, drainage impairments, etc.).
- Estimation of the percentage of the basin's surface covered by vegetation.

Sedimentation inspection should include:

- Survey of the basin's substrate using GPS survey equipment, bathymetric survey methods, or equivalent that can be easily incorporated into the city's GIS stormwater mapping and software.
- Elevations for inlets and outlets, water surface elevation, and ground shots above the water surface elevation surrounding the basin. GPS data provided shall be of the NAD 83 datum and include a clear point reference name, northing, easting, and elevation for each GPS point provided.
- Measurement of sediment depth throughout the basin as well as water depth.

Deliverable 2 – Basin Analysis

Deliverable 2 will be included in the project at the city's discretion, based on cost analysis and available funding. Deliverable 2 may not be included in the final project and the determination for inclusion will be made by city staff following the proposal review process. This deliverable includes analyzing the data collected from Task 1 to determine sedimentation rate, pollutant removal effectiveness, and categorizing what, if any, sediment removal or other maintenance is needed for each basin.

Deliverable 3 – Final Report

Upon completion of Deliverables 1 and 2 (if included), the awarded consultant will complete a final technical memorandum to summarize methods, findings, and recommendations for maintenance.

E. PROJECT MANAGEMENT

The project manager is Lucas Ritchie, Assistant Engineer for the City of Mendota Heights. All direction to the consultant will be delivered through the project manager. The awarded consultant may also work with Krista Spreiter, Natural Resources Coordinator for the city, as needed.

F. SHARING OF INFORMATION

The consultant shall host a permanent file sharing site to allow the project management team to share and receive files.

G. PROJECT SCHEDULE

1. RFP Issued March 5, 2025
2. Question Period March 6 – March 24, 2025
3. Proposals received by City of Mendota Heights at 5PM on March 27, 2025
4. Review of proposals upon submittal – March 27- April 4, 2025
5. Execution of Contract April 15, 2025 (City Council meeting)
6. Project Start May 1, 2025 (weather permitting)
7. Final content delivered November 1, 2025

H. SELECTION CRITERIA

Submitted proposals will be rated on how well a firm has demonstrated:

1. Understanding of project requirements and proposed approach.
2. Familiarity with the Minnesota Pollution Control Agency's 2020 Small Municipal Separate Storm Sewer Systems (MS4) General Permit and its requirements.
3. Experience in stormwater inspections associated with the MS4 permit.
4. Experience in stormwater data collection.
5. Qualifications of project staff.
6. Ability to meet the timeline.
7. Proposed fee for each of the final deliverables and total project fee.

I. PROPOSALS

Proposals provided shall include:

1. Statement of understanding stating the requirements of the project and a description of services to be provided.
2. Description of your firm's familiarity with the work required as part of the MS4 permit as described within this RFP.
3. Relevant project experience, and list of any comparable projects or services that the consultant has recently completed as well as any provided references and how they may be viewed.
4. Identification of Staff to be utilized throughout the project and their specific roles, as well as related experience and qualifications.
5. Identification any outside firms, contractors, or subcontractors that your firm may utilize throughout the process.
6. Description of your proposed strategy, work plan, and budget for achieving the project objectives.
7. Timeline and schedule of work for your firm's proposal, including periodic progress review.
8. Detailed, proposed cost estimate for completing the project, including any time and materials. Proposals shall include proposed compensation for the work with proposed hourly rates and total costs for each specific deliverable identified within this RFP.

J. OTHER TERMS AND CONDITIONS

1. All proposals and related materials become the property of the City upon receipt and shall not be returned to the proposer.

2. The City reserves the right to reject any or all proposals. The City also specifically reserves the right to negotiate with proposers to modify the scope of the work.
3. All materials submitted in response to this RFP shall ultimately become public record.
4. Work is not to begin until Notice to Proceed has been given by the City's Public Works Director.
5. Upon contract finalization, assignment of the work to others beyond those identified must be approved by the City in writing.
6. Any and all potential conflicts of interest shall be identified.
7. All work will be compensated at hourly rates subject to a not-to-exceed-without-prior authorization limit proposed by the consultant.
8. No compensation is provided for development or submission of the proposal.
9. Contract will be executed between Mendota Heights and a prime consultant firm. In the case of a project team of multiple consultants, a prime consultant firm shall be responsible for subcontracting with other consultant firms. There will be no legal relationship with Mendota Heights and the subcontracting consultant firms.
10. Parties to the Contract: A contract will be executed between Mendota Heights and a prime consultant firm. In the case of a project team of multiple consultants, a prime consultant firm shall be responsible for subcontracting with the other consultant firms. There will be no legal relationship with Mendota Heights and the subcontracting consultant firms. The prime and subcontracting consultant firms shall be responsible in providing the required submission information via a single proposal.
11. Reimbursable Expenses: Reimbursable expenses are expenses attributed directly to the project and will be billed at actual costs up to, but not exceeding the estimate given in your Fee Proposal. No mark-up is allowed on these costs. Internal printing costs and local transportation/travel are to be included in the fee proposal and are not reimbursable expenses.
12. Payments: Billing for completed services shall be based upon a monthly invoice submitted by the Consultant.
13. Addenda/Clarifications: Any changes to this RFP will be made by the City through a written addendum. No verbal modification will be binding.
14. Contract Award: Issuance of this RFP and receipt of proposals do not commit the City to the awarding of the contract. The City reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant should negotiations with the selected Consultant be terminated, to negotiate with more than one Consultant simultaneously, or to cancel all or part of this RFP.
15. City Rights: The City may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications, to perform the work described in this RFP. The City reserves the right to:
 - a. Reject any or all proposals if such action is in the public interest;
 - b. Cancel the entire Request for Proposals;
 - c. Issue a subsequent Request for Proposals;
 - d. Remedy technical errors in a Request for Proposal process;
 - e. Appoint evaluation committees to review the proposals;
 - f. Establish a short list of consultants eligible for interview after evaluation of proposals;
 - g. Negotiate with any, all, or none of the RFP consultants; and
 - h. Reject and replace one or more subconsultants.
16. Independent Price Determination: Applicants are held legally responsible for their information and fees. Applicants are not to collaborate, for the purpose of restricting competition, with other applicants or competitors in developing proposals and fees.
17. Independent Contractor Status: The Consultant will be an independent consultant, and nothing contained in any contract awarded shall be construed to create the relationship of employer and

employee between the City and the Consultant. The Consultant is not eligible for workers' or unemployment compensation benefits. The Consultant understands that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from payments due the Consultant and that it is the Consultant's sole obligation to comply with the applicable provisions of all federal and state tax laws.

18. Public Records and Requests for Confidentiality: Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submitted a timely bid/proposal to Mendota Heights will be public once opened. All other information remains private until Mendota Heights has completed negotiating a contract with the selected Responder. After a contract has been negotiated, all information received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37. All information submitted by a Responder therefore shall be treated as public information by Mendota Heights unless the Responder properly requests that information be treated as a confidential trade secret at the time of submitting the bid/proposal.

Any request for confidential treatment of trade secret information in a Responder's proposal must sufficiently describe the facts that support the classification of information as confidential trade secret. The request must include the name, address, and telephone number of the person authorized by the Responder to answer any inquiries by Mendota Heights concerning the request for confidentiality.

The envelope or mailing container of any documents submitted with the proposal that the Responder believes contain confidential trade secret information must be clearly marked as containing confidential trade secret information. Each page upon which trade secret information appears must be marked as containing confidential trade secret information.

In addition to marking the documents as confidential, the Responder must submit one paper and one digital copy of the proposal from which the confidential trade secret information has been excised. The confidential trade secret information must be excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible.

Requests by the public for the release of information held by Mendota Heights are subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Responders are encouraged to familiarize themselves with these provisions prior to submitting a proposal.

By submitting this bid or proposal, Responder agrees to indemnify and hold the City, its agents and employees, harmless from any claims or causes of action relating to the City's withholding of data based upon reliance on the representations that the information is a trade secret as defined in Minnesota Statutes Section 13.37 and therefore is not public, including the payment of all costs and attorney fees incurred by the City in defending such an action.

K. PROPOSAL SUBMITTAL

This Request for Proposals (RFP) document is available upon request to respondents in hard copy and/or PDF formats. Submittals and requests for the RFP documents should be made to:

Lucas Ritchie, Assistant City Engineer
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
(651) 255-1132
LRitchie@Mendotaheightsmn.gov

Any questions regarding the proposal may be directed to Lucas Ritchie, Assistant City Engineer using the contact information provided above.

Proposals documents should be submitted as one (1) digital copy and must not exceed twenty (20) pages (font size 11).

Work guaranties will be in the form of a signed contract between the awarded consultant and the City of Mendota Heights. Certificate(s) of Insurance must be furnished as a part of the final contract negotiations.

PROPOSAL SUBMITTALS ARE DUE BY March 27, 2025, AT 5:00 PM.

L. ATTACHMENTS

- A. Map of each Stormwater Basin to be inspected
- B. Inventory pdf and Excel spreadsheet of Stormwater Ponds to be inspected with pertinent corresponding information



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Approve Field Renovation Work at Valley Park Ballfield

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Approve the Field Renovation Work at Valley Park by Minnesota Sodding Company (MSC) in the amount of \$9,475.79.

BACKGROUND:

The Two Rivers Athletic Association (TRAA) has brought forth concerns regarding the infield surface and lips that have developed over the years at the Valley Park ballfield. Staff worked to develop the scope of the renovation work needed and included the following:

- Laser survey of the existing surface and prescription build for grading purposes
- Edging of outside arc using 57' dimension
- Grading of the infield to drain from pitching rubber toward back arc
- Installation of new base anchors and home plate
- Machine grade surface to 1/8" tolerance
- Excess aggregate hauled out by the City
- Any additional material supplied by the City if necessary (not anticipated)

This project is anticipated to be completed by mid-May. The field will need to be shut down for usage for a few days during the process. Staff will work with the field users to coordinate moving activities to a different location temporarily.

FISCAL AND RESOURCE IMPACT:

Included in the FY2025 Public Works-Parks Maintenance budget was \$10,000 for this project.

Staff has received the following bids for this project:

- Minnesota Sodding Company (MSC): \$9,475.79
- Magic Turf: \$10,655.00

MSC has done work for the City of Mendota Heights in the past and staff feel they do a great job.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Authorize Purchase Order for Fuel Tank Repairs

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent
Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Authorize Purchase Order for Fuel Tank Repairs

BACKGROUND:

In conjunction with the expansion of the Public Works Facility in the mid 1990's, the fuel tanks were replaced, which provide fuel for the city fleet. In 2011, the pumps and computer system were also replaced.

The underground storage tanks consist of dual-walled fiberglass tanks with a monitoring sensor to alert to any fluids within between the tanks. The monitor of this void has recently been triggered. Upon investigating, it was determined that this fluid is water coming from the surface from deteriorated iron piping. Quotes were received to repair the deteriorated venting, overfill, and fill piping. Due to the deterioration of these pipes, pressure testing of the underground tanks is not able to be performed. Staff are proposing that all six piping connections be replaced as a complete tank replacement is estimated to exceed \$300,000. Upon completion of replacing the pipes, a pressure test will be done to assess the condition of the underground tanks.

Three quotes were received for this repair. Zahl-Petroleum Maintenance Co., submitted the low quote of \$25,450 for this work. Zahl has been servicing this system for many years and staff are satisfied with their work. The two other quotes were \$25,480 and \$28,703.33.

FISCAL AND RESOURCE IMPACT:

The repair of the gas tank piping is not a budgeted item. The administration budget contains a

contingency of \$40,000 for emergency items that may arise. As the tanks support the fleet of Police, Fire, Public Works, Administration vehicles, it is imperative that the system be repaired.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025
AGENDA ITEM: Claims List Summary
ITEM TYPE: Consent Agenda
FROM: Kristen Schabacker, Finance Director *KMS*

BACKGROUND

Significant Claims

Axon Enterprise – Axon Services - Police	\$ 17,005.68
Baycom Inc – Police Squad Computers	\$ 7,146.00
Compass Minerals – Road Salt	\$ 9,425.91
Dakota Wood Grinding – Tree Services	\$ 5,000.00
Emergency Automotive Technologies Inc – Police Squad Build outs	\$ 8,299.92
Inspectron – January Building Inspection Services	\$ 13,189.00
Kimley Horn & Associates – Friendly Hills Street Project Work	\$ 49,783.66
LOGIS – IT Services/ Software Licenses/Computer Hardware	\$ 101,468.92
Mansfield Oil – Fuel	\$ 5,146.70
Northfield Solar – Utilities	\$ 5,351.08
Nystrom Publishing – Parks & Recreation Guide	\$ 4,227.91

Manual Checks Total	\$ 131,177.38
System Checks Total	\$ 298,118.31

Total of the list of claims for March 4, 2025 City Council meeting **\$ 429,295.69**

RECOMMENDATION

Staff recommends the Mendota Heights City Council approve the list of claims for March 4, 2025.

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
02/25/25 MAN

Account	Comments	DEPT Descr	Amount
MENDOTA HEIGHTS, CITY OF			
G 15-1155	CREDIT CARD TRANSFER		\$35,000.00
G 01-1155	CREDIT CARD TRANSFER		\$40,000.00
G 57-1155	CREDIT CARD TRANSFER		\$40,000.00
MENDOTA HEIGHTS, CITY OF			\$115,000.00
			\$115,000.00

CITY OF MENDOTA HEIGHTS

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Claims List
MANUAL CHECKS
02/26/25 MAN

Account	Comments	DEPT Descr	Amount
BLUE CROSS BLUE SHIELD			
G 01-2071	MARCH 2025 HEALTH INSURAN		\$692.26
E 01-4131-070-70	MARCH 2025 HEALTH INSURAN	Parks & Recreation	\$3,720.88
E 01-4131-050-50	MARCH 2025 HEALTH INSURAN	Road & Bridges	\$5,355.68
BLUE CROSS BLUE SHIELD			\$9,768.82
COMCAST BUSINESS			
E 45-4210-045-45	FEB 8-MAR 7 2025 SERVICE - P	Golf Course	\$366.46
E 01-4268-030-30	FEB 7-MAR 6 2025 SERVICE - F	Fire	\$34.86
COMCAST BUSINESS			\$401.32
DRIVER & VEHICLE SERVICES			
E 01-4490-020-20	POLICE TRAILER - TABS	Police	\$24.25
E 01-4490-020-20	LICENSE PLATES - PD	Police	\$72.00
DRIVER & VEHICLE SERVICES			\$96.25
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	2/14/25 PAYROLL		\$150.00
G 01-2072	2/14/25 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
SPENCER, MADDIE			
G 01-2063	SS DEDUCT REIMBURSEMENT		\$410.99
SPENCER, MADDIE			\$410.99
US POSTAL SERVICE			
G 01-1210	REPLENISH POSTAGE		\$1,200.00
US POSTAL SERVICE			\$1,200.00
			\$16,177.38

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
ALEX PRO FIREARMS LLC			
E 04-4610-020-20	RIFLES - PD	Police	\$2,800.00
ALEX PRO FIREARMS LLC			\$2,800.00
ALLEGRA PRINT & IMAGING			
E 01-4300-040-40	RECEIPT BOOKS	Code Enforcement/Inspe	\$1,416.53
E 01-4300-070-70	RECEIPT BOOKS	Parks & Recreation	\$404.72
E 01-4300-110-10	RECEIPT BOOKS	Administration	\$202.36
ALLEGRA PRINT & IMAGING			\$2,023.61
ALLIED GENERATORS			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$600.00
ALLIED GENERATORS			\$600.00
ALLSTREAM			
E 01-4210-020-20	2/15/25-3/14/25 TELEPHONE S	Police	\$542.31
ALLSTREAM			\$542.31
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$76.34
ASPEN MILLS			\$76.34
AUTOZONE			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$18.67
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	-\$27.07
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	-\$48.98
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$18.66
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$76.05
AUTOZONE			\$37.33
AXON ENTERPRISE (TASER INTL)			
E 01-4223-020-20	AXON SERVICES - PD	Police	\$17,005.68
AXON ENTERPRISE (TASER INTL)			\$17,005.68
BARR, DONOVAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$69.99
BARR, DONOVAN			\$69.99
BAYCOM INC			
E 04-4610-020-20	SQUAD COMPUTERS - PD	Police	\$7,146.00
BAYCOM INC			\$7,146.00
BECKER ARENA PRODUCTS INC.			
E 01-4330-215-70	PARK MAINTENANCE - PARKS	Parks & Recreation	\$220.00
BECKER ARENA PRODUCTS INC.			\$220.00
BOGG, DANIEL			
G 01-2010	PLANNING CASE 2023-24 ESCR		\$604.00
BOGG, DANIEL			\$604.00
BOUND TREE MEDICAL LLC			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$53.48
BOUND TREE MEDICAL LLC			\$53.48
CAPITAL CITY REGL FF ASSN			

