



CITY OF MENDOTA HEIGHTS

CITY COUNCIL REGULAR MEETING AGENDA

February 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 January 21, 2025, City Council Meeting
- b. Approve Minutes from the January 21, 2025, City Council Work Session
- c. Approve City Administrator's Performance Evaluation Summary
- d. Approve Out of Metro Travel Request for the City Administrator
- e. Approve the Promotion of Dave Perrault to Mendota Heights Police Officer
- f. Approve the Purchase of a Cold Planer for the Streets Department
- g. Authorize the Purchase of Street Light Poles

- h. Approve Tree Removal Contract
- i. Authorize the Issuance of a Request for Proposals for the Development of an ADA Transition Plan
- j. Authorize 2024 Audit Services Contract with BerganKDV
- k. Approve the Hiring of Recreation Facilities Coordinator
- l. Authorize the Annual Firefighter Recruitment Process of up to Four Recruits for Mendota Heights Firefighters.
- m. Authorize a Temporary Full-Time Equivalent Police Officer Position within the Mendota Heights Police Department
- n. Approve Ordinance 599 Amending City Code; Title 6, Chapter 4, Section 3 Revising 'Seasonal Restrictions and Weight Limits Established'
- o. Authorize Professional Services Agreement with Full Circle Indigenous Planning and Design for the Oheyawahe/Pilot Knob Preservation Site Interpretive Design Project (Phase III)
- p. Approve December 2024 Treasurer's Report
- q. Approve Claims List

7. Presentations

8. Public Hearings

9. New and Unfinished Business

- a. Resolution 2025-10 Appointments to City Advisory Commissions
- b. Request for Proposals--Ivy Hills Park Playground
- c. Resolution 2025-08 to Approve Limited Use Permit #1917-1031 and Resolution 2025-09 to Approve Plans and Authorize Advertisement for Bids for the Friendly Hills Neighborhood Improvements
- d. Resolution 2025-07 Supporting Dakota County River to River Greenway Improvement Project No. 30002

10. Community / City Administrator Announcements

11. City Council Comments

12. Adjourn

Next Meeting February 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.

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the Regular Meeting
Held Tuesday, January 21, 2025

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

FIRE DEPARTMENT PINNING – FIRE CHIEF DAN JOHNSON

Former Fire Chief Dave Dreelan thanked the past and current City Council members, members of City staff, members of public safety, and the residents commenting that it has been an honor and privilege to serve the community. He thanked his wife and daughters for their continuous support throughout his career. He recognized the great work that Fire Chief Dan Johnson has done throughout his career and congratulated him on the new position.

The ceremonial Oath of Office and badge pinning for Fire Chief Dan Johnson were completed.

Fire Chief Dan Johnson thanked everyone for the opportunity to continue to serve the community that he has served for the past nine years. He commented on the history of the Mendota Heights Township and Mendota Heights fire department and its Chiefs. He recognized the service of Councilor Maczko as Fire Chief and now as a member of the City Council. He stated that to be in the position of Chief is an honor and he finds difficulty in finding the right words to describe. He appreciated the history and mission statement of the department, which will continue to be guides in his position as they look forward to and continue to provide the excellent services needed by the community.

Councilor Paper welcomed Fire Chief Dan Johnson to the position.

Councilor Maczko commented that he cannot think of anyone with more passion for fire service than Fire Chief Dan Johnson, noting his true sense of community service and commitment to the community. He stated that the department is in good hands and will continue forward in a strong manner. He thanked Fire Chief Dan Johnson for his service and congratulated him.

Councilor Lorberbaum recognized all the Chiefs that have previously served, noting that Fire Chief Dave Dreelan will be missed. She welcomed the new Fire Chief.

Councilor Mazzitello thanked former Fire Chief Dave Dreelan, recognizing the things he has accomplished in his tenure. He congratulated new Fire Chief Dan Johnson and stated that he possesses the skills to fill the shoes of that position well. He recognized the spirit of public service which drives them to do what they do and congratulated the new Chief.

Mayor Levine echoed the comments made by other Council members. She recognized that this type of service requires the support of their families. She stated that Fire Chief Dan Johnson and his wife are a dynamic duo in the fire department. She stated that the fire department is the soul of the city, and they are proud of their fire department. She expressed gratitude for the service the department provides to the community and thanked former Fire Chief Dave Dreelan and new Fire Chief Dan Johnson.

AGENDA ADOPTION

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

Ayes: 5

Nays: 0

PUBLIC COMMENTS

No one from the public wished to be heard.

CONSENT AGENDA

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

- a. Approval of January 7, 2025, City Council Minutes
- b. Approve the City of Mendota Heights Fleet Safety Policy
- c. ~~Authorize Natural Resources Internship Position and Posting~~
- d. Approve Cooperative Agreement with Tree Trust for the 2025 Tree Canopy Program
- e. Acceptance of Minnesota Chiefs of Police Foundation Grant
- f. Acknowledge October, November, and December 2024 Fire Synopses
- g. Approve Massage Therapist License
- h. Approve November 2024 Treasurer's Report
- i. Approve a Letter of Support for MnDOT Slope Stability Study on Highway 13
- j. Authorize Master Services Agreement with I & S Group, Inc (ISG)
- k. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

PULLED CONSENT AGENDA ITEMS
C) AUTHORIZE NATURAL RESOURCES INTERNSHIP POSITION AND POSTING

Mayor Levine commented that there is an opportunity for a student to serve this summer in a natural resources internship. She commented on the valuable work experience that can be gained.

Councilor Paper moved to authorize NATURAL RESOURCES INTERNSHIP POSITION AND POSTING.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

PRESENTATIONS

No items scheduled.

PUBLIC HEARING

No items scheduled.

NEW AND UNFINISHED BUSINESS
A) RESOLUTION 2025-06 APPOINTMENTS TO CITY ADVISORY COMMISSIONS

Mayor Levine reported that the City Council accepted applications for four open positions on various commissions and interviews were held on January 9th. She stated that the Council was grateful for the robust applicant pool that expressed interest in serving on the advisory commissions. She welcomed the four new members who will be joining the Planning Commission, Park Commission, and Natural Resources Commission.

Councilor Lorberbaum moved to approve RESOLUTION NO. 2025-06 APPOINTING CITY ADVISORY COMMISSION MEMBERS.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

B) PAVEMENT RATINGS PROPOSAL

Assistant City Engineer Lucas Ritchie provided a brief background on this item. The Council was being asked to consider a proposal from GoodPointe Technology to collect and provide pavement ratings.

Councilor Maczko asked for clarification on the length of roadway, which was mentioned as 72 miles, but noted that the proposal from GoodPointe states 65 miles.

Assistant City Engineer Lucas Ritchie stated that the proposal does include a few less miles because of roadways that were recently reconstructed or are in progress.

Councilor Maczko thanked staff for their work on this as it has been his priority to have data to develop a plan. He stated that this is an unbudgeted item and believes that the City needs to follow its budget. He recognized that there will be times when there are unknown costs or emergencies that arise and must be dealt with. He commented that he strongly supports this item but is concerned that this would deviate from the budget.

Assistant City Engineer Lucas Ritchie stated that if this is not approved, it would be included as a 2026 budget request. He explained that originally staff believed that this could be done internally, but have discovered that is not feasible and a third party would be needed. He explained that this data could assist in making decisions for 2025 projects and planning for the future. He recognized that this is an unbudgeted request, but staff do see the need and benefit to have this information today, however, staff would be able to function without the data if this were delayed for one year.

Councilor Paper asked for more information on how the data is gathered.

Assistant City Engineer Lucas Ritchie stated that various methods can be used to gather that data, noting that this consultant would drive a vehicle with a camera on the bottom and would use AI to analyze that data.

Councilor Paper recognized the initial software cost but asked why there would be an ongoing cost for the software.

Assistant City Engineer Lucas Ritchie replied that he was only requesting a one-year subscription. He commented that staff would review whether the software would be beneficial in the future.

Councilor Paper asked if there is feedback from other communities that have used GoodPointe.

Assistant City Engineer Lucas Ritchie replied that other communities have used this software with solid feedback and Mendota Heights has used this in the past.

Councilor Lorberbaum commented on the dilemmas they have had in previous cases with experts with different opinions and believed that this information would be helpful to guide them in making the right decision. She stated that while she agrees with Councilor Maczko's point of view on the budget, she believes this needs to be done.

Councilor Mazzitello stated that he is glad the City is doing this again, noting that it should be done periodically to keep up on the data. He stated that this is an opportune time to get this done as the Council will be doing a review of the street reconstruction and assessment policy and it would be great to have accurate data as they enter into that discussion. He asked that this be a budgeted request in the future, whether that it be a street line item or its own budget request.

Councilor Mazzitello moved to approve PROPOSAL FROM GOODPOINTE TECHNOLOGY TO COLLECT AND PROVIDE PAVEMENT RATINGS.

Councilor Maczko seconded the motion.

Ayes: 5

Nays: 0

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.

Councilor Paper referenced the statement that the neighborhood has requested a new playground and asked for more information on the definition of neighborhood in that scenario.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that in this scenario it is residents from this neighborhood and other neighborhoods. She stated that staff tend to receive calls a few years out from planned replacement, noting that she is already receiving calls inquiring about Friendly Hills playground.

Councilor Paper asked where the data came from that stated that one in five residents in that area are disabled.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that information was pulled from the US Census by the consultant as part of the Master Plan.

Councilor Paper asked if the census includes a question asking about disabilities and if the results were then that one in five residents in that area are disabled. He asked how that compares to the rest of the community.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence confirmed that question and related result is part of the census. She commented that she did not have the list with her, noting it is part of the final report. She noted that not all disabilities are visually seen.

Councilor Paper commented that is a big number and should be addressed for this community.

Councilor Mazzitello referenced the process and asked if three firms would be brought to the City Council for selection and whether a staff recommendation would also be included at that April meeting.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the same process was followed for Marie and Valley View Heights playgrounds. She stated that regardless of how many applications are received, three will be chosen to move forward for public comments and a recommendation will be made by the Parks and Recreation Commission.

Councilor Lorberbaum stated that it sounds like this proposal was developed in a worksession, that was not televised, and was not reviewed at a formal Parks and Recreation Commission meeting.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the Parks and Recreation Commission did not hold a regular meeting in January as it held a strategic planning workshop, and video services were not available for that meeting. She stated that the Commission reviewed the entire RFP, had an hour-long discussion, and engaged with neighbors and playground subcommittee members. She stated that the six members who were present supported this scope for the project, although it was not a formal recommendation.

Councilor Lorberbaum stated that 20.6 disabled individuals seem skewed and asked if there is a diameter of the area around the park that is considered.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence explained that service level areas were developed for each park as part of the Master Plan process in order to decipher the census data.

Councilor Lorberbaum asked if wood chips, and fiber chips are both accessible and for more information on those materials.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the desired surfacing would be engineered wood fiber surfacing which is the standard in the City complexes with the exception of Mendakota which has a combination of that material and poured in place surfacing. She stated that the material meets ADA standards although acknowledging that it may not be easy to push a wheelchair through that material. She explained that poured in place surfacing would add \$80,000 to \$100,000 to the cost.

Councilor Lorberbaum asked and received confirmation that all existing benches could be retained and asked if any of those are donated benches.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that those benches are not donated and are the required two benches within the container to ensure proper supervision of children. She stated that the benches could be reused by the vendor and if they were not reused in this instance the City would retain those benches because they are in good shape.

Councilor Lorberbaum asked for more information on the durability of communication boards.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that those boards are significantly durable and are becoming more common in playground structures. She did not have any concerns and thought they would be a great addition to the parks.

Councilor Lorberbaum asked if the additional space that would be added would accommodate all the desired features, specifically asking if this is a need versus a want.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she is unsure of the new spacing requirements for a new playground because each feature has a different buffer requirement for safety. She stated that the size increase is requested to ensure the playground would have the same number of features and would be comparable to other neighborhood playgrounds.

Councilor Lorberbaum stated that she has concern with the cost of \$180,000. She asked if the size could be reduced to save money if all aspects could be met.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that is a decision for the Council to make as the maximum budget is included in the RFP. She stated that in the past most proposals are very near that budget number. She asked that the Council provide that input tonight on the budget to ensure that they do not receive proposals that cannot move forward at that cost.

Councilor Lorberbaum commented that staff have done this before and have done it well. She asked how the budget is determined.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence explained that she reviews the playgrounds that have been done in the past to review the cost, size, features, and anticipated price increases.

Councilor Lorberbaum asked if the budget were reduced, would the vendors then try to find a way to provide everything desired within that cost.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the goal in utilizing this process is to put vendors in a position to compete with the most and best features possible to win the contract. She stated that when the budget is set, the ask is then for the best proposal to be submitted that meets that budget. She noted that features can be listed as alternates, noting they have done that in the past for shade structures. She stated that the larger the budget, the better result the playground would be.

Councilor Lorberbaum stated that perhaps everything desired could be provided for \$160,000.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the City may not receive proposals if the vendors do not feel the desired features could be provided.

Councilor Lorberbaum stated that if they ran at \$160,000 and no proposals were received, that could be increased to \$180,000 but recognized that would mean the project would not move forward this year.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence confirmed that is correct. She stated that the City respects the time of vendors, and she would not want to put proposals out with the expectation that they would not move forward as that could impact the ability of the City to receive proposals in the future.

Councilor Lorberbaum stated that she is concerned that there is a special parks fund that they like to keep a minimum balance of \$200,000. She stated that the current balance is \$186,000 and an additional \$20,000 would come from that account which will continue to lower the balance with no plan to increase that fund balance.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the City will likely receive park dedication fees with the final At Home Apartments development. She stated that the special parks fund is not a rainy-day fund and can only be used for new or enhanced features to a park. She explained that the account cannot be used for emergency situations and was unsure that would be the correct fund for rainy day situation. She stated that although \$20,000 is a lot of money, that will not fix the ongoing funding concern for parks noting that will be a larger discussion as part of the Master Plan process.

Councilor Lorberbaum asked if the \$20,000 could come from another source as the special parks fund has been used for good things in the past and she would prefer to keep the balance for unexpected things that arise.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that in discussions with the Finance Director, the special parks fund was the recommendation for that \$20,000. She stated that staff could look at other funding sources but would not want to guarantee there would be another source.

Councilor Lorberbaum asked if a proposal could be done for \$180,000 without knowing where the \$20,000 would come from.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that would be a decision of the Council. She stated that the budget could be set at \$160,000, moving some features to bid alternates.

Councilor Maczko asked the number of residents that attended the Park Commission meeting.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the meeting was not noticed by residents, but two residents were in attendance and noted that the playground was discussed at the last meeting of the Homeowners Association.

Councilor Maczko stated that it would be helpful to have numbers on the number of complaints and comments received. He stated that he was also shocked on the census data related to disability and commented that it would be nice for the Council to know the service area and number of residents that reside within that area. He stated that he is not big on the lifespan of 15-20 years as things last longer if properly maintained. He asked for more information on the maintenance costs for the park.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that staff does not track those expenses to that level of detail but is looking into software to track that information.

Councilor Maczko stated that it is cheaper to maintain then to replace but acknowledged the need for ADA accessibility and commented that there should be ADA options within all of the parks. He asked if some of this equipment is available on a State contract.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that in the past staff used the State contract to purchase equipment, but noted that the City then pays what the contract says. She stated that in this method, some vendors choose to sell the equipment cheaper in order to obtain the contract.

Councilor Maczko stated that the State contract pricing could help validate the estimated cost. He was concerned that if the budget number is released, the vendor will get as close to that number as possible.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that to utilize the State contract she would need a company to design where the features could be placed to meet the safety requirement buffers and explained that it is not as easy as looking through a catalog to pull out pricing.

Councilor Maczko stated that if safety zones are a criteria, those zones should be readily available to create an estimate. He stated that he does support community involvement and providing ADA compliance, but commented that this is a large amount of money, and he wants to ensure it is spent wisely across the city for the benefit of all residents. He stated that he heard a lot of generalities and not specifics.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that if there is additional information desired, the Council could request that information.

Councilor Maczko asked if there could be numbers provided on the number of residents who have requested this to be done. He stated that he would also like to see maintenance costs if that is a criteria for replacement as the playground looks very usable.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that staff have been internally discussing an asset management software that could track that data and related expenses. She noted that may come forward as a budget request in 2026 as it would provide better data for all infrastructure within the community. She stated that she receives about 150 emails most days and 25 phone calls each day, noting that she does not track those contacts and attempts to respond within 24 hours of the contact. She stated that if the Council wants staff to track those contacts, she could do that but cannot go back in time.

Councilor Maczko stated that the Council must defend their actions and decisions and that is hard to do without data and information that can be shared. He stated that the \$20,000 is unbudgeted and he does have concern with that.

Councilor Mazzitello asked if an RFP could be issued without a maximum amount and how that could impact responses.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that could be done. She stated that the proposed process with a dollar amount is a common process used by many cities and she has not seen that done without a dollar amount. She commented that in that scenario it would be difficult to have fair community engagement as residents could gravitate towards the most expensive option.

Councilor Mazzitello acknowledged that the desire is to have a level playing field between the vendors.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that vendors also provide six photographs, which are chosen by the vendors. She stated that if there is a \$140,000 proposal and a \$240,000 proposal, it would be assumed that residents would most likely choose the more expensive option not knowing the impact on the tax base.

Councilor Mazzitello asked if a \$160,000 maximum amount could be requested and then an additional ask for the vendor to show what an additional \$20,000 could result in.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the Council could choose that path but asked how they would move forward with community engagement with two different proposals and budgets. She stated that if that is the desire, she would prefer a bid alternate option.

Councilor Mazzitello asked if special park funds were used for the container expansion at Valley View Heights.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence confirmed that to be true noting that she also believed the special parks fund was used for the container expansion at Marie.

Councilor Mazzitello stated that there is \$316,000 inbound to the special parks fund at some time in 2025. He stated that there will need to be a larger policy discussion about providing a sustained funding source for capital improvements to the parks. He noted that they have these discussions every year about budgeted expenses and whether these funds should be allocated. He did not believe \$20,000 to be a large hit to the special parks fund. He commented that he is disabled and that if he lived within the survey zone, he would be one of those 20 percent, noting that he is not in a wheelchair but is an over 50 percent disabled veteran. He stated that he would count in those statistics and asked the Council to think of the age demographics of the city, noting that Mendota Heights is one of the oldest age demographics.

Councilor Mazzitello moved to authorize THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR THE PLAYGROUND REPLACEMENT AT IVY HILLS PARK WITH THE MAXIMUM AMOUNT OF \$180,000.

Councilor Paper seconded the motion.

Further discussion: Mayor Levine referenced the anticipated lifespan of the playground of 15-20 years and asked if, through RFP, the City could get a design that lasts 20-25 years.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that playgrounds are built to last 15-20 years and there is not equipment that has a higher life expectancy than others. She stated that the discussed asset management software would provide them with more data on the maintenance expenses, but 15-20 years is the industry standard across the nation.

Mayor Levine believed that the Council should consider the asset management software in order to better review the infrastructure maintenance costs and potentially extend the lifespan of equipment.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she is unsure that the software would make the equipment last longer but it would provide them with data that could assist in prioritizing equipment and determining how long the equipment is kept in the park system before replacement.

Mayor Levine agreed that the program itself could not do that, but proper maintenance combined with that program could assist in targeting maintenance needs. She stated that Ivy Hills is the neighborhood park for the townhomes and Sylvandale/Ivy Falls. She stated that Ivy Hills is a gem in the city and the playground structure is somewhat smaller, but the green space is gorgeous. She stated that she would support the container expansion, but the beauty of the park is the greenspace, mature trees, and large open space. She stated that there is a very large group of residents that utilize that park. She noted that there is a fully accessible park at Somerset Elementary which is a ten-minute walk from Ivy Hills. She stated that it looks like the RFP includes a lot of swings, two of which are the platform and arch swing. She asked that two belt swings be provided to allow for socialization. She stated that the platform swing makes sense and while the arch swing is a cool feature, the park has trees that can be used for hammocks and therefore questioned whether that feature is needed at this park. She stated that perhaps that is listed as an alternate option. She stated that in community engagement they do provide options but believed that with Rogers Lake they asked residents for input on features before they went out for bid. She stated that there are a ton of teenagers in this area and there is nothing in the parks system for teens. She stated that pull-up and push-up bars are items desired for teens. She asked if it would be assumed that the monkey

bars would be replaced with monkey bars. She referenced the desired features and stated that the direction does not seem very physical, and she would prefer to see more options to ensure all kids feel included.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that she did not see any issue with having two belt swings and provided more background information on the discussion of the subcommittee related to the must-have features. She stated that the student representative was part of the process, and the arch swing was the item she requested as a teen. She stated that list of must-have features is included in the RFP, noting that other features that vendors could provide are also included which provides the opportunity for creativity. She stated that features can be moved to the must-have list, but the more features that are required to have could increase the difficulty in meeting that list and related safety zones.

Mayor Levine stated that she would like to see items such as those that test balance, and upper body strength, and an item that spins.

Councilor Maczko stated that the RFP does not specify any of the demographics for the park area and perhaps providing that information would be helpful in the proposed designs.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence explained that playgrounds are built in two different safety standard features, 2-year-olds - 5-year-olds and 5-year-olds -12 years old features, noting that those are typically located on opposite sides of the playground. She explained that typically 25 percent of the features are for 2-year-olds -5-year-olds while the remaining 75 percent is for 5 years old -12 years old. She stated that while current demographics could be provided, demographics will significantly change during the lifespan of the playground.

Mayor Levine stated that this community underserves the children with special needs, which is why ADA accessibility is being included. She noted that teens are also underserved and while she appreciated the input of one teen, she was unsure that represents the desire of all teens. She stated that perhaps the space for the arch swing could be better used for other things that would serve teens. She asked where the platform swing would be located.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence anticipated that the platform swing would be nearest the entrance to prevent someone in a wheelchair from having to trek across the playground for access. She explained that she does not like to get into too much detail with the RFP as that takes away from the ability of the vendor to use their knowledge and expertise to design the best product.

Mayor Levine commented that the platform swing is separate, as was the arch swing, so that would mean three different areas for swings within a small park. She stated that she is also concerned with the \$20,000 as that was not budgeted but recognized that the playground was budgeted two years ago and prices have increased, so she can support the \$180,000. She stated that perhaps the RFP is set at \$160,000 with the arch swing as a bid alternate. She also requested that other items be added that they would like to see to include upper body strength, balance, and rotation items.

Councilor Lorberbaum agreed with the comments of Mayor Levine and acknowledged that they want to get this done this year but also want to get this right. She asked if changes could be made to the RFP in the next two weeks and whether that would delay the project.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that staff can make those changes, and it would delay the project but noted that she would want clarification on the attainable information that is requested of staff.

Mayor Levine asked if the currently accessible swing would be retained.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she is unsure if the feature would remain at this park, but the equipment would be retained and could be moved to another park which would expand accessibility at another park. She stated that reuse of that item is not required in the RFP.

Councilor Lorberbaum stated that she would like to modify the motion with the hope that staff could bring this back in two weeks. She stated that she would love for the budget to be \$180,000 but is concerned with that number and therefore would like to move forward at \$160,000 with some amenities listed at alternates that could bring the total to \$180,000. She noted that the requested items by Mayor Levine could also be listed relating to upper body, balance, and rotation.

Councilor Mazzitello stated if the direction is for staff to bring this back, there would not be a motion, and the action would instead be to table this.

Councilor Paper stated that this park serves a significant area as people either use Ivy Hills, Somerseset Elementary, Cherokee Park, or Saint Joe's. He stated that this playground services a lot of residents and therefore he does not have a concern with the proposed budget of \$180,000 for an accessible park that would service the needs of the neighborhood. He stated that the issue of parks funding is the problem of the Council, not the parks. He stated that this is an opportunity to fund an item in the community and this project has already been deferred. He commented that it is frustrating to continue to see these projects ripped apart. He stated that he does not want to interfere with the creativity of the people who do this for a living, recognizing that demographics in an area change over time and therefore the park should not be designed just on current demographics. He stated that this seems to be a reasonable request and budget for a park that serves a large population. He stated that they need to allow the opportunity for professionals to provide their input and was unsure the Council is in the position to be dictating all these details.

Councilor Lorberbaum stated that she would recommend \$160,000 with the alternate to go up to \$180,000 in order to see both options.

Councilor Maczko stated that he does not necessarily disagree with Councilor Paper as there is a large area served by this park but was unsure that the community had the opportunity to weigh in on what they would like to see. He was unsure if he felt comfortable that the community input has been received on the desired features. He stated that the budget for this was \$160,000 and perhaps additional work is needed by staff on the front end to ensure that budgets are realistic. He asked if this should go back to the Parks Commission to determine if there should be amendments made to ensure that they meet the needs of the community rather than just replacing something to say that was done.

Mayor Levine stated that she did not feel this was ready to move forward. She agreed that the Council should not be making the granular decisions on specific equipment, but because of the way this moved forward, they did not receive the input from the Parks Commission. She stated that if she were at the worksession, she may feel very different. She hoped that the Parks Commission members would watch this meeting to see this confusion and asked if the Council would support the Parks Commission to revisit this discussion in a regular meeting so that the Council could then watch and make a more informed decision. She asked that the motion be withdrawn and that this return to the Parks Commission.

Councilor Mazzitello asked if the Parks Commission would be meeting between now and February 4th.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that the Parks and Recreation Commission next meets on February 11th. She stated that the topic can go back to the Commission, but she would need clearer direction on what is being asked. She noted that the Commission discussed the RFP for an hour to send this forward. She commented that discussion could be repeated on camera but if there is specific information the Council wants to hear from the Commission, that should be specified. She stated that she would not want the same conversation to be repeated for the sake of it being televised to be back in this same situation with the Council. She noted that the subcommittee met for two hours, the Parks Commission discussed the RFP for one hour, and this was the product that came forward. She stated that the issuance of the RFP does not bind the City into accepting a proposal, noting that the proposals could be rejected if the City did not like them although that would delay the project from happening in 2025.

Councilor Mazzitello stated that given that there is not clear direction from the City Council, the work of the subcommittee, and Parks Commission to propose this RFP, that there will be extensive public engagement throughout this process, and concerns about elements within the RFP his motion stands. He proposed to add amendments to the RFP to add Item G to the list of items that must be included to include features that focus on spin, upper body strength, and balance.

Councilor Paper agreed to the amendment.

Councilor Lorberbaum asked and received confirmation that the budget would remain at \$180,000 and other than the amended language Councilor Mazzitello's motion would remain unchanged.

Councilor Maczko stated that he would be inclined to vote no. He believed that there is transparency in having information for citizens to view. He believed there to be a time savings in pushing this back to the Parks Commission, which would delay the project by one month rather than potentially rejecting RFPs. He trusted that staff would know the safety areas and could gather data from the State contract to determine what could be accommodated and then determine whether \$160,000 or \$180,000 would be the right number. He stated that he would also prefer to hear the discussion of the Parks Commission and have that discussion also available to the public.

Councilor Lorberbaum commented that she feels that this is rushed and taking more time now could save time in the end.

Mayor Levine agreed that she would also lean towards voting no at this time. She stated that she would like more information on the space that all the swings would take up and whether that would leave sufficient space for the other desired items. She asked if there was discussion on what teens want, recognizing the desire for one child to relax on a swing while others may want equipment to work out with. She stated that since the cut-through was put in, this is the park that older kids can go to without their parents. She stated that perhaps hammocks can be put on trees or additional trees could be planted to accommodate hammocks.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that she does not have software to do playground design and would then need to pick a vendor on the State contract, hire that contractor to do a design, and then use that for pricing. She stated that she also does not know the cost of labor, demolition, and removal costs. She stated that she can let the Commission know they are reopening this item for discussion with the intention to repeat the previous conversation that was had in the conference room on television. She stated that she can provide direction to focus on teens, noting that a large part of the previous discussion was focused on multi-generation and aging population. She stated that it will be difficult to tell the Commission to have the same conversation they had, just on television. She noted that the previous meeting was an open meeting.

Councilor Lorberbaum asked for a range of funds that would be needed to do that.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that she is unsure of the cost of that process. She stated that the City has followed this same process that she is proposing for the last two playground replacement projects.

Councilor Maczko stated that staff brought up the State contractor and therefore he pictures that the contract would include the price for different park features.

City Administrator Cheryl Jacobson stated that she has not reviewed the contract for playground equipment but typically the contract identifies a vendor that can do the entire park and is not a shopping list of individual items. She stated that you would select a vendor that develops a plan and proposal based on State contract pricing. She stated that the State does the vetting and procurement process to select vendors that meet those qualifications, and the contract is not a shopping list of items with prices. She stated that if the City is using the State contract, the State has vetted the pricing and therefore the City would not need to follow the RFP or bidding process.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence explained that through the State contract, you provide the vendor with the features you would like, a design is developed, and the vendor provides the cost. She explained that it is not a competitive bidding process. She stated that she could do that, but it could delay the project by a few months.

City Administrator Cheryl Jacobson stated that about seven years ago the City did use the State contract, and the Commission provided input on the vendor that they liked.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence confirmed that was done for Wentworth and the community was not allowed to provide input through that process. She stated that this process was chosen to allow community engagement.

Councilor Maczko stated that it would seem that this process could then be followed through the State contract and a project could then be chosen from the vendors on the contract. He stated that he was mistaken in his interpretation of what the State contract specified in terms of the details of item pricing. He stated that if the City wants to competitively bid, that would be fine too, but did not believe that changes the process of what is procured. He stated that he is unclear how the \$160,000 was budgeted in the first place and how that increased to \$180,000.

Councilor Paper called the question.

Ayes: 2 (Paper and Mazzitello)

Nays: 3

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that someone will need to make a motion as to what the Council wants. She stated that if the Council wants this reopened by the Parks Commission, she would want clear direction as she would not feel comfortable asking the Commission to repeat their previous discussion simply for it to be on camera.

Mayor Levine recognized the intention of Councilor Maczko in his reference to the State contract, in order to better determine the budget needed for the project. She recognized that each piece of equipment would have a required footprint for safety and asked if it would be possible to get the must-haves and some of the additional desired pieces for a certain price.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that while there are catalogs for equipment, they do not typically include pricing. She stated that she can reach out to request the cost of certain elements from a vendor.

Mayor Levine commented that she would like to see estimated pricing without hiring a vendor to do the design. She stated that staff could then use the required buffer zones to determine the equipment that could be within the allocated space and whether the budget would be accurate.

Councilor Lorberbaum stated that the statement was made that pricing was unknown, but staff have created accurate budgets in the past and asked what is different in this scenario.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she typically uses square footage and noted that prior projects have followed this same process to develop the scope and RFP process. She stated that she does not know how much each item within the RFP costs and in the past, this has remained pretty open-ended to allow the consultants to propose which features they would like to include. She stated that she is not just picking a number out of the sky and that she does speak with other cities to obtain recent costs for projects. She explained that she does not have software that tells her the requirements for each piece of equipment, the cost of installation, the cost of engineered wood fiber, or the cost of demolition and disposal. She stated that this is a price estimate based on staff's professional opinion based on previous projects and other cities. She stated that she can call a vendor and get the cost for a piece of equipment but that does not include the cost for installation and how many pieces can fit within the container.

Councilor Maczko stated that he ran the numbers and asked if \$41 per square foot would be an accurate estimate of the cost for a playground.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that Valley View Heights was 3,000 square feet and included a shade structure. She believed that the cost was around \$120,000. She stated that the square footage cost will significantly change based on the features selected for the playground. She stated that if this is not the path the Council wants to follow, involving community engagement, she would then propose to go back to the old method using State contract where the Council selects equipment it would like to see, and the vendor then provides the design and cost. She stated that the change to this process was intended to incorporate the input of the public and that has been successful not only in Mendota Heights but in other communities as well. She believed that it is important for the community to be involved in the playground, but if the square footage cost or final cost is the most important factor for the Council, then her recommendation would be to return to the State contract method.

Councilor Maczko believed that Parks and Recreation/Assistant Public Works Director Meredith Lawrence is missing the point. He stated that public engagement is important and desired, but he wants more information on how the cost estimate is developed. He stated that if the square footage is the best method to determine the cost, he is okay with that but simply wants information on how the cost was estimated.

Mayor Levine stated that she understands the point of staff and the point of Councilor Maczko. She stated that the process can be developed on price or could be developed based on features. She stated that in the past they followed the price path but then developed a hybrid method where features were selected, and the price was then developed. She stated that this method is purely based on the playground RFP, which can cause discomfort for those who have not been involved in this process. She stated that for Marie, a budget was provided to the vendors and the vendors then fill the concept with as much as they can for that budget. She stated that staff has suggested \$180,000. She recognized that the original budget was \$160,000 but that was developed two years ago and the additional \$20,000 can be provided through the special parks fund. She stated that the vendors will fill the container with the desired features and more and no one is there to cheat the City. She stated that sometimes more things will be gained through this process because it is competitive. She commented that this process works and has worked for Marie and Valley View, therefore she wants to stay with this process because it does intensively engage the community. She asked that Councilors Lorberbaum and Maczko support the budget of \$180,000 with additional specifications on the elements. She recognized that some larger items are proposed, and the container may not support all the other items.

Public Works Director Ryan Ruzek stated that he is on a popular vendor website right now and if they select all the features, staff can try to fit all the items within the container size. He noted that some items may need to become alternates if they cannot all fit and that information could be brought back to the February 4th meeting. He stated that the Park Commission did its job in selecting these features and feel that this park would fit with the needs and wants of the community. He commented that there will be extensive community engagement, and this process has been successful.

Mayor Levine commented that she agrees that the process should remain the way it is.

Public Works Director Ryan Ruzek noted that the vendor website does show pricing but that is in \$5,000 increments so with eight features the price could be off by \$40,000.

Mayor Levine stated that she would direct staff to complete additional research to ensure the recommended design elements could fit within the container along with the additional elements that she had recommended to address the teen population. She stated that if those items could not all fit, she would want this to go back to the Parks Commission to prioritize the equipment.

Public Works Director Ryan Ruzek stated that he will provide direction to his staff to do the estimate as he described. He noted that if additional work is requested beyond that, he would estimate a cost of \$2,500 for the assistance of a consultant.

Councilor Mazzitello asked and received confirmation that this would return to the Council then at the February 4th meeting and would not go back before the Parks Commission.

Councilor Maczko commented that he would prefer this go back to the Parks Commission as that would only then cause a delay of two additional weeks from February 4th as it could still come back to the second Council meeting in February. He referenced the comment that this item was not noticed prior to the Parks Commission discussion.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence commented that the item was on the agenda, which was posted and emailed which is why some residents chose to attend the meeting.

Public Works Director Ryan Ruzek commented that the Park Commission did email residents, and it was noted that the playground was discussed at the Homeowners Association meeting the night before.

Councilor Mazzitello asked if the information shared and clarified changes the opinion of anyone on the Council that this could move forward tonight. He stated that staff and the Parks Commission did their jobs, the estimate is based on past projects noting that this estimate is off by \$1 per square foot from Valley View Heights.

Mayor Levine commented that her opinion is not changed and would want to ensure the right size container is determined.

Mayor Maczko moved to TABLE THIS ITEM TO THE FEBRUARY 4, 2025, MEETING WITH THE ADDITIONAL DIRECTION TO STAFF.

Councilor Lorberbaum seconded the motion.

Ayes: 4

Nays: 1 (Mazzitello)

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Lorberbaum thanked the past Fire Chiefs and wished the best to new Fire Chief Dan Johnson. She recognized Martin Luther King Day which occurred the previous day and shared a quote.

Councilor Maczko echoed the congratulations to Fire Chief Dan Johnson and thanked former Fire Chief Dave Dreelan for his service. He expressed appreciation for the commitment that firefighters and police provide, referencing the situation on the West Coast. He stated that earlier tonight there was a workshop where the River to River Greenway project update was presented by the County. He believed that information would have been helpful for residents in a regular meeting rather than in a workshop setting.

Councilor Mazzitello echoed the gratitude for the outgoing and incoming Fire Chief. He stated that the community is fortunate to have people who selflessly serve the community with a sense of pride of ownership. He stated that the River-to-River Greenway project will be presented at a regular meeting in a few weeks. He also commemorated Martin Luther King Day and shared a quote.

Councilor Paper appreciated the professionalism of staff tonight, recognizing that this has been a long meeting.

Mayor Levine echoed the comments of the Council.

ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

Mayor Levine adjourned the meeting at 10:37 p.m.

Stephanie B. Levine
Mayor

ATTEST:

Nancy Bauer
City Clerk

CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

Draft Minutes of the City Council Work
Session Tuesday, January 21, 2025

Mayor Levine called the work session to order at 4:30 p.m. Councilmembers Lorberbaum, Maczko, Mazzitello and Paper were also present.

CLOSED SESSION
CITY ADMINISTRATOR PERFORMANCE EVALUATION

The mayor stated that the meeting was being closed as permitted by Minnesota Statutes, section 13D.05, Subd. 3(a) to conduct the performance evaluation of the city administrator Cheryl Jacobson.

A motion to close the meeting was made by Councilmember Mazzitello, seconded by Councilmember Paper. Motion carried 5-0.

Mayor Levine called the closed session to order at 4:30 p.m. Councilmembers Lorberbaum, Maczko, Mazzitello, and Paper, were also present. City Administrator Cheryl Jacobson was also present.

CALL BACK TO ORDER AND ADJOURNMENT

A motion was made by Councilor Paper, seconded by Councilor Mazzitello, to adjourn the closed meeting and return the City Council Work Session in city council chambers. Motion carried 5-0.

Mayor Levine called the work session to order at 5:11 p.m. Councilmembers Lorberbaum, Maczko, Mazzitello, and Paper, were also present.

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

RIVER TO REIVER GREENWAY UPDATE

Also, in attendance were Mike Adams Senior Project Manager Dakota County Parks and William Bauer, PE. SEH, Inc.

Mr. Adams gave a brief description of the scope of work for the proposed new trail in Valley Park from Marie Avenue to Lilydale Road. Proposed improvements include a 10 foot to 12-foot bituminous trail with a three-foot mowed edge on either side of the trail, a 15-foot wayside rest, and habitat preservation.

The two southern bridges in the corridor need to be replaced. The consultants recommended that northern bridge be salvaged to replace the bridge one of the southern bridges. By relocating the bridge there would be a cost savings of \$50,000 to \$60,000. The other two bridges would be replaced with new bridges.

The trail grade presents some challenges for construction that the consultants are assessing. The goal is to minimize the existing trail grades to maintain existing high value trees along the trail. The trail standards for Dakota County are a 5% or less grade. There are currently grades on the trail at 15%. The lower the grade, the lower the impact to the surrounding natural resources.

Mr. Bauer discussed the design elements of the trail project. There are multiple options for slopes included in the project. Slope would determine if there were additional fence or fall protection needs. The consultants previewed two preliminary design options. These proposals would still require the removal of some significant trees.

Mr. Bauer reviewed the proposed project timeline with project bidding beginning in February 2025 through project completion in Fall of 2026.

The City Council directed staff to recommend one of the proposals for City Council consideration.

ADJOURNMENT

Motion by Councilor Paper, seconded by Councilor Mazzitello to adjourn the meeting. The meeting adjourned at 6:00 p.m. The meeting adjourned to a public reception for retiring Fire Chief Dave Dreelan.

ATTEST:

Stephanie B. Levine, Mayor

Nancy Bauer, City Clerk

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve City Administrator's Performance Evaluation Summary

ITEM TYPE: Consent Item

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City
Administrator

ACTION REQUEST:

Approve the summary of conclusions for the City Administrator's performance evaluation.

BACKGROUND:

In accordance with the terms of the employment agreement with City Administrator Cheryl Jacobson, the city council conducted a performance evaluation during a closed meeting held on January 21, 2025.

Summary Conclusions:

The city council evaluated the City Administrator in the following areas and found that the City Administrator: 1) greatly exceeds performance standards in the completion of essential job functions; 2) greatly exceeds performance standards in the management of core competencies including strategic agility, community vision and purpose, analytical thinking and planning, decision making and impact on results; 3) greatly exceeds or exceeds performance standards in interpersonal core competencies including communication, handling conflict and difficult situations, organizational expertise, working with others and community; and 4) greatly exceeds performance standards in the overall performance of the city administrator position.

FISCAL AND RESOURCE IMPACT:

The city administrator is a budgeted position. The position is included in the city's compensation plan and pay matrix.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve Out of Metro Travel Request for the City Administrator

ITEM TYPE: Consent Item

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City
Administrator

ACTION REQUEST:

Approve out-of-metro travel for the City Administrator to attend the Minnesota City/County Management Association (MCMA) annual conference in Brainerd, Minnesota.

BACKGROUND:

City policy requires that the city council approve any travel to a location outside the metro area for city employees.

The Minnesota City/County Management Association (MCMA) annual conference will be held in Brainerd, MN, from April 30-May 2, 2025. The conference is designed for city and county managers, and management assistants.

FISCAL AND RESOURCE IMPACT:

Attendance at this conference is a budgeted expense. Estimated lodging and conference registration is \$950.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve the Promotion of Dave Perrault to Mendota Heights Police Officer

ITEM TYPE: Consent Item

DEPARTMENT: Police

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

ACTION REQUEST:

Approve the promotion of David Perrault from Police Cadet to Police Officer effective January 29, 2025.

BACKGROUND:

In 2024, the City Council authorized the creation of a new program for the recruitment of Mendota Heights Police Officers. The Police Cadet program maximizes the city's recruitment efforts by attracting top candidates who are still in the process of completing the required training to become a licensed police officer.

Police Cadet Dave Perrault has completed the police officer program requirements and is eligible for promotion to the position of Police Officer.

FISCAL AND RESOURCE IMPACT:

With the promotion of David Perrault, the city will be filling an existing vacancy in the department. This position is included in the 2025 budget.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve the Purchase of a Cold Planer for the Streets Department

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

Approve the Purchase of a Cold Planer for the Streets Department

BACKGROUND:

The Streets Department is responsible for repairing bituminous surfaces throughout the City, and part of this involves cutting out existing pavement in trouble spots or around manholes. Presently, staff make saw cuts through the pavement and then pries out the asphalt chunks. The proposed cold planer will mount to a skid steer and cut and remove asphalt, allowing for staff to remove less material in a cleaner more efficient manner.

FISCAL AND RESOURCE IMPACT:

A quote from Ziegler Cat using MN State Bid Contract #242476 for \$19,047.00 was received. This purchase was identified in the 2025 Capital Improvement Plan and \$20,000 was included in the FY2025 budget for the purchase of this equipment.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize the Purchase of Street Light Poles

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

Authorize staff to purchase five (5) street light poles.

BACKGROUND:

The Public Works Department does annual inspections of street light pole integrity. These new poles will replace those that fail inspection this year. Staff received two quotes for replacement light poles:

AMP'D Electric	\$15,000
Mountain States Lighting	\$12,005

FISCAL AND RESOURCE IMPACT:

The purchase of this equipment will come out of the Street Light Fund. Staff recommends awarding the bid to Mountain States Lighting for \$12,005.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve Tree Removal Contract

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

Award a contract to SavATree in the amount of \$30,960 for the removal of approximately 65 Ash trees in the City's right-of-way and the park system.

BACKGROUND:

The City removes diseased and dead trees, along with hazardous limbs and trees from the street right-of-way and other city-owned properties. Emerald Ash Borer continues to be an issue in the City, and constitutes all of the 65 trees slated for removal. These trees will be removed, the stumps ground where needed, and new dirt placed with grass seed.

FISCAL AND RESOURCE IMPACT:

Staff obtained three quotes for this project:

SavATree	\$30,960
Ivan's Tree Service	\$32,200
Tree Trust	\$39,643.67

The Natural Resources budget has funding to cover this project.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize the Issuance of a Request for Proposals for the Development of an ADA Transition Plan

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Authorize the issuance of a Request for Proposals (RFP) for the development of an ADA Transition Plan.

BACKGROUND:

The Americans with Disabilities Act (ADA) requires that cities create an ADA Transition Plan to remove physical barriers to accessibility for people with disabilities. An ADA Transition Plan must include a self-evaluation of the City's current policies, practices, and programs to ensure they are accessible and don't discriminate against people with disabilities. In addition, it will include a plan to make all sidewalks, trails, park spaces, city facilities and buildings more accessible and in compliance with the ADA. The plan will also provide a formal ADA grievance process that can be used by the public.

Public Agencies with 50 or more employees are required by the Civil Rights Law to adopt an ADA Transition Plan. The City of Mendota Heights does not have an adopted ADA Transition Plan. Staff believes they have some of the components necessary to begin the plan, but will need an ADA consultant to help develop the full plan.

FISCAL AND RESOURCE IMPACT:

The 2025 budget included \$35,000 from the General Fund to cover the costs associated with the project.

ATTACHMENTS:

1. Mendota Heights ADA Transition Plan RFP

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government, Premier Public Services & Infrastructure



City of Mendota Heights

REQUEST FOR PROPOSALS

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

PROPOSAL DEADLINE: March 7, 2025 • 11:00am

Released: February 5, 2025

Section 1: General Information

Contract Administration

All correspondence regarding this RFP (Request for Proposals) and the proposed services must be addressed to:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
Phone: 651-255-1354
Email: mlawrence@mendotaheightsmn.gov

Submission must be sent by email. One hard copy PDF of the proposal and any relevant attachments should be sent to the mailing address above.

Deadline for Questions: 11:00am on February 24, 2025

Due Date: 11:00am on March 7, 2025 (includes both digital and physical submission)

Anticipated Award of Contract: April 2, 2025

Target Deliverables Due Date: October 1, 2025

Acceptance of Proposals Contents

The contents of this RFP and the proposal will become contractual obligations if a contract ensues. Failure of the consultant to meet these obligations may result in cancellation of the award. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13—Minnesota Government Data Practices Act.

Section 2: Project Overview

Project Overview and Purpose

The purpose of this project is to prepare a City-wide ADA Transition Plan that is compliant with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. This plan will incorporate all necessary elements required to ensure that the City of Mendota Heights is in compliance with current ADA laws and regulations for its public spaces and programs, rights of way and transportation facilities, and services.

Under Title II of the ADA, the City of Mendota Heights must meet the following general requirements as part of this plan:

- Must operate their programs so that when viewed in their entirety, the programs are accessible to, and usable by, individuals with disabilities (28 C.F.R. Sec. 35.150)
- May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability (28 C.F.R. Sec. 35.150 a)

- Must make reasonable modifications in policies and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 C.F.R. Sec. 35.130b 7)
- May not provide services or benefits to individuals with disabilities through programs that are separate or different measures are necessary to ensure that benefits and services are equally effective (28 C.F.R. Sec. 35.130b (iv) and d)
- Must take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are effective as communications with others (29 C.F.R. Sec. 35.160a)
- Must designate at least one responsible employee to coordinate ADA compliance (28 C.F.R. Sec. 35.107a). This person is referred to as the “ADA Coordinator.” The public entity must provide the ADA coordinator’s name, office address, and telephone number to all interested individuals (28 C.F.R. Sec. 35.107a)
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons (28 C.F.R. Sec. 35.106). The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis (28 C.F.R. Sec 104.8a)
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints (28 C.F.R. Sec. 35.107b). This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

The proposed ADA Transition Plan and Inventory will, at a minimum:

- Identify existing physical obstacles in the City’s rights of way that limit accessibility to its programs or activities by individuals with disabilities
- Describe in detail the methods that could be used to make the facilities (including buildings, parking lots, parks, streets, sidewalks, trails) accessible
- Review the City’s online platform and programs/services to identify gaps in compliance
- Specify a schedule or approach for taking the steps necessary to achieve compliance
- Identify steps that can be taken during the transition period
- Identify the individual responsible for plan implementation
- Address maintenance of accessibility, including but not limited to snow removal
- Address accessibility in work zones for existing facilities

The project should closely follow the process created during the development of the LRRB resource, “ADA Transition Plan Requirements, A Model for Local Agencies.”

Section 3: Scope of Work and Deliverables

In order to achieve the project goal, the following tasks are to be performed by the awarded Consultant:

1. Develop a Transition Plan Outline

The Consultant will create an outline that defines all components of the Transition Plan. This outline should be reviewed with appropriate city staff to ensure all parties understand what the final document will contain.

2. Review Available Data

While developing the outline the Consultant will review existing infrastructure data/records (provided by the City). This data will include:

- Any previous city ADA improvement projects
- As-built plans of existing projects
- GIS, aerial, or topographic mapping data of existing county infrastructure
- Capital Improvement Plans, comprehensive plans, area studies, etc., to identify future planned projects that may impact city rights of way
- Any other data determined to be useful by the Consultant

3. Project Management Team Meetings

A Project Management Team (PMT) will be developed for overseeing plan development and to ensure interests are met with the final document. The team from the City will consist of the Parks and Recreation Director/Assistant Public Works Director, Assistant City Engineer, and Special Projects Coordinator.

4. ADA Inventory/Evaluation of Existing Facilities and Infrastructure

The city shall provide a total count and map of all Pedestrian Ramp facilities within the city to the consultant. The consultant shall review the data provided, and any available supplementary information, for the existing facilities including all infrastructure within city road intersections, trails intersecting with city right of ways, sidewalks along city roads, city buildings and parks to evaluate compliance with current Public Rights of Way Accessibility Guidelines (PROWAG) and MnDOT state aid standards. It is not anticipated that the consultant will need to review the individual facilities or infrastructure for compliance or collect field data relating to these features; however, the consultant will need to identify necessary improvements within the transition plan for future implementation based on available information.

5. Develop Priority System

After city facilities and infrastructure have been inventoried, the Consultant will work with city staff to create a priority system to rank necessary projects based on condition,

improvement need, pedestrian usage and safety. This information will be compiled in a format that can be incorporated into the final plan document.

6. Develop Transition Plan and Public Outreach

Based on input from the PMT the Consultant will refine the transition plan outline and prepare a final draft document. The document will identify necessary facilities and policy improvements, address public involvement by developing a procedure for filing grievances, and identify a City ADA Coordinator.

7. Final Presentation for Plan Adoption

The consultant will be required to provide the City with a final document, edited based off requested changes from the PMT and presented to the City Council for final adoption. The consultant should plan to present at two council meetings.