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
E 01-4404-030-30	2025 MEMBERSHIP - FIRE	Fire	\$50.00
CAPITAL CITY REGL FF ASSN			\$50.00
CAPITAL ONE (BLUE TARP FINANCIAL)			
E 45-4334-045-45	MAINT EQUIP - PAR 3	Golf Course	\$191.31
G 45-2035	MAINT EQUIP - PAR 3		-\$12.31
CAPITAL ONE (BLUE TARP FINANCIAL)			\$179.00
COMPASS MINERALS			
E 01-4421-050-50	SALT - STREET	Road & Bridges	\$9,425.91
COMPASS MINERALS			\$9,425.91
CRAWFORD DOOR			
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$81.34
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$81.33
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$81.33
CRAWFORD DOOR			\$244.00
DAKOTA 911 (DAKOTA COMMUNICATIONS)			
E 01-4275-030-30	MARCH 2025 DISPATCH	Fire	\$705.69
E 01-4275-020-20	MARCH 2025 DISPATCH	Police	\$23,135.31
DAKOTA 911 (DAKOTA COMMUNICATIONS)			\$23,841.00
DAKOTA COUNTY CHIEFS OF POLICE			
E 01-4404-020-20	2025 MEMBERSHIP DUES - MC	Police	\$400.00
DAKOTA COUNTY CHIEFS OF POLICE			\$400.00
DAKOTA COUNTY FINANCIAL SERVIC			
E 15-4200-610-60	JAN 2025 RADIO SUBSCRIBER	Utility Enterprise	\$23.33
E 01-4200-610-50	JAN 2025 RADIO SUBSCRIBER	Road & Bridges	\$186.64
E 01-4200-610-70	JAN 2025 RADIO SUBSCRIBER	Parks & Recreation	\$139.98
E 01-4200-610-15	JAN 2025 RADIO SUBSCRIBER	Engineering Enterprise	\$69.99
E 01-4330-440-20	EQUIP REPAIRS - PD	Police	\$383.04
E 01-4275-020-20	JAN 2025 RADIO SUBSCRIBER	Police	\$933.20
E 01-4275-030-30	JAN 2025 RADIO SUBSCRIBER	Fire	\$839.88
DAKOTA COUNTY FINANCIAL SERVIC			\$2,576.06
DAKOTA WOOD-GRINDING, INC.			
E 01-4500-075-75	TREE SERVICES - NR	Natural Resources	\$5,000.00
DAKOTA WOOD-GRINDING, INC.			\$5,000.00
DELTA DENTAL			
G 01-2074	MARCH 2025 DENTAL PREMIU		\$936.08
E 08-4131-000-00	MARCH 2025 DENTAL PREMIU	Spec Fds	\$52.06
E 01-4131-020-20	MARCH 2025 DENTAL PREMIU	Police	\$1,508.76
E 01-4131-105-15	MARCH 2025 DENTAL PREMIU	Engineering Enterprise	\$306.75
E 01-4131-070-70	MARCH 2025 DENTAL PREMIU	Parks & Recreation	\$312.36
E 01-4131-050-50	MARCH 2025 DENTAL PREMIU	Road & Bridges	\$457.33
G 01-2071	MARCH 2025 DENTAL PREMIU		\$706.41
E 01-4131-030-30	MARCH 2025 DENTAL PREMIU	Fire	\$52.06
E 01-4131-110-10	MARCH 2025 DENTAL PREMIU	Administration	\$607.89
E 15-4131-060-60	MARCH 2025 DENTAL PREMIU	Utility Enterprise	\$254.70
E 01-4131-020-20	MARCH 2025 DENTAL PREMIU	Police	\$156.18
DELTA DENTAL			\$5,350.58

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
DROP SHOT LLC			
G 01-2010	PLANNING CASE 2023-14 ESCR		\$500.00
DROP SHOT LLC			\$500.00
DTN, LLC			
E 01-4421-050-50	2/8/25-3/7/25 CLEARPATH & F	Road & Bridges	\$433.76
DTN, LLC			\$433.76
EARL F. ANDERSEN, INC			
E 01-4420-050-50	SIGNS - STREET	Road & Bridges	\$150.95
EARL F. ANDERSEN, INC			\$150.95
EATI (EMERGENCY AUTOMOTIVE TECH)			
E 01-4330-440-20	SQUAD BUILD - PD	Police	\$2,182.75
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$1,000.00
E 01-4330-440-20	SQUAD BUILD - PD	Police	\$5,117.17
EATI (EMERGENCY AUTOMOTIVE TECH)			\$8,299.92
ELECTRO WATCHMAN			
E 01-4335-310-70	3/1/25-5/31/25 SECURITY MO	Parks & Recreation	\$112.00
E 15-4330-490-60	LIFT STATION MONITORING -	Utility Enterprise	-\$99.00
E 08-4335-000-00	3/1/25-5/31/25 ALARM MONIT	Spec Fds	\$264.00
E 01-4335-310-50	3/1/25-5/31/25 SECURITY MO	Road & Bridges	\$112.00
E 15-4330-490-60	3/1/25-12/31/25 STATION MO	Utility Enterprise	\$1,320.00
G 15-1215	1/1/26-2/28/26 STATION MONI		\$264.00
E 15-4335-310-60	3/1/25-5/31/25 SECURITY MO	Utility Enterprise	\$112.00
ELECTRO WATCHMAN			\$2,085.00
ELROY S ELECTRIC SERVICE			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$120.00
ELROY S ELECTRIC SERVICE			\$120.00
FLAGSHIP RECREATION			
E 01-4330-215-70	PARK MAINTENANCE - PARKS	Parks & Recreation	\$169.00
FLAGSHIP RECREATION			\$169.00
FLEET SERVICES			
E 01-4200-610-20	JAN 2025 SQUAD LEASES - PD	Police	\$7,915.04
FLEET SERVICES			\$7,915.04
FLEETPRIDE			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$34.26
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$42.48
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$142.14
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$12.06
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$47.49
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$35.47
FLEETPRIDE			\$313.90
FORMS & SYSTEMS OF MN			
E 01-4300-020-20	SUPPLIES - PD	Police	\$140.56
FORMS & SYSTEMS OF MN			\$140.56
GRAINGER			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$55.08

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
GRAINGER			\$55.08
GRAYBAR ELECTRIC			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$17.03
GRAYBAR ELECTRIC			\$17.03
GREEN2 SOLAR LEASING, LLC			
E 08-4213-000-00	SOLAR PANEL LEASE - CITY HA	Spec Fds	\$413.12
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 01-4213-070-70	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 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$137.60
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$137.60
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$137.61
GREEN2 SOLAR LEASING, LLC			\$1,428.80
GREGOIRE, DAVID			
E 01-4490-030-30	PUBLICATION IMAGES - FIRE	Fire	\$250.00
GREGOIRE, DAVID			\$250.00
HOME DEPOT CREDIT SERVICES			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$37.91
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$8.97
G 45-2035	BLDG MAINT - PAR 3		-\$1.67
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$33.74
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$14.94
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$15.96
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$328.70
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$26.02
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$6.96
HOME DEPOT CREDIT SERVICES			\$471.53
IDEAL ENERGIES SOLAR LEASING 2021			
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$166.16
IDEAL ENERGIES SOLAR LEASING 2021			\$166.16
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-070-70	PAPER	Parks & Recreation	\$40.78
E 01-4300-110-10	PAPER	Administration	\$218.32
E 01-4300-020-20	PAPER	Police	\$71.97
E 01-4305-030-30	SUPPLIES - FIRE	Fire	\$149.36
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$46.74
E 01-4300-020-20	SUPPLIES - PD	Police	\$96.90
E 15-4300-060-60	PAPER	Utility Enterprise	\$9.60
E 01-4300-080-80	PAPER	Planning	\$40.78
E 01-4300-105-15	PAPER	Engineering Enterprise	\$40.78
E 01-4300-030-30	PAPER	Fire	\$16.79
E 01-4300-040-40	PAPER	Code Enforcement/Inspe	\$40.78
INNOVATIVE OFFICE SOLUTIONS			\$772.80
INSPECTRON INC			
E 01-4231-040-40	JAN 2025 PLAN REVIEWS & IN	Code Enforcement/Inspe	\$13,189.00

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
INSPECTRON INC			\$13,189.00
KIMLEY-HORN AND ASSOCIATES, INC.			
E 27-4220-807-00	FRIENDLY HILLS ST. PROJ.	Spec Fds	\$49,783.66
KIMLEY-HORN AND ASSOCIATES, INC.			\$49,783.66
L E L S			
G 01-2075	MARCH 2025 UNION DUES		\$1,095.00
L E L S			\$1,095.00
LAKES LLC			
G 01-2010	PLANNING CASE 2024-21 ESCR		\$500.00
LAKES LLC			\$500.00
LAWSON PRODUCTS, INC			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$45.58
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$45.57
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$45.58
LAWSON PRODUCTS, INC			\$136.73
LOCAL UNION NO. 70			
G 01-2075	MARCH 2025 UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
LOGIS			
E 01-4301-114-14	LASERFICHE LICENSES AND SE	Info Tech	\$15,549.54
E 01-4301-030-30	APPLICATION SUPPORT - FIRE	Fire	\$268.00
E 01-4220-114-14	APPLICATION SUPPORT - ADMI	Info Tech	\$36,389.50
E 01-4301-030-30	COMPUTER HARDWARE/SOFT	Fire	\$288.79
E 01-4301-114-14	COMPUTER HARDWARE/SOFT	Info Tech	\$35,151.84
G 01-2010	DEC 2024 GOPHER LOCATES		\$16.20
E 01-4220-030-30	JAN 2025 IT SERVICES - FIRE	Fire	\$77.50
E 01-4220-114-14	JAN 2025 IT SERVICES - ADMI	Info Tech	\$3,706.05
E 01-4223-020-20	JAN 2025 IT SERVICES - PD	Police	\$1,937.50
E 01-4223-020-20	APPLICATION SUPPORT - PD	Police	\$8,084.00
LOGIS			\$101,468.92
MANSFIELD OIL COMPANY			
G 01-1210	FUEL		\$5,146.70
MANSFIELD OIL COMPANY			\$5,146.70
MENARDS			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$60.22
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$9.72
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$34.94
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$212.71
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$27.36
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$9.72
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$9.72
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$60.22
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$60.22
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$20.77
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$30.50
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$23.68
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$63.75

CITY OF MENDOTA HEIGHTS

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Claims List

SYSTEM CHECKS

03/04/25 PAY

Account	Comments	DEPT Descr	Amount
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$13.77
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$14.60
MENARDS			\$651.90
MID NORTHERN SERVICES			
G 01-2010	TRAFFIC SIGNAL - STREET		\$270.00
E 01-4330-215-70	LIGHT REPAIRS - PARKS	Parks & Recreation	\$1,535.20
E 01-4330-215-70	RINK TIMERS - PARKS	Parks & Recreation	\$1,432.51
MID NORTHERN SERVICES			\$3,237.71
MIDWEST MACHINERY CO (FRONTIER AG)			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$191.71
MIDWEST MACHINERY CO (FRONTIER AG)			\$191.71
MITCHELL1			
E 01-4300-105-15	MARCH 2025 SERIVE	Engineering Enterprise	\$184.00
MITCHELL1			\$184.00
MN DEPT OF ADMINISTRATION			
E 01-4400-110-10	INTRO TO DATA PRACTICES -	Administration	\$125.00
MN DEPT OF ADMINISTRATION			\$125.00
MN FIRE SERVICE CERTIFICATION			
E 01-4400-030-30	FIRE FIGHTER EXAM 1/29/25	Fire	\$75.00
G 01-2010	FIRE INVESTIGATOR EXAM 11/		\$295.00
MN FIRE SERVICE CERTIFICATION			\$370.00
MN MAYORS ASSOCIATION			
E 01-4490-109-09	2025 MEMBERSHIP - S. LEVINE	City Council	\$30.00
MN MAYORS ASSOCIATION			\$30.00
MN ST ADMIN ITG TELECOM SRVCE			
E 01-4223-020-20	JAN 2025 WAN SERVICE	Police	\$124.00
E 01-4220-114-14	JAN 2025 WAN SERVICE	Info Tech	\$111.00
MN ST ADMIN ITG TELECOM SRVCE			\$235.00
MNPEA			
G 01-2075	MARCH 2025 UNION DUES		\$144.00
MNPEA			\$144.00
NAMEPLATES			
G 01-2010	TRASH HAULER TAGS		\$301.76
NAMEPLATES			\$301.76
NORTHFIELD SOLAR LLC			
E 45-4211-046-45	JAN 2025 ELECTRIC UTILITIES	Golf Course	\$40.69
E 01-4211-310-70	JAN 2025 ELECTRIC UTILITIES	Parks & Recreation	\$217.37
E 01-4211-315-30	JAN 2025 ELECTRIC UTILITIES	Fire	\$634.71
E 01-4211-320-70	JAN 2025 ELECTRIC UTILITIES	Parks & Recreation	\$229.57
E 01-4211-420-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	\$132.84
E 08-4211-000-00	JAN 2025 ELECTRIC UTILITIES	Spec Fds	\$1,926.69
E 15-4211-310-60	JAN 2025 ELECTRIC UTILITIES	Utility Enterprise	\$217.37
E 15-4211-400-60	JAN 2025 ELECTRIC UTILITIES	Utility Enterprise	\$635.26
E 28-4211-000-00	JAN 2025 ELECTRIC UTILITIES	Spec Fds	\$1,070.30
E 45-4211-047-45	JAN 2025 ELECTRIC UTILITIES	Golf Course	\$28.91

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
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Account	Comments	DEPT Descr	Amount
E 01-4211-310-50	JAN 2025 ELECTRIC UTILITIES	Road & Bridges	\$217.37
NORTHFIELD SOLAR LLC			\$5,351.08
NORTHLAND CHEMICAL			
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$71.31
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$71.30
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$71.31
NORTHLAND CHEMICAL			\$213.92
NYSTROM PUBLISHING CO., INC.			
E 01-4435-200-70	PARKS & REC SPRING/SUMMER	Parks & Recreation	\$4,227.91
NYSTROM PUBLISHING CO., INC.			\$4,227.91
OREILLY AUTO/FIRST CALL			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$148.52
OREILLY AUTO/FIRST CALL			\$148.52
PARTY CRASHERS RC RACING			
E 01-4435-200-70	5/10/25 TOUCH A TRUCK EVEN	Parks & Recreation	\$555.00
PARTY CRASHERS RC RACING			\$555.00
PITNEY BOWES			
E 01-4200-610-70	12/30/24-3/29/25 POSTAGE M	Parks & Recreation	\$5.45
E 15-4200-610-60	12/30/24-3/29/25 POSTAGE M	Utility Enterprise	\$27.26
E 01-4200-610-15	12/30/24-3/29/25 POSTAGE M	Engineering Enterprise	\$6.54
E 01-4318-040-40	12/30/24-3/29/25 POSTAGE M	Code Enforcement/Inspe	\$32.71
E 01-4200-610-30	12/30/24-3/29/25 POSTAGE M	Fire	\$3.27
E 01-4200-610-20	12/30/24-3/29/25 POSTAGE M	Police	\$43.61
E 01-4200-610-50	12/30/24-3/29/25 POSTAGE M	Road & Bridges	\$1.09
E 01-4200-610-10	12/30/24-3/29/25 POSTAGE M	Administration	\$54.51
E 01-4318-080-80	12/30/24-3/29/25 POSTAGE M	Planning	\$32.71
PITNEY BOWES			\$207.15
PRECISE MRM LLC			
E 01-4305-050-50	JAN SERVICE - STREET	Road & Bridges	\$20.00
PRECISE MRM LLC			\$20.00
R D O EQ CO			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$400.80
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	-348.88
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$18.93
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$240.76
R D O EQ CO			\$311.61
RENT N SAVE			
E 01-4200-610-70	JAN 2025 RENTALS - PARKS	Parks & Recreation	\$1,160.00
RENT N SAVE			\$1,160.00
RENTERIA, PETER			
G 01-2010	NOV 2024 TRAINING REIMBUR		\$117.08
G 01-2010	DEC 2024 TRAINING REIMBUR		\$117.08
E 01-4400-020-20	JAN 2025 TRAINING REIMBURS	Police	\$117.08
RENTERIA, PETER			\$351.24
ROSEVILLE MIDWAY FORD			

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	-\$64.52
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$92.33
ROSEVILLE MIDWAY FORD			\$27.81
SAFE-FAST, INC.			
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	\$10.00
SAFE-FAST, INC.			\$10.00
SHERWIN WILLIAMS			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$14.98
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$14.98
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$14.99
SHERWIN WILLIAMS			\$44.95
SOUTHVIEW DESIGN			
G 01-2010	PLANNING CASE 2024-18 ESCR		\$454.00
SOUTHVIEW DESIGN			\$454.00
SPRINGMAN, DANIEL			
G 01-2010	PLANNING CASE 2024-10 ESCR		\$400.00
SPRINGMAN, DANIEL			\$400.00
STANDARD INSURANCE			
G 01-1145	PREMIUM - LIFE/DISABILITY I		\$18.46
G 01-2071	PREMIUM - LIFE/DISABILITY I		\$1,752.61
E 01-4131-070-70	PREMIUM - LIFE/DISABILITY I	Parks & Recreation	\$270.68
E 15-4131-060-60	PREMIUM - LIFE/DISABILITY I	Utility Enterprise	\$199.97
E 01-4131-050-50	PREMIUM - LIFE/DISABILITY I	Road & Bridges	\$329.37
E 01-4131-030-30	PREMIUM - LIFE/DISABILITY I	Fire	\$1.40
E 01-4131-020-20	PREMIUM - LIFE/DISABILITY I	Police	\$800.85
E 08-4131-000-00	PREMIUM - LIFE/DISABILITY I	Spec Fds	\$142.21
E 01-4131-110-10	PREMIUM - LIFE/DISABILITY I	Administration	\$301.52
E 01-4131-105-15	PREMIUM - LIFE/DISABILITY I	Engineering Enterprise	\$189.23
STANDARD INSURANCE			\$4,006.30
STEFANSKI, HEATHER			
G 01-2010	PLANNING CASE 2023-20 ESCR		\$500.00
STEFANSKI, HEATHER			\$500.00
STREICHERS			
E 01-4306-020-20	UNIFORM - PD	Police	\$119.98
E 01-4306-020-20	UNIFORM - PD	Police	\$109.98
STREICHERS			\$229.96
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	MARCH 2025 PREMIUM	Fire	\$157.81
SUN LIFE (ASSURANT BENEFITS)			\$157.81
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	2/4/25 CITY COUNCIL MINUTE	Administration	\$227.00
TIME SAVER OFF SITE SEC. SVC.			\$227.00
ULINE			
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	-\$20.09
E 45-4335-045-45	SHELVING - PAR 3	Golf Course	\$342.44

CITY OF MENDOTA HEIGHTS

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Claims List
SYSTEM CHECKS
03/04/25 PAY

Account	Comments	DEPT Descr	Amount
E 01-4435-200-70	SHELVING - REC	Parks & Recreation	\$342.44
ULINE			\$664.79
V & V MANUFACTURING INC			
G 01-2010	BADGE - PD		\$135.00
V & V MANUFACTURING INC			\$135.00
VESTIS (ARAMARK)			
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
VESTIS (ARAMARK)			\$130.34
YAUCH, RYAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$167.51
YAUCH, RYAN			\$167.51
			\$298,118.31



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Mayor for a Day Honorable Mention Recognition-Jaxon Blanks

ITEM TYPE: Presentation

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City Administrator

ACTION REQUEST:

Recognize Jaxon Blanks for his honorable mention award in the 2024 Mayor for a Day essay competition sponsored by the League of Minnesota Cities.