The final Plan should be in a reader-friendly document with an emphasis on maps, charts, photos, graphics and tables to convey information rather than using lengthy text. The Plan should be formatted in such a way that it is easy to update on a routine basis.

Section 4: Proposals

The proposal shall contain the type of information summarized below. Additional information is allowable, provided it is directly related to the proposed project. The proposal should follow the Table of Contents listed below. The four (4) sections of the proposal should be separated using tabs.

- 1). Project Approach
- 2). Proposed Project Team and Experience
- 3). Schedule
- 4). Fee Quotation

1). Proposed Project Team and Experience

- Provide identification of the offering firm (s), including name, address and telephone number of each firm
- List the name, title, address, email address, and telephone numbers of contact person during period of proposal evaluation
- Provide history, years in business and background on the firm
- List any subcontracted professionals that will be used on the project
- Identify the key project team members and describe their specific roles on the project
- Include resumes for key members of the project team
- Describe relevant experience and provide information on at least three (3) reference projects completed in the last five (5) years

- Include specific descriptions of proposed team members' roles on relevant projects.
Provide a contact name and information for each of the references

2). Schedule

Provide a proposed timeline with projected completion dates. The City's expectation is to complete the ADA Transition Plan by October, 2025.

3). Fee Quotation

Proposals shall include a total cost for completion of the project described that is based on an hourly fee not to exceed the contract amount. The cost should include detailed estimates of the number of hours to be worked by specific team members on each major (numbered) work item under section 3 of this RFP. A cost estimate summary for each of the work items outlined in the RFP shall also be included. The estimate shall clearly identify any additions, overhead, and reimbursable expenses.

4). Submission of Proposal

Proposals shall be submitted digitally via email to mlawrence@mendotaheightsmn.gov and physically delivered to the mailing address above. Physical submissions must include one (1) copy of the proposal in PDF format along with any relevant attachments. Proposals will be accepted until March 7 at 11:00am.

Proposals shall not exceed ten (10) pages (font size 11) with no more than ten (10) additional pages for appendices.

5). Sharing of Information

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

Section 5: Consultant Selection

Proposals will be reviewed and evaluated by City staff on the basis of the following criteria:

- Consulting firm and key project staff experience with similar projects
- Proven track record in successfully completing similar projects on time and within budget
- Successful experience of both the firm and the individual team members will be considered
- Understanding of the work and proposed approach to completing the project
- Components and details of the scope of the project
- Proposed fee

Following review of the RFPs by the City, staff will recommend a consultant to enter into a contract with to the City Council. It is anticipated that a proposed contract will be brought to the City Council for consideration at their March 18, 2025 meeting.

Section 6: Terms and Conditions

Upon selection of a Consultant, a contract shall be entered into by the City and Consultant. It is expected that the contract will provide for compensation for actual hours expended on a not-to-exceed basis. In addition:

1. Deletions of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project plus necessary subcontractor work (as applicable) and out of pocket expenses. Billing that exceeds the not to exceed will not be compensated unless a contract extension has been approved by the City Council.
2. If, for any reason, a firm is not able to commence the services in that firm's proposal within 30 days of the award, the City reserves the right to contract with another qualified firm.
3. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, proposal preparation or final contract negotiations.
4. The proposal must be signed in ink by an official authorized to bind the consultant to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least 90 days from the date of the proposal deadline.
5. The City shall retain ownership of all plans, maps, reports, models, and data prepared under this proposal.
6. 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.
7. 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.
8. Payments: Billing for completed services shall be based upon a monthly invoice submitted by the Consultant.
9. Addenda/Clarifications: Any changes to this RFP will be made by the City through a written addendum. No verbal modification will be binding.

10. **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.
11. **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.
12. **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.
13. **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.
14. **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.

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize 2024 Audit Services Contract with BerganKDV

ITEM TYPE: Consent Item

DEPARTMENT: Finance

CONTACT: Kristen Schabacker, Finance Director

ACTION REQUEST:

Authorize Finance Director to enter into a contract with BerganKDV for auditing services for the 2024 Audit.

BACKGROUND:

BerganKDV has been providing the city with auditing services since 2009. Bergan KDV has provided the City with quotes for the 2024 audits for both the City and Relief Association:

2024 audit - \$44,600 for the City audit plus \$4,500-\$6,500 if Single Audit is needed

2024 audit - \$9,100 for the Relief Association Audit

The cost of the 2023 audit for the City was \$41,300. The quote for the 2024 audit is an increase of \$3,300. The cost of the 2024 audit for the Relief Association was \$8,600. The quote for the 2024 audit for the fire relief association is \$500 greater than the 2023 cost.. The city has a good working relationship with BerganKDV.

FISCAL AND RESOURCE IMPACT:

These costs are included in the 2025 Budget.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve the Hiring of Recreation Facilities Coordinator

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

CONTACT:

Kelly Torkelson, Assistant
City Administrator
Meredith Lawrence, Parks
and Recreation/Assistant
Public Works Director

ACTION REQUEST:

The City Council is asked to authorize the hiring of Trey Carlson as the Recreation Facilities Coordinator.

BACKGROUND:

The City Council approved the addition of a Recreation Facilities Coordinator position as part of the FY2025 budget. This position will help meet the growing needs of parks and recreation and provide additional capacity within the Public Works/Engineering Department. In addition, this position will assume management responsibilities at the Mendota Heights Par 3 golf course. The City has completed a competitive search of candidates and would enthusiastically like to recommend the hiring of Trey Carlson as the Recreation Facilities Coordinator for the City of Mendota Heights.

Trey Carlson brings valuable experience working both in recreational programming for the Elk River School District as well as in golf course maintenance at the Edinburgh Golf Course. Staff are confident that he will be a valuable addition to the Parks and Recreation Department.

Trey's anticipated start date is March 3, 2025.

FISCAL AND RESOURCE IMPACT:

This is a budgeted position with the City of Mendota Heights. Staff recommend the City Council authorize the hiring Trey Carlson at step-2 of paygrade-8 of the 2025 Non-Union Employee Compensation Matrix with one week (40 hours) of vacation bank to start his

employment with the City of Mendota Heights.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize the Annual Firefighter Recruitment Process of up to Four Recruits for Mendota Heights Firefighters.

ITEM TYPE: Consent Item

DEPARTMENT: Fire

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

ACTION REQUEST:

Authorize the posting for the annual firefighter recruitment process and authorize the hiring of up to four cadets, which would be temporary authorization for two unbudgeted recruits.

BACKGROUND:

The Mendota Heights Fire Department is a Paid-On-Call model fire department. This model is based on recruiting community residents that live within a specified distance from the fire department. Residents are encouraged to sign up to serve on the department, actively participate in ongoing trainings, and to respond regularly to fire calls in the community.

The Mendota Heights Fire Department has an in house training academy that new fire recruits complete during their first year on the department. Applicants do not need to have pre-existing firefighting experience. Once hired, recruits will receive training to complete certification as Firefighter I, Firefighter II, Hazardous Materials Operator, and Emergency Medical Responder.

Recruits are selected after an extensive hiring process. The recruitment process begins in February with three months of outreach, engagement, and information sessions at the Mendota Heights Fire Department. Interested applicants get an opportunity to talk with firefighters to learn about what is involved to serve as a Mendota Heights Firefighter. Applicants who meet minimum qualifications go through a panel interview process which concludes with recommendation of candidates to move forward through our public safety background check, psychological exam, and medical exam process. Candidates that successfully complete the entire process will be appointed by the City Council in July.

The department is authorized for up to 36 firefighters. Currently, the department has 34 firefighters. Staff are looking for authorization to hire up to four additional firefighters, which would result in the department exceeding the department's 2025 budget authority by two firefighters. The two additional firefighters would allow the department to have a cohort to complete the annual fire academy and to fill vacancies that occur throughout the year as there is only a single fire academy process each year.

In the case that there are at least 35 firefighters on staff with the Mendota Heights Fire Department, the department would cancel its annual fire academy. However, with only 34 active firefighters, it would benefit the department to fill the vacant seats.

FISCAL AND RESOURCE IMPACT:

Two open positions are budgeted within the 2025 budget. Firefighter recruits would be hired according to the schedule set forth in Resolution 2024-82 which adopted the 2025 Pay Classification Plan for Non-Union Employees. The current hourly rate for firefighters in their first year is \$12.06 per hour. Costs related to the two potential unbudgeted fire recruits would be dependent on if there are additional position vacancies within the Mendota Heights Fire Department before their appointment in July of 2025.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize a Temporary Full-Time Equivalent Police Officer Position within the Mendota Heights Police Department

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Police

CONTACT: Kelly McCarthy, Police Chief
Kelly Torkelson, Assistant
City Administrator

ACTION REQUEST:

Authorize a temporary full-time equivalent police officer position to support police officer recruitment efforts and to utilize state grant dollars.

BACKGROUND:

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

The Police Cadet program hires college graduates who are interested in becoming police officers but who have not completed the required law enforcement education. Through the program, individuals complete these requirements prior to being promoted to a Mendota Heights Police Officer. In October 2024, the City of Mendota Heights accepted a \$50,000 grant from the State of Minnesota for funding a police cadet through this program. These dollars are contingent on the City hiring a police cadet in 2025. Previous cadet hiring processes have filled police officer vacancies. However, with the promotion of Dave Perrault to Police Officer, there are currently no vacancies in the department.

Previously, the City Council authorized staff to temporarily increase the number of full-time equivalent (FTEs) positions in anticipation of officer turnover and given the challenging hiring market and the long lead time to hire police officers. Allowing this flexibility helps to support the staff to ensure the department is able to meet staffing requirements without needing to allocate additional overtime in the case that there was an unexpected vacancy in the

department.

Staff is again seeking a temporary increase of one additional FTE. Giving staff temporary expanded position hiring authority allows the city to utilize the \$50,000 of grant funds for the cadet program. City Council authorization of an additional temporary FTE allows staff to move forward with the police cadet recruitment process with a cadet completing their program and being promoted to a Mendota Heights Police Officer in the Fall of 2025.

While staff are not currently anticipating any vacancies in the police department, turnover in the department is not irregular. The department being full staffed is a testament to the multiple recruitment and retention strategies the department has enacted in recent years. Strategies have included process improvements improving efficiency in the police officer hiring process, the take-home squad program, and the creation of the cadet program which has graduated two Mendota Heights Police Officers.

FISCAL AND RESOURCE IMPACT:

The proposed authorization for a temporary one additional FTE is not a budgeted expense in the 2025 budget. Costs related to this additional position are dependent on if there are any additional position vacancies within the Mendota Heights Police Department before the potential promotion of the Police Cadet in the fall of 2025. In the case that additional hiring authority is not granted, the city will lose the \$50,000 of state funds for the police officer cadet program as staff would not be able to fulfill on the requirements of the grant before the end of 2025. Once the new FTE completes the Cadet Program, they would be hired at step one of the Police Officer pay scale with an hourly pay rate of \$38.13 per hour.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Approve Ordinance 599 Amending City Code; Title 6, Chapter 4, Section 3 Revising 'Seasonal Restrictions and Weight Limits Established'

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

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

ACTION REQUEST:

Approve Ordinance 599 amending City Code; Title 6, Chapter 4, Section 3 revising 'seasonal restrictions and weight limits established'.

BACKGROUND:

Seasonal Load Restrictions (SLRs) are implemented in Minnesota to protect roadways from damage during periods of thaw when pavement and underlying soil structures are most vulnerable. Typically, these restrictions are enforced in the spring as temperatures rise, causing frost in the ground to melt. This creates a temporary weakening of the road base and subgrade, making them less capable of supporting heavy loads.

SLRs involve reducing the allowable axle weights on certain roads during the thaw period. The Minnesota Department of Transportation (MnDOT) provides recommendations for the timing and duration of these restrictions based on frost depth, temperature, and other environmental factors. Restrictions typically begin in March and end by mid-May but can vary based on regional and year specific climate conditions.

The current seasonal restrictions and weight limits identified in city code were adopted in 1981 and were further updated in 2018 to provide a date range of establishment, an updated weight limit, and altering staff authority over implementation of the seasonal load restrictions. Staff receive numerous calls every spring regarding these restrictions. To allow for a more flexible date range based on ever-changing weather conditions, staff are proposing the ordinance guiding these SLRs be updated to follow the dates and duration recommended by

MnDOT. All other language pertaining to weight restrictions and authority of implementation remains unchanged.

Proposed changes to the season restrictions and weight limits includes:

- Change date range from March 15 to May 1 each year to the period of time when state seasonal load restrictions are in place, as determined by the commissioner of the Minnesota Department of Transportation

FISCAL AND RESOURCE IMPACT:

None at this time.

ATTACHMENTS:

1. Ordinance 599 Seasonal Restrictions and Weight Limits Established

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure

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

ORDINANCE NO. 599

**AN ORDINANCE AMENDING TITLE 6, CHAPTER 4, SECTION 3 OF THE CITY
CODE OF THE CITY OF MENDOTA HEIGHTS, MINNESOTA, DAKOTA COUNTY,
CONCERNING SEASONAL RESTRICTIONS AND WEIGHT LIMITS**

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

Title 6-4-3 is hereby amended as follows:

6-4-3: SEASONAL RESTRICTIONS AND WEIGHT LIMITS ESTABLISHED:

A. Except where other restrictions are imposed as provided in section [6-4-2](#) of this chapter, no person, firm or corporation shall operate any vehicle or combination of vehicles upon any street, road or highway under the jurisdiction of the city during the period ~~between March 15 and May 1 of each year~~ of time when state seasonal weight restrictions are in place, as identified by the commissioner of the Minnesota Department of Transportation, where the gross weight of said vehicle together with the load thereon exceeds eight thousand (8,000) pounds per axle. (~~Ord. 533, 9-17-2018~~ Ord. 599, 2-4-2025)

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

Adopted and ordained into an Ordinance this fourth day of February 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Authorize Professional Services Agreement with Full Circle Indigenous Planning and Design for the Oheyawahe/Pilot Knob Preservation Site Interpretive Design Project (Phase III)

ITEM TYPE: Consent Item

DEPARTMENT: Natural Resources

CONTACT: Krista Spreiter, Natural Resources Coordinator

ACTION REQUEST:

Authorize the professional services agreement between Full Circle Indigenous Planning and Design, LLC and the City to render professional services as part of the Oheyawahe/Pilot Knob Preservation Site Interpretive Design Project - Phase III.

BACKGROUND:

In 2019, the City of Mendota Heights appointed a six-member task force to advise on the short and long term goals for the preservation, improvement, and management of the Oheyawahe/Pilot Knob preservation site. Since that time the task force has worked closely with City staff to guide interpretive planning and secure grant funding to create an interpretive program for the site.

The task force continues to work with its project partners, the Pilot Knob Preservation Association and Dakota County, and now seeks to obtain an Interpretative Design for Oheyawahe/Pilot Knob. The interpretive project is currently in the third phase of four phases. Phases include (1) Indigenous development of themes for interpretation, (2) concept design for interpretation on site, (3) development of design, text and images for interpretative modules, and (4) fabrication and installation of interpretive modules. The desired outcome of this project will be graphic design content that engages and educates visitors about the cultural, historical and natural resources of this significant Dakota sacred site for six interpretive nodes on the site for the themes and stories developed in Phase I and Phase II of this project.

The task force applied for and has been awarded \$60,000.00 from the Minnesota Historical

Society's Minnesota Historical and Cultural Heritage grant program for the work associated with the current phase of the interpretive project. At its regular meeting on November 6, 2024, the City Council authorized the execution of the MN Historical and Cultural Heritage Program grant agreement.

The task force has received a single proposal from Full Circle Indigenous Planning and Design to develop interpretive content as described in the Request for Proposals for the amount of \$60,000. The task force has worked with Full Circle on the previous two phases of the project with positive outcomes. The task force is recommending Full Circle as the chosen consultant for the project and recommends authorization of the professional services agreement between Full Circle Indigenous Planning and Design, LLC and the City.

FISCAL AND RESOURCE IMPACT:

The MN Historical and Cultural Heritage grant agreement requires a \$10,040.00 match to be provided by the city. The 2025 city budget includes \$10,000.00 for this project.

ATTACHMENTS:

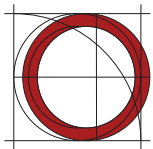
1. Full Circle Proposal Oheyawahe Interpretive Design Phase III
2. 2025-01-28 Oheyawahe -Pilot Knob Agreement draft

CITY COUNCIL PRIORITY:

Environmental Sustainability & Stewardship

OHEYAWAHE/PILOT KNOB PRESERVATION SITE

CITY OF MENDOTA HEIGHTS | INTERPRETIVE DESIGN SERVICES



Prepared by
Full Circle Indigenous Planning and Design, LLC
219 SE Main Street, Suite 101
Minneapolis, MN 55414

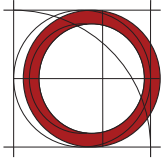
Contact
Regine Kennedy, AICP, CIP
regine.kennedy@fullcircleplanning.com
Phone: 651.402.0582

January 17, 2025

Presented to
Krista Spreiter, Natural Resources Coordinator
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
(651) 255-1123
KSpreiter@Mendotaheightsmn.gov

Top Image Credit:
mendotaheightsmn.gov





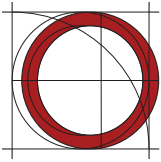
Full Circle Indigenous Planning + Design, LLC

100% Native American-owned, community-focused architecture, planning and design

www.fullcircleplanning.com

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Full Circle Indigenous Planning + Design, LLC

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www.fullcircleplanning.com

January 17, 2024

Dear Ms. Spreiter,

We are honored to have our team be considered for the interpretative design services for the Oheyawahe/Pilot Knob Preservation Site. Our team understands that the successful completion of this work will build upon previous phases to develop five interpretive nodes that engage and educate visitors about this sacred Dakota site from the perspective of Dakota people. This work is especially dear to us for many reasons. Foremost, our prior work with the City and this place reflect our dedication to and belief that it is essential for everyone to better understand that Indigenous people are still here, on this landscape that has been their home for millennia. Our team has worked extensively at culturally significant Dakota places throughout the Twin Cities and across Minnesota.

With decades of experience and award-winning projects, our team offers you valuable insights informed by:

Collaboration with Indigenous Communities: We are experienced in working with and for Tribes and Indigenous communities in Minnesota and nationally. Our projects include collaboration with the four Minnesota Dakota Tribes around site development, cultural resource preservation, and heritage interpretation. Whether working with tribal leaders, historic preservation officers, artists, Elders, or other knowledge keepers, we have developed lasting relationships built on trust and respect. We interpret with, rather than for, communities—we are conduits for them to convey their own stories.

Indigenous-led Team and Process: Sam Olbekson and Regine Kennedy of Full Circle Indigenous Planning + Design lead the consultant team in continuing the work at Oheyawahe. Joined by Cherish Renville, they will facilitate engagement, guide interpretive concept development, and foster a Dakota-led interpretive design process. Alyssa Rupp of 106 Group supports the Full Circle team with graphic design, bringing her site experience to the work.

Knowledge of This Place and Its People: Our working knowledge at Bdote and around the confluence of the Minnesota and Mississippi rivers spans over 25 years. Sam and Regine collaborated with the City of Mendota Heights and its Dakota Advisory Group to create the Interpretive Plan and Concept Plan on which this work will be based. 106 Group supported Full Circle Planning in the development of the concept plan. We have also enjoyed long-term collaborations in Dakota County for trail, park, greenway, and corridor planning and interpretation.

We would be honored to continue our collaboration with you, the Dakota Advisory Group, your project Task Force and the Dakota community on this important and meaningful effort to restore cultural and physical connections to this sacred place. If you have any questions, please contact me at any time.

Sincerely,

Regine Kennedy, AICP, CIP

Sr. Planner & Operations Director, Full Circle Indigenous Planning + Design LLC

PROJECT UNDERSTANDING

Funded through the Minnesota Legacy Amendment Arts and Cultural Heritage Fund, this interpretive design project is supported by the City of Mendota Heights in partnership with the Pilot Knob Preservation Association and Dakota County. This project seeks to develop interpretive content for five interpretive nodes at Oheyawahe:

- **01** / Acacia Boulevard Entry
- **02** / Valencour Circle Entry
- **03** / Big Rivers Regional Trail Entry
- **04** / Central Gathering Overlook
- **05** / Seven Council Fires Overlook

The interpretive content at these five nodes will be guided by recommendations and input gathered during phases one and two. As a result of this work, visitors will be engaged and better understand the cultural significance, historical meaning, and natural resources of this sacred Dakota site. Through a deeply collaborative process with the Oheyawahe Dakota Advisory Group and Dakota community, the content and designs for these interpretive features will be developed and guided by Dakota voices and grounded in Indigenous perspectives. This project requires a strategic and collaborative design process, built on a foundation of meaningful, sustained engagement with Dakota people.

Our team understands and recognizes that Oheyawahe is a sacred site. For millennia, Dakota and other Indigenous peoples have gathered here to strengthen kinship bonds, share cultural teachings, participate in ceremonies, bury their dead, and care for their ancestors. For Dakota people, this site is part of Bdote, the place where they came into being. Oheyawahe is one of many interconnected sites along the Minnesota and Mississippi rivers in the Dakota Homelands. **With years of experience working throughout the Bdote landscape**, including collaborating with you on the Interpretive and Concept Plans, our team understands the significance of this place and would be honored to continue our work together.

Building on past work and an established process, we will continue collaborating with Dakota people to create authentic and meaningful interpretive experiences rooted in Dakota people's deep and abiding connection with this sacred site. Over centuries of European colonization and American settlement, Oheyawahe/Pilot Knob has accumulated additional layers of history. In recent years, as its protectors worked to preserve the site and restore its native plant community, local residents have come here to connect with the natural world. As visitation increases, so does the need to help people understand the site's complex history and ecological value as well as its meaning for Dakota people and other Indigenous communities. **We have the team and experience to ensure that Oheyawahe's stories are told in respectful, appropriate, and creative ways.**



PROJECT APPROACH

Our approach is built on our previous work with you at this site as well as knowledge gained from working with and for Indigenous communities and Tribal Nations across the country. In particular, it draws from our long experience of working with Minnesota Dakota communities to document, preserve, and interpret their stories in their voices. We also apply insights gained from our work with city, county, and Tribal agencies and non-profit organizations on planning, interpretive, and cultural resource projects across the Twin Cities and throughout Minnesota, including previous work at Oheyawahe/Pilot Knob, Wakáŋ Típi, Owámniyomni, and Bde Maka Ska among other places. Our team has worked together on past and current projects that include Wakáŋ Típi, Oheyawahe/Pilot Knob, Spring Lake Park Reserve, Owámniyomni and other sites along the Mississippi and Minnesota Rivers.

A DAKOTA/INDIGENOUS PLACE

Our collaborative interpretive design process will **center Indigenous relationships with, and Dakota people's singular connection with, this sacred and culturally significant place.** Development of interpretive text and graphics will be grounded in the themes and stories that surfaced from work in Phases I and II. Additional research and interviews with the Dakota community as part of this next phase of work will help to ensure that these interpretive installations are inclusive, engaging, and, above all, that they express **Indigenous-centered interpretation** and **preserve Oheyawahe/Pilot Knob as a natural and sacred site.**

Our team can represent complex histories through focused messaging and thoughtful designs that honor Indigenous relationships to place. We also know how to develop interpretive strategies for culturally and environmentally sensitive sites. We did this recently for interpretive exhibits at Wakáŋ Típi and interpretive signage at Spring Lake Park Reserve by collaborating with Dakota language educators to develop content in Dakota and English.

Engagement that centers Dakota voices is led by **Regine Kennedy, Sam Olbekson** (White Earth Nation of Ojibwe), and **Cherish Renville** (Sisseton Wahpeton Oyate) of Full Circle Indigenous Planning + Design. Together, they bring unparalleled expertise in Indigenous-centered planning and will lead engagement, interpretive content development, and guide recommendations for interpretive graphic design.

INTERPRETIVE EXPERIENCE DESIGN

Meaningful interpretation centers the visitor experience. At Oheyawahe/Pilot Knob, “visitors” will include Dakota and other Indigenous people who come here to pray, participate in ceremony, honor their ancestors, connect with the land, and care for their plant and animal relatives. There will also be neighborhood and Twin Cities residents who come to spend time in nature and find a new perspective on the city. Increasingly, there are school groups and organized tours that come to discover the site's history. Our goal is that all visitors experience this as a Dakota place and understand it through Indigenous perspectives.

We are committed to making the site experience accessible for all visitors. This includes a range of accessibility: physical, intellectual, and emotional. Our team will apply universal design standards to create better experiences for everyone. Our team includes an NAI-certified interpreter who is well-versed in maximizing accessibility in concept, writing, design, and site development.

While facilitating a meaningful visitor experience, we must also be good stewards. At comparable sites, developed through Indigenous-led processes, the interpretation rests lightly on the land, a mix of sensory experiences are provided, and, most importantly, the land speaks for herself. Balancing these elements takes design experience and excellence. Our team knows how to plan, design, and develop interpretive features that are creative, buildable, environmentally sensitive, and aligned with project goals.