BACKGROUND:

The League of Minnesota Cities hosts its annual Mayor for Day essay competition, allowing fourth, fifth, and sixth graders to answer the question, "What would you do if you were mayor for a day?" Jaxon received honorable mention recognition for the following entry:

If I were mayor I would learn about city projects like the ones in park and rec. I would suggest we create a park that is all inclusive. I would lead city council meetings to help the public understand what the city does. I would help people listen to each other. And tell them to be respectful even if they disagree. I might have to make hard decisions. I might say "yes" or "no." If I don't know what to say, I would choose what makes more sense for the city. Some ideas that have never been tried I might try. We might not have enough money and I would say "no." I would do all of this to help the city. I would help meet the city's goals and work to make the city the best it can be.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 4, 2025

AGENDA ITEM: Future City Competition - Friendly Hills Middle School

ITEM TYPE: Presentation

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City
Administrator

ACTION REQUEST:

Recognize students from Friendly Hills Middle School and their participation in the Future City Competition. Students will be presenting their entry.

BACKGROUND:

The Future City Competition is a project-based learning activity that introduces middle school students to project management and the engineering design process. Participating students research, design and create a city that exists 100 years into the future. The theme for 2025 was "*Above the Current*". Students designed a floating city and provided two innovative examples of how their floating city functions to keep its citizens healthy and safe. As part of the competition, students work on completing a 1500-word city essay, a scale model of their city built from recycled materials, a four-part project plan, a 7-minute team presentation, and a Q&A session with completion judges.

The Future City Competition was first offered in Minnesota during the 2000-2001 school year and each year 25-40 schools participate. Teams from Friendly Hills Middle School have participated in the Future City Competition since 2008. Guided by educator/teacher Crystal Mielke and engineering mentor John Mazzitello, students participate in teams of at least three students and spend approximately five months creating cities that could exist at least 100 years in the future.

At the January 18 competition, the Friendly Hills team received a special award for the Most Innovative Power System. This award goes to the city with an innovative power system that addresses critical requirements, including reliability, disaster planning, environmental impact and cost-effectiveness.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Rogers Lake Water Quality Report Presentation by Saint Thomas Academy

ITEM TYPE: Presentation

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works Director

ACTION REQUEST:

The Council will hear a presentation from students at Saint Thomas Academy regarding the water quality of Rogers Lake.

BACKGROUND:

Since the early 1990's, Saint Thomas Academy Environmental Science Classes have been monitoring several aspects of the water quality present in Rogers Lake. The City Council hears an annual update from the students. Mr. Tony Kinzley is the Advanced Placement Environmental Sciences Instructor. He has a group of students who have conducted the research and prepared a presentation for the Council. Attached is a summary sheet the students prepared, which will be presented at the Council meeting.

The attached historical data on the lakes' water quality shows a trend of the water quality of Rogers Lake declining in recent years. In 2023, the overall rating increased slightly over the preceding year. The 2024 data continues to show a slight rebound.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

1. APES City Council Pre-info Packet 24

CITY COUNCIL PRIORITY:

Environmental Sustainability & Stewardship

Fall 2024 Chemical Assessment of Rogers Lake



**Performed by Saint Thomas Academy
A. P. and General Environmental Science Program**

Thank you for allowing us the time to share our findings with the Mendota Heights City Council. Sixty students from 4 class periods participated in the program this year and were required to prepare a formal group presentation on Rogers Lake to their class. The winning group will present on Tuesday, March 4. This is a genuine learning opportunity for all of these students, especially the winning group.

This document gives an overview of the chemical water quality monitoring program used by the A.P. Environmental Science students at Saint Thomas Academy for the Mayor, Council Members, and Staff.

Some points to consider: This year, the students were again able to collect data from all 9 testing sites and were able to perform the complete battery of 9 tests and an overall rating on most testing dates. It should be noted that students began using a more precise nitrate testing method which seems to have raised the results a marginal amount over previous years. Also, students used pH testing strips for the third year and again found low pH values. This may be an indicator that the previous testing method for pH should be brought back. The actual data, analysis of the data, areas in need of improvement, and possible solutions will be further discussed at the council meeting.

Please direct any questions to Mr. Tony Kinzley, A.P. Environmental Science Teacher, at tkinzley@cadets.com.

Which chemical tests were performed?	What does each test for?	What factors affect the readings?	What is an acceptable reading?	What were the Fall 2024 readings?
Dissolved Oxygen (D.O.)	The amount of oxygen dissolved in the water.	Plant life increases D.O., organic waste inputs (pet waste, grass clippings, leaves) lowers D.O.	5-12 ppm	8.3 ppm (8.8 in 2023) Acceptable
Fecal Coliform	Levels of bacteria associated with pathogenic bacteria and viruses	Goose and pet waste. Faulty septic systems and sewer lines.	0 colonies/100ml is safe to drink. 200 colonies/100ml or less = swimming	3.7 col/100ml (0.0 in 2023) Acceptable
pH	The acidity or basicity of the water	Acid rain is the typical cause of acidification of lakes	6.5-8.5 pH units (slightly basic)	6.2 units (6.2 in 2023) Unacceptable
Biochemical Oxygen Demand (BOD₅)	How much oxygen is being used by bacteria in the lake that decompose organic waste put into the water.	Organic waste inputs (leaves, grass clippings, or animal waste) and algal blooms from fertilizer runoff	0-3 ppm	2.9 ppm (2.8 in 2023) Acceptable
Δ Temperature (Change In Temp.)	The difference in temperature between 2 testing sites on the lake	Sun/shade differences, industrial thermal pollution, removal of trees/shade	0-1 °C	1.0 °C (0.8 in 2023) Acceptable
Nitrate	Measure of the amount of Nitrates in the water	Animal waste, grass clippings, leaves, fertilizers. Faulty septic systems and sewer lines	0.1-3 ppm (Low levels needed for proper aquatic plant growth)	0.6 ppm (0.1 in 2023) Acceptable
Total Phosphates	Measure of the amount of various phosphates in the water	Soil runoff, animal waste, grass clippings, leaves, some fertilizers. Faulty sewer lines and septic systems.	0.1-1 ppm (Low levels needed for proper aquatic plant growth)	0.5 ppm (1.3 in 2023) Acceptable
Turbidity	Amount of suspended solids in the water. Measure of water clarity	Soil erosion, organic waste input	1-40 JTU	6.4 JTU (7.1 in 2023) (Near Hist. Record) Acceptable
Total Solids	Amount of suspended and dissolved solids in water	Road salt, soil erosion, organic waste input.	1-300 mg/L	285.5 mg/L (339.4 in 2023) Acceptable
Overall Rating	A composite score of all 9 chemical tests.	The 9 chemical tests	Excellent: 90-100 Good: 70-89.9 Medium: 50-69.9	80.3 (77.4 in 2023) Acceptable

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: March 4, 2025

AGENDA ITEM: Mendota Heights Parks and Recreation Year in Review

ITEM TYPE: Presentation

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Informational--no action required. The City Council is welcome to ask questions.

BACKGROUND:

At its meeting on March 4, the City Council will view the 2024 Year in Review video, which illustrates the City's accomplishments in relation to Parks, Recreation, Recycling and the Mendota Heights Par 3 Community Golf Course in addition to outlining the team's plans for 2025.

FISCAL AND RESOURCE IMPACT:

None.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Resolution 2025-12 Approving a Preliminary Plat of Campion Estates at 772-790 Ridge Place - Planning Case 2025-01

ITEM TYPE: New and Unfinished Business

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

ACTION REQUEST:

Adopt Resolution 2025-12, Approving a Preliminary Plat of Campion Estates

BACKGROUND:

Tom Campion, the property owner of 790 Ridge Place is requesting consideration of a Preliminary Plat of his 790 Ridge Place property and the neighboring property addressed as 772 Ridge Place. The subdivision would consolidate the five (5) existing parcels into three lots, with one of the proposed lots available as a new vacant lot for single-family development. The applicant has submitted both the Preliminary and Final Plat, however this item is exclusively for review of the Preliminary Plat, to be known as 'Campion Estates'. If the Preliminary Plat is approved, the Final Plat will be reviewed at a later date by the City Council, following any required revisions to the Final Plat and compliance with applicable conditions of approval.

The subject site is located in a residential neighborhood at the northwest corner of Dodd Road and Minnesota Highway 62. The 790 Ridge Place parcel is 1.44 acres in size and contains an existing single-family home. The existing 772 Ridge Place property is .31 acres in size and also contains an existing single-family home. Just south of the 772 Ridge Place parcel are three vacant parcels included in the original subdivision of Summerset Place which were never developed. In total these vacant parcels amount to 2.88 acres of land, however much of the southern portion of the southernmost lot contains Highway 62 as well as an adjacent trail system which is not available for private development.

Within the R-1 District, all new lots must have a minimum of 15,000-sf. of lot area and 100-ft of frontage, or lot width, along a City-approved street. All proposed lots within the subdivision significantly exceed the size minimum requirement ranging between .57 acres –

1.74 acres in size, and meet the minimum dimension of lot frontage on Ridge Place as well.

The subdivision is immediately adjacent to MnDOT right-of-way, and the southern existing parcel contains roadway easement for Highway 62, as well as an adjacent trail system. The Plat request will dedicate 1.23 acres as right-of-way for trunk Highway 62 to reflect this area. The existing trail service has been discussed as an opportunity for future realignment or other adjustments. An official alignment has not yet been selected, however the City, State, and Dakota County continue to hold discussions on this segment of trail and are moving forward with project planning.

The Dakota County River to River Greenway Master Plan calls for a grade separated crossing at Dodd Road as a long-term plan that would be achieved as opportunities arise. In addition to this segment's improvements, the City completed a Feasibility Report and Plans for a Dodd Road trail project in 2007 that included a segment from Dodd Road to Ridge Place, which has not yet been constructed. Based on these existing approved plans for trail improvements within the plat's gross land area, City Staff is recommending that the City require land dedication with this subdivision request. The condition calls for a combination of a cash in-lieu fee as well as land dedication, which would be revised on the Plat to be shown as an Outlot dedicated to the City for public park and trail system purposes. Subsequent approval of features and requirements specified in the conditions of approval and in the City Subdivision Code would need to be indicated in the Final Plat prior to its approval by the City Council.

A public hearing on this application was held at the January 28, 2025, Planning Commission meeting following the presentation of the staff report. One resident spoke at the public hearing, and the applicant requested the application to be tabled to the next available Planning Commission meeting to continue the discussion on the dedication of land for park dedication. Following the meeting, one written comment was received (which is attached to this report). The second public hearing was held on February 25, 2025. Four residents spoke at this public hearing, as well as the applicant and Tim Minea, the property owner of 772 Ridge Place within the Plat area. The general consensus of the residents who spoke at the public hearing was the desire to see the land dedication for trail purposes happen, as the trail connection along Dodd Road from Ridge Place to Highway 62 was a priority for the neighborhood. The Planning Commissioners discussed the ability of the proposed Lot 3 to be further subdivided, the status of the trail projects, and the Plat requirements for the subdivision.

A copy of the 2/25/2025 planning report is attached to this memo. As noted in the attachment, staff recommended approval of the Preliminary Plat with conditions. Following their discussion, the Planning Commission voted unanimously (6-0) in support of the subdivision request for a Preliminary Plat, with findings-of-fact and certain conditions, as outlined in the attached [draft] Resolution.

The City Council may affirm the recommendation from the Planning Commission by adopting Resolution No. 2025-12.

FISCAL AND RESOURCE IMPACT:

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

ATTACHMENTS:

1. Resolution 2025-12 - Res. Approving a Preliminary Plat of Campion Estates at 772 Ridge Place and 790 Ridge Place
2. Planning Commission Meeting Report 2-25-25
3. Unapproved Planning Commission Minutes 2-25-25
4. Jeff Wilke E-mail - Public Comment 2-5-25
5. MnDOT Review Letter - Campion Estates 2-26-25

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy

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

RESOLUTION 2025-12

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

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

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

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

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

WHEREAS, on January 28, 2025, the Mendota Heights Planning Commission held a public hearing on the application request at their regular meeting, and whereupon closing the hearing and follow-up discussion on this item, the Planning Commission voted to table the item to their next regular meeting at the request of the applicant; and

WHEREAS, on February 25, 2025, the Mendota Heights Planning Commission held a second public hearing on the application request, and whereupon closing the hearing and follow-up discussion on this item, the Planning Commission recommended 6-0 to approve the requested Preliminary Plat of the Subject Property; and

NOW, THEREFORE, BE IT RESOLVED by the Mendota Heights City Council that the recommendation from the Planning Commission on Planning Case No. 2025-01 is hereby affirmed, and the proposed Preliminary Plat of 772 and 790 Ridge Place may be approved based on the following findings-of-fact:

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

BE IT FURTHER RESOLVED, by the Mendota Heights City Council that the Preliminary Plat request is hereby approved, with the following conditions:

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

Adopted by the City Council of the City of Mendota Heights on this 4th day of March, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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

EXHIBIT A

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

AND

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

AND

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



Meeting Date: February 25, 2025

Agenda Item: **CASE No. 2025-01 Preliminary Plat** Application of Tom Campion for a Preliminary Plat of five (5) existing parcels into three (3) single-family residential parcels located at the northwest corner of Dodd Road and MN Highway 62, and the existing 790 and 772 Ridge Place. (*Tabled from Jan. 28, 2025 meeting*)

Department: Community Development

Contact: Sarah Madden,
Community Development Manager

Introduction:

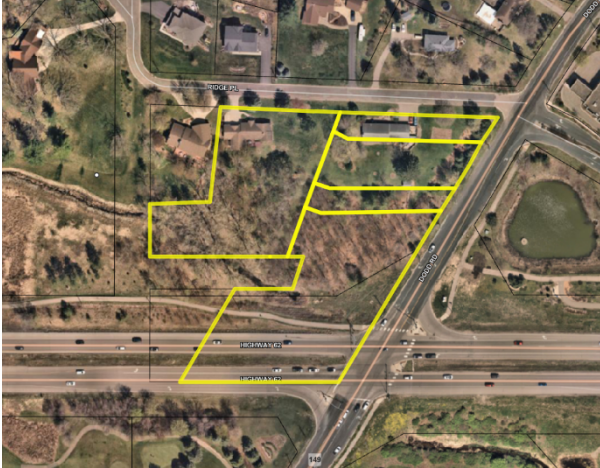
Tom Campion, the property owner of 790 Ridge Place is requesting consideration of a Preliminary Plat of his 790 Ridge Place property and the neighboring property addressed as 772 Ridge Place. The subdivision would consolidate the five (5) existing parcels into three lots, with one of the proposed lots available as a new vacant lot for single-family development. The applicant has submitted both the Preliminary and Final Plat, however this public hearing is exclusively for review of the Preliminary Plat, to be known as 'Campion Estates'. If the Preliminary Plat is approved with no changes, the Final Plat will be reviewed at a later date by the City Council.

A public hearing on this application was held at the January 28, 2025 Planning Commission meeting following the presentation of the staff report. The applicant requested the application to be tabled to the next available Planning Commission meeting to continue the discussion on the dedication of land for park dedication. Staff has noticed this item as an additional public hearing on the application. A public hearing notice for this planning item was published in the Pioneer Press and notice letters were mailed to all properties within 350-feet of the subject property. As of the date of this report, the City has not received any written public comments relating to this application request.

Background:

The subject site is located in a residential neighborhood at the northwest corner of Dodd Road and Minnesota Highway 62. The property included in this resubdivision request consists of five (5) existing parcels, from two separate residential subdivisions dating back to the 1920's, Somerset Hills and Summerset Place. The 790 Ridge Place parcel is 1.44 acres in size and contains an existing single-family home. The existing 772 Ridge Place property is .31 acres in size and also contains an existing single-family home. Just south of the 772 Ridge Place parcel are three vacant parcels included in the original subdivision of Summerset Place which were never developed. In total these vacant parcels amount to 2.88 acres of land, however much of the southern portion of the southernmost contains Highway 62 as well as an adjacent trail system which is not available for private development. The applicant, Tom Campion,

owns 790 Ridge Place and has coordinated with the neighboring property owner to combine the five lots into 3 lots of record, while adjusting the common lot line between their land in order to create a buildable residential lot in between their two existing homes.



The subdivision creates three residential lots, with the existing 790 Ridge Place parcel to be the proposed Lot 1, Block 1, Campion Estates at 42,963 s.f. and 107.52 ft of frontage on Ridge Place; a proposed Lot 2 at 24,705 s.f. and 100.00 ft of frontage; and the proposed Lot 3 with 75,831 s.f. of land area and 309.24 ft of frontage on Ridge Place, with additional lot width facing Dodd Road to the east. The proposed Lot 2 will later be developed with a single family home, which will be required to be reviewed by the City through the administrative building permit process.

Analysis:

Under Title 11, Subdivision Regulations, the intent and purpose of this section is to “*safeguard the best interests of the city, and to assist the subdivider in harmonizing [their] interests with those of the city at large, this title is adopted in order that adherence to same will bring results beneficial to both parties. It is the purpose of this title to make certain regulations and requirements for the platting of land within the city pursuant to the authority contained in Minnesota statutes, which regulations the city council deems necessary for the health, safety and general welfare of this community.*”

City Subdivision Code Section 11-3-2 allows the subdivision of parcels, provided that the resulting lots are compliant with the requirements of the applicable zoning district, and meets the following standards:

- A. Lot Area, Width and Depth: The minimum lot area, width and depth shall not be less than that established by the zoning ordinance in effect at the time of adoption of the final plat.
- B. Corner Lots: Corner lots for residential use shall have additional width to permit appropriate building setback from both streets as required in the zoning ordinance.
- C. Side Lot Lines: Side lines of lots shall be approximately at right angles to street lines or radial to curved street lines.
- D. Lot Frontage: Every lot must have the minimum frontage as required in the zoning ordinance on a city approved street other than an alley.
- E. Building Setback: Setback or building lines shall be shown on all lots intended for residential use and shall not be less than the setback required by the Mendota Heights zoning ordinance. On those lots which are intended for business use, the setback shall be at least that required by the zoning ordinance.

For the R-1 District, all new lots must have a minimum of 15,000-sf. of lot area and 100-ft of frontage, or lot width, along a City-approved street. All proposed lots within the subdivision

significantly exceed the size minimum requirement ranging between .57 acres – 1.74 acres in size. The new single-family parcel of proposed Lot 2 will have frontage on Ridge Place measuring 100-ft in width, and the existing single-family homes will have new lot area boundaries which will exceed these City Code requirements.

The subdivision is immediately adjacent to MnDoT right-of-way, and the southern existing parcel contains roadway easement for Highway 62, as well as an adjacent trail system as part of the Dakota County regional trail system. The Plat request will dedicate 1.23 acres as right-of-way for trunk Highway 62 to reflect this area. The existing trail service has been discussed as an opportunity for future realignment or other adjustments. An official alignment has not yet been selected, however the City, State, and Dakota County continue to hold discussions on this segment of trail and are moving forward with project planning. The Dakota County River to River Greenway Master Plan calls for a grade separated crossing at Dodd Road as a long-term plan that would be achieved as opportunities arise. In addition to this segment's improvements, the City completed a Feasibility Report and Plans for a Dodd Road trail project in 2007 that included a segment from Dodd Road to Ridge Plan, which has not yet been constructed. Based on these existing approved plans for trail improvements within the plat's gross land area, City Staff is recommending that the City require land dedication with this subdivision request.

Per current City Subdivision Code Section 11-5-1: The City Council shall require all developers requesting platting or replatting of land in the City to contribute ten percent (10%) of final plat gross area to be dedicated to the public for their uses as either parks, playgrounds, public open space, trail systems, or to contribute cash in lieu of land in amount established in the fee schedule.

City Staff has included a condition in the recommendation section of this report that calls for a combination of a cash in-lieu fee as well as land dedication, which would be platted as an Outlot within the proposed subdivision and dedication to the City for public park and trail systems purposes. The addition of an Outlot to the subdivision can be provided with the Final Plat. If the preliminary plat is approved, such approval does not constitute final acceptance of the layout. Subsequent approval of features and requirements specified in the conditions of approval and in the City Subdivision Code would need to be indicated in the Final Plat prior to its approval by the City Council.

The proposed Preliminary Plat provided by the applicant illustrates an outline of a potential building area for a new single-family home on the proposed Lot 2. In reviewing this potential layout, setbacks to front, side, and rear lot lines can be met based on the preliminary building pad area shown. A condition has been added that the Preliminary layout presented under this plat request does not represent or provide approval of the building pad site, setbacks, or driveway alignments. The final layout must meet R-1 Zone standards and will need to be approved under a separate administrative building permit.

Per current City Subdivision Code Section 11-3-3 Streets and Alleys:

(A) 3. When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate resubdivision, with provision for adequate utility connections for such resubdivision.

The proposed lots greatly exceed the minimum lot size requirements of 15,000 sq.ft., however the existing lot shape and availability of access does impact the site plan design of the

proposed subdivision. The subdivision's close proximity to Dodd Road and Highway 62 would require MnDoT approval for new access points onto these roadways, which based on preliminary discussions with the DoT would not be advisable. The proposed Lot 3 is the portion of the plat which consolidates three existing parcels and combines them with the 772 Ridge Place property. While the lot does contain an existing single family home, its lot size and availability of frontage on Ridge Place may be conducive to a further lot split in the future, if the property owner was interested in the full redevelopment of this piece. However, that is not currently proposed and not an element of this subdivision request. With the existing conditions of the adjacent state right-of-ways, staff does not have concerns with the layout of the parcels within this re-plat or its ability to be further subdivided.

The City has shared the Preliminary and Final Plat provided by the applicant with Dakota County and MnDoT. As of the submittal of this report, a formal comment letter has not been submitted by MnDoT, however an update will be provided to the Commission during the meeting. This application request and public hearing includes only the Preliminary Plat of this subdivision. If there is a need for changes or revisions based on staff, Commission, City Council, or MnDoT comments they can be reflected in the conditions section of this report and accommodated prior to the City Council's consideration of the Final Plat.

This proposed subdivision meets the current requirements for the R-1 Zoning District and is consistent with the City's Comprehensive Plan. Staff finds that the request will have minimal or no impact upon the neighboring properties, and it will not impede the normal use, enjoyment and purpose of the Ridge Place area neighborhood and is supportive of the application request.

Tree Removal

The Preliminary Plat indicates the location of a proposed building pad site for the proposed Lot 2 for a new single-family home. Noted on the plat are two existing trees in the footprint of this building pad location, a 7" cherry and a 14" pine, which would be removed if the applicant or a future property owner moves forward with a building with the boundaries of the potential building pad site. The City Council approved an Urban Forest Preservation ordinance in November 2024 which went into effect January 1, 2025. The ordinance would require a Forest Management Plan on projects that have required a planning application, including a subdivision request. The two trees do not meet the size requirements of a 'heritage tree' based on the definitions with the tree ordinance, however would be considered 'significant trees' as they measure wider in diameter than 6". The existing lot area is heavily wooded and the removals do not constitute the removal of 33% or more of significant and/or heritage trees on the lot. A condition has been added that any proposed tree removals are submitted and evaluated for compliance with Urban Forest Preservation Ordinance requirements prior to building permit submittal.

Alternatives:

1. Recommend approval of the Preliminary Plat, based on the attached findings-of-fact and based on certain conditions; or
2. Recommend denial of the Preliminary Plat, based on the revised findings-of-fact that the proposed adjustment is not consistent with the City Code or Comprehensive Plan and may have a negative impact on the surrounding neighborhood and/or properties; or
3. Table the request; and request more information from the Applicant or city staff to be

presented back to the Planning Commission at the next regular meeting. Staff will extend the application review period.

Staff Recommendation:

Staff recommends approval of the Preliminary Plat request based on the attached findings of fact supporting the request, with conditions noted as follows:

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

Attachments:

1. Findings of Fact for Approval
2. Site Locator Map
3. Applicant Letter of Intent
4. Preliminary Plat
5. Final Plat
6. Existing and Proposed Graphic

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FINDINGS OF FACT FOR APPROVAL

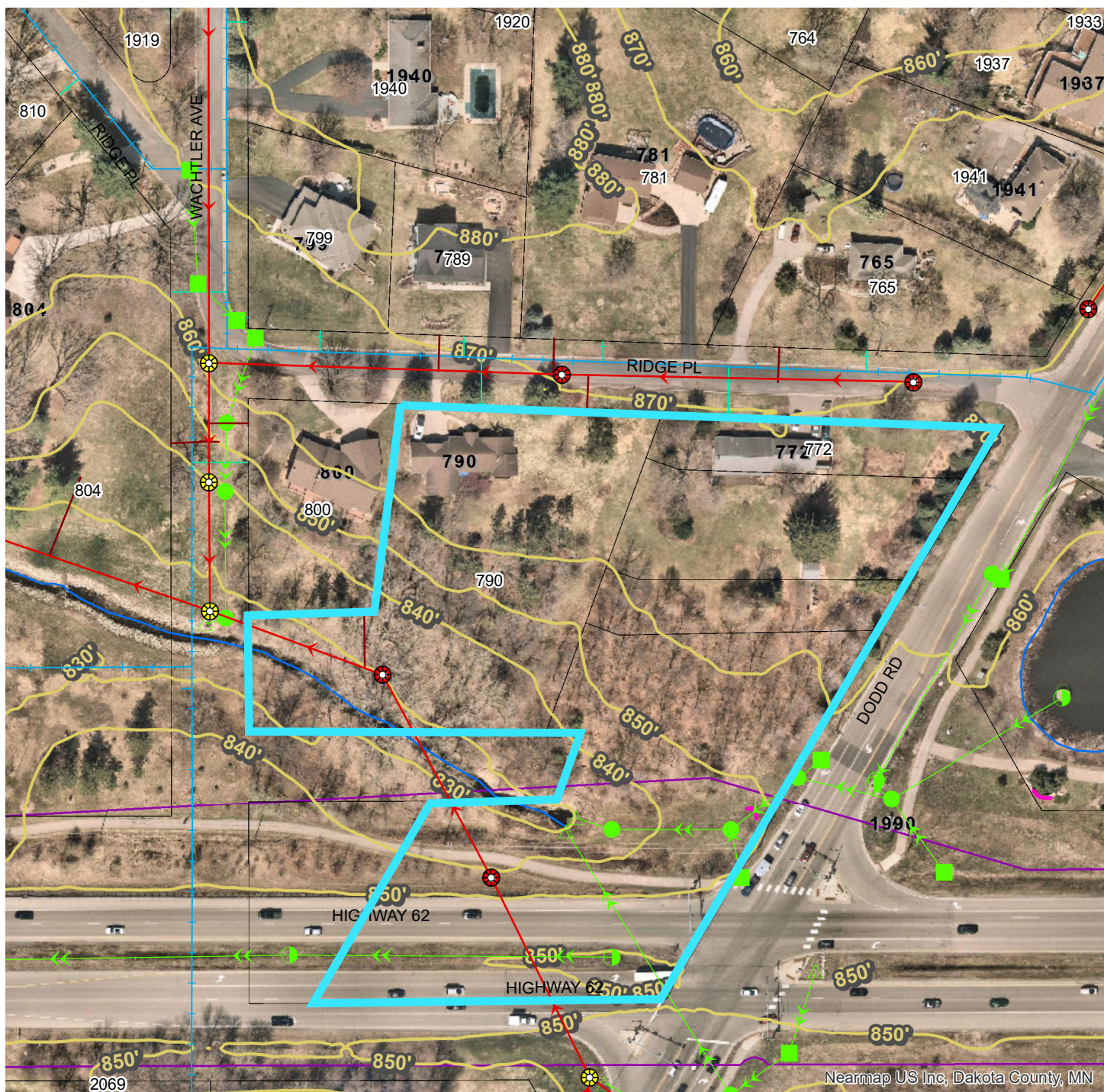
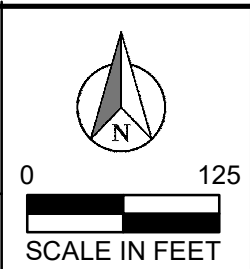
Preliminary Plat Campion Estates

The following Findings of Fact are made in support of approval of the proposed requests:

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

**Site Location/Aerial Map
Campion Estates (Ridge Place)**

Date: 1/24/2025



GIS Map Disclaimer:

This data is for informational purposes only and should not be substituted for a true title search, property appraisal, plat, survey, or for zoning verification. The City of Mendota Heights assumes no legal responsibility for the information contained in this data. The City of Mendota Heights, or any other entity from which data was obtained, assumes no liability for any errors or omissions herein. If discrepancies are found, please contact the City of Mendota Heights.

Contact "Gopher State One Call" at 651-454-0002 for utility locations, 48 hours prior to any excavation.

Tom Campion
790 Ridge Place
Mendota Heights, MN 55118

January 16, 2025

City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

Dear Planning Commission,

I am writing to submit my formal letter of intent regarding the proposed platting of 790 Ridge Place. As the applicant and property owner, I would like to provide a detailed narrative of the property and outline the expected outcomes and benefits that an approved plat will provide to the community.

Description of the Property

The property in question is located at 790 Ridge Place, encompassing approximately 1/3 Acre of land. The site is currently undeveloped. The surrounding area includes a residential neighborhoods, which highlights the property's central location and potential for development.

Proposal for Platting

The intent of the proposed plat is to subdivide the land into a residential lot. The platting will ensure compliance with local zoning and land-use regulations, improve infrastructure alignment, and prepare the property for its intended development.

Expected Outcomes and Community Benefits

An approved plat will generate positive outcomes for the community, including:

1. Supporting Long-Term Growth
 - a. The proposed plat aligns with the community's comprehensive plan and growth goals by revitalizing an underutilized area, or supporting population growth.
2. Preserving Community Character
 - a. The design and layout of the plat will prioritize compatibility with the surrounding area, ensuring that the development enhances rather than disrupts the existing character of the neighborhood.

Commitment to Collaboration

I am committed to working closely with city officials to address any concerns and adhere to all applicable regulations and requirements. I value the opportunity to contribute positively to our community and believe that this project will bring meaningful benefits to residents and stakeholders.

Thank you for your time and consideration. Please do not hesitate to contact me at Cell 651-387-5704 or tcampion4210@gmail.com if you require further details or have any questions regarding this proposal.

Sincerely,

Tom Campion
Property Owner
790 Ridge Place

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

AND

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

AND

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

OWNERS/DEVELOPERS

TOM CAMPION
790 RIDGE PLACE
MENDOTA HEIGHTS, MN 55118
651-387-5704

TIM MINEA
772 RIDGE PLACE
MENDOTA HEIGHTS, MN 55118

ENGINEER/SURVEYOR

SISU LAND SURVEYING AND ENGINEERING
2580 CHRISTIAN DR.
CHASKA, MN 55318
CONTACT: CURT KALLIO, PE, LS
612-418-6828

WETLAND DELINEATOR

AQUATIC ECOSOLUTIONS
PO BOX 497
NEVIS, MN 56467
CONTACT: ROB MERILA
877-346-3474

ZONING

R-1 LOW DENSITY RESIDENTIAL
MIN. LOT SIZE = 15,000 SQ. FT.
MIN. LOT WIDTH = 100 FEET (FOR FIRST 30 FEET OF LOT)
MAXIMUM IMPERVIOUS = 35%
MAXIMUM BUILDING HEIGHT = 25 FEET

SETBACKS

FRONT = 30 FEET
SIDE = 10 FEET ON EACH SIDE OR 1/2 THE HEIGHT OF THE STRUCTURE CONTIGUOUS TO THE SIDE YARD, WHICHEVER IS GREATER, TO A MAX. OF 15 FEET
REAR = 30 FEET OR 20% OF THE AVERAGE LOT DEPTH, WHICHEVER IS GREATER

PLAT AREAS

TOTAL PLAT AREA = 4.52 ACRES
PROPOSED LOT 1, BLOCK 1 = 42,963 SF = 0.99 ACRES
PROPOSED LOT 2, BLOCK 1 = 24,705 SF = 0.57 ACRES
PROPOSED LOT 3, BLOCK 1 = 75,831 SF = 1.74 ACRES

PROPOSED RIGHT OF WAY
TRUNK HIGHWAY 110 = 53,433 SF = 1.23 ACRES

WETLANDS

ONE WETLAND HAS BEEN DELINEATED ON SITE. THERE ARE NO PROPOSED WETLAND IMPACTS.

UTILITIES

WATER AND SEWER FOR LOT 2 WILL BE CONNECTED TO EXISTING MAINS IN RIDGE PLACE AS SHOWN. PROPOSED CONNECTIONS WILL BE MADE AT THE TIME OF HOME CONSTRUCTION.

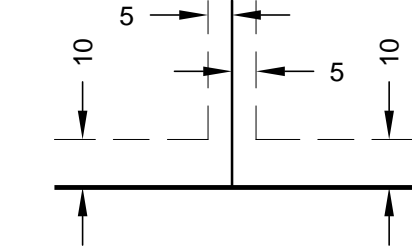
STORMWATER

NO STORMWATER TREATMENT IS PROPOSED. IF STORMWATER TREATMENT IS REQUIRED FOR LOT 2, IT WILL BE CONSTRUCTED AT THE TIME OF HOME CONSTRUCTION. THE ESTIMATED INCREASE IN IMPERVIOUS SURFACE FOR LOT 2 IS 0.12 ACRES.

TREE PRESERVATION

EXISTING TREES WITHIN THE POTENTIAL IMPROVEMENT AREA OF LOT 2 ARE SHOWN. TREE IMPACTS AND REPLACEMENTS WILL BE ADDRESSED AT THE TIME OF HOME CONSTRUCTION.

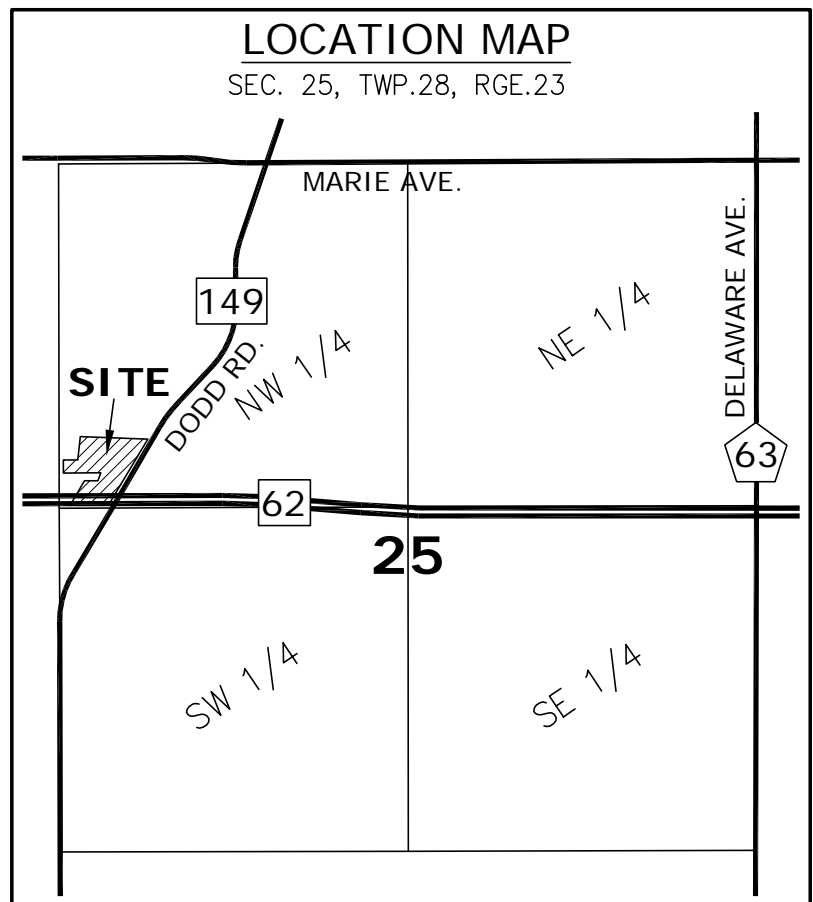
DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THUS:



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

- DENOTES MONUMENT FOUND AS SHOWN
- DENOTES 1/2 INCH BY 14 INCH MONUMENT SET AND MARKED BY LICENSE NO. 26909, UNLESS OTHERWISE SHOWN.
- ⦿ DENOTES COUNTY MONUMENT