Photo of Oheyawahe, courtesy Laurie Shauli

WORKPLAN

START-UP + RESEARCH / Months 1-3

Monthly Meetings (On-going)

Throughout the project, our project manager will facilitate monthly meetings with you to foster collaboration, guide progress, and ensure coordination with other ongoing projects at the site.

Project Kickoff

During the kickoff meeting, we will work with you to establish a project timeline.

Listening and Gathering

To identify interpretive messages for each interpretive feature and how best to convey them, our team anticipates the following meetings, which include City Staff/Task Force/Dakota Advisory Group. A mix of in-person and virtual meetings are anticipated throughout the project.

- Meeting #1: Site visit, review Interpretive Concept Plan, revise/refine interpretive messaging and elements
- Meeting #2: Identify/confirm interpretive message by feature (structure) and media (e.g., panel, audio, etching/art)

CONTENT DEVELOPMENT / Months 4-9

Interpretive Content Development

Following a site visit and initial listening session, our team will work closely with the Dakota Advisory Group and other Dakota speakers, storytellers, and artists to develop interpretive content from a Dakota perspective for each of the five nodes. Text will be developed in Dakota and English. Graphics will complement the text and add layers of culturally appropriate meaning. If needed, oral narratives, both the story and speaker, will be identified.

Graphic Design

In close collaboration with the City, Task Force, and Dakota Advisory Group, our team will develop the design of each interpretive feature (structure) to a bid-ready level. The final deliverable will be print-ready graphics and fabrication drawings.

Interpretive content and graphic design will be developed concurrently through a series of virtual and in-person workshop meetings with the Dakota Advisory Group and others identified by the group and team as essential for this work. In between these workshops, our team will advance designs (including designing a logo), write text or support Indigenous authors as needed, and develop visual representations.

- Meeting #3: Outline interpretive content by feature, discuss potential authors, artists, and other co-creators to guide and develop content creation, review criteria and inspiration for the logo
- Meeting #4: Review draft content (e.g., an outline of Dakota and/or English text, draft graphic layouts, an outline of the audio story or script (if needed), draft logo options)
- Meeting #5: Collaborate to refine content, including Dakota and/or English text, graphics layouts, audio outline (if needed), and preferred logo design

Deliverable 1: Draft scaled design content, including visual representations; optional preliminary costs

- Meeting #6: Review interpretive designs with Task Force and gather initial feedback

Our team will collaborate with co-creators to finalize the designs, write text in Dakota and English, and conduct interviews, if needed. We will also contact appropriate fabricators and installers for costs based on the designs.

Deliverable 2: Draft 75% scaled design content, including visual representations; cost estimates (fabrication, installation, and maintenance) and any phasing options; photos for acquisition approval

- Meeting #7: Review refined content and gather feedback or approval

Our team will finalize designs, visual representations, costs, and acquire approved photos.

FINAL SUBMITTAL / Months 10-11

Review

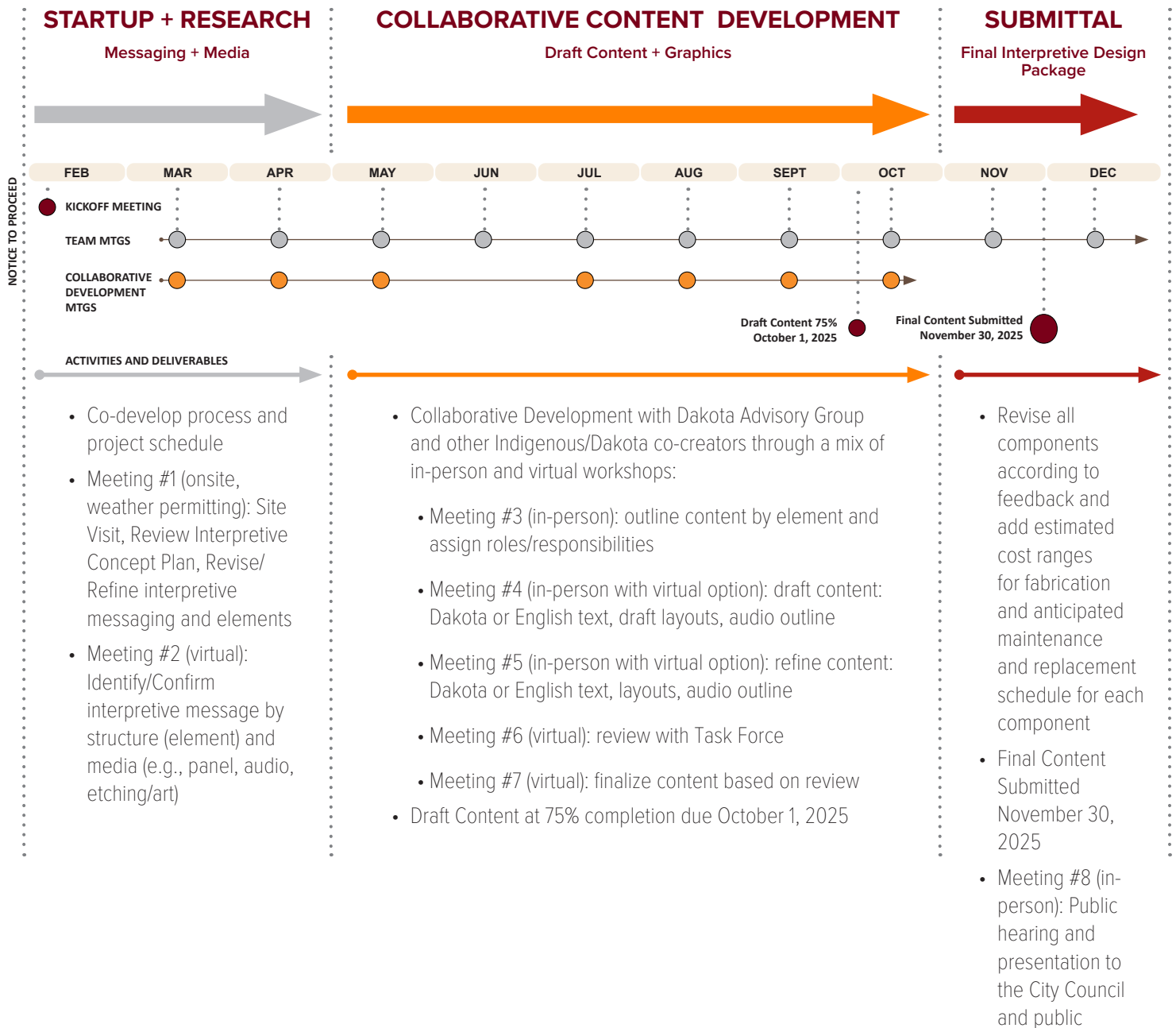
After receiving feedback from the Task Force, our team will finalize the interpretive designs, deliver all content in final form, and attend a public hearing and presentation.

Deliverable 3: Final Interpretive Design Package (one hard copy and one PDF) submitted to the City of Mendota Heights and Task Force

- Meeting #8: Public hearing and presentation to the City Council and public.

PROJECT SCHEDULE

Final project duration and meeting schedule and time line to be co-developed by client and design team

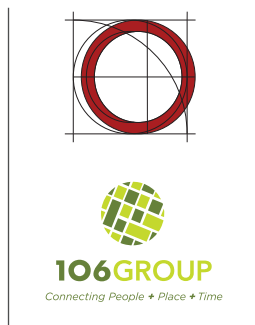


Team Member	Full Circle/ Regine	Full Circle/ Sam	Full Circle/ Cherish	106 Group/ Alyssa		
Rate	\$200.00	\$250.00	\$100.00	\$144.00	Total Hours	Fee by Task
Startup & Research (3 mo)						
Kick-off & Project Preparation	6	2	2	2	12	
Listening Sessions (2)	8	2	8	0	18	
Client Communication	3	0	6	0	9	
Team Coordination	3	2	2	2	9	
Expenses (Mileage + Materials)	\$50.00	\$40.00	\$50.00	0		\$140.00
Hours Subtotal	20	6	18	4	48	\$7,876.00
Content Development (6 mo)						
Draft Design	10	2	20	20	52	
Refined Design	10	2	15	20	47	
Final Design	10	2	15	20	47	
Dakota Advisory Collab Meetings (4)	8	2	16	0	26	
Client Communication	6	2	12	2	22	
Team Coordination	6	2	6	6	20	
Expenses (Mileage + Materials)	\$50.00	\$20.00	\$50.00	\$500.00		\$620.00
Expenses (Dakota/English translation/ New artwork/Audio)	\$10,000.00					\$10,000.00
Hours Subtotal	50	12	84	68	214	\$31,192.00
Submittal & Presentation (2 mo)						
Content Development	12	2	12	8	34	
Public Hearing Presentation	6	0	8	0	14	
Client Communication	2	2	4	0	8	
Team Coordination	2	2	6	0	10	
Expenses (Mileage + Materials)	\$50.00	\$20.00	\$50.00	\$-		\$120.00
Hours Subtotal	22	6	30	8	66	\$10,052.00
Total Hours by Personnel	92	24	132	80	328	
Total Expenses	\$10,150.00	\$80.00	\$150.00	\$500.00		\$10,880.00
Total Fee	\$18,400.00	\$6,000.00	\$13,200.00	\$11,520.00		\$60,000.00

PROJECT TEAM

The team we've brought together for your project blends backgrounds in Indigenous knowledge, interpretive planning, and award-winning design expertise with a shared purpose for illuminating the stories of this place and its people. We also benefit from being a proven collaborative team, having worked together on other interpretive planning and exhibit design projects.

As project manager, Regine Kennedy is your primary point-of-contact. With strong project management and interpretive development skills, she will keep the project on schedule and within budget. Regine effectively and thoughtfully guides team members while planning towards meaningful results with co-creators and project teams. Sam Olbekson provides comprehensive design guidance including graphic representations. Within our team we have Cherish Renville as project coordinator and interpretive developer, and Alyssa Rupp as graphic designer. We've provided a deep bench of talent to meet the unique needs of this project. Together, our team will listen intently to reflect the culture and history that connects your communities and stakeholders. Beyond our key personnel, we are able to draw from a wide pool of additional in-house talent, including expert designers, storytellers, and planners. They increase the diversity of our experience and perspectives, and contribute to a system of institutional support that ensures quality results within proposed schedules.



SUMMARY OF KEY PERSONNEL & ROLES

INTERPRETATION & DESIGN LEAD

Full Circle Indigenous Planning + Design

- Regine Kennedy | Project Manager and Interpretive Planner
- Sam Olbekson | 3D Designer and Architect
- Cherish Renville | Project Coordinator and Interpretive Developer

GRAPHIC DESIGN | 106 Group

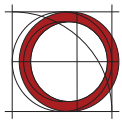
- Alyssa Rupp | Graphic Designer

DAKOTA LANGUAGE

Full Circle has worked with several Dakota educators, artists, and language speakers to center Dakota cultural connections and language in our interpretive and design projects. As educators and artists, their approach helps to create intellectual and emotional connections, forging new pathways of thought and experience with the world around them. Our team has worked closely with Gwen Westerman, Glenn Wasicuna, Cante Maza (Neil McKay) and others to incorporate Dakota language in previous design projects. We welcome collaboration with City staff, the Task Force, and the Dakota Advisory Group to determine the best approach for collaborating with Dakota language educators to develop content that meets project goals and timeline.

POTENTIAL SUBCONSULTANTS

- Cost Estimators
- Dakota Language Educators
- Indigenous/Dakota Artists and Storytellers
- Dakota Elders



Full Circle

Indigenous Planning + Design

Founded in 2010, Full Circle Indigenous Planning + Design is a **100% Native American-owned** multidisciplinary research-based planning and visioning design practice. Led by founder and CEO Sam Olbekson, citizen of the White Earth Nation of Anishinaabe, Full Circle has served numerous communities and institutions across the country to develop planning and design visions that prioritize cultural, spatial, aesthetic, and sustainable design goals. A deep commitment to social equity, environmental justice, community-building, and cultural resiliency is at the root of the projects we put our hearts into.



- 1 COMMUNITY
- 2 CULTURE
- 3 ENVIRONMENT
- 4 GENERATIONS

Core Values

- Supporting communities to envision and shape their own environment
- Contemporary design rooted in cultural tradition
- Responsibility to the earth and natural resources
- Mindfulness that decisions we make today impact future generations

FULL CIRCLE VISION

THRIVING, HEALTHY COMMUNITIES CONNECTED TO CULTURE, NATURE, AND BEAUTY

We are committed to help advance the economic growth, health, and well-being of communities through sound planning and practical design strategies that are innovative, beautiful, sustainable, functional, and culturally specific.

MISSION

TO (RE)CONNECT PEOPLE TO CULTURE AND NATURE THROUGH INNOVATIVE, IMPACTFUL, AND BEAUTIFUL DESIGN

We strive to help build culturally rich, thriving communities through innovative, thoughtful, and inspiring design solutions and to expand access to high quality design to underserved communities.

GOALS

TO BUILD A DESIGN PRACTICE FOCUSED ON SOCIAL EQUITY, ENVIRONMENTAL JUSTICE, AND COMMUNITY BUILDING

The relationship between design, health, equity, community building, culture, justice, economic opportunity, infrastructure, and many other societal factors are all inextricably linked. We are deeply committed to promote social equity, environmental justice, and sustainable community building through thoughtful community-minded design.

COMMITMENT TO TRIBAL COMMUNITIES

TO PRIORITIZE AUTHENTIC NATIVE AMERICAN PROJECT LEADERSHIP AND EMPLOYMENT OPPORTUNITIES

Full Circle works with communities throughout each planning and design process to identify potential opportunities for workforce capacity building through mentorship, hiring Native individuals and businesses when possible, and designing to support TERO efforts. We encourage interest in the field of planning, architecture, and engineering, and construction through presentations and visits to schools and other community organizations.

NATIVE-LED COMMUNITY ENGAGEMENT + VISIONING

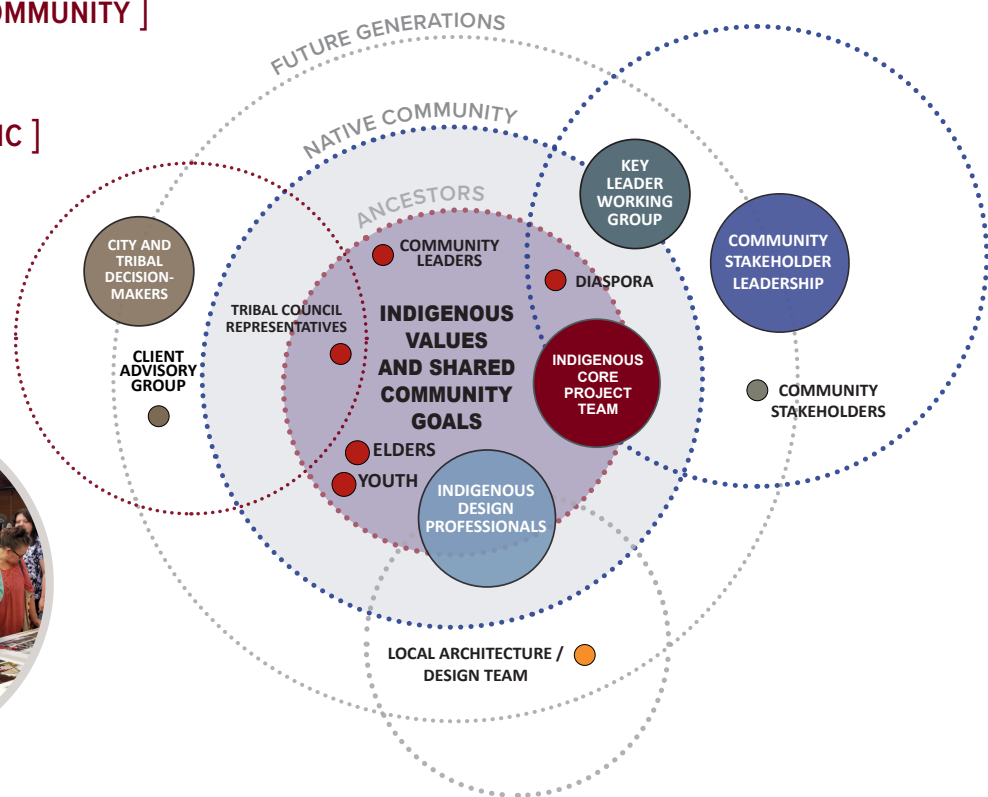
[UNIQUE TO EACH COMMUNITY]

[AUTHENTIC]

[CULTURALLY SPECIFIC]

[IMPACTFUL]

[FUN]



Full Circle is the only design and community engagement firm of its kind in Indian Country.

We facilitate an authentic and engaging community listening process for Tribal Communities. Our practice focuses on giving a meaningful voice and rewarding experience to Native organizations as they develop important community-building projects. Together, we listen and help determine the right team of community stakeholders, cultural leaders, consultants and design professionals to develop the community gatherings and project meetings that lead to your vision of project success. By listening deeply and carefully addressing the unique community goals of each project, we will provide a thoughtfully planned, fiscally responsible, beautifully designed and culturally appropriate vision for your Project.

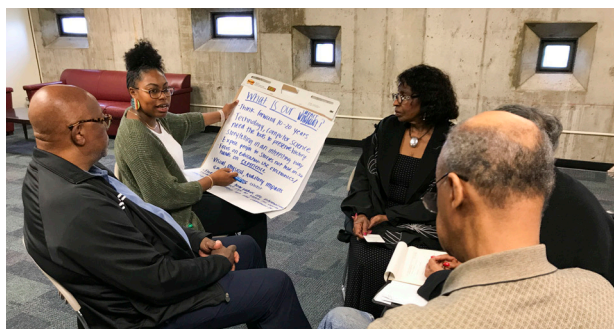


ABOUT THE 106 GROUP

For over 30 years, 106 Group has guided the planning, management, and interpretation of natural, historical, and cultural resources. Built on the belief that communities are strongest when they evolve with a rooted sense of their own authentic heritage, we've developed innovative solutions to document resources and uncover powerful stories.

Our core staff of 32 employees includes National Association of Interpretation Certified Interpretive Planners; three of whom meet the Secretary of the Interior's Professional Qualifications Standards for History. We also have in-house planners, researchers, archaeologists, historians, writers, and designers, as well as trusted partners who enhance our interpretation and design work. We seamlessly collaborate across fields—from historical and cultural resources research to community and stakeholder engagement to interpretation and design—all under the same roof.

106 Group is a Small Disadvantaged Business (SDB) and a certified Disadvantaged Business Enterprise/ Woman-owned Business Enterprise (DBE/WBE).



Cultural Heritage Planning

- Master Planning
- Strategic Planning
- Preservation Planning
- Tourism Planning
- Community Engagement



Cultural Resource Management

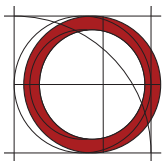
- Archaeology
- NHPA & NEPA Compliance
- Tribal Consultation
- Architectural History
- Risk Assessment



Interpretation & Exhibit Design

- Interpretive Planning
- Exhibits
- Waysides & Wayfinding
- Digital Experience Design
- Universal Design & Accessibility





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www.fullcircleplanning.com



Regine Kennedy

AICP, CIP

Full Circle Indigenous Planning + Design | Sr. Planner & Operations Director

Project Role: Project Manager and Interpretive Planner

Certifications

American Planning Association (AICP), Certified Planner

National Association for Interpretation, Certified Interpretive Planner

Select Presentations

Decolonizing the Engagement Process | APA – MN Conference

Working with Tribes | DNR Planners Forum

Cultural Competency: How to Talk About and Celebrate Our Differences | AIA – MN Convention

Consequences of Truth for Historic Sites | AASLH Conference

Truth and Reconciliation in Interpretation | NAI Conference

Education

Master of Urban and Environmental Planning, University of Virginia

Bachelor of Science, University of Minnesota

Specialized Trainings

Diversity, Equity, and Inclusion in the Workplace, University of South Florida

Transforming Community Spaces: Bending the Arc of Memory Toward Healing and Justice, Community Mediation & Restorative Service

Regine leads multi-disciplinary teams for planning, cultural resources, and interpretive exhibit projects. She pairs this with skilled experience in community engagement and facilitation, interpretive planning and writing, and exhibit development. She guides clients and their teams in creating meaningful connections to sites, stories, and the natural world. She has effectively engaged a broad range of people, including several Native American tribes. Regine is a trusted collaborator of community organizations; state, local, and Tribal governments; state and national parks; and heritage sites throughout the country. Her community-led approach is built on humility, kindness, and respect and project outcomes truly reflect community voices.

She has presented on engagement and interpretation topics at several conferences and her work has won national awards.

SELECT PROJECT EXPERIENCE

Oheyawahe/Pilot Knob Interpretive Plan* and Concepts
Mendota Heights, MN | Engagement and Interpretive Planning

Spring Lake Park Bison Interpretation* and Messaging Plan*
Dakota County, MN | Dakota Engagement, Interpretive Planning, and Interpretive Exhibit Development

Completing the Mississippi River Greenway
Dakota County, MN | Interpretive Planning and Development, and Indigenous Engagement

Itasca State Park Long-range Interpretive Plan
Park Rapids, MN | Interpretive Planning and Engagement

Veterans Memorial Greenway Interpretive Concepts Development (Phase 1)
Dakota County, MN | Interpretive Planning, Engagement, and Exhibit Development

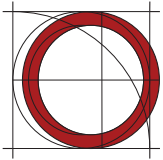
Wakan Tipi Cultural Center Exhibits*
Saint Paul, MN | Interpretive Planning, Exhibit Development, and Engagement

Miesville Ravine Park Reserve Master Plan Update*
Dakota County, MN | Interpretive Planning

Thompson County Park*
Dakota County, MN | Interpretive Planning and Exhibit Development

Big Rivers Regional Trailhead*
Dakota County, MN | Interpretive Planning and Exhibit Development

* Project experience with previous firm



Full Circle Indigenous Planning + Design, LLC

100% Native American-owned, community-focused architecture, planning and design

www.fullcircleplanning.com



Sam Olbekson

AIA, NCARB, AICAE, NOMA

Full Circle Indigenous Planning + Design | Founding Principal & CEO

Project Role: Architect and 3D Designer

Professional Affiliations

Past President, Board Member,
Minnesota Chapter, American
Institute of Architects

Past President, Board Member,
American Indian Council of
Architects and Engineers

Additional Affiliations

Citizen, White Earth Nation of
Minnesota Ojibwe

President, Minneapolis American
Indian Center Board of Directors

Board Chair, Native American
Community Development Institute

Board Member, Great River
Passage Conservancy

Member, National Organization of
Minority Architects

Member, Minnesota American
Indian Chamber of Commerce

Education

Master of Architecture in Urban
Design, Harvard University

Bachelor of Architecture, Cornell
University

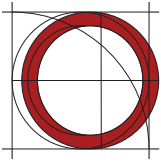
Sam is a citizen of the White Earth Nation of Ojibwe and an architect with over 25 years of design, planning, and cultural visioning experience. Sam serves tribal communities and Indigenous organizations by bringing a contemporary and forward-thinking perspective to the design and planning process.

With a sincere commitment to improving the lives of Tribal community members, Sam brings a wealth of experience and cultural knowledge to a wide range of community-oriented projects. He is committed to advancing the cultural preservation, economic growth, health, and well-being of Native communities through sound planning and practical design strategies that are beautiful, innovative, environmentally regenerative, functional, and culturally specific. He facilitates authentic and engaging community listening processes for and with Tribal community members in an inviting and welcoming environment where Indigenous values and goals can be voiced and heard.

Published nationally as a leader in contemporary Native American design theory and practice, Sam is known as a progressive and thoughtful design thinker on culturally significant projects and produces unique and inventive design solutions, responding to cultural tradition with innovative and contemporary design solutions without relying on stereotypical imagery. Sam is also passionate about serving his community. He holds leadership positions with a number of American Indian organizations and has received numerous recognitions for both design and community service.

SELECT PROJECT EXPERIENCE

- Silver Lake Park Indigenous Gathering Area, Rochester, MN
- Oheyawahi / Pilot Knob Interpretive Site Planning, Mendota Heights, MN
- Chickaloon Village Community Visioning and Concept Design, Palmer, AK
- Coshatta Cultural Education Building, Elton, LA
- Wakan Tipi Cultural Center at the Bruce Vento Nature Sanctuary, Saint Paul, MN
- Indigenous Engagement for Mississippi River Learning Center, St. Paul, MN
- Indigenous Engagement for Saint Paul River Balcony, St. Paul, MN
- Minneapolis American Indian Center Expansion and Renovation, Minneapolis, MN
- Red Lake Ceremonial Building, Red Lake, MN
- Red Lake Nation Longhouse & Cultural Center, Red Lake, MN
- All My Relations Art Gallery and NACDI Offices, Minneapolis, MN
- Anpetu Was'te Cultural Arts Marketplace, Minneapolis, MN
- All Nations Church, Minneapolis, MN
- Migizi Youth Center, Minneapolis, MN
- Cass Lake Community Revitalization Plan, Cass Lake, MN
- Leech Lake Tribal College, Campus Facility Plan, Cass Lake, MN
- Red Lake Nation College - Minneapolis Campus Pre-Design
- United Tribes Technical College, Cultural Arts and Welcome Center Renov., Bismarck, ND
- Thunder Valley CDC, Sustainable Energy Feasibility Study, Porcupine, SD
- American Indian Cultural Corridor Urban Design Plan, Minneapolis, MN
- Shakopee Mdewakanton Sioux Community Housing Plan, Prior Lake, MN



Full Circle Indigenous Planning + Design, LLC

100% Native American-owned, community-focused architecture, planning and design

www.fullcircleplanning.com



Cherish Renville

Student: American Indian Studies and Dakota Language

Full Circle Indigenous Planning + Design | Engagement Specialist

Project Role: Project
Coordinator and Interpretive
Developer

Education

Bachelor of Arts, University of
Minnesota (pending) - American
Studies and Dakota Language

Specialized Training

Designing and Facilitating
Effective Meetings by
Transformation Systems LLC

Cherish Renville is an enrolled member of the Sisseton Wahpeton Oyate and an 8th generation descendant of Gabriel Renville. Currently attending the University of Minnesota Twin Cities, she is majoring in American Indian Studies and Dakota Language, with a minor in Minnesota History.