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

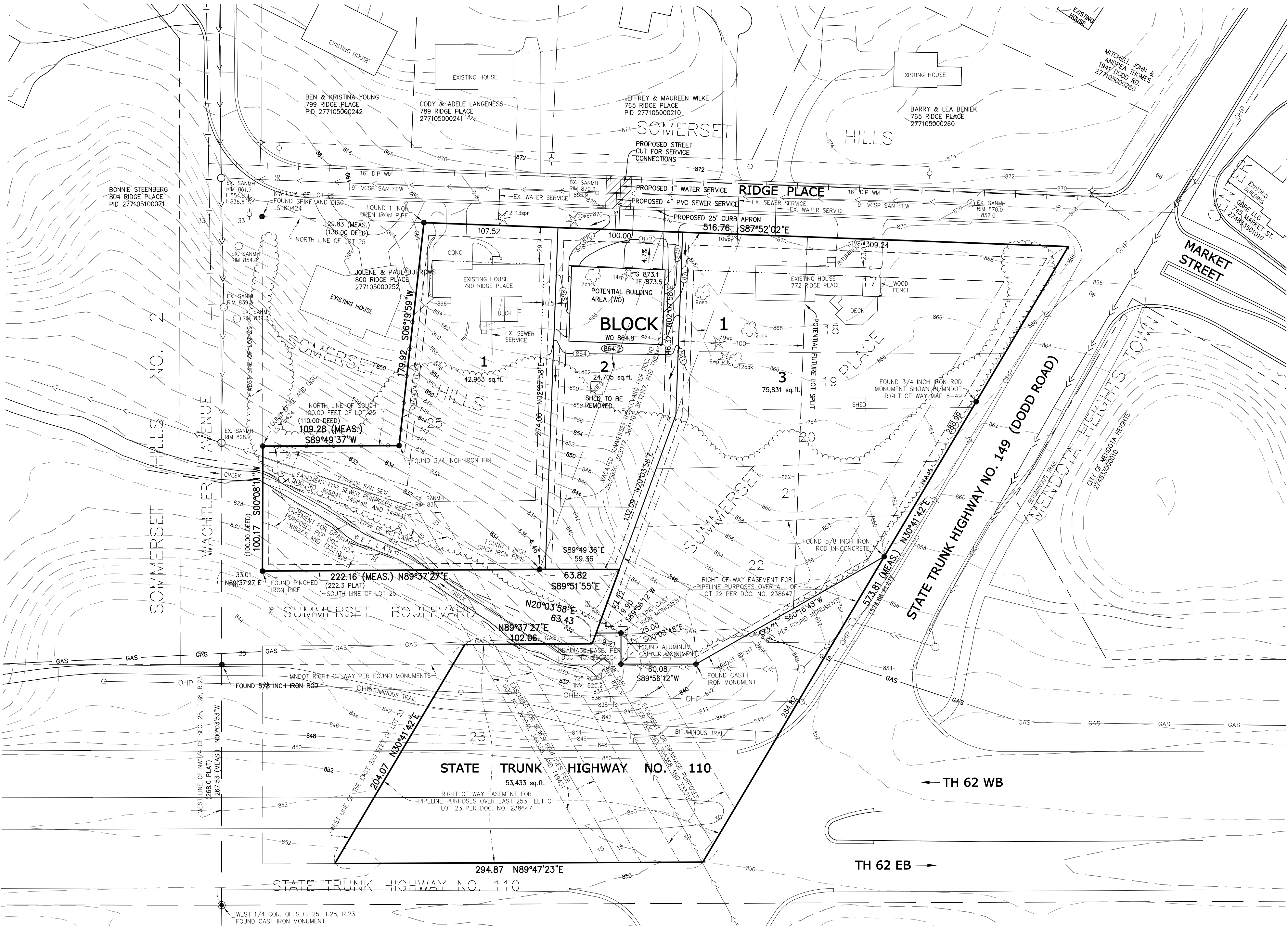


LEGEND

- PLAT BOUNDARY
- LOT LINE
- SETBACK
- EASEMENT
- WETLAND
- EX. CONTOUR
- EX. STORM SEWER
- EX. SAN. SEWER
- EX. WATERMAIN
- EX. HYDRANT

CAMPION ESTATES

PRELIMINARY PLAT



SISU
Land Surveying
& Engineering

2580 Christian Dr.
Chaska, MN 55318
612-418-6828

I hereby certify that this plan, report, or specification was prepared by me or under my direct supervision and that I am a duly licensed and Surveyor under the laws of the State of Minnesota.

Curt Kallio
CURTIS J. KALLIO

DATE: 12/13/2024 REG. NO. 26909

PREPARED FOR:

Tom Campion
790 Ridge Place
Mendota Heights, MN 55118
651-387-5704

SHEET TITLE & PROJECT:

Preliminary Plat

CAMPION ESTATES
Mendota Heights, MN

DATE	REVISION	BY

PROJECT NO:

202316

SHEET

1 OF **1**

SHEETS

CAMPION ESTATES

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

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

AND

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

AND

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

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

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

Timothy P. Minea

STATE OF _____
COUNTY OF _____

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

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

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

Tom Campion

STATE OF _____
COUNTY OF _____

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

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

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

Dated this ____ day of _____, 20 ____.

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

STATE OF _____
COUNTY OF _____

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

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

CITY COUNCIL, CITY OF MENDOTA HEIGHTS, STATE OF MINNESOTA

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

Signed _____ Mayor Attest _____ Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA

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

By _____
Todd B. Tollefson, Dakota County Surveyor

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

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

Department of Property Taxation and Records

COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA

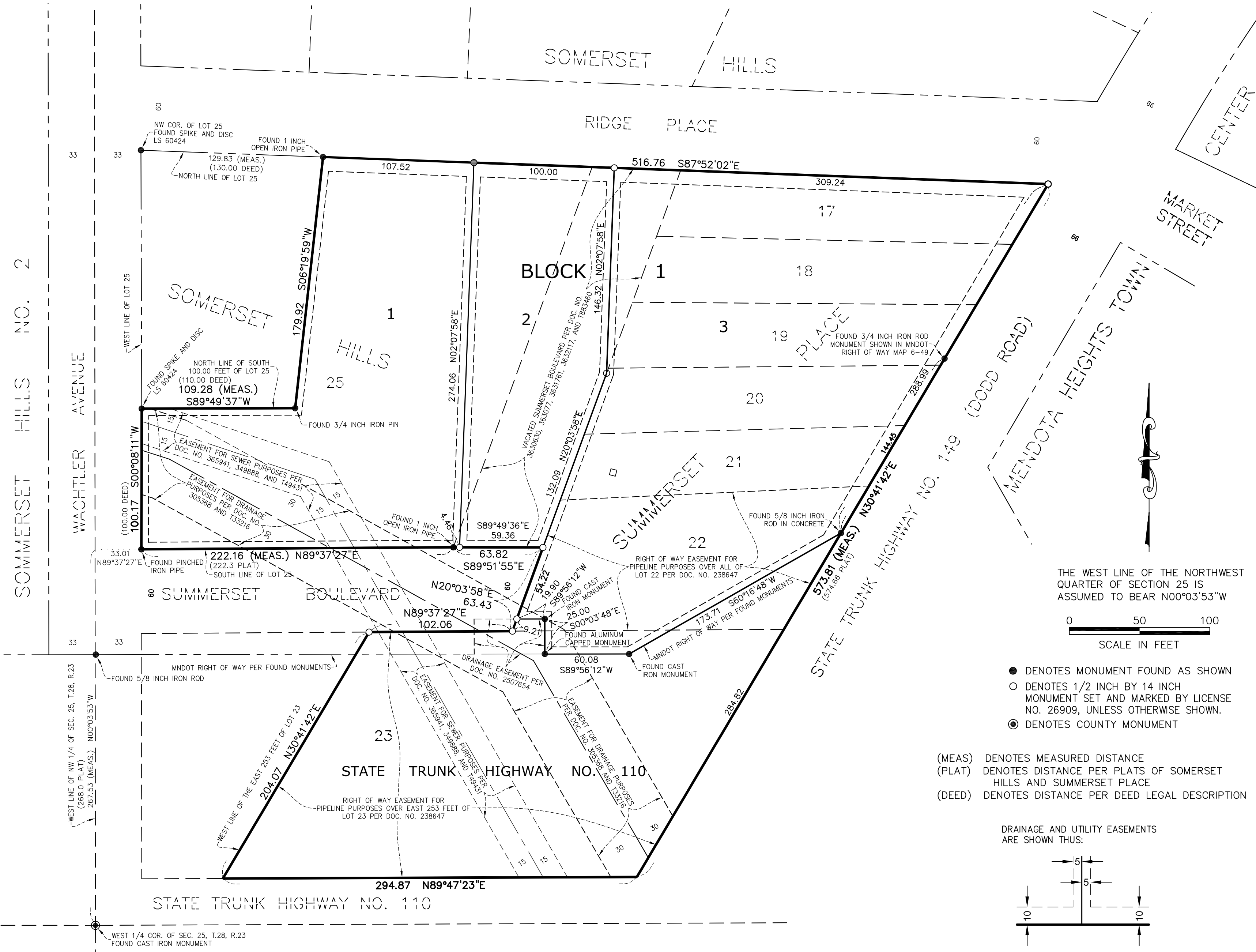
I hereby certify that this plat of CAMPION ESTATES, was filed in the office of the County Recorder for public record on this ____ day of _____, 20 ____ at ____ o'clock ____ M., and was duly filed in Book _____ of Plats, Page _____, as Document Number _____.

Amy A. Koethe, County Recorder

REGISTRAR OF TITLES, COUNTY OF DAKOTA, STATE OF MINNESOTA

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

Amy A. Koethe, Registrar of Titles



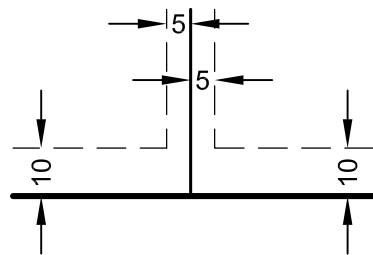
THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 25 IS ASSUMED TO BEAR N00°03'53\"W

0 50 100
SCALE IN FEET

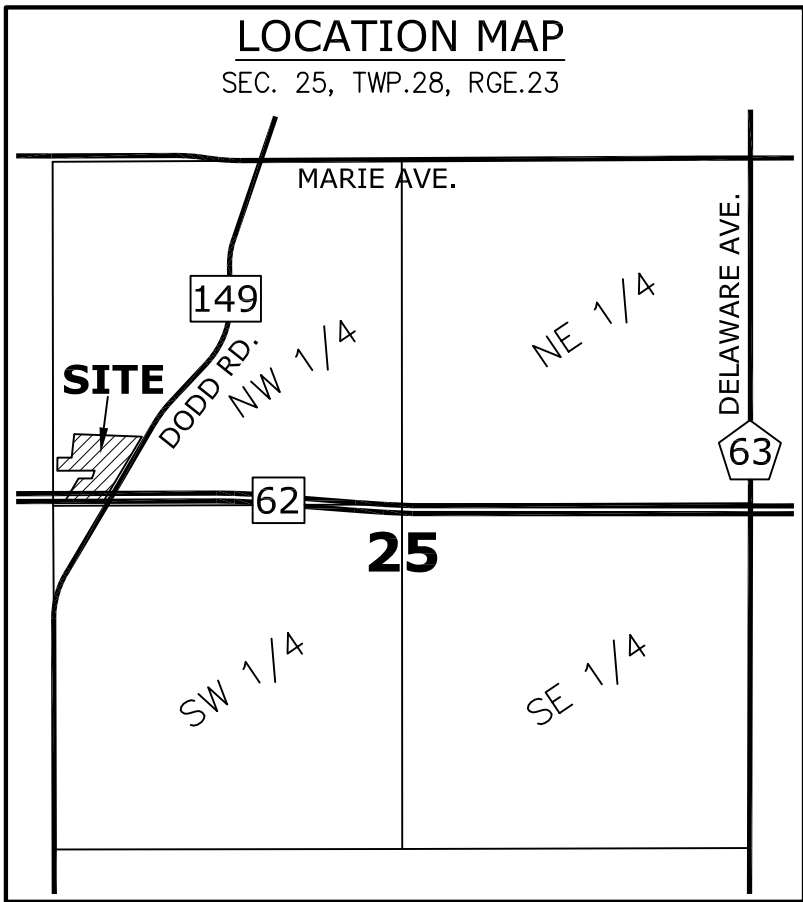
- DENOTES MONUMENT FOUND AS SHOWN
- DENOTES 1/2 INCH BY 14 INCH MONUMENT SET AND MARKED BY LICENSE NO. 26909, UNLESS OTHERWISE SHOWN.
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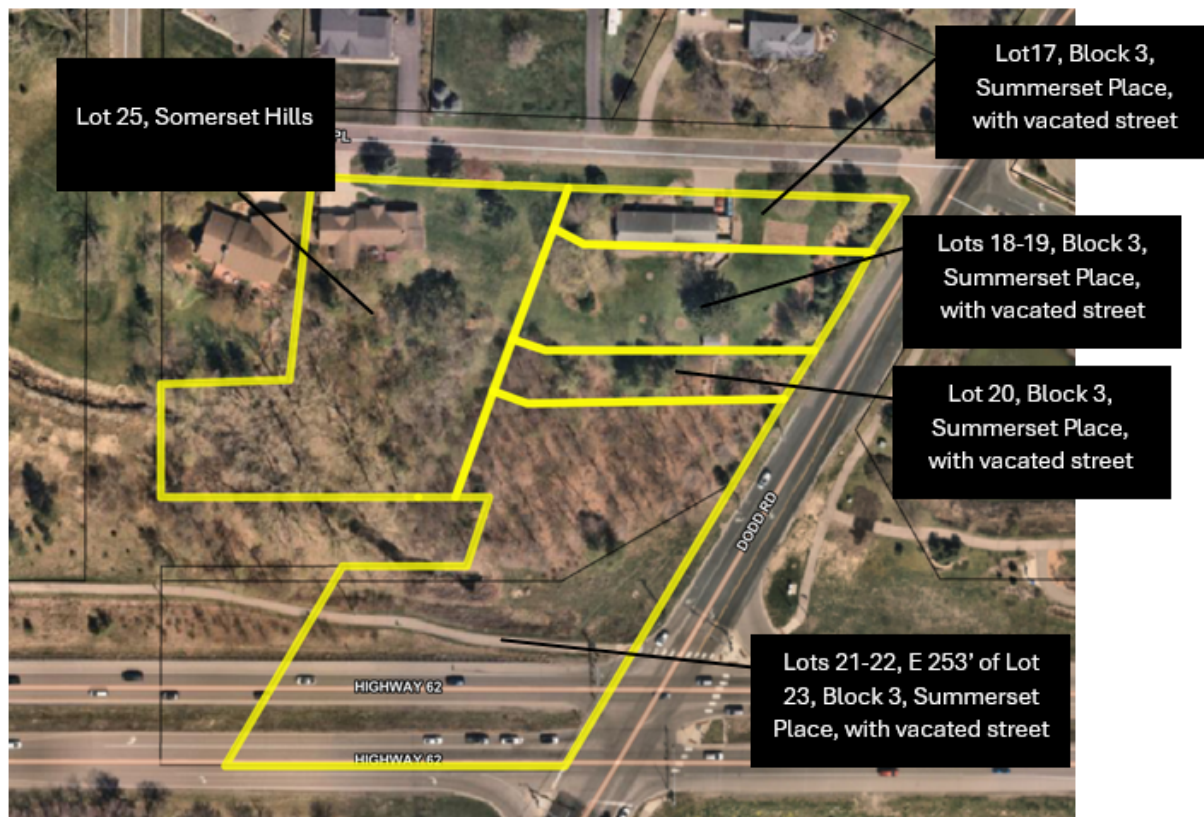
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



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



SISU LAND SURVEYING



Proposed Campion Estates Boundaries



EXCERPT FROM DRAFT/UNAPPROVED 2/25/25 PLANNING COMMISSION MINUTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Community Development Manager Sarah Madden confirmed that is correct.

Chair Field opened the public hearing.

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

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

Mr. Campion stated that they did agree.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES: 6

NAYS: 0

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

- 1. THE PRELIMINARY PLANS PRESENTED UNDER THIS PLAT REQUEST DO NOT REPRESENT OR PROVIDE APPROVAL OF BUILDING PAD SITES, SETBACKS, ACCESSORY STRUCTURES, OR DRIVEWAY ALIGNMENTS. FINAL LAYOUTS MUST*

- MEET R-1 ZONE STANDARDS AND SHALL BE APPROVED UNDER SEPARATE BUILDING PERMITS FOR EACH LOT.
2. A BUILDING PERMIT, INCLUDING ALL NEW GRADING AND DRAINAGE WORK, MUST BE APPROVED BY THE CITY PRIOR TO ANY NEW CONSTRUCTION WORK.
 3. THE DEVELOPER/APPLICANT SHALL SUBMIT FINAL GRADING AND UTILITY PLANS AND A DIMENSIONED SITE PLAN WITH ASSOCIATED EASEMENTS, SUBJECT TO REVIEW NAD APPROVAL BY THE PLANNING DEPARTMENT AND ENGINEERING DEPARTMENT AS PART OF ANY BUILDING PERMIT APPLICATION.
 4. ALL NEW CONSTRUCTION AND GRADING ACTIVITIES THROUGHOUT THIS DEVELOPMENT SITE AND ON EACH NEW BUILDABLE LOT SHALL BE IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND CODES, AS WELL AS IN COMPLIANCE WITH THE CITY'S LAND DISTURBANCE GUIDANCE DOCUMENT.
 5. THE DEVELOPER/APPLICANT SHALL PROVIDE PARK DEDICATION AS A COMBINATION OF AN IN-LEIU FEE AND LAND DEDICATION. THE FINAL PLAT SHALL BE REVISED TO DEDICATE 10 PERCENT OF THE PROPOSED LOT 3 AS AN OUTLOT FOR PARK DEDICATION, AND PAY A PARK DEDICATION FEE IN THE AMOUNT OF \$4,000 PER UNIT (PROPOSED LOTS 1 AND 2 AT (2 X \$4,000/UNIT), OR \$8,000) IS TO BE COLLECTED AFTER CITY COUNCIL APPROVAL AND BEFORE THE FINAL PLAT IS RELEASED FOR RECORDING WITH DAKOTA COUNTY, AND BEFORE THE ISSUANCE OF ANY PERMITS.
 6. ANY NEW OR EXISTING SANITARY OR WATER SERVICE LINES WILL HAVE TO BE REVIEWED BY THE PUBLIC WORKS DIRECTOR AND/OR ST. PAUL REGIONAL WATER SERVICES PRIOR TO ISSUANCE OF ANY BUILDING PERMIT.
 7. THE APPLICANT/DEVELOPER MUST PROVIDE A BEST MANAGEMENT PRACTICES (STORMWATER MANAGEMENT) AGREEMENT TO THE CITY AS PART OF THE BUILDING PERMIT SUBMITTAL AND REVIEW PROCESS FOR EACH NEW HOME AND NEW IMPERVIOUS SURFACE.
 8. THE APPLICANT MUST SUBMIT TREE REMOVAL INFORMATION TO BE EVALUATED FOR COMPLIANCE WITH THE URBAN FOREST PRESERVATION ORDINANCE REQUIREMENTS PRIOR TO OR IN CONJUNCTION WITH THE BUILDING PERMIT SUBMITTAL.