Cherish is passionate about Indigenous sovereignty and the revitalization of the Dakota Language. Her enthusiasm for fostering deeper Indigenous connections throughout tribal communities drives her work and studies. She has dedicated herself to sharing the authentic history of the Dakota people and her ancestral lands, and she continues to be committed to educating the public about Dakota history.

SELECT EXPERIENCE

- Cultural Engagement Manager, Wakan Tipi Awanyankapi
Leads Indigenous community engagement projects, supports organizational programs, and contributes to program effectiveness.
- Cultural Interpreter, Hocokata Ti
Shakopee Mdewakanton Sioux Community
Navigated complex cultural dynamics while working collaboratively with community leaders and stakeholders. Managed projects and process improvements, identifying opportunities to enhance program effectiveness. Lead cross-functional initiatives while fostering a positive team culture.
- Tutor, St. Paul Public Schools
Worked with Dakota Tribal nations to develop and prepare Dakota language materials for Braided Journeys Program. Enhanced students learning abilities through proactive instruction and integrated use of technology.

Alyssa Rupp

Senior Graphic Designer



As a graphic and interactive media designer, Alyssa brings visual clarity to all of her work. Whether producing eye-catching interpretive wayside exhibits, sophisticated document design and layout, or meaningful interactive experiences, she applies her skills as a detailed problem-solver, storyteller, and visual communicator. Adept at managing multiple projects simultaneously, she is an engaged team member with a keen understanding of messaging and audience. Alyssa finds common connections easily and enjoys collaborating with clients and stakeholders to determine the best way to speak their values and share their unique stories through design.

Education

B.F.A. Graphic Design & Interactive Media with minor in photography and video
University of Wisconsin - Stout

Specialized Training

Adobe Creative Suite:
InDesign, Photoshop, Illustrator, Premiere, After Effects

National Park Service:
Interpretive Media, NPS Foundations, Fundamentals of Interpretation, Interpretive Writing

Awards & Honors

2021 National Association for Interpretation (NAI) Media Award for Outdoor Exhibit: Minnesota Pollinator Waysides

Project Experience

Oheyawahe Interpretive Concept Design, MN (2023-2024)

PROJECT MANAGER & GRAPHIC DESIGNER

Wakan Tipi Center, MN (2021–2023)

Lake Carlos State Park Visitor Center Exhibits, MN (2023-present)

GRAPHIC DESIGNER

Itasca State Park Waysides, MN (2022–present)

GRAPHIC DESIGNER

Spring Lake Park Bison Herd Waysides, MN (2022-2023)

GRAPHIC DESIGNER

Flying Cloud Drive Interpretive Plaza, MN (2019–2021)

GRAPHIC DESIGNER

Thompson County Park, MN (2020–2021)

GRAPHIC DESIGNER

Garman Nature Preserve & Indian Mounds County Park, WI (2019–2021)

GRAPHIC DESIGNER

Relevant Experience + References

Oheyawahe

Mendota Heights, Minnesota

Client

City of Mendota Heights

Full Circle Role

Design Lead, Community Engagement

Project Team

Lead Designer: Sam Olbekson

Interpretive Planning: Regine Kennedy (with Blue Willow Consulting)

Landscape Design: Tlalli

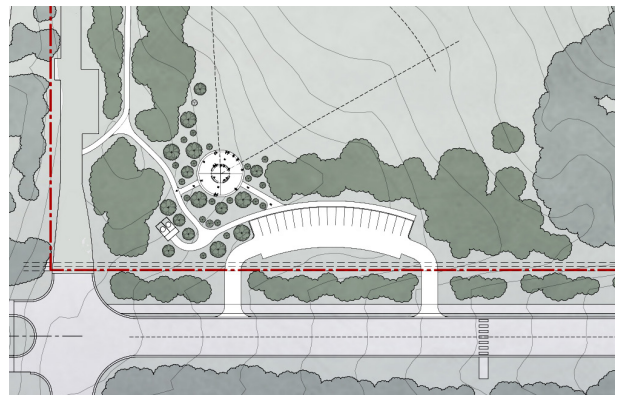
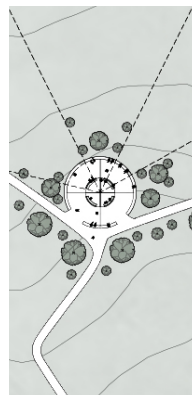
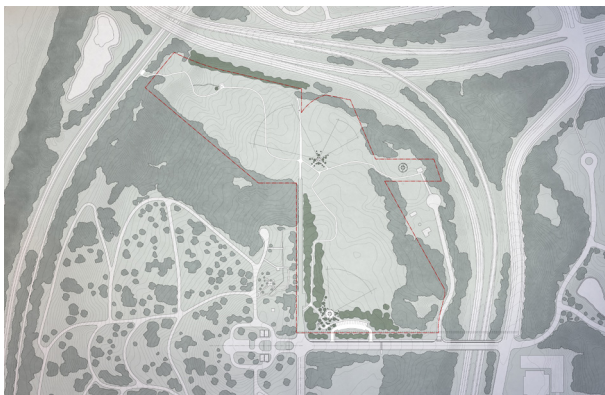
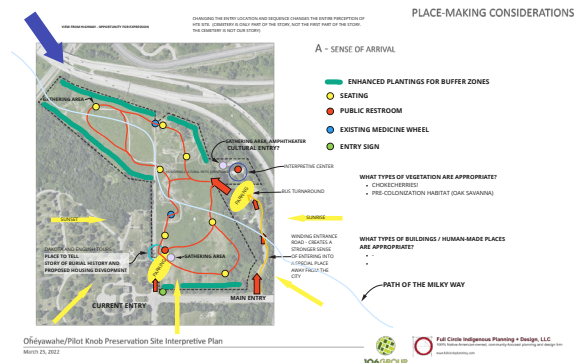
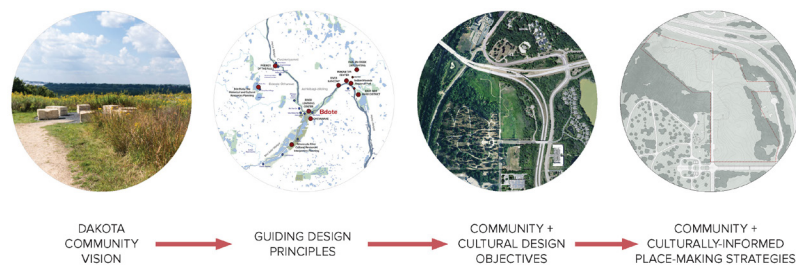
Graphic Design: Alyssa Rupp, 106 Group

Oheyawahe is part of the Dakota homelands. It is a sacred place for Indigenous people who buried their ancestors here and continue to come here. The site is also known as Oheyawahe/Pilot Knob, a 112-acre site listed on the National Register of Historic Places and comprised of public and private land. Within the larger site, the City owns, manages, and interprets 27 acres that are open for public visitation. Building on previous planning efforts, this Interpretive Concept Plan advances interpretive messaging developed through guidance by Indigenous partners, Dakota elders, Tribal community members, Tribal Historic Preservation Officers, and other Indigenous people who connect with the site regularly.



City of Mendota Heights - Oheyawahe Interpretive Plan

Project Objective: Development of an interpretive plan for designated site locations



Wakan Tipi Center

St. Paul, Minnesota

Client

Wakan Tipi Awanyankapi

Full Circle Role

Lead Building Design Architect, Community Engagement, Cultural Site Planning, and Design Visioning, Interpretive Planning Support

Project Team

Interpretive Planning & Exhibits Lead: Regine Kennedy (with 106 Group)

Exhibits Graphic designer: Alyssa Rupp, 106 Group

Dakota Content & Art: Wakan Tipi Awanyankapi Steering Committee

Architect of Record

Sam Olbekson also served as Design Principal while co-owner of Cuningham

Located in the Bruce Vento Nature Sanctuary in St. Paul, MN, Wakan Tipi Center will provide a cultural learning center rooted in Dakota cultural values, aesthetics, and cultural activity. A strong goal to provide authentic Dakota cultural interpretation and culturally meaningful guiding design principles framed community conversations and design direction. Dakota culture is expressed through modern forms that honor the community's relationship to the site's landscape and sacred features and spaces for ceremony and gathering located throughout the site.



Big Rivers Regional Trail

Mendota Heights, MN

Project completed with 106 Group

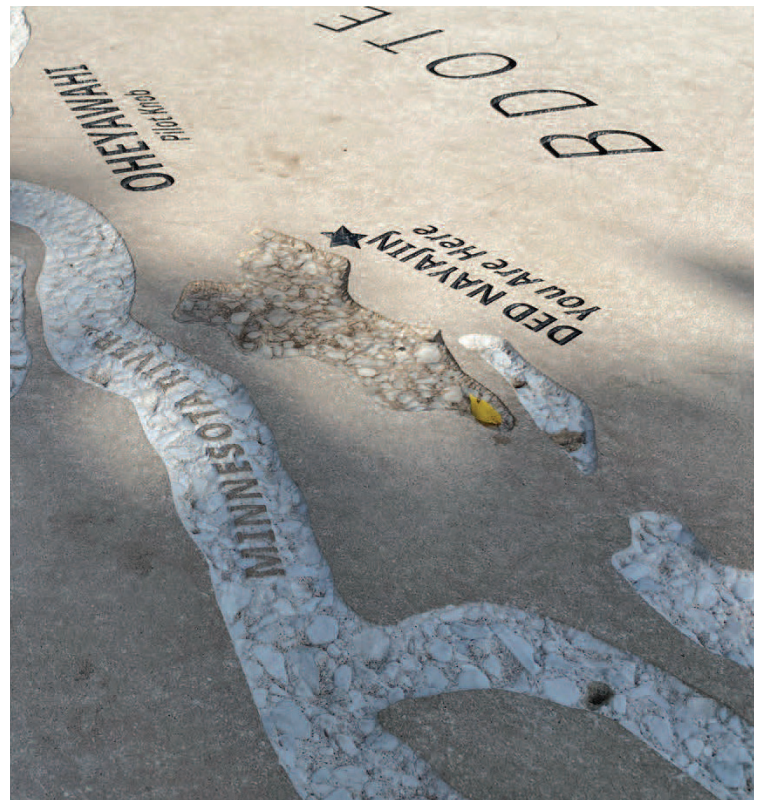
Client

Dakota County

Project Team

Interpretive Planning Lead: Regine Kennedy (with 106 Group)

Renovation of a historic WPA overlook incorporated signage showing the historic structure. Interpretive features introduced trail users to native plantings, site geology, transportation connections, and a broader understanding of Indigenous presence along the adjacent Minnesota River. In addition to providing quality assurance reviews for deliverables, the scope included development of interpretive signs from concept through final design and fabrication, writing interpretive text and collaborating with Dakota Elders to develop culturally appropriate interpretive features.



Spring Lake Park Reserve

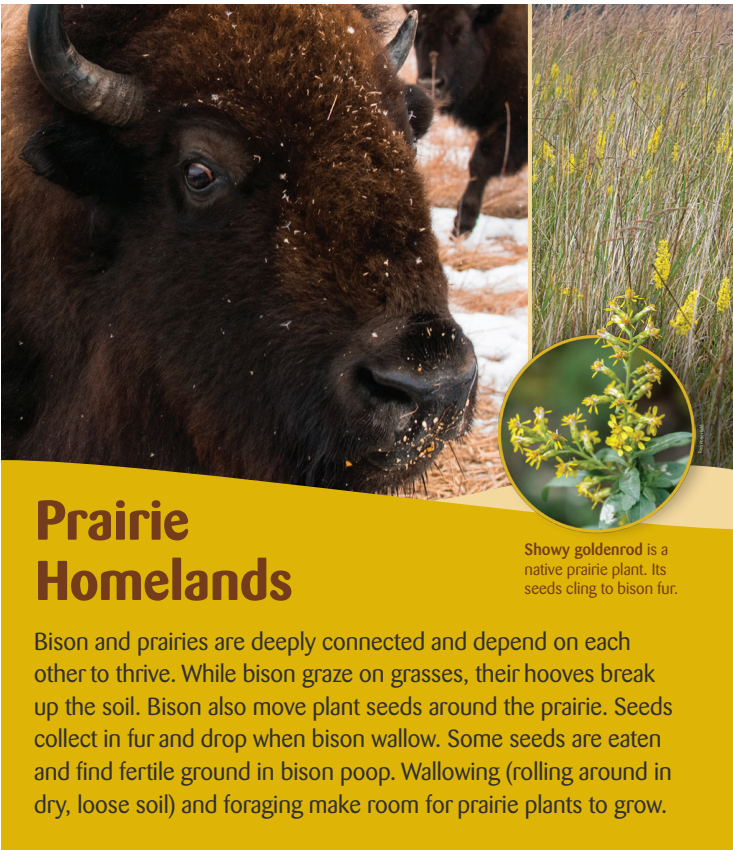
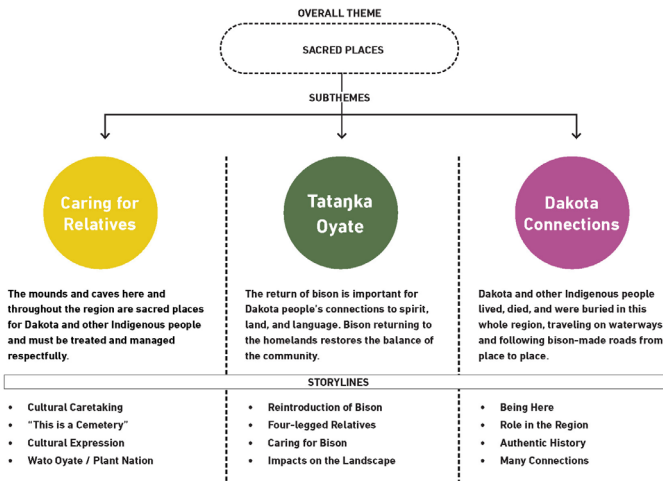
Hastings, MN, Minnesota

Client
Dakota County

Full Circle Role: Indigenous Design Leadership, Dakota Community Engagement, Interpretation Development

Spring Lake Park Reserve follows the curve of the bluffs along the Mississippi River. As part of their homelands from time immemorial, the land that the park occupies has deep cultural connections for Dakota people. A small herd of bison from the Minnesota’s Bison Conservation Herd was introduced at Spring Lake Park Reserve in Dakota County, MN. A viewing plaza provides seating and interpretive signage. Building on previous planning efforts, Full Circle led a Dakota Community Engagement process for an interpretive messaging plan (project lead by Ten x Ten). In addition, Full Circle staff led the development of interpretive signage for the bison herd in collaboration with from Dakota elders.

Project Team
Design and Indigenous Engagement Lead: Sam Olbekson
Interpretive Planning Lead: Regine Kennedy (with 106 Group)
Graphic Designer: Alyssa Rupp, 106 Group
Landscape Design: Ten x Ten



References

Oheyawahe

Krista Spreiter
Natural Resources Coordinator, CWD
City of Mendota Heights
651-255-1123
Kspreiter@Mendotaheightsmn.gov

[Oheyawahe Interpretive Plan \(PDF\)](#)

[Oheyawahe Interpretive Concept Plan \(PDF\)](#)

Wakan Tipi Center

Maggie Lorenz
Executive Director
Wakan Tipi Awanyangkapi
763.439.3532
mlorenz@wakantipi.org

[Visitor Interpretive Experience Plan](#)

[Exhibits Design](#)

Big Rivers Regional Park

Autumn Hubbell
Outdoor Education Supervisor
Dakota County Park
651-554-6536
autumn.hubbell@co.dakota.mn.us

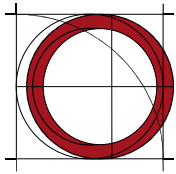
Address: 1498 Mendota Heights Road, Mendota Heights

[Images of trailhead interpretive panels](#)

Spring Lake Park Reserve

Autumn Hubbell
Outdoor Education Supervisor
Dakota County Park
651-554-6536
autumn.hubbell@co.dakota.mn.us

[Spring Lake Park Reserve Messaging Plan \(PDF\)](#)



PROFESSIONAL SERVICES AGREEMENT

This professional services agreement is between Full Circle Indigenous Planning and Design, LLC ("Full Circle"), 219 SE Main St., #101, Minneapolis, MN 55414, and City of Mendota Heights, a Minnesota municipal corporation ("Client"), 1101 Victoria Curve, Mendota Heights, MN 55118. Client wants to engage Full Circle, and Full Circle wants to accept the engagement, to render professional services ("services") in connection with **Oheyawahe/Pilot Knob Preservation Site: Interpretive Design Project (Phase III)**.

The parties therefore agree as follows:

Section 1. Scope of Services

Full Circle shall provide the services defined in **Exhibit A**.

Section 2. Compensation and Payment Terms

- 1) For the above services, Client shall compensate Full Circle for an amount not to exceed **\$60,000**.
- 2) Full Circle may mark up subconsultant costs and will bill other direct, non-salary expenses at actual costs.
- 3) Full Circle will submit **monthly invoices**. Client shall pay invoices within 30 days of receipt of invoice.
- 4) Full Circle may charge interest at 1.5 percent per month, or the maximum rate under the usury laws of the state in which services are performed, whichever is lower, on invoices unpaid 45 days after the invoice date. Charges will be computed from the date of the invoice.
- 5) If Client disputes any portion of an invoice submitted by Full Circle, Client shall issue a detailed explanation for such dispute within the 30-day period. If no detailed explanation of the dispute is issued by Client within the 30-day period, the invoice shall be deemed accepted. Client and Full Circle shall work in good faith to resolve any dispute within 60 days of the invoice date.
- 6) The scope of services defined in Exhibit A does not include sale/use tax, if applicable. Should any sale/use tax or other governmental taxes be imposed on any part under this agreement, the amount of such taxes will be invoiced to Client and will be outside of the Agreement total. Client will pay such amount unless Client provides Full Circle with a valid tax exemption certificate authorized by the appropriate taxing authority.

Section 3. Standard of Care

Full Circle shall use reasonable efforts in providing services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Full Circle makes no warranties or guarantees, either express or implied, with respect to the providing of its services.

Section 4. Client Responsibilities

Client shall be responsible for the following:

- 1) Obtaining permission from public and private property owners for Full Circle to accomplish its onsite work.
- 2) Carefully reviewing all documents Full Circle submits in providing services and immediately report any deficiencies or inaccuracies.

Section 5. Termination and Disputes

- 1) Either party may terminate this agreement by providing written notice to the other party. Full Circle will be paid for all services performed to the notice date, including non-cancellable and non-refundable obligations, payments to others, and reasonable costs of termination.
- 2) In the event of a dispute, parties shall attempt to negotiate in good faith the resolution of the dispute.

Section 6. Controlling Law

The laws of the State of Minnesota govern all matters arising out of this agreement. Parties may bring a legal proceeding arising out of this agreement in the state or federal courts in Hennepin County, Minnesota. Each party submits to the exclusive jurisdiction of those courts for purposes of any such proceeding.

Section 7. Liability

- 1) Full Circle shall indemnify Client for losses caused by Full Circle's negligence, gross negligence, or intentional misconduct in the performance of its services.
- 2) Full Circle shall be liable to Client for all losses and expenses, including attorney's fees incurred in any steps needed to be taken as a result of Full Circle violating this agreement, or against Full Circle to enforce this agreement.
- 3) Parties shall not be liable for incidental or consequential damages.

Section 8. Ownership and Use of Information

- 1) Full Circle shall not use Client's name and the products of its services in marketing efforts unless it receives written consent from the Client.
- 2) Government Data Practices. Full Circle understands that the Confidential Information provided to Customer may be governed by the Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 et. seq.) (the "MGDPA"). Consequently, the data collected, received, created, stored, maintained, or disseminated to Client may be subject to the

requirements of the MGDPA. Full Circle understands that the Client has an obligation to evaluate whether the data it receives qualifies as trade secret data or business data under the MGDPA. If it does qualify as trade secret data or business data, the information would generally be classified under the MGDPA as either private data or nonpublic data. The parties acknowledge that the classification of Confidential Information is governed by the MGDPA and not this Agreement. Client may be obligated to maintain and release the Confidential Information in a manner required by the MGDPA or as otherwise required by state law and cannot be held liable for disclosures made as required by the MGDPA, pursuant to judicial order, or Minnesota state law.

- 3) Documents prepared by Full Circle under this agreement are the property of both the Client and Full Circle and may be used by either in their reasonable discretion and consistent with their intended use, including by retaining, reproducing, and disseminating copies. When services are complete, Full Circle shall provide to the Client all documents produced under this agreement. Full Circle shall maintain required records for three years after final payment.

Section 9. Additional Services

For additional services not included in Exhibit A, Full Circle will be compensated as mutually agreed upon by the parties, in addition to the maximum fee agreed to under this agreement. Full Circle shall not be responsible for completing additional services until an amendment is executed defining scope, cost, and schedule. Additional services may include the following:

- 1) Substantial revisions not included in Exhibit A, required by the Client.
- 2) Extra work due to denial or delay in property access.
- 3) Extra work due to action or inaction by Client, government agency, or third parties.
- 4) Extra work that cannot be reasonably anticipated prior to completion of preliminary cultural resources survey and identification, due to results including identification of human remains, identification of significantly greater number of properties/sites/artifacts than anticipated, etc.

Section 10. Non-Discrimination

In connection with the services, Full Circle shall not discriminate against any employee or applicant for employment because of race, sex, sexual preference, color, religion, age, or national origin. Full Circle shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, sex, sexual preference, color, religion, age, or national origin. Minnesota Statute 181.59 shall be considered part of this agreement. This provision shall be included in any subcontractor agreements related to the services.

Section 11. Non-Solicitation

For the term of this agreement, and 12 months follow the termination of the agreement or completion of any individual project, Client shall not solicit any prospective, current, or former

clients, or Full Circle employees, for the purpose of offering services or employment similar to Full Circle's.

Section 12. General Provisions

- 1) Entire Agreement – This agreement constitutes the entire agreement of the parties regarding the subject matter of this agreement.
- 2) Independent Contractor – The parties intend that Full Circle will be an independent contractor.
- 3) Amendment – This agreement may be amended only in writing signed by both parties.
- 4) Counterparts – This agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together will constitute one and the same agreement.
- 5) Waiver – The failure of either party to exercise or enforce any terms of this agreement, or the waiver by either party of any breach, shall not be construed as waiving any terms in the future.
- 6) Force Majeure – Parties shall not be liable for failure to perform obligations if caused by circumstances beyond their reasonable control, other than a payment obligation, on condition that the nonperforming party uses reasonable efforts to limit damages and resume performance.
- 7) Effectiveness and Date – This agreement is effective when all parties have signed it. The date of this agreement is the latest date below a party's signature. If a party signs this agreement but fails to date their signature, the date the other party receives the signing party's signature will be deemed to be the date the signing party signed the agreement.

Each party is signing this agreement on the date stated below that party's signature.

Full Circle Indigenous Planning and Design, LLC

City of Mendota Heights, MN

By: 

By: _____

Nam: Sam Olbekson

Name: _____

Title: CEO

Title: _____

Date: January 28, 2025

Date: _____

EXHIBITS FOLLOW



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025
AGENDA ITEM: December 2024 Treasurer's Report
ITEM TYPE: Consent Agenda
FROM: Kristen Schabacker, Finance Director *KMS*

Deerwood Bank

Checking Account .03% \$168,581.68

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

Investments**Cost****PV**

Saving Cert 7/27/2020 @ 1.50% Cherokee	\$14,540.30	\$14,540.30
FHLB 1.35% 2/11/25	\$490,000.00	\$488,353.60
FHLB 0.75% 10/14/25	\$500,000.00	\$491,215.00
FHLB 0.80% 2/25/26	\$340,000.00	\$326,967.80
FHLB 1.00% 3/16/26	\$505,000.00	\$485,451.45
FHLB 1.25% 6/30/26	\$300,000.00	\$288,027.00
FHLB 1.25% 8/26/26	\$250,000.00	\$238,350.00
FHLMC 4.125% 8/13/29	\$497,500.00	\$489,530.00
FHLMC 4.25% 12/5/29	\$498,000.00	\$492,440.00
JP Morgan 1.10% 1/31/25	\$245,000.00	\$244,299.30
Morgan Stanley Private Bank 0.70% 3/20/25	\$245,000.00	\$243,346.25
Ally Bank 2.60% 4/14/26	\$245,000.00	\$240,423.40
Sallie Mae Bank 1.00% 7/8/26	\$144,000.00	\$137,534.40
Goldman Sachs Bank 1.05% 9/22/26	\$160,000.00	\$152,092.80
State Bank of India 1.10% 9/28/26	\$245,000.00	\$232,990.10
Popular Bank 4.60% 4/19/27	\$245,000.00	\$248,104.15
Discover Bank 3.35% 7/12/27	\$235,000.00	\$231,228.25
Capital One 3.40% 8/17/27	\$245,000.00	\$241,229.45
Capital One USA 3.40% 8/17/27	\$245,000.00	\$241,229.45
BMW Bank America 4.85% 9/29/27	\$245,000.00	\$250,292.00
Morgan Stanley Bank 4.45% 5/3/28	\$245,000.00	\$248,373.65
Toyoata Financial Savings Bank 4.20% 8/8/28	\$245,000.00	\$246,506.75
Cross River Bank 4.00% 1/3/29	\$245,000.00	\$245,449.08
Central State Bank 4.50% 5/22/29	\$245,000.00	\$249,897.55
Customers Bank 4.55% 6/27/29	\$245,000.00	\$250,429.20
Optum Bank 4.05% 12/11/29	\$245,000.00	\$245,485.10
Fidelity Institutional Government Portfolio (Piper	\$18,587,809.23	\$18,587,809.23
Gov't. Securities Fund 28% Sold 6/4	\$433,187.00	
MMkt Fd (WF)	\$13,486.39	

TOTAL FUNDS AVAILABLE 12/31/2024

\$26,567,104.60

Funds Available 1/1/2024

\$25,004,259.44

	<u>Rates</u>	<u>Money Market</u>
Dec	Bank	0.03%
	5 Yr. Tr.	4.38%
	10 Yr. Tr.	4.58%

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REQUEST FOR CITY COUNCIL ACTION

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

BACKGROUND

Significant Claims

Met Council Environmental Services – SAC & Sewer Service	\$ 122,751.74
US Bank – Monthly Purchases	\$ 13,305.51
Grafix Shoppe – Vinyl - New Squads	\$ 9,040.00
Inspectron – December Building Inspection Services	\$ 59,620.95
Mid Northern Services – Street Light Repairs	\$ 17,000.00
Savatree – Tree Services	\$ 7,500.00
South Metro SWAT – 2025 Membership Dues	\$ 18,250.00

Manual Checks Total	\$ 140,757.29
System Checks Total	\$ 180,456.49

Total of the list of claims for February 4, 2025 City Council meeting \$ 321,213.78

RECOMMENDATION

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

CITY OF MENDOTA HEIGHTS

01/30/25 3:00 PM

Page 1

Claims List
MANUAL CHECKS
01/29/25 MAN

Account	Comments	DEPT Descr	Amount
METRO COUNCIL ENVIRONMENT SVC			
E 15-4449-060-60	FEBRUARY SEWER SERVICE	Utility Enterprise	\$120,291.59
G 15-2035	DEC SAC		-\$24.85
G 15-2035	DEC SAC		\$2,485.00
METRO COUNCIL ENVIRONMENT SVC			\$122,751.74
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	1/17/25 PAYROLL		\$150.00
G 01-2072	1/17/25 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
U. S. BANK			
G 01-2010	GYM MEMBERSHIP - PD		\$65.00
E 01-4404-030-30	MNIAAI 2025 MEMBERSHIP - FI	Fire	\$50.00
G 01-2010	FROZEN FUN FEST SUPPLIES -		\$121.21
G 45-2010	FRIDGE - PAR 3		\$86.49
G 01-2010	FROZEN FUN FEST SUPPLIES -		\$392.67
E 01-4435-200-70	GAME TRUCK FOR TOUCH A TR	Parks & Recreation	\$100.00
G 01-2010	TOUR DE REC SUPPLIES - REC		\$271.51
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$357.90
G 01-2010	SUPPLIES - REC		\$316.30
E 01-4435-200-70	FROZEN FUN FEST SUPPLIES -	Parks & Recreation	\$98.11
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$12.95
E 01-4435-200-70	MARKETING - REC	Parks & Recreation	\$11.99
G 01-2010	UNIFORM - PD		\$174.04
G 04-2010	SQUAD BUILDS - PD		-\$17.87
G 04-2010	SQUAD BUILDS - PD		-\$62.55
G 04-2010	SQUAD BUILDS - PD		-\$44.63
G 01-2010	PEPPERBALL - PD		\$834.01
E 01-4404-020-20	2025 IACP MEMBERSHIP - PD	Police	\$220.00
G 01-2010	BOOKS - PD		\$65.28
E 01-4435-200-70	GAME TRUCK FOR TOUCH A TR	Parks & Recreation	\$100.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$76.00
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$101.00
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$211.76
E 01-4400-050-50	TRAINING - STREET	Road & Bridges	\$75.00
E 01-4400-050-50	TRAINING - STREET	Road & Bridges	\$75.00
E 01-4400-050-50	TRAINING - STREET	Road & Bridges	\$100.00
E 01-4330-490-70	EQUIP REPAIR - STREET	Parks & Recreation	\$222.80
E 01-4400-050-50	TRAINING - STREET	Road & Bridges	\$175.00
G 01-2010	SUPPLIES - REC		\$63.85
G 15-2010	RED CROSS FIRST AID TRAINI		\$38.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$76.00
E 01-4435-200-70	FROZEN FUN FEST PUZZLES -	Parks & Recreation	\$822.25
G 01-2010	RED CROSS FIRST AID TRAINI		\$76.00
G 01-2010	GYM MEMBERSHIP - PD		\$250.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$38.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$38.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$76.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$228.00
G 01-2010	RED CROSS FIRST AID TRAINI		\$38.00
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$32.96
G 01-2010	MARKETING - REC		\$174.24

CITY OF MENDOTA HEIGHTS

01/30/25 3:00 PM

Page 2

Claims List
MANUAL CHECKS
01/29/25 MAN

Account	Comments	DEPT Descr	Amount
E 01-4404-020-20	MCOP 2025 DUES - PD	Police	\$500.00
G 01-2010	POST LICENSE - PD		\$91.94
E 01-4410-020-20	UNIFORM - PD	Police	\$230.35
G 01-2010	RED CROSS FIRST AID TRAINI		\$38.00
G 01-2010	OPERATING SUPPLIES - PD		\$434.60
G 01-2010	NAMEPLATE - CITY COUNCIL		\$29.07
G 01-2010	NAMEPLATE - PARK & REC		\$29.06
G 01-2010	OFFICE SUPPLIES - ADMIN		\$21.98
E 01-4404-080-80	2025 EDAM MEMBERSHIP - S.	Planning	\$330.00
E 01-4404-080-80	2025 EDAM CONFERENCE - S.	Planning	\$395.00
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$75.15
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$50.26
E 01-4220-114-14	ARCGIS 1/8/25-12/31/25	Info Tech	\$60.00
G 01-2010	GYM MEMBERSHIP - PD		\$250.00
E 01-4490-110-10	COMMISSIONER INTERVIEWS	Administration	\$134.48
G 01-2010	MTG SUPPLIES - CITY COUNCIL		\$266.37
G 01-2010	GIRL SCOUT PROJECT - REC		\$1,141.32
E 01-4400-020-20	BCA TRAINING - PD	Police	\$75.00
G 01-2010	OFFICE SUPPLIES - PD		\$172.06
G 01-2010	OFFICE SUPPLIES - PD		\$84.20
G 01-2010	DEC 2024 TRANSUNION - PD		\$87.60
E 01-4300-020-20	OFFICE SUPPLIES - PD	Police	\$386.45
G 15-2010	BLDG MAINT - PW		-\$6.67
G 01-2010	BLDG MAINT - PW		-\$6.66
G 01-2010	BLDG MAINT - PW		-\$6.66
G 01-1215	ARCGIS 1/1/26-1/7/27		\$60.00
E 01-4410-020-20	UNIFORM - PD	Police	\$310.33
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$16.98
G 01-2010	GYM MEMBERSHIP - PD		\$65.00
G 01-2010	PARK MAINTENANCE		\$129.48
G 01-2010	GYM MEMBERSHIP - PD		\$65.00
G 01-2010	MN POST TESTING - PD		\$70.00
G 01-2010	MN POST TESTING - PD		\$107.26
G 01-2010	GYM MEMBERSHIP - PD		\$10.00
E 01-4410-020-20	UNIFORM - PD	Police	\$445.98
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$389.51
G 01-2010	NAME TAG - ADMIN		\$30.40
E 01-4404-020-20	MACIA MEMBERSHIP - PD	Police	\$72.00
G 01-2010	NAME TAG - CITY COUNCIL		\$30.40
G 01-2010	GYM MEMBERSHIP - PD		\$250.00
G 01-2010	GYM MEMBERSHIP - PD		\$250.00
U. S. BANK			\$13,305.51
XCEL ENERGY			
G 45-2010	UTILITIES		\$80.18
G 45-2010	UTILITIES		\$130.56
G 45-2010	UTILITIES		-\$12.59
G 01-2010	UTILITIES		\$86.56
G 01-2010	UTILITIES		\$30.47
G 01-2010	UTILITIES		\$45.03
G 01-2010	UTILITIES		\$11.36
G 01-2010	UTILITIES		\$28.47
XCEL ENERGY			\$400.04
			\$140,757.29

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Account	Comments	DEPT Descr	Amount
ADVANCED SPORTSWEAR			
E 45-4410-045-45	CLOTHING - PAR 3	Golf Course	\$55.75
E 45-4410-045-45	CLOTHING - PAR 3	Golf Course	\$100.00
ADVANCED SPORTSWEAR			\$155.75
ALLSTREAM			
E 01-4210-020-20	1/15/25-2/14/25 TELEPHONE S	Police	\$534.30
ALLSTREAM			\$534.30
AMERICAN FLAGPOLE & FLAG CO.			
G 08-2010	FLAGS - CITY HALL		\$129.70
AMERICAN FLAGPOLE & FLAG CO.			\$129.70
ASPEN MILLS			
E 01-4410-030-30	BADGES - FIRE	Fire	\$595.85
E 01-4306-020-20	UNIFORM - PD	Police	\$22.00
ASPEN MILLS			\$617.85
AUTOZONE			
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	-\$17.24
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$77.24
AUTOZONE			\$60.00
B S N SPORTS			
E 01-4330-215-70	NETTING - PARKS	Parks & Recreation	\$419.97
B S N SPORTS			\$419.97
BARR, DONOVAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$115.98
BARR, DONOVAN			\$115.98
BGMN, INC.			
E 15-4320-060-60	FUEL ADDITIVE	Utility Enterprise	\$99.08
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$99.07
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$99.07
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$99.07
E 01-4320-020-20	FUEL ADDITIVE	Police	\$99.07
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$99.07
BGMN, INC.			\$594.43
BOLTON & MENK INC			
G 01-2010	BRIDGE INSPECTIONS - STREE		\$847.50
BOLTON & MENK INC			\$847.50
CENTURY COLLEGE			
E 01-4400-030-30	TRAINING - FIRE	Fire	\$210.00
CENTURY COLLEGE			\$210.00
CONCENTRA OCCUPATIONAL HEALTH			
E 01-4220-050-50	TESTING - STREET	Road & Bridges	\$152.00
CONCENTRA OCCUPATIONAL HEALTH			\$152.00
CRAWFORD DOOR			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$70.00
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$70.00

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Account	Comments	DEPT Descr	Amount
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$70.00
CRAWFORD DOOR			\$210.00
DAKOTA 911 (DAKOTA COMMUNICATIONS)			
E 01-4275-030-30	FEBRUARY 2025 DISPATCH	Fire	\$705.69
E 01-4275-020-20	FEBRUARY 2025 DISPATCH	Police	\$23,135.31
DAKOTA 911 (DAKOTA COMMUNICATIONS)			\$23,841.00
DAKOTA COUNTY FINANCIAL SERVIC			
G 01-2035	4TH QTR 2024 UTILITIES		\$499.68
DAKOTA COUNTY FINANCIAL SERVIC			\$499.68
DAMA METAL PRODUCTS, INC.			
E 04-4610-020-20	KEYS NEW SQUAD BUILDS - PD	Police	\$120.00
DAMA METAL PRODUCTS, INC.			\$120.00
DELTA DENTAL			
E 01-4131-110-10	FEBRUARY 2025 DENTAL PREM	Administration	\$607.89
G 01-2074	FEBRUARY 2025 DENTAL PREM		\$936.08
E 15-4131-060-60	FEBRUARY 2025 DENTAL PREM	Utility Enterprise	\$254.70
E 08-4131-000-00	FEBRUARY 2025 DENTAL PREM	Spec Fds	\$52.06
E 01-4131-105-15	FEBRUARY 2025 DENTAL PREM	Engineering Enterprise	\$306.75
E 01-4131-070-70	FEBRUARY 2025 DENTAL PREM	Parks & Recreation	\$312.36
E 01-4131-050-50	FEBRUARY 2025 DENTAL PREM	Road & Bridges	\$457.33
E 01-4131-020-20	FEBRUARY 2025 DENTAL PREM	Police	\$1,508.76
E 01-4131-020-20	FEBRUARY 2025 DENTAL PREM	Police	\$156.18
G 01-2071	FEBRUARY 2025 DENTAL PREM		\$706.41
E 01-4131-030-30	FEBRUARY 2025 DENTAL PREM	Fire	\$52.06
DELTA DENTAL			\$5,350.58
EARL F. ANDERSEN, INC			
E 01-4420-050-50	SIGNS - STREET	Road & Bridges	\$47.50
EARL F. ANDERSEN, INC			\$47.50
EHLERS & ASSOCIATES INC			
G 39-2010	TIF REPORTING		\$77.50
G 14-2010	ARBITRAGE REPORT GO BOND		\$3,000.00
G 36-2010	TIF REPORTING		\$77.50
EHLERS & ASSOCIATES INC			\$3,155.00
ESRI INC.			
G 01-1215	ARCGIS SOFTWARE LICENSE 2/		\$232.50
E 01-4220-114-14	ARCGIS SOFTWARE LICENSE 2/	Info Tech	\$1,162.50
ESRI INC.			\$1,395.00
FIRE EQUIPMENT SPECIALTIES			
E 01-4305-155-30	OPERATING SUPPLIES - FIRE	Fire	\$310.00
FIRE EQUIPMENT SPECIALTIES			\$310.00
FIRECOM			
E 01-4330-450-30	RADIO REPAIRS - FIRE	Fire	\$125.00
FIRECOM			\$125.00
FLAGSHIP RECREATION			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$290.00

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Account	Comments	DEPT Descr	Amount
E 01-4330-215-70	BENCH - PARKS	Parks & Recreation	\$1,760.00
FLAGSHIP RECREATION			\$2,050.00
FLEET SERVICES			
G 01-2010	DEC 2024 SQUAD LEASES - PD		\$1,493.91
FLEET SERVICES			\$1,493.91
FLEETPRIDE			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$53.68
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$107.16
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$39.78
FLEETPRIDE			\$200.62
GRAFIX SHOPPE			
E 04-4610-020-20	VINYL - SQUADS BUILDS	Police	\$7,910.00
E 04-4610-020-20	VINYL - SQUADS BUILDS	Police	\$1,130.00
GRAFIX SHOPPE			\$9,040.00
HENNEPIN COUNTY FIRE CHIEFS			
E 01-4400-030-30	BLUE CARD SIM TRAINING - C.	Fire	\$425.00
HENNEPIN COUNTY FIRE CHIEFS			\$425.00
HOME DEPOT CREDIT SERVICES			
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$83.88
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$9.60
G 45-2035	BLDG MAINT - PAR 3		-\$5.40
G 45-2035	BLDG MAINT - PAR 3		-\$4.19
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$65.16
G 45-2035	BLDG MAINT - PAR 3		-\$0.62
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$39.94
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$82.76
G 01-2010	OPERATING SUPPLIES - STREE		\$45.94
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$150.29
G 01-2010	EQUIP REPAIR - STREET		\$139.00
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	-\$150.29
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$50.00
HOME DEPOT CREDIT SERVICES			\$506.07
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$85.88
INNOVATIVE OFFICE SOLUTIONS			\$85.88
INSPECTRON INC			
G 01-2010	DEC 2024 PLAN REVIEWS & IN		\$59,620.95
INSPECTRON INC			\$59,620.95
INTERSTATE BATTERY SYSTEM			
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$302.90
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$328.95
INTERSTATE BATTERY SYSTEM			\$631.85
I-STATE TRUCK CENTER			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$322.58
I-STATE TRUCK CENTER			\$322.58

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Account	Comments	DEPT Descr	Amount
IVERSON, DAN			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$585.27
IVERSON, DAN			\$585.27
K&S ENGRAVING, LLC			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$24.50
K&S ENGRAVING, LLC			\$24.50
L E L S			
G 01-2075	FEBRUARY 2025 UNION DUES		\$1,095.00
G 01-2075	JANUARY 2025 UNION DUES		\$73.00
L E L S			\$1,168.00
LAWSON PRODUCTS, INC			
E 01-4305-070-00	OPERATING SUPPLIES - PARKS	Spec Fds	\$221.57
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$221.58
LAWSON PRODUCTS, INC			\$443.15
LEAGUE MN CITIES			
E 01-4400-109-09	CITY DAY OF THE HILL - S. LO	City Council	\$125.00
LEAGUE MN CITIES			\$125.00
LOCAL UNION NO. 70			
G 01-2075	FEBRUARY 2025 UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
LUBE-TECH			
E 01-4320-070-70	DEF FLUID	Parks & Recreation	\$75.85
E 15-4320-060-60	OIL - UTILITY	Utility Enterprise	\$237.18
E 01-4320-030-30	DEF FLUID	Fire	\$75.85
E 15-4320-060-60	DEF FLUID	Utility Enterprise	\$75.85
E 01-4320-050-50	DEF FLUID	Road & Bridges	\$75.85
LUBE-TECH			\$540.58
M R P A			
E 01-4400-200-70	2025 MRPA MEMBERSHIP - M.	Parks & Recreation	\$310.00
E 01-4400-200-70	2025 MRPA MEMBERSHIP - W.	Parks & Recreation	\$310.00
E 01-4306-070-70	JOB POSTINGS - PARK & REC	Parks & Recreation	\$225.00
M R P A			\$845.00
M T I DISTRIBUTING COMPANY			
G 01-2010	EQUIP REPAIR - PARKS		\$235.70
M T I DISTRIBUTING COMPANY			\$235.70
MENARDS			
E 15-4331-060-60	EQUIP - PW	Utility Enterprise	\$14.58
E 01-4331-050-50	EQUIP - PW	Road & Bridges	\$14.58
E 01-4331-070-70	EQUIP - PW	Parks & Recreation	\$14.58
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$57.96
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$32.55
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$13.96
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$117.01
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$72.96
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$153.72

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Account	Comments	DEPT Descr	Amount
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	-\$40.22
G 45-2035	BLDG MAINT - PAR 3		-\$2.50
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$38.93
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$22.20
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$49.97
G 45-2035	BLDG MAINT - PAR 3		-\$7.53
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$123.17
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$20.33
MENARDS			\$696.25
MENDOTA HEIGHTS, CITY OF			
G 45-2035	2024 4TH QTR SEWER - PAR 3		\$455.67
MENDOTA HEIGHTS, CITY OF			\$455.67
MENDOTA, CITY OF			
G 15-2035	2024 4TH QTR SEWER BILLING		\$453.22
MENDOTA, CITY OF			\$453.22
MID NORTHERN SERVICES			
G 28-2010	STREET LIGHT REPAIRS		\$17,000.00
MID NORTHERN SERVICES			\$17,000.00
MN CITY/COUNTY MANAGEMENT ASSN			
E 01-4404-110-10	2025 MCMA MEMBERSHIP - C.	Administration	\$249.00
MN CITY/COUNTY MANAGEMENT ASSN			\$249.00
MN FIRE SERVICE CERTIFICATION			
G 01-2010	FIREFIGHTER EXAMS - FIRE		\$393.00
G 01-2010	INSTRUCTOR EXAM - FIRE		\$131.00
MN FIRE SERVICE CERTIFICATION			\$524.00
MN GLOVE INC			
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	\$64.99
MN GLOVE INC			\$64.99
MNPEA			
G 01-2075	FEBRUARY 2025 UNION DUES		\$144.00
MNPEA			\$144.00
NORTHFIELD SOLAR LLC			
G 01-2010	DECEMBER 2024 ELECTRIC UTI		\$104.06
G 01-2010	DECEMBER 2024 ELECTRIC UTI		\$104.06
G 01-2010	DECEMBER 2024 ELECTRIC UTI		\$307.55
G 01-2010	DECEMBER 2024 ELECTRIC UTI		\$109.47
G 01-2010	DECEMBER 2024 ELECTRIC UTI		\$63.63
G 08-2010	DECEMBER 2024 ELECTRIC UTI		\$913.97
G 15-2010	DECEMBER 2024 ELECTRIC UTI		\$104.07
G 15-2010	DECEMBER 2024 ELECTRIC UTI		\$304.37
G 28-2010	DECEMBER 2024 ELECTRIC UTI		\$509.97
G 45-2010	DECEMBER 2024 ELECTRIC UTI		\$19.72
G 45-2010	DECEMBER 2024 ELECTRIC UTI		\$14.01
NORTHFIELD SOLAR LLC			\$2,554.88
OREILLY AUTO/FIRST CALL			
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$13.96

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E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$13.96
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$13.96
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$8.99
OREILLY AUTO/FIRST CALL			\$50.87
OXYGEN SERVICE CO			
E 01-4305-050-50	CYLINDER RENTAL - PW	Road & Bridges	\$184.67
E 01-4305-070-00	CYLINDER RENTAL - PW	Spec Fds	\$184.66
OXYGEN SERVICE CO			\$369.33
PARAGON CUSTOM HOMES, LLC			
G 01-2010	BLDG PERMIT #24-000955 REF		\$20.00
PARAGON CUSTOM HOMES, LLC			\$20.00
PITNEY BOWES			
E 01-4300-110-10	POSTAGE METER INK	Administration	\$182.58
PITNEY BOWES			\$182.58
PRECISE MRM LLC			
G 01-2010	DEC 2024 SUBSCRIPTION - ST		\$20.00
PRECISE MRM LLC			\$20.00
RICHARD ALAN PRODUCTIONS			
E 01-4435-200-70	2/7/25 PERFORMANCE - FROZE	Parks & Recreation	\$1,025.00
RICHARD ALAN PRODUCTIONS			\$1,025.00
ROSEVILLE MIDWAY FORD			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$185.80
ROSEVILLE MIDWAY FORD			\$185.80
SAFE-FAST, INC.			
E 01-4410-050-50	UNIFORM - STREET	Road & Bridges	\$170.64
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	\$373.00
E 01-4410-105-15	UNIFORM - ENGINEERING	Engineering Enterprise	\$151.45
E 15-4410-060-60	UNIFORM - UTILITY	Utility Enterprise	\$21.10
E 15-4410-060-60	UNIFORM STOCK - PW	Utility Enterprise	\$295.06
E 01-4410-050-50	UNIFORM STOCK - PW	Road & Bridges	\$295.07
E 01-4410-070-70	UNIFORM STOCK - PW	Parks & Recreation	\$295.07
SAFE-FAST, INC.			\$1,601.39
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NR	Natural Resources	\$3,350.00
E 01-4500-075-75	TREE SERVICES - NR	Natural Resources	\$4,150.00
SAVATREE			\$7,500.00
SCHLOMKA SERVICES, LLC			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$782.33
SCHLOMKA SERVICES, LLC			\$782.33
SCHNEIDER CO			
G 45-2035	OFFICE CARPET - PAR 3		-\$100.38
E 45-4335-045-45	OFFICE CARPET - PAR 3	Golf Course	\$1,560.38
SCHNEIDER CO			\$1,460.00
SLOBOF, HAROLD & MAXINE			

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Account	Comments	DEPT Descr	Amount
G 15-1150	SEWER ACCOUNT REFUND		\$65.17
SLOBOF, HAROLD & MAXINE			\$65.17
SOUTH METRO SWAT			
E 01-4404-020-20	2025 SOUTH METRO SWAT ME	Police	\$18,250.00
SOUTH METRO SWAT			\$18,250.00
STREICHERS			
E 01-4306-020-20	UNIFORM - PD	Police	\$79.99
E 01-4306-020-20	UNIFORM - PD	Police	\$594.91
E 01-4306-020-20	UNIFORM - PD	Police	\$201.99
E 01-4306-020-20	UNIFORM - PD	Police	\$71.98
E 01-4306-020-20	UNIFORM - PD	Police	-\$79.99
STREICHERS			\$868.88
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	FEB 2025 PREMIUM	Fire	\$174.90
SUN LIFE (ASSURANT BENEFITS)			\$174.90
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	1/7/25 CITY COUNCIL MINUTE	Administration	\$172.00
TIME SAVER OFF SITE SEC. SVC.			\$172.00
TOWMASTER			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$1,458.00
TOWMASTER			\$1,458.00
TRI STATE BOBCAT			
G 01-2010	EQUIP REPAIR - STREET		\$1,079.09
TRI STATE BOBCAT			\$1,079.09
VESTIS (ARAMARK)			
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$17.47
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$17.47
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$17.47
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
VESTIS (ARAMARK)			\$119.68
WALLRAFF ELECTRIC CO.			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$3,950.00
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$334.00
WALLRAFF ELECTRIC CO.			\$4,284.00
WITMER PUBLIC SAFETY GROUP INC			
E 01-4305-155-30	BOOTS/BUNKER PANTS - FIRE	Fire	\$740.66
WITMER PUBLIC SAFETY GROUP INC			\$740.66
WSB & ASSOCIATES			
G 29-2010	MARIE PARK POND IMPROVEM		\$249.00
WSB & ASSOCIATES			\$249.00

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Account	Comments	DEPT Descr	Amount
XCEL ENERGY - ROW PERMITS			
G 01-2010	PERMIT MH24-001196 REFUND		\$330.00
XCEL ENERGY - ROW PERMITS			\$330.00
			\$180,456.49

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Resolution 2025-10 Appointments to City Advisory Commissions

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Administration

CONTACT: Cheryl Jacobson, City
Administrator

ACTION REQUEST:

Approve Resolution 2025-10 Appointing City Advisory Commission Members

BACKGROUND:

The City's Advisory Commissions include the Planning Commission, Parks and Recreation Commission, Natural Resources Commission, and Airport Relations Commission. The city council appoints members of these commissions.