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

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

AYES: 6

NAYS: 0

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

From: jeff wilke <jeffwilke0@gmail.com>

Date: Wednesday, February 5, 2025 at 9:45 AM

To: Litton Field <LField@mendotaheightsmn.gov>, Jason Stone <JStone@mendotaheightsmn.gov>, Patrick Corbett <PCorbett@mendotaheightsmn.gov>, Cindy Johnson <CJohnson2@mendotaheightsmn.gov>, Jeff Nath <JNath@mendotaheightsmn.gov>, Brian Udell <BUdell@mendotaheightsmn.gov>, Steve Goldade <SGoldade@mendotaheightsmn.gov>, Stephanie Levine <SLevine@mendotaheightsmn.gov>, John Mazzitello <JMazzitello@mendotaheightsmn.gov>, John Maczko <JMaczko@mendotaheightsmn.gov>, Joel Paper <JPaper@mendotaheightsmn.gov>, Sally Lorberbaum <SLorberbaum@mendotaheightsmn.gov>

Subject: Champion Estates

Mayor/council members/Planning commission;


I am writing on behalf of myself and our neighborhood community of 781 ridge place. Regarding a recent planning commission meeting discussing 772 ridge place development(Campion Estates). I was unable to attend but want to bring notice to the November 8th 2023 council meeting discussion regarding this project. It was within this meeting the decision was made to approve the easement for Tim Minea and Tom Campion. The compromise made by the neighbors was that there would be land available to allow a path to be built along Dodd road connecting Ridge place to the path along 62 eliminating the need to walk in the street of a now very busy intersection.

Please make sure this agreement is taken into consideration as you make your decisions.

Sincerely the residents and neighbors of Ridge place Mendota Heights.

Thanks Jeff Wilke

651-335-6565 | jeffwilke0@gmail.com

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February 26, 2025

Sarah Madden
Community Development Manager
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

SUBJECT: Campion Estates
 MnDOT Review #P25-001
 NW quadrant of MN 62 and MN 149
 Mendota Heights, Dakota County

Dear Ms. Madden,

The Minnesota Department of Transportation (MnDOT) has reviewed the preliminary/final plat for Campion Estates, in compliance with Minnesota Statute 505.03, subdivision 2, Plats. The Minnesota Department of Transportation (MnDOT) has reviewed the documents and has the following comments:

Noise

MnDOT's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities with the authority to regulate land use shall take all reasonable measures to prevent the establishment of land use activities, listed in the MPCA's Noise Area Classification (NAC), anywhere that the establishment of the land use would result in immediate violations of established State noise standards.

MnDOT policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such developed areas. The project proposer is required to assess the existing noise situation and take the action deemed necessary to minimize the impact to the proposed development from any highway noise.

If you have any questions regarding MnDOT's noise policy, please contact Natalie Ries in Metro District's Noise and Air Quality Unit at 651-234-7681 or natalie.ries@state.mn.us.

Review Submittal Options

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

1. Email documents and plans to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 MB (megabytes) per email. Documents can be zipped as well. If multiple emails are necessary, number each email.
2. Files over 20 MB can also be uploaded to MnDOT's Web Transfer Client site: <https://mft.dot.state.mn.us>. Contact metrodevreviews.dot@state.mn.us, and staff will create a shared folder in which files can be uploaded to. Please send an accompanying email with a narrative for the development.

You are welcome to contact me at scott.shaffer@state.mn.us with any questions.

Sincerely,



Scott Shaffer
Senior Planner

Copy sent via email:

Jason Swenson, Water Resources
Buck Craig, Permits
Mark Lundquist, Right of Way
Almin Ramic, Traffic
Michael Kowski, Maintenance
Robert Jones, Area Engineer
Bryant Ficek, Area Manager
Michael Kruse, Design
Lance Schowalter, Design
Michael D. Nelson, Surveys
Suzy Scotty, Ped/Bike/ADA Planning
Amrish Patel, Transit
Natalie Ries, Noise
Tod Sherman, Planning
Cameron Muhic, Planning
Joseph Widing, Metropolitan Council



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Consideration of Ordinance No. 597: Cannabis Business Registration

ITEM TYPE: Ordinance

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

ACTION REQUEST:

Adopt Ordinance No. 597: Cannabis Business Registration; Authorize Publication of Summary Ordinance.

BACKGROUND:

The Minnesota State Legislature adopted a new statute that legalized adult-use cannabis in 2023. This statute limited the regulations a city can place on the use, sale and production of cannabis and cannabis products, and established the Office of Cannabis Management (OCM) to oversee the licensing of these businesses. Local governments may not prohibit the use or sale of adult-use cannabis, but there are some regulatory actions that the City can pursue to establish performance standards for businesses operating within our bounds, such as zoning and registration requirements.

The state law creates 13 license types which will be issued by the OCM. The City's zoning ordinance was adopted on December 17, 2024, and incorporated the land uses into the City's zoning ordinance and districts to accommodate the language of the state law. Other local control options that the City can enact are the retail registration ordinance, as well as associated performance standards. The City Council reviewed draft versions of the cannabis business registration ordinance in late 2024 and provided comments on registration application requirements, buffers between retail facilities, hours of operation, and fees. The City Council then met again at their January 21, 2025, regular meeting to review a final draft of the ordinance and provide direction to staff regarding a 'first-come, first-serve' approach to the business registration component.

The attached Ordinance No. 597 establishes the registration ordinance, which would require a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis

combination business, or lower-potency hemp edible retailer with a license from OCM to initially and annually register with the city. The proposed ordinance also establishes the renewal, suspension, and compliance check provisions, performance standards for cannabis businesses that locate within Mendota Heights, and provisions on temporary cannabis events in accordance with state statute.

The City Council is asked to consider adoption of Ordinance No. 597, as well as authorize the publication of a Summary Ordinance.

The Ordinance is slated to go into immediate effect, however licenses have not yet begun to be issued by the OCM. The first zoning compliance checks and business registration applications are anticipated to be received later in the year. Next steps in the City's process for establishing the cannabis retail business registration program are to establish the fees, which will occur later on this meeting's agenda.

FISCAL AND RESOURCE IMPACT:

Fee Schedule Amendment

ATTACHMENTS:

1. Ordinance No. 597 - Cannabis Business Registration, dated 2/21/25
2. City Council Work Session Agenda Report, 11/19/24
3. OCM Local Governments Guide, updated 1/6/25
4. Excerpt from the Minutes of the Jan. 21, 2025, Meeting

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government

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

ORDINANCE NO. 597

**AMENDING TITLE 3: BUSINESS AND LICENSE REGULATIONS TO REGULATE
CANNABIS AND LOWER-POTENCY HEMP BUSINESSES**

The City Council of the City of Mendota Heights does ordain:

Section 1. City Code Title 3 – BUSINESS AND LICENSE REGULATIONS is hereby amended to add Chapter 8: CANNABIS AND LOWER-POTENCY HEMP RETAIL REGISTRATION as follows:

3-8-1: PURPOSE AND SCOPE:

The purpose of this chapter is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Mendota Heights to protect the public health, safety, and welfare of Mendota Heights residents by regulating cannabis and lower-potency hemp retail businesses within the legal boundaries of Mendota Heights.

3-8-2: DEFINITIONS

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to Minn. Stat. ch. 342, shall have the same meanings in this chapter.

CANNABIS BUSINESS: A business licensed by the Office of Cannabis Management (OCM) as defined by Minn. Stat 342.01 Subd. 14.

CANNABIS CULTIVATION or CULTIVATE CANNABIS: Growing cannabis plants from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the OCM.

CANNABIS CULTIVATOR: A cannabis business licensed to cultivate cannabis and packages cannabis for sale to another cannabis business.

CANNABIS EVENT: A temporary cannabis event lasting no more than four days operating pursuant to Minn. Stat. 342.39.

CANNABIS MANUFACTURER: A cannabis business that makes cannabis and/or hemp concentrate, manufactures artificially derived cannabinoids, adult-use cannabis products, lower-potency hemp edibles, and/or hemp-derived consumer products, and sells cannabis concentrate, hemp concentrate, artificially derived cannabinoids, cannabis products, lower-potency hemp edibles, hemp-derived consumer products to other cannabis businesses pursuant to Minn. Stat. 342.31.

CANNABIS MEZZOBUSINESS: A cannabis business that grows cannabis plants from seed or immature plant to mature plant, harvests the cannabis flower from a mature plant, makes cannabis and/or hemp concentrate, manufactures artificially derived cannabinoids, adult-use cannabis products, lower-potency hemp edibles, and/or hemp-derived consumer products, and sells immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived

consumer products, and other products authorized by law to other cannabis businesses and to consumers pursuant to Minn. Stat. 342.29.

CANNABIS MICROBUSINESS: A cannabis business that grows cannabis plants from seed or immature plant to mature plant, harvests the cannabis flower from a mature plant, makes cannabis and/or hemp concentrate, manufactures artificially derived cannabinoids, adult-use cannabis products, lower-potency hemp edibles, and/or hemp-derived consumer products, and sells immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and to consumers, including on-site consumption, pursuant to Minn. Stat. 342.28.

CANNABIS RETAIL BUSINESSES: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.

CANNABIS RETAILER: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

CANNABIS TESTING FACILITY: A cannabis business that obtains and tests immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, and industrial hemp growers pursuant to Minn. Stat. 342.37.

CANNABIS WHOLESALER: A cannabis business that sells immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to cannabis microbusinesses, cannabis mezzobusinesses, cannabis manufacturers, and cannabis retailers pursuant to Minn. Stat. 342.33.

DAYCARE: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

LOWER-POTENCY HEMP EDIBLE MANUFACTURER: A business that manufactures and packages lower-potency hemp edibles for consumer sale, and/or sells hemp concentrate and lower-potency hemp edibles to other cannabis businesses and hemp businesses.

LOWER-POTENCY HEMP EDIBLE RETAILER: A business that sells lower-potency hemp edibles to customers.

OFFICE OF CANNABIS MANAGEMENT: Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

RESIDENTIAL TREATMENT FACILITY: As defined under Minn. Stat. 245.462 subd. 23.

RETAIL REGISTRATION: An approved registration issued by the City of Mendota Heights to a state licensed cannabis or lower-potency hemp retail business.

SCHOOL: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

STATE LICENSE: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

3-8-3: ADMINISTRATION

The City Administrator or their designee is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Nothing in this chapter shall prohibit the City from enforcing any other applicable remedy including but not limited to injunctive relief.

3-8-4: REGISTRATION OF A CANNABIS OR LOWER-POTENCY HEMP RETAIL BUSINESS

- A. Requirement to register a Cannabis or Lower-Potency Hemp Retail Business
 - 1. No individual or entity may operate a cannabis or lower-potency hemp retail business within Mendota Heights without first registering with the City of Mendota Heights.
 - 2. Any cannabis or lower-potency hemp retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of \$2,000 for each violation.
 - 3. Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.
- B. Compliance Checks Prior to Retail Registration
 - 1. Prior to issuance of a retail registration, Mendota Heights shall conduct a preliminary compliance check to ensure compliance with local ordinances.
 - 2. Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of Mendota Heights shall certify on a form provided by OCM whether a proposed retail location complies with zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- C. Registration and Application Procedure
 - 1. Fees
 - a) The City of Mendota Heights shall not charge an application fee.
 - b) A registration fee, as established in the City of Mendota Heights' fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
 - c) An initial registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 - d) Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter.
 - e) A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
 - f) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.
 - 2. Application Submittal

The City shall issue a retail registration to a state-licensed retail business that adheres to the requirements of Minn. Stat. 342.22

- a) An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Mailing address, email address, and telephone number of the applicant;
 - iii. Name of the cannabis or lower-potency hemp retail business to be registered;
 - iv. The address, legal description and parcel ID for the property which the retail registration is sought;
 - v. If the applicant does not own the business premises, a true and complete copy of the executed lease for the premises, if applicable.
 - vi. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
 - vii. Signature of the applicant or the authorized agency of the legal entity applicant;
 - viii. If the registrant is a legal entity, the following information shall be provided for the person designated as the general or primary manager on site: the full name, date of birth, mailing address, contact telephone number, email address;
 - ix. Any additional information the City deems necessary.
 - b) The applicant shall include with the form:
 - i. the registration fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - c) Once an application is considered complete, the City Administrator or their designee shall inform the applicant as such, process the application fees, and forward the application to the City Clerk for approval or denial.
 - d) The registration fee shall be non-refundable once processed.
3. Application Approval
- a) Registration of a cannabis or lower-potency edible hemp retail business will be in effect and only so long as the following requirements are met:
 - i. The applicant holds a valid license of license preapproval issued to the retail business by the Office of Cannabis Management;
 - ii. The applicant paid the total sum of the initial registration fee and first year renewal fee in the amounts required by the city's fee schedule;
 - iii. During a preliminary compliance check, the retail business is found to be in compliance with the zoning and performance standards for cannabis or hemp businesses established in Chapter 11 of this Code; and
 - iv. The retail business is current on all property taxes and assessments for the property on which the business is located;
 - b) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 3-8-4(F)1 of this ordinance.
 - c) Applications for registration will be processed on a first-come, first-served basis on the City receiving a complete application and payment of all fees. Applications will be considered complete when all materials and information required herein are received by the City.

- d) A retail registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
 - e) A retail registration application that meets the requirements of this ordinance shall be approved.
- 4. Annual Compliance Checks
 - a) The City shall complete at minimum one compliance check for each registered business per calendar year to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this chapter.
 - b) Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
 - c) Any failures under this section must be reported to the Office of Cannabis Management.

5. Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of the City of Mendota Heights.

D. Renewal of Registration

- 1. Renewal Process
 - a) The City shall renew an annual registration of a state-licensed retail business at the same time OCM renews the retail business' license.
 - b) A registered business shall apply to renew registration on a form established by the City.
 - c) A retail registration issued under this ordinance shall not be transferred.
- 2. Renewal Fees
 - a) The City may charge a renewal fee for the registration starting at the second renewal, as established in its fee schedule.
- 3. Renewal Application
 - a) The application for renewal of a retail registration shall include, but is not limited to
 - i. Items required under Section 3-8-4(C)2 of this chapter.

E. Suspension of Registration

- 1. When Suspension is Warranted
 - a) The City of Mendota Heights may suspend a registration if it violates this chapter or poses an immediate threat to the health or safety of the public. The City shall immediately notify the business in writing the grounds for the suspension.
- 2. Notification to OCM
 - a) The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and business a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- 3. Length of Suspension
 - a) The suspension of a retail registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

4. Civil Penalties

- a) Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City of Mendota Heights's Fee Schedule, for registration violations, not to exceed \$2,000.
- F. Registration Mistakenly Issued or Renewed. If a registration is mistakenly issued or renewed to any person or entity, for any reason, including but not limited to the submission of false or misleading information by the license holder or applicant, the registration will be suspended upon the discovery of ineligibility for registration under this chapter or state or other local law, ordinance or other regulation. Any suspension will comply with the requirements of Minn. Stat. § 342.22, Subd. 5.
- G. License Holder Responsibility. Every retail registration holder is responsible for conduct on the registered premises and any sale of cannabis, hemp, or products containing cannabis or hemp by an employee is the act of the Registration Holder for the purposes of all provisions of this chapter.
- H. Limiting of Registrations
 1. The City shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the City of Mendota Heights.
 2. If Dakota County has one active cannabis retail registration for every 12,500 residents then the City shall not be required to register additional businesses.

3-8-5: REQUIREMENTS FOR A CANNABIS BUSINESS

A. Minimum Buffer Requirements

1. No cannabis business shall be located or operated within 500 feet of an existing lawful cannabis business.
2. No cannabis business shall be located or operated within 500 feet of an existing daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
3. No cannabis business shall be located or operated within 1000 feet of a school.
4. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3-8-5(A) shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a daycare, residential treatment facility, attraction within a public park that is regularly used by minors, or school moves within the minimum buffer zone.

B. Zoning and Land Use

1. A cannabis or lower-potency hemp business licensed or endorsed by the OCM must be in compliance with the City's Zoning Code including Title 12: Zoning, Chapter 3: Allowed Uses, Table 12-3B-1.1 Table of Uses

C. Hours of Operation

1. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 10:00 p.m. on Monday-Saturday; and between the hours of 10:00 a.m. and 9:00 p.m. on Sundays.

3-8-6 TEMPORARY CANNABIS EVENTS

A. License or Permit Required for Temporary Cannabis Events

1. License Required: A license or permit is required to be issued and approved by the City prior to holding a Temporary Cannabis Event.
2. Registration and Application Procedure: A registration fee, as established in the City's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

3. Application Submittal and Review: The City shall require an application for Temporary Cannabis Events.
- a) An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - b) The applicant shall include with the form:
 - i. The application fee as required in Section 3-8-6(A)2;
 - ii. A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. 342.39 subd. 2.
 - c) The application shall be submitted to the City Administrator or their designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
 - d) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
 - e) The application fee shall be non-refundable once processed.
 - f) The application for a license for a Temporary Cannabis Event shall meet the following standards:
 - i. Outdoor consumption or use of cannabis at or on the property of a temporary cannabis event is prohibited.
 - ii. The setback from any property line of any residential use or residential zoned property shall be no less than 350 feet.
 - iii. All buffers identified in Sec. 3-8-5 also apply to Temporary Cannabis Events.
 - iv. The event may last no longer than four (4) days (96 hours)
 - v. The event shall operate in accordance with all applicable requirements for temporary cannabis events under Minn. Stat., Chapter 342.
 - g) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
 - h) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial

3-8-7: SEVERABILITY

In the event that a court of competent jurisdiction adjudges any part of this chapter to be invalid, such judgement shall not affect any other provision of this chapter not specifically included within the judgement.