On January 9, the city council held interviews to select appointees to two vacant positions on the Planning Commission, one on the Parks and Recreation Commission, and one on the Natural Resources Commission. The council received nine applications and applicants identified their desired commission.

Since interviews were held, Victor Obisakin a new appointee to the Parks and Recreation Commission and Heidi Swank, an existing appointee to the Natural Resources Commission have resigned. To fill the two openings, the recent applicant interview list was used to select new appointees.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

1. Res. 2025-10 Appointments to City Advisory Commissions

CITY COUNCIL PRIORITY:

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

**RESOLUTION 2025-10
APPOINTING CITY ADVISORY COMMISSION MEMBERS**

WHEREAS, the City's Advisory Commissions include the Planning Commission, Parks and Recreation Commission, Airport Relations Commission, and Natural Resources Commission; and

WHEREAS, the city of Mendota Heights benefits from the active participation of citizens in representing the city on boards and commissions; and

WHEREAS, vacancies on the Planning Commission, Parks and Recreation Commission, and Natural Resources Commission were advertised and nine interested residents submitted application materials for consideration; and

WHEREAS, the City Council held interviews on January 9, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mendota Heights City Council that it hereby appoints the following residents to city advisory commissions with terms expiring January 31, 2028:

Daniel Van Lith	Parks and Recreation Commission
Jennifer Daul	Natural Resources Commission

Adopted by the Mendota Heights City Council this 4th day of February 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Request for Proposals--Ivy Hills Park Playground

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Parks and Recreation

CONTACT:

Meredith Lawrence, Parks
and Recreation/Assistant
Public Works Director

ACTION REQUEST:

Authorize the issuance of a Request for Proposals (RFP) for the playground replacement at Ivy Hills Park.

BACKGROUND:

Based on the age and current condition, the Ivy Hills Park playground needs to be replaced. The majority of the existing playground was built in 2007, although the swing set was not replaced in 2007 and staff cannot find documentation of when they were last replaced. A standard life of expectancy of playgrounds is typically between 15-20 years of service.

The Parks and Recreation Commission established a playground work group that met with staff in order to develop criteria for the attached Ivy Hills Park Playground RFP. The Parks and Recreation Commission reviewed the RFP at their January 14 meeting and commissioners were in support of the scope of the project.

Staff presented this item at the January 21 City Council meeting and the item was tabled for additional staff research. Included in the packet is a map showing the layout of the features included as required in the preliminary RFP. In addition, an estimate of potential costs for the equipment (does not include site work, installation, demolition/disposal of existing, surfacing, etc.) is included. Staff reviewed the Council's concerns and did make minor changes to the RFP to reflect the Council's vision for the project. Additionally, staff conducted additional research on current market conditions, inflation rates over the past few years, supply chain timelines, and projected project costs.

Staff has updated the language in the RFP under Proposal Specifications to say--The City

encourages vendors to consider the following features when developing renderings:

- At least five swings that may include any of the following types:
 - Parent/child swing
 - Belt swings (2 preferably)
 - Toddler swing
 - Multi-user swing or arch swing with sensory seat
- A feature that an individual can fully utilize without transferring from wheelchair (i.e. swing, merry-go-round, etc.)
- A dramatic play element
- A communication board
- At least two slides
- At least two vinyl coated steel benches with backs anchored in the ground within the container area
- Engineered wood fiber surfacing

All proposals must include demolition and disposal of current playground equipment, any necessary sitework, the container shape update, playground equipment, engineered wood fiber surfacing, and installation for the playground site. The work group requested a bright color pallet to be used for the playground features.

The 2025 budget included \$160,000 for this project from the General Levy--which includes all costs associated with the project, including the demolition and disposal of existing equipment, an updated container, surfacing, structures, delivery, installation, construction permits, taxes and service charges. Staff is recommending increasing the size of the container by approximately 17%, which would provide additional space for features which will need larger safety zones due to new safety regulations and make it similar to other neighborhood park playgrounds recently updated. This project would require a \$20,000 contribution from the Special Parks Fund to achieve the desired scope. The attached map outlines the updated container shape.

The updated timeline for the project is as follows:

- Proposal submittal deadline: 10am on March 14, 2025
- If more than three proposals are received, staff and the playground work group will narrow down the proposals to the top three for engagement with the community
- Review by residents (survey and open house) and Parks and Recreation Commission completed on or before June 10, 2025
- Approval by City Council on or before June 17, 2025
- Notification of Contract Award on or before June 18, 2025
- Playground should be installed as soon as possible--based on current supply chain, there is no guarantee the playground will be installed in 2025 due to the delay of releasing the RFP

FISCAL AND RESOURCE IMPACT:

There is no cost associated with the release of the RFP. The 2025 budget included \$160,000 from the City's General Levy to cover the expenses of this project. Based on the scope of the project, staff is recommending an additional \$20,000 for the project is contributed from the Special Park Fund.

ATTACHMENTS:

1. Ivy Hills Playground RFP
2. Ivy Hill Playground Map
3. Ivy Hills Playground Layout

CITY COUNCIL PRIORITY:

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



City of Mendota Heights

REQUEST FOR PROPOSALS

IVY HILLS PARK PLAYGROUND REPLACEMENT

645 Butler Avenue

Mendota Heights, MN 55118

PROPOSAL DEADLINE: March 14, 2025 • 10:00am

Released: February 5, 2025

Section 1: General Information

1). Contract Administration

All correspondence regarding this RFP (Request for Proposals) and the proposed services must be addressed to:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
Phone: 651-255-1354
Email: mlawrence@mendotaheightsmn.gov

Submission must be sent by email. One hard copy PDF of the proposal and any relevant attachments should be sent to the mailing address above.

2). Tentative Timeline

Due Date: 10:00am on March 14, 2025 (includes both digital and physical submission)

Review by Parks and Recreation Commission on or before June 10, 2025

City Council Approval of Project on or before June 17, 2025

Notification of Award on or before June 18, 2025

Playground should be installed as soon as possible after signed contract.

3). Acceptance of Proposals Contents

The contents of this RFP and the proposal will become contractual obligations if a contract ensues.

Failure of the consultant to meet these obligations may result in cancellation of the award. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13—Minnesota Government Data Practices Act.

Section 2: Project Overview

1). Project Overview and Purpose

The purpose of the RFP is to obtain site plan design and quotes to include demolition and disposal of current playground equipment, any necessary sitework, an expanded container, playground equipment, engineered wood fiber surfacing and installation for the playground site at Ivy Hills Park, 645 Butler Avenue, Mendota Heights, MN 55118. The Parks and Recreation Department is challenging various playground manufacturers to use their professional expertise and creativity to develop a unique play structure.

2). Owner

The City of Mendota Heights is designated as Owner. All work shall be on public property. The contractor shall, at all times, confine operations to stay within the limits of the property. Any repairs or restorations required outside the property limits due to the Contractor's carelessness shall be repaired by the Contractor at their expense.

Section 3: Proposals

To be considered, each firm must submit a complete response to this RFP, using the format provided. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least one hundred forty (140) days from the due date for this proposal. Respondents shall include one digital and one hard copy of their proposal document. Respondents may submit up to two proposals/designs per vendor.

1). Specifications

- A. The structure shall meet and comply with all current ADA Legislation and ASTM F1487 and include demolition and disposal of current playground equipment, any necessary sitework, an expanded container and playground footprint, playground equipment, engineered wood fiber surfacing and installation for the playground site.
- B. All equipment must meet age-related design criteria suitable for 2-5-year olds and 5-12 year olds and be IPEMA certified.
- C. The recycled wood timber container expansion must be included to meet the design of the updated enclosure attached and match the color and style of the existing container timbers to remain. The existing container does not need to be completely replaced but must have portions replaced to ensure it meets ADA requirements and safety standards. It is anticipated that the existing container timbers to be replaced will be salvaged from the existing infrastructure; however, container replacement may require select timbers to be furnished by the contractor if salvaged timbers are deemed unusable or are insufficient to meet any modified measurements of the container.
 - a. To allow for adequate playground access space meeting current ADA requirements for a pedestrian ramp, the existing bituminous surface access shall be removed and replaced with a concrete pedestrian ramp. Bituminous surface removal limits shall be limited to only what is necessary to remove to achieve ADA compliance within the pedestrian ramp but may require removals up to the connecting trail system through Ivy Hills Park.
- D. The City encourages vendors to consider the following features when developing renderings:
 - a. At least five swings that may include any of the following types:
 - i. Parent/child swing
 - ii. Belt swings (2 preferably)
 - iii. Toddler swing
 - iv. Multi-user swing or arch swing with sensory seat
 - b. A feature that an individual can fully utilize without transferring from wheelchair (i.e. swing, merry-go-round, etc.)
 - c. A dramatic play element
 - d. A communication board
 - e. At least two slides
 - f. At least two vinyl coated steel benches with backs anchored in the ground within the container area (if vendors would like to retain and reinstall the two existing blue playground benches, that is acceptable. The two existing blue playground benches shall be removed from the site by the contractor should new vinyl coated steel benches be selected for use.)
 - g. Engineered wood fiber surfacing
- E. Vendors are also encouraged to include in their playground design features that provide opportunities for improved balance, coordination, upper body strength, lower body strength and imagination for users of all ages.

- F. Wear pads must be installed below the bottom of slides and swings.
- G. The playground container is currently 3,815 square feet. The new playground will be increased to 4,472 square feet. The attached map outlines the container space available for expansion in green and pink.
 - a. Expansion of the northeast section of the playground container is anticipated to require saw cutting and removal of a portion of the existing concrete pad used for bicycle storage and trash collection to better align the container's perimeter with the adjacent trail system. The anticipated concrete removal limits can be seen on the attached playground map.
 - b. It is not a requirement that the sandbox remains. Thus, vendors are welcome to propose using that space for different features within the playground design.
- H. The site shall have signage information provided appropriate to the structure/area. If signage includes photos of individuals, the photo must include a diverse group of users.
- I. All plastic and coating products must be UV and color stabilized to resist fading.
- J. Supplier must be able to provide a tool kit for fasteners, parts manual (both hard copy and electronic) and a touch up paint kit for all structure colors.
- K. All parts must have a corrosion resistant finish and be capped on the top end.
- L. All metal decks must be manufactured from sheet steel conforming to ASTM specification A-569 and be finished with a vinyl coating.
- M. All connecting hardware used must be zinc plated or stainless steel, free of protrusions, vandal resistant and have a tamper proof design. A Service kit for tamper proof fasteners must also be provided.
- N. The color pallet for the playground is requested to portray bright colors.

2). Submission Requirements

Each of the following items shall be considered an integral part of the Contractor's proposal and shall be submitted to the City on or before the date and time as stated:

1. One copy of a completed and signed Proposal Form.
2. A list of all base materials
3. A list of all equipment included in the plans, with quantities.
4. One copy of a play area equipment layout drawing to scale showing layout, safety zones, accessibility, border and outside dimensions.
5. One bound notebook or plan size sheet of all components and features specific to the project.
6. One complete copy of all warranty information.
7. The contractor shall indicate all deviations from the specifications.
8. Provide a letter from the manufacturer or an independent consulting firm stating all equipment meets the current ASTM F1487 standards
9. Estimated timeline for construction.
 - a. The installation of the entire playground must be completed by paid professional staff. Any deviation from the use of paid professional installers must be approved by the Parks and Recreation Director.
10. Documentation that all equipment quoted is covered by product liability insurance.

3). Project Budget

The fee proposal must not exceed \$180,000 and must include all elements associated with the project, including procurement of all documents, demolition of existing equipment, new container materials and installation for area of expansion, installation of replacement recycled wood timbers in areas where unsafe, surfacing, structures, delivery, installation, construction permits, taxes and service charges. Each firm is requested to provide the maximum amount of play activities for that fee.

4). Proposal Receipt

Proposals must arrive at the Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights, MN 55118 on or before 10:00 AM on Friday, March 14, 2025.

Section 4: Playground Regulatory Compliance

Each playground proposal must meet the following regulatory compliance requirements:

1. All equipment provided and all areas around and between equipment must comply with the most current Consumer Product Safety Commission (CPSC) guidelines and The American Society for Testing and Material (ASTM) standards. It is the responsibility of each bidder and manufacturer to be aware of these guidelines. Please list all deviations where your proposal does not comply and explain each in detail when submitting the proposal. Equipment that requires intensive labor measures or modifications, after installation, such as the cutting of bolts, to bring equipment into conformance with CPSC and ASTM will not be accepted. As recommended by CPSC, a project specific maintenance manual shall be provided at the end of the project.
2. The entire playground must meet the current requirements of the Americans with Disabilities Act and ASTM F1487.
3. All equipment must be IPEMA certified.
4. All surfacing materials must meet current CPSC guidelines, ASTM F1951 and ASTM F1292 standards, as well as be IPEMA certified.
 - a. Once installation is complete on all equipment, the supplier must provide a formal safety audit of the installed equipment. The audit must document that equipment meets all current standards listed above. Final payment for the structure, payment for base materials and installation will not be processed until after the safety audit inspection and document has been completed and delivered from a certified playground inspector. CPSI documentation must be included.

Section 5: Proposal Selection

Responses to this RFP will be evaluated based on the following process:

1. Staff will review the firm's response to the RFP and determine if the proposal meets all criteria for consideration.
2. The Parks and Recreation Commission's subcommittee and staff will narrow down the complete proposals to the top three designs to be considered by the community.
3. A neighborhood meeting and community survey will be conducted so residents can review the proposed play structure options and provide feedback on a preferred plan.
4. The Parks and Recreation Commission will review the neighborhood meeting and community survey results and make a recommendation to the City Council on the desired playground for the park.
5. City staff will present the Parks and Recreation Commission's recommendation to the City Council for a final decision.

Staff will use the feedback from the resident groups and a recommendation from the Parks and Recreation Commission to enable the City Council to make a formal decision. If necessary, an interview/informational meeting may be requested by staff with potential vendors.

1). Award of Contract

The City of Mendota Heights will award one contract for this entire project to a responsible bidder submitting the Quote meeting all performance and required criteria as set forth by this set of contract documents, plans and specifications.

Section 6: Project Terms and Conditions

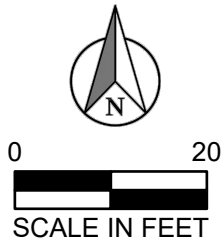
The following terms and conditions apply to this Request for Proposals (RFP):

1. The City of Mendota Heights is not liable for any cost incurred by the prospective firms prior to the signing of the contract.
2. The contents of this proposal will become contractual obligations if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.
3. The City of Mendota Heights reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the City's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.
4. The city assumes no responsibility or liability for costs incurred by the firms prior to the submission of a proposal. Total liability of the City of Mendota Heights is limited to the terms and conditions of this agreement.
5. The successful respondent will be required to furnish appropriate certificates of insurance as part of the final contract negotiations.
6. The contractor shall pay all sales, consumer, use and other taxes required to be paid by them in accordance with the law of the place where the work is to be performed.
7. The contractors shall provide and maintain all necessary temporary enclosures and barricades to adequately protect the work and materials from the elements and persons not involved with construction. The Contractor shall remove all temporary enclosures, barricades and fences upon completion of the work.
8. The contractor shall provide for and be responsible for protection of existing pavements, utilities, fencing, etc. In general, all existing materials, surfaces, sod, etc., to remain which are affected by the work shall be repaired and restored to an original and functional condition.
9. Before making any shipment of materials to the site, the contractor shall ascertain whether the site is in a condition to receive the shipment. Where this provision is neglected and material is delivered to the site when the latter is not in condition to receive it, such materials shall be properly stored elsewhere at the contractor's expense and adequate insurance coverage provided for off-site storage.
10. The contractor shall provide storage as required to protect and preserve all materials stored at the site. Materials are not to be stored directly on the ground. Storage of materials is to be confined to areas designated by the City. The city will not sign for or be responsible for materials delivered to the site.
 - a. Equipment delivered early will not be paid in full. Full payment of structure and installation will be paid when installation is complete and a compliance audit has been received.
11. Working hours shall be from 7:00am- 8:00pm on Monday-Friday and 9:00am-5:00pm on Saturday and Sundays.

12. All work areas shall be returned to a condition equal to or better than was in existence at the beginning of the project. All construction debris, including excavated soil, shipping materials including cardboard, pallets, etc. shall be removed and disposed of in a manner satisfactory to the City.

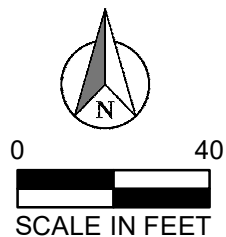
Ivy Hill Playground

Date: 1/9/2025



Ivy Hill Playground Required Features

Date: 1/23/2025



Required Features

Platform Swing - \$20-50k
Parent/Child Swing - \$1-5k
Belt Swing (2) - \$1-5k
Toddler Swing - \$1-5k
Arch Swing - \$5-10k
Dramatic Play Element - \$5-10k
Communication Board - \$1-5k
Play Feature 5-12YO \$50-75k
Play Feature 2-5YO \$5-10k
Total \$89-175K not including site work

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.

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: February 4, 2025

AGENDA ITEM: Adopt Resolution 2025-08 to Approve Limited Use Permit #1917-1031 and Resolution 2025-09 to Approve Plans and Authorize Advertisement for Bids for the Friendly Hills Neighborhood Improvements

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Engineering

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

ACTION REQUEST:

Adopt Resolution 2025-08 approving a Limited Use Permit for the trail facility along Decorah Lane and adopt Resolution 2025-09 approving the Final Plans and Specifications and authorizing Advertisement for Bids for the Friendly Hills Neighborhood Improvements.

BACKGROUND:

The preparation of a feasibility report for the Friendly Hills Neighborhood Improvements, which is required to follow the Minnesota Statutes Chapter 429 process, was authorized by the Mendota Heights City Council by adopting Resolution 2023-54 at the City Council meeting held on September 5, 2023. As the project was split into two years, additional streets were added to the project and are included within the Feasibility Report. The additional streets were authorized at the City Council meeting held on June 4, 2024, by adopting Resolution 2024-28. The Statute 429 process is required because the city intends to assess a portion of the project.

The feasibility report for the Friendly Hills Neighborhood Improvements was accepted by the Mendota Heights City Council and called for a Public Hearing on September 17, 2024, by adopting Resolution 2024-45 at the August 7, 2024, city council meeting. The recommendation of the feasibility report was to proceed with this project.

The proposed streets to be rehabilitated are Apache Court, Apache Lane, Apache Street, Aztec Lane, Cheyenne Lane, Creek Avenue, Decorah Lane, Fox Place, Havenview Court, Hazel Court, Hokah Avenue, Keokuk Lane, Mohican Court, Mohican Lane, Nashua Lane, Navajo Lane, Ocala

Court, Ocala Lane, Pagel Road, Pontiac Place, Pueblo Drive, and Pueblo Lane. Streets proposed to be rehabilitated are broken out into multiple construction seasons with roadways identified north of, and including, Decorah Lane being proposed for rehabilitation in the 2025 construction season and roadways identified south of Decorah Lane being proposed for rehabilitation in the 2026 construction season. Based on staff observations, as well as our pavement management system, the majority of these streets have deteriorated to the point where it is no longer cost effective to patch the street and rehabilitation is necessary. Saint Paul Regional Water Services (SPRWS) have also identified critical segments of water main to be replaced as part of this project due to the existing cast iron pipe's susceptibility to corrosion and breaks. Existing watermain not included for replacement are proposed to receive a sacrificial anode bag at strategic locations to extend the life expectancy an additional 30 years from the facilities 100 year life expectancy. At the City Council meeting held on November 19, 2024, Council provided the direction to proceed with a Full Depth Reclamation (FDR) approach to the pavement rehabilitation based on the additional geotechnical evaluations performed, long term pavement management and cost savings, as well as Saint Paul Regional Water Services (SPRWS) indication that there is significant life remaining in pipes not slated for replacement following the improvements to the system as a whole within the neighborhood.

Council ordered the Friendly Hills Neighborhood Improvements at their September 17, 2024 meeting.

Elements included within the plan include a Full Depth Reclamation and resurfacing to the roadways within the project area, sanitary sewer replacement along Decorah Lane and Apache Street, watermain replacement, storm sewer improvements and raingarden installation, as well as trail improvements within Friendly Hills Park and the segment adjacent to Friendly Hills Middle School. Due to the size of the bidding package, the final plans and specifications are not included in the packet. The entire plan set is available for viewing at city hall, however sheets showing the proposed project area and the corresponding year that construction is proposed for a given street are included.

Proposed watermain improvements and street connections includes work within a small portion of the Right-of-Way of Dodd Road (Trunk Highway 149), which requires submittal to the Minnesota Department of Transportation (MnDOT) for review. As part of their review process, it was noted that the city has a trail facility in what is considered the Right-of-Way of Dodd Road and requires a Limited Use Permit (LUP) between the City of Mendota Heights and the State of Minnesota to assign maintenance responsibilities for the trail facility. The location of the trail facility is along the south side of Decorah Lane extending from the Dodd Road intersection to a point approx. 367 feet east of the intersection and is included with the LUP as exhibit A. The city has been maintaining this trail segment historically and is not an addition to current maintenance activities.

FISCAL AND RESOURCE IMPACT:

The total estimated construction cost of the project is \$8,085,164 not including indirect costs.

Total project costs are shown below:

Project Total	2025 Estimated Costs	2026 Estimated Costs	Total Estimated Costs (2025 and 2026)
Street Improvements	\$1,891,859.00	\$1,911,093.00	\$3,802,952.00
Indirect Costs for Street Improvements (20%)*	\$378,371.80	\$382,218.60	\$760,590.40
Total Costs for Street Improvements	\$2,270,230.80	\$2,293,311.60	\$4,563,542.40
Park Improvements	\$260,567.00	\$78,383.00	\$338,950.00
Indirect Costs Park Improvements (20%)*	\$52,113.40	\$15,676.60	\$67,790.00
Total Costs for Park Improvements	\$312,680.40	\$94,059.60	\$406,740.00
Storm Sewer Improvements	\$505,038.00	\$419,498.00	\$924,536.00
Water Improvements	\$3,000.00	\$6,500.00	\$9,500.00
Sanitary Improvements	\$813,747.00	\$56,000.00	\$869,747.00
Total Cost for Utility Improvements	\$1,321,785.00	\$481,998.00	\$1,803,783.00
Saint Paul Regional Water Service (SPRWS)	\$1,363,602.00	\$775,877.00	\$2,139,479.00
Indirect Costs for SPRWS (15%)*	\$204,540.30	\$116,381.55	\$320,921.85
Total Cost for SPRWS Improvements	\$1,568,142.30	\$892,258.55	\$2,460,400.85
Total Improvement Cost	\$4,837,813.00	\$3,247,351.00	\$8,085,164.00
Total Indirect Costs*	\$635,025.50	\$514,276.75	\$1,149,302.25

Total Cost	\$5,472,838.50	\$3,761,627.75	\$9,234,466.25
Rounded Total Cost	\$5,472,839.00	\$3,761,628.00	\$9,234,467.00

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

Total Funding Sources (2025 & 2026)	Project Total
Municipal Levy	\$1,685,148.70
City Assessment (Municipal Levy)	\$137,531.41
Park Fund (Municipal Levy)	\$406,740.00
Total Municipal Levy	\$2,229,420.11
Municipal State Aid Funds (Roadway)	\$596,622.50
Municipal State Aid Funds (Storm Sewer)	\$88,945.00
Residential Assessments (50%)	\$2,144,239.79
Utility Fund - Storm Sewer	\$835,591.00
Utility Fund - Sanitary	\$869,747.00
Utility Fund - Water	\$9,500.00
Saint Paul Regional Water Services	\$2,460,400.85
Total	\$9,234,466.25

The total project cost is estimated at \$9,234,467. It is presumed that the City would secure bonding for the Municipal Levy and Assessment portions of the project (\$2,229,420.11). The assessment amount of \$2,144,238 is equivalent to 49.0% of the bond amount. Minnesota Statutes Chapter 429 Special Assessment Bond Issue requires that a minimum of 20% of the total bond issue amount be recovered through special assessments. The Assessment Hearing for the project is proposed to take place following construction of the overall project in 2026 and anticipated for the October timeframe for all parcels includes, regardless of construction in 2025 or 2026.