Section 2. Effective date.

This ordinance shall be effective immediately following adoption and publication according to law.

Section 3. Summary Publication.

ADOPTED this 4th day of March, 2025 by the City Council for the City of Mendota Heights.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk



City Council Work Session Memo

MEETING DATE: November 19, 2024

TO: Mayor, City Council and City Administrator

FROM: Sarah Madden, Community Development Manager

SUBJECT: Continued Cannabis Ordinance Discussion

ACTION REQUEST:

No formal action is required. Staff is seeking further direction from the City Council on the Cannabis Ordinance.

BACKGROUND:

The Minnesota Legislature enacted new State Law at the end of the 2023 legislative session, amended in 2024, that legalizes the possession, use, manufacturing, and sale of certain cannabis products within the State. The Law also establishes the Office of Cannabis Management (OCM) to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. The statute limited the regulations a city can place on the use, sale and production of cannabis and cannabis products. In mid-June, the OCM released "A Guide for Local Governments on Adult-Use Cannabis", which includes a model ordinance used as a basis for the proposed draft of Mendota Heights' Cannabis Business Ordinance.

The new law limits a City's ability to regulate cannabis and hemp businesses. In the areas of the statute where local governments are permitted to incorporate regulations of cannabis businesses, the scope of that regulation is restrictive and highly specific.

The City Council was provided a copy of the OCM's guide for local governments as part of the October 15th City Council work session agenda packet, and the Council held a discussion over the topic and model ordinance standards at the October 30th City Council regular meeting.

Title 3: Business and License Regulations – Registration Ordinance and Regulatory Standards

As the City Council is aware, local governments have the authority to adopt a registration ordinance requiring a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer with a license from OCM to initially and annually register with the city. To obtain a registration from the city, the ordinance may require: payment of a fee (half of the license fee established by Statute 342.11 up to \$500 initially and \$1000 annually), compliance with the requirements of Minn. Stat. Ch. 342, and to be current on all property taxes and assessments. If a city adopts a registration ordinance, the city may limit the number of licensed cannabis retailers, cannabis mezzobusinesses and cannabis

microbusinesses to no fewer than one registration for every 12,500 residents. This is based on the Minnesota State Demographer numbers. Staff had recommended that the City Council adopt a registration ordinance in line with the OCM's model ordinance. This registration is not a licensing function of the City. Licensing of cannabis businesses will be conducted by the OCM. Once the administrative rules are in effect, currently anticipated mid-2025, licensing of cannabis businesses will commence.

A draft ordinance has been prepared which is consistent with the OCM model ordinance which was discussed at the October 30th meeting. It is included as an attachment to this report. In this draft ordinance, the registration, administration, buffer standards, and public event regulations have all been placed into Title 3: Business and License Regulations. As currently proposed, the only amendments to the Zoning Title (Title 12) will be updates to the use chart.

The State Law allows Mendota Heights to prohibit a cannabis business within 1,000 feet of a school or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields. The City may also impose a prohibition on a cannabis business within 500 feet of another cannabis business. These are the maximum specified buffers, a lessor or no buffer is also allowed. Based on the discussion on October 30th, the proposed draft imposes the maximum buffers.

The City will need to decide what registration fee, if any, it will charge. Staff recommends imposing the maximum fee amount given the uncertainty of staff work associated with the registration. Fees can be adjusted in the future once there is more familiarity with the process. The table below shows the maximum amount for an initial registration fee and renewal registration fee for retail businesses and includes the amount the state charges for a license, for reference.

Business	Initial	Renewal
Cannabis Retailer	City (optional) - \$500; State - \$2,500	City (Optional) - \$1,000; State - \$5,000
Lower Potency Hemp Retailer	City (Optional) \$125; State - \$250	City (Optional) - \$125; State - \$250
Medical Cannabis Combination Business	City (Optional) - \$500; State - \$20,000	City (Optional) - \$1,000; State - \$70,000
Cannabis Mezzobusiness	City (Optional) - \$500; State - \$5,000	City (Optional) - \$1,000; State - \$10,000
Cannabis Microbusiness	City (Optional) - \$0; State - \$0	City (Optional) - \$1,000; State - \$2,000

One performance standard discussed at the October 30th meeting is the hours of operation for cannabis retailers. The State Law establishes that retail sales are prohibited between 2:00 a.m. and 8:00 a.m. Monday through Saturday and between 2:00 a.m. and 10:00 a.m. on Sunday. The City may prohibit retail sales of cannabis between 9:00 p.m. and 2:00 a.m. the following day and/or between 8:00 a.m. and 10:00 a.m. Monday

through Saturday. In other words, the most restrictive hours of sales could be 10:00 a.m. to 9:00 p.m. Monday through Sunday. For comparison, Off-sale Liquor sales are allowed on Sundays, between 11:00 a.m. and 6:00 p.m.; Monday-Saturday, from 8:00 a.m. to 10:00 p.m.; and not on Thanksgiving or Christmas Day; and only between 8:00 a.m. and 8:00 p.m. on Christmas Eve. The City should decide the allowable hours of cannabis retail sales. It was directed at the October 30th meeting that the hours of operation be consistent with liquor or tobacco sales. This has been reflected in the draft ordinance.

One area where the City may institute regulations for cannabis businesses is in the context of a temporary cannabis event. A temporary cannabis event is a gathering organized by a licensed cannabis event organizer that may last for no more than four days. The process for these event should generally follow the normal process for handling similar events, but the City could choose to require additional standards for temporary cannabis events, such as prohibiting on-site consumption, limiting the hours or the events, etc. In general, the City only conducts a permitting process for special events when they are conducted within parks. Consumption of cannabis is prohibited within parks, in addition to all forms of smoking. This ordinance is already in effect. The model ordinance provisions for temporary cannabis events have been included in the proposed draft, with some performance standards imposed, such as a setback from Residentially zoned property and a prohibition on on-site consumption. If the City follows this model ordinance, an additional event permit application will need to be created.

Title 12: Zoning Ordinance – Use Chart

The state law creates license types which will be issued by the OCM. The City should incorporate the land uses into their current zoning to accommodate the language of the state law. The City may not prohibit the establishment or operation of a licensed cannabis business. There will be 13 license types, however they can be generalized into the following categories:

- Retail Sales – Sales of cannabis and cannabis products directly to consumers.
- Cultivation – The planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.
- Wholesale – Purchases from a business growing or manufacturing cannabis or cannabis products and sells to a cannabis business engaged in retail.
- Manufacturing – Turns raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.
- Testing - Obtains and tests immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products.
- Transportation – Transports products from one license type to another.
- Delivery – Transports products to the end consumer.
- Events – A business that organizes temporary events (lasting no longer than four days).

Note: Certain license types enable multiple activity types, for example, Micro and Mezzo businesses may include cultivation, manufacturing, and/or retail sales.

The City must decide which zones cannabis and hemp businesses will be allowed to operate in. This was discussed at the October 30th meeting. The staff recommendation is to allow cannabis-based retail businesses to be allowed in similar zoning categories as those of tobacco sales or liquor stores. The City Council discussed

the option of allowing cannabis retailers to be a listed use in business and commercial zoning districts, but to omit the use within the Mixed Use zoning district. This is an option available to the City and can be revised if the Council would like to make that determination. As currently drafted, the proposed ordinance would allow retail-based cannabis businesses within all commercial zoning districts, including Mixed Use, as a Conditional Use.

Use Type	Cannabis Business Type	Proposed Zoning District
Warehouse or Manufacturing	<ul style="list-style-type: none"> • Cannabis microbusiness • Cannabis mezzobusiness • Cannabis cultivator • Cannabis manufacturer • Cannabis wholesaler • Cannabis testing facility • Lower-Potency Hemp Edible Manufacturer 	<ul style="list-style-type: none"> • I – Industrial as a Conditional Use
Retail	<ul style="list-style-type: none"> • Cannabis retailer • Lower-potency hemp edible retailer 	<ul style="list-style-type: none"> • B-1 General Business, B-2 Neighborhood Business, MU-Mixed Use; as a Conditional Use • B-1 General business, B-2 Neighborhood Business, MU-Mixed Use; as Permitted Use

The City Council will hear a brief presentation on the proposed ordinance at the November 19th Work Session. Staff is seeking direction on any suggested revisions to the ordinance as presented. The Planning Commission will hold a public hearing at their November 26th regular meeting on the zoning use chart portion of the drafted ordinance. Following the public hearing, the City Council will be presented the ordinance again at their December 3rd regular meeting.

ATTACHMENTS:

1. Proposed Cannabis Ordinance, dated 11/14/24



A Guide for Local Governments on Adult-Use Cannabis

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Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide's date of publication, final state regulations governing the adult-use cannabis market have not yet been published. A draft of the rules is available on our [Rulemaking webpage](https://mn.gov/ocm/laws/rulemaking.jsp) (<https://mn.gov/ocm/laws/rulemaking.jsp>).



The first draft of rules is based on substantial input OCM has received through surveys, meetings, and conversations that took place since fall 2023, as well as OCM’s review of Minnesota’s cannabis statute and cannabis rules in other states.

OCM will publish in the State Register a notice of intent to adopt rules, which will prompt a 30-day formal comment period. Watch the OCM website for updates.

This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business. Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower - 2 oz. in public, 2 lbs. in private residence
 - Concentrate - 8 g
 - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Applicant completes application and submit application fees. If applicable, an applicant's social equity applicant status may be verified.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, applicant completes background check process and submits attestation of labor-peace agreement.
5. If applicant successfully completes Step 5, OCM issues preliminary approval to applicant.
6. Once prepared for final licensure, applicant with preliminary approval submits business location and updates application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes zoning certification of whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. *(This is distinct from the retail registration approval process.)*
9. OCM conducts site inspection.
10. If applicant successfully passes site inspection, OCM issues license, operations may commence except for retail activity.*

Continued High-Level Pathway for Licensees Seeking to Conduct Retail Sales: Process for Required Local Retail Registration from Local Governments (Retailer, Mezzobusiness)

11. Licensed business seeks local retail registration from local government.
12. Local government approves applicant for retail registration through means determined by ordinance (see Page 19 for more information about the retail registration process).

The Cannabis Licensing Process (cont.)

13. Applicant pays retail registration fee to the local government (see appendix for relevant fees in accordance with Minn. Stat., section 342.22).
14. Local government conducts compliance check for any applicable local ordinance established pursuant to Minn. Stat., section 342.13, if desired.
15. Local government ensures tax compliance, if applicable.
16. Local government issues retail registration to licensee.
17. Licensee is able to conduct retail sales now that they have received a state license and a local retail registration.

**For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 19 for information on the local retail registration process.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Medical Cannabis Combination Business

1. Applicant complete application and submit application fees. If applicable, an applicant's social equity applicant status may be verified.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, applicant completes background check process and submits attestation of labor-peace agreement.
4. If applicant successfully completes Step 3, OCM issues preliminary approval to applicant.
5. Once prepared for final licensure, selected applicant submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes zoning certification of whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. *(This is distinct from the retail registration approval process.)*
8. OCM conducts site inspection.
9. If applicant successfully passes site inspection, OCM issues license, operations may commence except for retail activity.*

The Cannabis Licensing Process (cont.)

Continued High-Level Pathway for Licensees Seeking to Conduct Retail Sales: Process for Required Local Retail Registration from Local Governments (Microbusiness, Medical Cannabis Combination Businesses)

10. Licensed business seeks local retail registration from local government.
11. Local government approves applicant for retail registration through means determined by ordinance (see Page 19 for more information about the retail registration process).
12. Applicant pays retail registration fee to the local government (see appendix for relevant fees in accordance with Minn. Stat., section 342.22).
13. Local government conducts compliance check for any applicable local ordinance established pursuant to Minn. Stat., section 342.13, if desired.
14. Local government ensures tax compliance, if applicable.
15. Local government issues retail registration to licensee.
16. Licensee is able to conduct retail sales now that they have received a state license and a local retail registration.

**For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 19 for information on the local retail registration process.*

Applicant Responsibility

All applicants and licensees are responsible for working with their local government to ensure their success in the zoning certification and, if applicable based on license type, the local retail registration process. This includes reviewing local ordinances and understanding how the local government will be selecting applicants for a retail registration (including if retail registrations will be limited). Local units of government have the statutory authority to limit retail registrations if they desire, and applicants should understand this prior to making decisions about site locations.

OCM will not facilitate communication between applicants and units of local government, nor can it mediate disputes as they relate to local zoning compliance or retail registration. OCM is required to ask each local unit of government where an applicant intends to locate a business if that business has met all zoning and use requirements.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 24) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

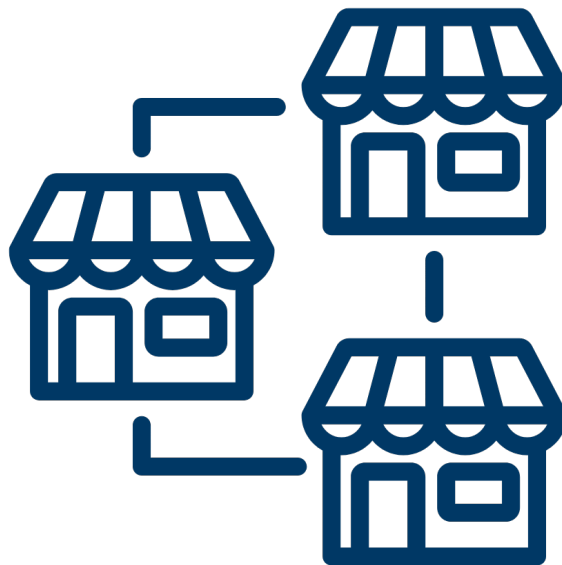
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 16 and 17, explains the types of activities that cannabis businesses might undertake, as well as some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	<ul style="list-style-type: none"> • Cultivator • Mezzobusiness • Microbusiness • Medical Cannabis • Combination 	“Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	<ul style="list-style-type: none"> • Odor • Potential need for transportation from facility • Waste, water, and energy usage • Security
Cannabis Manufacturing, Processing, Extraction	<ul style="list-style-type: none"> • Manufacturer • Mezzobusiness • Medical Cannabis • Combination 	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Indoor: Industrial, Commercial, Production	<ul style="list-style-type: none"> • Odor • Potential need for transportation from facility • Waste, water, and energy usage • Security
Hemp Manufacturing	<ul style="list-style-type: none"> • Lower-Potency Hemp Edible (LPHE) Manufacturing 	These businesses convert hemp into LPHE edible products.	Indoor: Industrial, Commercial, Production	<ul style="list-style-type: none"> • Odor • Waste, water, and energy
Wholesale	<ul style="list-style-type: none"> • Wholesale • Cultivator • Manufacturer • Mezzobusiness • Microbusiness • Medical Cannabis • Combination 	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Indoor: Industrial, Commercial, Production	<ul style="list-style-type: none"> • Need for transportation from facility • Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	<ul style="list-style-type: none"> Retail Mezzobusiness Microbusiness Medical Cannabis Combination 	This endorsed activity and license type allow a business to sell cannabis products directly to consumers.	Indoor: Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	<ul style="list-style-type: none"> Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	<ul style="list-style-type: none"> Cannabis Transporter 	This license type allows a company to transport products from one license type to another.	-	<ul style="list-style-type: none"> Fleet based businesses that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	<ul style="list-style-type: none"> Cannabis Delivery 	This license type allows for transportation to the end consumer.	-	<ul style="list-style-type: none"> Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	<ul style="list-style-type: none"> Event Organizer 	This license entitles license holder to organize a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	<ul style="list-style-type: none"> On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to licensed cannabis retailers or other cannabis/hemp businesses seeking to conduct retail sales. Several license types are authorized to conduct retail sales if they receive a retail endorsement from OCM. Prior to conducting retail sales under their business license, state law also requires the business receive a local retail registration.

There are five license types that are eligible to conduct cannabis retail activity and will seek a retail registration from local governments:

- Cannabis retailers
- Microbusinesses
- Mezzobusinesses
- Medical cannabis combination businesses
- Lower-potency hemp edible retailers

Local governments must issue a retail registration after verifying that:

- The business has a valid license issued by OCM.
- The business has paid a registration fee or renewal fee to the local government.
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Local Approval Process (cont.)

Option to Limit Retail Registrations for Cannabis Businesses: Determining a Process

State law allows the option for a local government to place a limitation on the number of cannabis retailers, microbusiness, and mezzobusinesses with retail endorsements allowed within their locality via ordinance, as long as there is at least one retail location per 12,500 residents. Please see Page 13. Retail registrations for lower-potency hemp edible retailers and medical cannabis combination businesses are required but may **NOT** be limited in number by a local government.

If a local government wishes to limit the number of cannabis retailers, microbusinesses, or mezzobusinesses via ordinance, state law does not define the process for a local government's selection if there are more applicants than registrations available.

Local units of government issuing retail registrations should consider how they will issue retail registrations. Local units of government may wish to consider whether they will accept applications during a specified application window or on a rolling basis. Local governments may wish to consider how to accommodate to the timing of accepting applications for retail registration as to not allocate all registrations at once. This may also include timelines that coincide with state licensing timelines as to limit bottlenecks. Additionally, local units of government should consider the process by which they will determine who gets a registration, e.g., through the use of a lottery, on a first-come/first-serve model, through a merit-based scoring system, etc. It is highly recommended that local governments work with an attorney to determine their specific process for selection if they wish to limit the number of retail registrations per section 342.13.

It is also important to note that local governments are not required to limit the number of licensed cannabis retailers, microbusinesses, or mezzobusinesses, and instead local governments can determine a process that reviews requests/applications for retail registrations as they are received.



Local Approval Process (cont.)

Other Considerations

Existing retail locations. Retailers in Minnesota’s medical cannabis program and lower-potency hemp edible program may currently be operating in a local government’s jurisdiction under active registrations. In the future, these active businesses will be required to obtain a license from OCM and will need a local retail registration to continue their operations. Local governments may wish to consider how businesses currently operating will be issued retail registrations when determining if and how to limit retail registrations.

Local zoning approval does not guarantee retail registration. Zoning certification from local governments does not guarantee a local retail registration. This is a distinctly separate approval process. All applicants seeking retail activity will be required to obtain a zoning certification from the local government to be issued a state license. Local governments may wish to monitor the number of zoning certifications they provide to OCM to inform the likely volume of retail registration applicants.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by section 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.



Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to section 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.





Municipal Cannabis Stores

As authorized in section 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.



A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.

Creating Your Local Ordinance

As authorized in section 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 14).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the additional resources on page 27.

Additional Information – Tobacco Sales

Penalties Related to a Revocation or Suspension of Tobacco License

A cannabis or hemp business license holder may also hold a tobacco license under Minnesota Statutes Chapter 461. However, tobacco cannot be sold in the cannabis retail location. Under section 461.12, Minnesota law allows a licensee's authority to sell tobacco and related products under the section to be suspended and possibly revoked if the licensee also holds a cannabis or hemp business license under Chapter 342 or is a registrant under section 151.72 and that license or registration is revoked. This penalty also applies if the license holder is convicted of an offense under section 151.72 or has been convicted under any other statute for illegal sale of cannabis products.



Clarifying Cannabis Businesses Authority

Cannabis businesses will be able to sell vaporizers without a tobacco license. Under Minnesota Statutes, section 342.27, subd. 3(a), retail licensees are permitted to sell cannabis paraphernalia. Cannabis paraphernalia includes “all equipment, products, and materials of any kind that are knowingly or intentionally used primarily in ... ingesting, inhaling, or otherwise introducing cannabis products into the human body” [Minnesota Statutes, section 342.01, subd. 18(2)]. Therefore, Minnesota Statutes, section 342.27, subd. 3(a) specifically authorizes retail licensees to sell cannabis paraphernalia, which in this instance includes vaporizers.



Additional Resources

OCM Toolkit for Local Partners

Please visit the [OCM webpage \(mn.gov/ocm/local-governments/\)](https://mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

Toolkit resources include:

- **Appendix A: [Cannabis Model Ordinance](https://mn.gov/ocm/lgg-appendix-a)** (mn.gov/ocm/lgg-appendix-a)
- **Appendix B: [Retail Registration Form and Checklist](https://mn.gov/ocm/lgg-appendix-b)** (mn.gov/ocm/lgg-appendix-b)
- **Appendix C: [Cannabis Flower and Hemp-Derived Cannabinoid Products Inspection Checklist](https://mn.gov/ocm/lgg-appendix-c)** (mn.gov/ocm/lgg-appendix-c)
- **Appendix D: [Enforcement Notice from the Office of Cannabis Management](https://mn.gov/ocm/lgg-appendix-d)** (mn.gov/ocm/lgg-appendix-d)
- **Appendix E: [Notice to Unlawful Cannabis Sellers](https://mn.gov/ocm/lgg-appendix-e)** (mn.gov/ocm/lgg-appendix-e)
- **Appendix F: [Model Guidelines on Age Verification Compliance Checks Policy and Procedures](https://mn.gov/ocm/lgg-appendix-f)** (mn.gov/ocm/lgg-appendix-f)
- **Appendix G: [Cannabis and Hemp Age Compliance Check Form](https://mn.gov/ocm/lgg-appendix-g)** (mn.gov/ocm/lgg-appendix-g)
- **Appendix H: [Local Unit of Government Cannabis Licensing Contact, Delegation Form, and Accela Registration Instructions Guide](https://mn.gov/ocm/local-governments/contactform.jsp)** (mn.gov/ocm/local-governments/contactform.jsp)
- **Appendix J: [Local Approval for Early Cultivation](https://mn.gov/ocm/lgg-appendix-j)** (mn.gov/ocm/lgg-appendix-j)

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

C) CANNABIS BUSINESS REGISTRATION ORDINANCE REVIEW

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to provide comments to staff, and no formal action is required tonight.

Councilor Paper asked how it would be decided who gets the license if multiple applications are received.

Community Development Manager Sarah Madden replied that the statute does not specify how a city would accept retail registrations. She stated that the OCM could approve multiple locations for a license and that the retail application is the last step. She stated that the City Attorney has recommended a first come first serve process for complete applications. She explained that the City would know ahead of time if a business is going to apply because zoning verification is part of the State process before retail registration occurs.

Councilor Paper asked and received confirmation that the first step would be for the applicant to receive a license from the State and work out details on their desired location, which would include a zoning confirmation prior to submission to the City for a retail license.

Community Development Manager Sarah Madden stated that the City will be a part of the State's zoning review, and through that step staff would know who is in the licensing pipeline. She stated that if an applicant were operating efficiently, they would have a lease in place prior to the State license. She commented that she could be alerted that three different applicants are coming down the pipeline, but she would not know who the first applicant would be until the completed application is received by the City.

Councilor Paper commented that there would then be a chance that three different companies could go through the necessary steps, have all their paperwork in line, and then would need to fight it out to have their application as the first received.

Community Development Manager Sarah Madden stated that if there were multiple applicants, there would also be multiple applicants for the Conditional Use Permit (CUP), therefore there would be some foresight to knowing if multiple CUP requests are received. She stated that she has received inquiries but not an exorbitant amount. She stated that if there is a lot of interest, and the City desires, that cap could be increased from one retail business.

Councilor Lorberbaum asked if the Council has agreed to the first come first serve method.

Community Development Manager Sarah Madden replied that the intent for this meeting is to gain that input from the Council. She stated that staff recommends a first come first serve basis but the decision is of the Council as that is not specified within statute. She stated that if the Council provides direction to follow a different review path, she would amend the language to include that method of review.

Councilor Lorberbaum recognized that new regulations were released today and asked if the intention is for staff to review that and then determine if additional amendments will be necessary and if so, asked if that would be brought back before the Council.

Community Development Manager Sarah Madden replied that she did a preliminary review and most of the draft rules apply to the entirety of adult-use cannabis, providing some examples. She stated that the local control section of the draft rules is very similar to what had been provided through the draft guide. She confirmed that she would continue to provide updates to the Council as new information is released.

Councilor Lorberbaum asked why staff would recommend the first come first serve method of review.

Community Development Manager Sarah Madden replied that recommendations were developed in discussions with the City Attorney as to what criteria would be considered if there were multiple applications. She stated that the applications would be almost identical and therefore was unsure of what basis a comparison decision would be made of.

Councilor Maczko stated that is where his biggest concern is as not all businesses are created equally. He recognized that the first come first serve basis gets the City out of having to make a decision, but that also takes away the ability for the City to determine if the business would be a good fit. He used the scenario that a business is approved and asked if their license continues to be extended if they do not lose their license. He asked what type of protection the City would have from having to allow an unwanted business.

Community Development Manager Sarah Madden replied that the process was designed by the State for the cities to have less picking and choosing options when it comes to retailers for cannabis businesses. She stated that the license would be continuous as long as the license and registration continue to be renewed. She provided examples of items that could cause a license to be revoked and noted that a business could also choose to leave to go to another community. She stated that if the Council desires a different selection process, she can take that direction. She stated that the first choice of staff would be the first come first serve basis and the second would be a lottery-based system. She stated that if the Council desires a different review process, there would need to be clear criteria developed upon which a review would be completed.

Councilor Maczko asked if any cities have developed that type of criteria for review and scoring.

Community Development Manager Sarah Madden stated that she was not aware of any that had a selection process when she reviewed draft ordinances this fall. She stated that the majority used first come first serve, lottery, or a rolling application window timeline. She stated that many of the neighboring communities have a larger population and therefore do not have the same limit of one retail business, therefore there is not the same concern with multiple applications.

Councilor Mazzitello commented that the statement was made that if all requirements of the OCM are met, the city must approve the registration, if all setback and other zoning requirements are met.

Community Development Manager Sarah Madden commented on some additional requirements that would need to be met prior to the registration being issued such as ensuring the property is up-to-date on taxes and assessments and a lease is in place, if the building is not owned by the applicant.

Councilor Mazzitello commented that it is unfortunate that the OCM has limited what cities can and cannot do. He stated that he agrees with the first complete application method as that follows the work the City has done to remove language such as "the Council may" to remove the grey areas. He noted that the

ordinance states that these businesses would be allowed in the industrial zone as a conditional use and asked if the same would be true for the business and mixed-use PUD districts.

Community Development Manager Sarah Madden replied that within the retail/business zones, the retail use would also be conditionally allowed. She stated that the lower potency hemp retailers would be an exception as those are already allowed today. She stated that this use is not listed within the mixed-use PUD district.

Councilor Mazzitello asked for more information on the definition of a temporary cannabis event.

Community Development Manager Sarah Madden replied that type of event is called out in the statute and OCM guide as something that would be permitted through licensing, although she could not think of a good description of what the event may look like. She stated that it could be considered similar to a temporary liquor license.

Councilor Maczko asked if the City has to allow for temporary cannabis events.

Community Development Manager Sarah Madden replied that a local government cannot prohibit a cannabis business license type from the community and that is one type of license. She stated that she can gather more information on the events to provide more detail.

Councilor Maczko stated that he would be concerned that someone could rent Mendakota Park for a temporary cannabis event and was unsure that is something the community would want.

Community Development Manager Sarah Madden stated that there are performance standards for those types of events and explained that the buffers in place would exclude the park from being a location.

Councilor Maczko asked for clarification on the language related to the number of businesses registered within Dakota County and the statement that if that trigger is met, the City would not be required to license additional businesses.

Community Development Manager Sarah Madden explained that the statute includes a minimum number of retailers based on population and if there are enough retail registrants county-wide to meet that population threshold for the county, the City would not be required to register additional retail businesses because the cap has been met through the county.

Councilor Maczko referenced the required buffers and asked if a GIS map could be created to identify where these businesses could be located.

Community Development Manager Sarah Madden replied that the presentation did include a rough draft of that map, noting that she would clean that up going forward.

Councilor Maczko noted language that references an application fee and asked if that should instead be a registration fee.

Community Development Manager Sarah Madden stated that she could modify that language to be more consistent, clarifying that it is an application fee for business registration.

Councilor Maczko asked if something could be put into an ordinance to regulate something they do not want the State to do. He commented that it seems odd to put something in the ordinance that tells the State what it cannot do.

Community Development Manager Sarah Madden replied that the sentence is within the draft rules, statute, and model ordinance and therefore was included in the ordinance.

Councilor Paper asked if the term “Indian country” is actually used.

City Attorney Amy Schmidt replied that is the correct term as defined in federal law.

Councilor Paper stated that the first come first serve method seems strange. He commented that this is a big decision as only one retail business will be allowed and was unsure that choosing the fastest applicant is the right decision. He stated that he would want to choose an operator that will have success with the least amount of difficulty and problems and that may not be the one that is quickest to the door.

City Attorney Amy Schmidt stated that it is the staff recommendation to use first come first serve because there is only one allowed. She stated that all vetting is done at the state level, as that has been taken out of the City’s hands. She commented that this would be the most straightforward and objective way to move forward.

Councilor Paper commented that a lottery would seem even more silly as that would be completely random. He stated that if there is no ability to choose an applicant, then first come first serve would seem to be the path forward.

Councilor Lorberbaum stated that while it is not ideal, she is leaning towards first come first serve.

Councilor Maczko stated that he has the same concerns as Councilor Paper with that method but also was unsure of the criteria that could be used to make a decision without someone claiming the decision is arbitrary. He agreed that the first come first serve would make sense at this point.

Mayor Levine stated that she also leans towards first come first serve as the State will do the job of vetting the application. She stated that the City has its zoning in place and can issue citations for businesses that fail to comply.

Community Development Manager Sarah Madden stated that she would place that into the draft for the next review and will bring back additional information on temporary cannabis events.

D) REQUEST FOR PROPOSALS FOR IVY HILLS PARK PLAYGROUND REPLACEMENT

Parks and Recreation/Assistant Public Works Director Meredith Lawrence explained that the Council was being asked to consider authorizing the issuance of a Request for Proposals (RFP) for the playground replacement at Ivy Hills Park.

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: March 4, 2025

AGENDA ITEM: Public Hearing - Consideration of Ordinance No. 600, Authorizing an Amendment to the 2025 Fee Schedule to Incorporate Cannabis Business Registration Fees

ITEM TYPE: Public Hearing

DEPARTMENT: Administration

CONTACT: Sarah Madden, Community Development Manager

ACTION REQUEST:

Hold a Public Hearing to consider approval of Ordinance No. 600 to Authorize an Amendment to the 2025 Fee Schedule to incorporate Cannabis Business Registration Fees

BACKGROUND:

The Minnesota Legislature enacted new State Law at the end of the 2023 legislative session, amended in 2024, that legalizes the possession, use, manufacturing, and sale of certain cannabis products within the State. The Law also establishes the Office of Cannabis Management (OCM) to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry.

The law limits a City's ability to regulate cannabis and hemp businesses. In the areas of the statute where local governments are permitted to incorporate regulations of cannabis businesses, the scope of that regulation is restrictive and highly specific.

The City Council began discussion of establishing zoning controls and a retail registration ordinance in the Fall of 2024. The state statute establishes maximum fee amounts that a City may charge for initial and renewal registration of a retail business registration application, and the model ordinance introduced by the OCM guides a maximum violation fee amount of \$2,000. When the City Council reviewed the fee information at the November 21, 2024 meeting, the staff recommendation was to establish the City's fees at the maximum permitted amount, as the amount of staff work for implementation was uncertain. The City Council agreed with the staff recommendation at that time.

The table below shows the maximum amount for an initial registration fee and renewal registration fee for retail businesses and includes the amount the state charges for a license, for reference.

Business	Initial	Renewal
Cannabis Retailer	City (optional) - \$500; State - \$2,500	City (Optional) - \$1,000; State - \$5,000
Lower Potency Hemp Retailer	City (Optional) \$125; State - \$250	City (Optional) - \$125; State - \$250
Medical Cannabis Combination Business	City (Optional) - \$500; State - \$20,000	City (Optional) - \$1,000; State - \$70,000
Cannabis Mezzobusiness	City (Optional) - \$500; State - \$5,000	City (Optional) - \$1,000; State - \$10,000
Cannabis Microbusiness	City (Optional) - \$0; State - \$0	City (Optional) - \$1,000; State - \$2,000

Ordinance No. 597 is also proposed for adoption earlier in the agenda, as item 8.b. That ordinance indicates both registration fees, as well as civil penalties for violations. Excerpts are provided below:

3-8-4(C)1. Fees

- a) *The City of Mendota Heights shall not charge an application fee.*
- b) *A registration fee, as established in the City of Mendota Height's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.*
- c) *An initial registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.*
- d) *Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter.*
- e) *A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.*
- f) *A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.*

3-8-4(E)4. - Civil Penalties

a) *Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City of Mendota Heights's Fee Schedule, for registration violations, not to exceed \$2,000.*

The proposed Ordinance No. 600 is attached, which amends the 2025 Fee Schedule to establish the Cannabis Retail Business Registration fees, as well as the civil penalty for registration violations. The violation fees are proposed to scale with the number of repeat violations, resulting in a maximum fee of \$2,000 as established in the Retail Registration ordinance and in state law.

The City Council is asked to consider adopting Ordinance No. 600, authorizing the amended 2025 Fee Schedule and incorporating Cannabis Business Registration fees.

FISCAL AND RESOURCE IMPACT:

The City's 2025 Fee Schedule is proposed to be amended to establish the fees as indicated in the excerpt from Ordinance No. 600 below:

<i>Cannabis Retail Business Fees</i> Cannabis Retail Business Registration Initial Registration (includes first renewal).	\$500	Sec. 3-8-4C.1
Renewal Registration (beginning with second renewal)	\$1,000	Sec. 3-8-4C.1
Lower-potency Hemp Edible Retail Business Registration	\$125	Sec. 3-8-4C.1
<i>Cannabis Retail Business Penalties</i> First Violation	\$1,000	Sec. 3-8-4E.4a)
Second Violation at same location within five years of the first violation	\$1,250	Sec. 3-8-4E.4a)
Third violation at same location within five years of the first violation	\$2,000	Sec. 3-8-4E.4a)
Fourth violation at same location within five years of the first violation	\$2,000	Sec. 3-8-4E.4a)
Retail sale without a retail registration	\$2,000	Sec. 3-8-4A.2

ATTACHMENTS:

- 1. Ordinance 600 - Cannabis Retail Fees

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government, Premier Public Services & Infrastructure

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

ORDINANCE NO. 600

**AN ORDINANCE AMENDING THE FEE SCHEDULE TO ADD A REGISTRATION
FEE FOR CANNABIS OR LOWER-POTENCY HEMP RETAIL BUSINESSES**

WHEREAS, the City has adopted the City Fee Schedule and desires to amend the City Code and the current Fee Schedule to reflect the addition of a Cannabis and Lower-Potency Hemp Retail Business Registration Fee; and

WHEREAS, the amendments to the City's fee schedule for 2025 is set forth in the table included herein.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENDOTA
HEIGHTS ORDAINS:**

Section 1. The City Fee Schedule, Administration Section, is amended by the addition of the following language:

<u>Cannabis Retail Business Fees</u>		
<u>Cannabis Retail Business Registration</u>	<u>\$500</u>	<u>Sec. 3-8-4C.1</u>
<u>Initial Registration (includes first renewal).</u>		
<u>Renewal Registration (beginning with second renewal)</u>	<u>\$1,000</u>	<u>Sec. 3-8-4C.1</u>
<u>Lower-potency Hemp Edible Retail Business Registration</u>	<u>\$125</u>	<u>Sec. 3-8-4C.1</u>
<u>Cannabis Retail Business Penalties</u>	<u>\$1,000</u>	<u>Sec. 3-8-4E.4a)</u>
<u>First Violation</u>		
<u>Second Violation at same location within five years of the first violation</u>	<u>\$1,250</u>	<u>Sec. 3-8-4E.4a)</u>
<u>Third violation at same location within five years of the first violation</u>	<u>\$2,000</u>	<u>Sec. 3-8-4E.4a)</u>
<u>Fourth violation at same location within five years of the first violation</u>	<u>\$2,000</u>	<u>Sec. 3-8-4E.4a)</u>
<u>Retail sale without a retail registration</u>	<u>\$2,000</u>	<u>Sec. 3-8-4A.2</u>

Section 2. Effective date. This ordinance shall be effective upon adoption and publication according to law.

ADOPTED this 4th day of March, 2025 by the Mendota Heights City Council.

CITY OF MENDOTA HEIGHTS

ATTEST:

Stephanie B. Levine, Mayor

Nancy Bauer, City Clerk