As the project is designed and competitively bid, the calculated assessment amount will be updated leading up to the adoption of the assessment roll. The improvements are necessary to allow for safe and reliable street and utility services within the City of Mendota Heights. The project will be competitively bid to allow for a cost-effective improvement. The feasibility study

has provided an overall analysis of the feasible improvements for consideration within this project area. Therefore, the proposed improvements within the areas outlined in this report are necessary, cost effective, and feasible from an engineering standpoint.

ATTACHMENTS:

1. Resolution 2025-08 to Approve Limited Use Permit
2. Limited Use Permit #1917-0131
3. Resolution 2025-09 Resolution Approving Final Plans and Specifications, And Authorizing Advertisement For Bids For the Friendly Hills Neighborhood Imp
4. Friendly Hills Neighborhood Improvements Plans Excerpt

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government, Environmental Sustainability & Stewardship

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

RESOLUTION 2025-08

**RESOLUTION ENTERING INTO A LIMITED USE PERMIT WITH THE STATE OF
MINNESOTA, DEPARTMENT OF TRANSPORTATION**

WHEREAS, the City of Mendota Heights has facilities within property owned by the State of Minnesota, Department of Transportation along and adjacent to Trunk Highway No. 149 that requires maintenance and use by the City of Mendota Heights and are identified within Limited Use Permit No. 1917-0131 with the State of Minnesota, Department of Transportation; and

NOW THEREFORE IT IS HEREBY RESOLVED, the City of Mendota Heights enter into Limited Use Permit No. 1917-0131 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the City of Mendota Heights upon, along and adjacent to Trunk Highway No. 149 and the limits of which are defined in said Limited Use Permit; and

NOW THEREFORE IT IS HEREBY FURTHER RESOLVED, that the Mayor and the City Clerk are authorized to execute the Limited Use Permit and its amendments, and that the City of Mendota Heights enter into Limited Use Permit No. 1917-0131 with the State of Minnesota, Department of Transportation for the following purposes:

1. To provide for maintenance and use by the City of Mendota Heights upon, along and adjacent to Trunk Highway No. 149 and the limits of which are defined in said Limited Use Permit; and

NOW THEREFORE IT IS HEREBY FURTHER RESOLVED, by the City Council of Mendota Heights, Minnesota that the Mayor and the City Clerk are authorized to execute the Limited Use Permit and its amendments.

Adopted by the City Council of the City of Mendota Heights this fourth day of February, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**


ATTEST

Stephanie B. Levine, Mayor

Nancy Bauer, City Clerk

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the City Council of the City of Mendota Heights, Minnesota at an authorized meeting held on the _____ day of _____, 2025, as shown by the minutes of the meeting in my possession.

<p>Subscribed and sworn to before me this _____ day of _____, 2025</p> <p>Notary Public _____</p> <p>My Commission Expires _____</p> <div style="text-align: center; margin-top: 50px;"></div>

C.S. 1917 (T.H. 149)
LUP # 1917-0131

(Signature)

(Type or Print Name)

(Title)

(Signature)

(Type or Print Name)

(Title)

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION**

LIMITED USE PERMIT

C.S. 1917 (T.H. 149)
County of Dakota
LUP # 1917-0131
Permittee: City of Mendota Heights
Expiration Date: 01/09/2035
Coop./Const. Agmt # N/A

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, ("MnDOT"), hereby grants a Limited Use Permit (the "LUP") to City of Mendota Heights, ("Permittee"), to use the area within the right of way of Trunk Highway No. 149 as shown in red on Exhibit "A", (the "Area") attached hereto and incorporated herein by reference. This Limited Use Permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto as Exhibit B.

Non-Motorized Trail

The Permittee's use of the Area is limited to only the constructing, maintaining and operating a nonmotorized trail ("Facility") and the use thereof may be further limited by 23 C.F.R. 652 also published as the Federal-Aid Policy Guide.

In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. TERM. This LUP terminates at 11:59PM on 01/09/2035 ("Expiration Date") subject to the right of cancellation by MnDOT, with or without cause, by giving the Permittee ninety (90) days written notice of such cancellation. This LUP will not be renewed except as provided below.

Provided this LUP has not expired or terminated, MnDOT may renew this LUP for a period of up to ten (10) years, provided Permittee delivers to MnDOT, not later than ninety (90) days prior to the Expiration Date, a written request to extend the term. Any extension of the LUP term will be under the same terms and conditions in this LUP, provided:

- (a) At the time of renewal, MnDOT will review the Facility and Area to ensure the Facility and Area are compatible with the safe and efficient operation of the highway and the Facility

and Area are in good condition and repair. If, in MnDOT's sole determination, modifications and repairs to the Facility and Area are needed, Permittee will perform such work as outlined in writing in an amendment of this LUP; and

- (b) Permittee will provide to MnDOT a certified copy of the resolution from the applicable governmental body authorizing the Permittee's use of the Facility and Area for the additional term.

If Permittee's written request to extend the term is not timely given, the LUP will expire on the Expiration Date.

Permittee hereby voluntarily releases and waives any and all claims and causes of action for damages, costs, expenses, losses, fees and compensation arising from or related to any cancellation or termination of this LUP by MnDOT. Permittee agrees that it will not make or assert any claims for damages, costs, expenses, losses, fees and compensation based upon the existence, cancellation or termination of the LUP. Permittee agrees not to sue or institute any legal action against MnDOT based upon any of the claims released in this paragraph.

- 2. **REMOVAL.** Upon the Expiration Date or earlier termination, at the Permittee's sole cost and expense Permittee will:

- (a) Remove the Facility and restore the Area to a condition satisfactory to the MnDOT District Engineer; and
- (b) Surrender possession of the Area to MnDOT.

If, without MnDOT's written consent, Permittee continues to occupy the Area after the Expiration Date or earlier termination, Permittee will remain subject to all conditions, provisions, and obligations of this LUP, and further, Permittee will pay all costs and expenses, including attorney's fees, in any action brought by MnDOT to remove the Facility and the Permittee from the Area.

- 3. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

Before construction of any kind, the plans for such construction shall be approved in writing by the MnDOT's District Engineer. Approval in writing from MnDOT District Engineer shall be required for any changes from the approved plan.

The Permittee will construct the Facility at the location shown in the attached Exhibit "A", and in accordance with MnDOT-approved plans and specifications. Further, Permittee will construct the Facility using construction procedures compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all utilities located on the lands covered by this LUP at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

Any crossings of the Facility over the trunk highway shall be perpendicular to the centerline of the highway and shall provide and ensure reasonable and adequate stopping sight distance.

4. **MAINTENANCE.** Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way.
5. **USE.** Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this LUP shall remain subordinate to the right of MnDOT to use the property for highway and transportation purposes. This LUP does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge. No rights to relocation benefits are established by this LUP.

This LUP is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

6. **APPLICABLE LAWS.** This LUP does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.

Permittee at its sole cost and expense, agrees to comply with, and provide and maintain the Area, Facilities in compliance with all applicable laws, rules, ordinances and regulations issued by any federal, state or local political subdivision having jurisdiction and authority in connection with said Area including the Americans with Disabilities Act ("ADA"). If the Area and Facilities are not in compliance with the ADA or other applicable laws MnDOT may enter the Area and perform such obligation without liability to Permittee for any loss or damage to Permittee thereby incurred, and Permittee shall reimburse MnDOT for the cost thereof, plus 10% of such cost for overhead and supervision within 30 days of receipt of MnDOT's invoice.

7. **CIVIL RIGHTS.** The Permittee for itself, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event improvements are constructed, maintained, or otherwise operated on the Property described in this Limited Use Permit for a purpose for which a MnDOT activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Permittee will maintain and operate such improvements and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Federal Highway Administration, (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said improvements.
8. **SAFETY.** MnDOT shall retain the right to limit and/or restrict any activity, including the parking of vehicles and assemblage of Facility users, on the highway right of way over which this LUP is granted, so as to maintain the safety of both the motoring public and Facility users.
9. **ASSIGNMENT.** No assignment of this LUP is allowed.
10. **IN WRITING.** Except for those which are set forth in this LUP, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this LUP.
11. **ENVIRONMENTAL.** The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall notify in writing MnDOT's District Engineer and shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.
12. **MECHANIC'S LIENS.** The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.

13. **NOTICES.** All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows:

to Permittee at:

Mayor
Mendota Heights City Hall
1101 Victoria Curve
Mendota, MN 55118

and to MnDOT at:

State of Minnesota
Department of Transportation
Metro District Right of Way
1500 W. County Road B2
Roseville, MN 55113

The address to which notices are mailed may be changed by written notice given by either party to the other.

14. **INDEMNIFICATION AND RELEASE.** Permittee shall indemnify, defend to the extent authorized by the Minnesota Attorney General's Office, hold harmless and release the State of Minnesota, its Commissioner of Transportation, employees, the FHWA, and any successors and assigns of the foregoing, from and against all claims, demands, and causes of action for injury to or death of persons or loss of or damage to property (including Permittee's property) occurring on the Area and Facility or arising out of or associated with Permittee's use and occupancy of the Area and Facility, regardless of whether such injury, death, loss, or damage (i) is caused in part by the negligence (but not the gross negligence or willful misconduct) of MnDOT or (ii) is deemed to be the responsibility of MnDOT because of its failure to supervise, inspect, or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person. Nothing in this LUP shall obligate Permittee to indemnify or save MnDOT harmless from (a) any gross negligence or willful misconduct of MnDOT or its employees, contractors, agents, or anyone for whom MnDOT is legally responsible, or (b) any claims, demands or causes of action not arising out of or associated with Permittee's occupancy or use of the Area and Facility.

Permittee hereby releases the State of Minnesota, its Commissioner of Transportation, employees, the FHWA, and any successors and assigns of the foregoing, from and against all claims, demands, suits, losses, costs, expenses, and causes of action for loss of or damages to the Area and Facility or to Permittee's property on or about the Area and Facility, except when such loss or damage is caused solely by the negligence of MnDOT or its employees, contractors, agents, or anyone for whom MnDOT is legally responsible.

MnDOT's liability is subject to the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

MINNESOTA DEPARTMENT
OF TRANSPORTATION
RECOMMENDED FOR APPROVAL

CITY OF MENDOTA HEIGHTS

By: _____
District Engineer

Date _____

APPROVED BY:
COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

Date _____

By _____

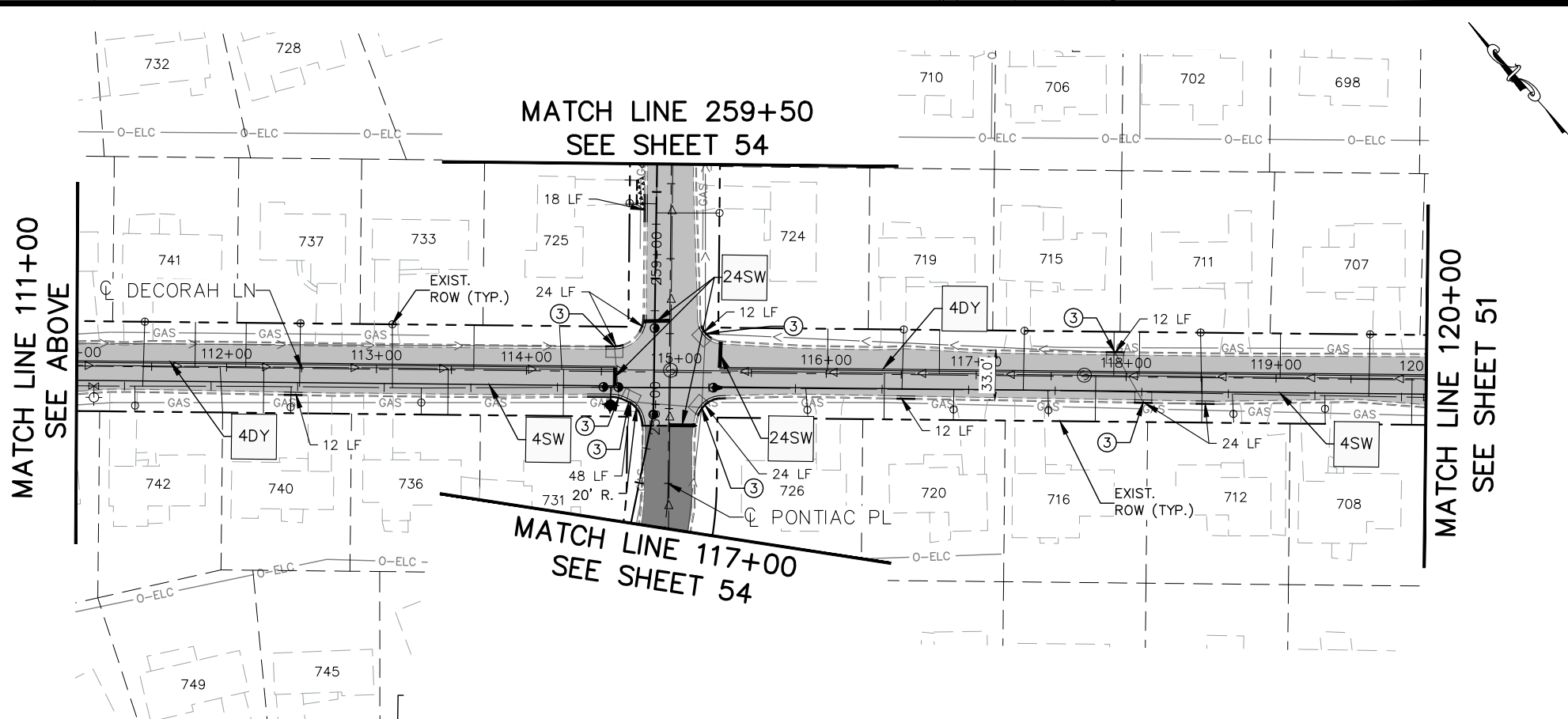
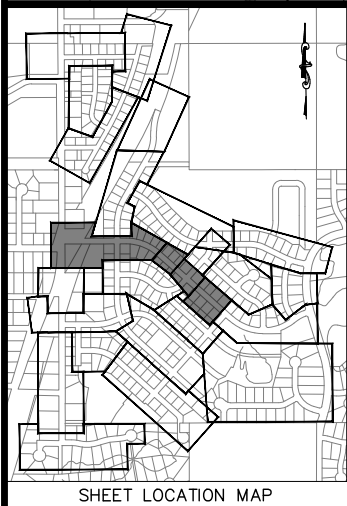
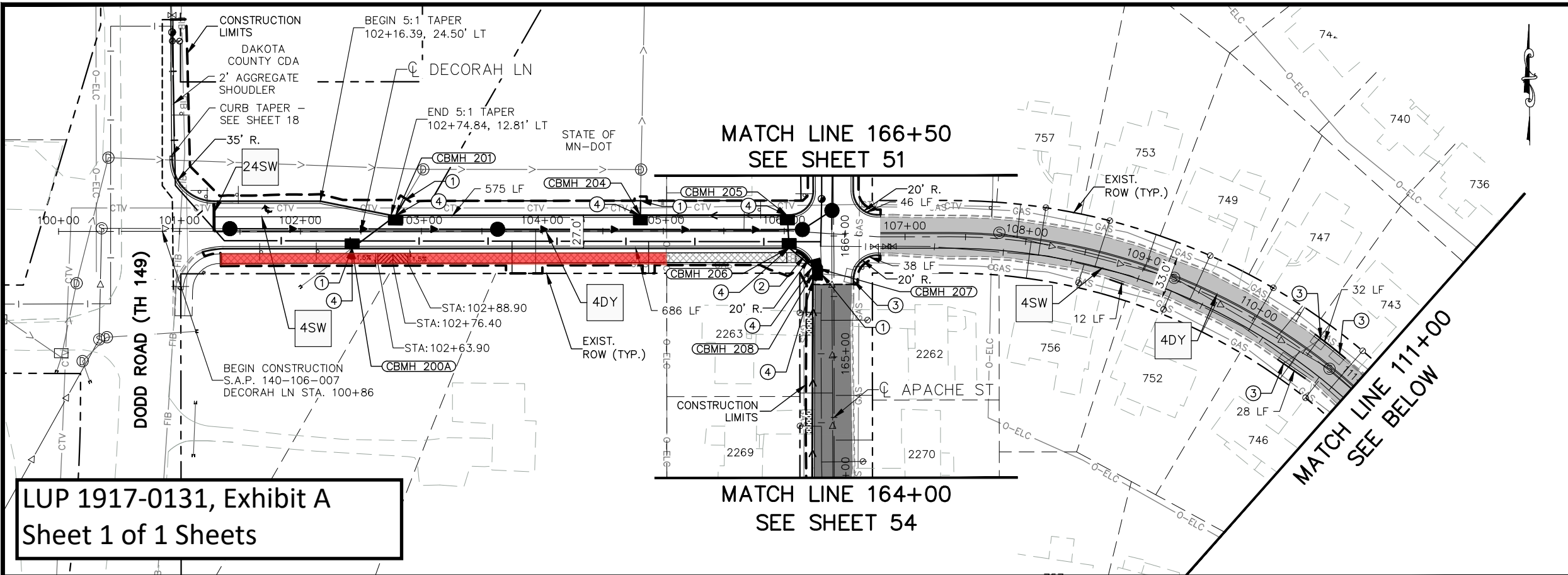
Its Mayor

And _____

Its City Clerk

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.

k:\TWC_Civil\City\MENDOTA HEIGHTS\FRIENDLY HILLS\STREET.dwg December 06, 2024 - 12:13pm



LEGEND

- BITUMINOUS PAVEMENT (FDR) (INSET A) (2025)
- BITUMINOUS PAVEMENT (INSET B) (2025)
- BITUMINOUS PAVEMENT (FDR) (INSET A) (2026)
- BITUMINOUS DRIVEWAY PAVEMENT (INSET C)
- CONCRETE DRIVEWAY PAVEMENT (INSET D)
- CONCRETE WALK (ADA) (INSET E)
- 3" BITUMINOUS WALK (INSET F)

NOTES LEGEND

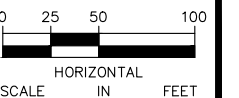
- ① CONNECT TO EXISTING STORM SEWER
- ② CONCRETE PEDESTRIAN CURB RAMP (ADA)
- ③ ADJUST FRAME & RING CASTING (STORM SEWER)
- ④ CONSTRUCT DRAINAGE STRUCTURE
- ⑤ SALVAGE AND INSTALL MAILBOX
- ⑥ CONNECT SUMP DISCHARGE TO STRUCTURE
- ⑦ SEE SHEET 82-92 FOR DETAILED GRADING PLANS

NOTES

1. REFER TO TYPICAL SECTIONS ON SHEET 19.
2. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
3. ALL CONCRETE CURB & GUTTER IS B618 UNLESS OTHERWISE NOTED.
4. SEE SHEETS 61-62 STORM SEWER LATERALS AND TABULATIONS.
5. SEE SHEETS 64-80 FOR THE WATERMAIN AND SANITARY SEWER PLAN AND PROFILES.
6. SEE SHEETS 93-105 FOR THE TURF ESTABLISHMENT AND EROSION CONTROL PLAN.
7. ADJUST ALL GATE VALVES AND MANHOLES WITHIN PAVEMENT NOT IDENTIFIED FOR REMOVAL. INCLUDE INFI-SHIELD ON MANHOLES.

STRIPING LEGEND

- 4" SOLID LINE WHITE MULTI-COMPONENT GROUND-IN
- 4" BROKEN LINE YELLOW MULTI-COMPONENT GROUND-IN (10' LINE, 40' GAP, TYP.)
- 4" DOUBLE SOLID LINE YELLOW MULTI-COMPONENT GROUND-IN
- 12" SOLID LINE WHITE MULTI-COMPONENT GROUND-IN
- 24" SOLID LINE WHITE MULTI-COMPONENT GROUND-IN
- RIGHT TURN ARROW PAVEMENT MESSAGE PAVEMENT MESSAGE MULTI-COMPONENT GROUND-IN
- HANDICAP PARKING PAVEMENT MARKING PAVEMENT MESSAGE MULTI-COMPONENT GROUND-IN



No.	Date	Revisions	App.	DRAWING NAME
				FRIENDLY_HILLS-STREET.dwg
				DESIGNED BY: BJT
				DRAWN BY: NJB
				CHECKED BY: LBM
				DATE: 12/6/2024
				PROJECT NO. 161212000

Kimley»Horn

14800 GALAXIE AVENUE, SUITE 200, APPLE VALLEY, MN 55124
PHONE: 952-905-2887
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

LUKE B. MOREN, PE
DATE: 12/6/2024 MN LIC. NO. 54190



CITY OF MENDOTA HEIGHTS
FRIENDLY HILLS
NEIGHBORHOOD IMPROVEMENTS
CITY PROJECT 202407

STREET AND STORM SEWER PLAN
DECORAH LN, APACHE ST, & PONTIAC PL

CITY PROJECT	202407	SHEET NO.	50
SAP	140-106-007		

122

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

RESOLUTION 2025-09

**A RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS, AND
AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE FRIENDLY HILLS
NEIGHBORHOOD IMPROVEMENTS, CITY PROJECT NO. 202407**

WHEREAS, the Public Works Director reported that the proposed improvements and construction thereof were feasible, desirable, necessary, and cost effective, and further reported on the proposed costs of said improvements and construction thereof; and

WHEREAS, the City Council has heretofore directed the Public Works Director to proceed with the preparation of plans and specifications thereof; and

WHEREAS, the Public Works Director has prepared plans and specifications for said improvements and have presented such plans and specifications to the City Council for approval.

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

1. That the plans and specifications for said improvements be and they are hereby in all respects approved by the City.
2. That the Clerk with the aid and assistance of the Public Works Director be and is hereby, authorized and directed to advertise for bids for said improvements all in accordance with the applicable Minnesota Statutes, such as bids to be received at the City Hall of the City of Mendota Heights by 10:00 A.M., Wednesday, March 5, 2025, and at which time they will be publicly opened in the City Council Chambers of the City Hall by the Public Works Director, will then be tabulated, and will then be considered by the City Council at its next regular Council meeting.

Adopted by the City Council of the City of Mendota Heights this fourth day of February 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

MINNESOTA DEPARTMENT OF TRANSPORTATION CITY OF MENDOTA HEIGHTS FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS

MENDOTA HEIGHTS CITY PROJECT NO. 202407

CONSTRUCTION PLANS FOR: FULL-DEPTH RECLAMATION, CONCRETE CURB AND GUTTER, STORM SEWER IMPROVEMENTS, SANITARY SEWER IMPROVEMENTS, BITUMINOUS TRAIL IMPROVEMENTS, WATER MAIN IMPROVEMENTS, FULL PAVEMENT RECONSTRUCTION, AND ADA IMPROVEMENTS.

LOCATED ON: CREEK AVE FROM DODD RD TO AZTEC LN
LOCATED ON: FOX PL FROM AZTEC LN TO CREEK AVE
LOCATED ON: AZTEC LN FROM SOUTH END TO NORTH END
LOCATED ON: HOKAH AVE FROM DODD RD TO AZTEC LN
LOCATED ON: APACHE ST FROM PUEBLO LN TO NORTH END
LOCATED ON: CHEYENNE LN FROM APACHE ST TO HUBER DR
SAP 140-106-007 LOCATED ON: DECORAH LN FROM DODD RD TO HUBER DR
LOCATED ON: PONTIAC PL FROM APACHE ST TO CHEYENNE LN
LOCATED ON: OCALA LN FROM PONTIAC PL TO DECORAH LN
LOCATED ON: OCALA CT FROM PONTIAC PL TO NORTH END

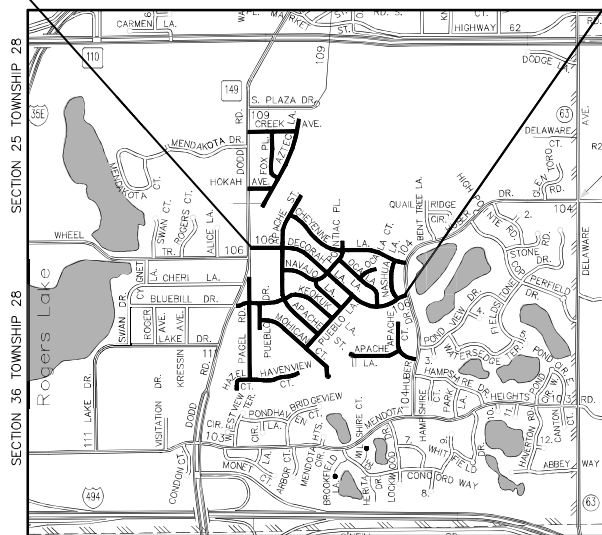
LOCATED ON: NASHUA LN FROM DECORAH LN TO CHEYENNE LN
LOCATED ON: NAVAJO LN FROM PONTIAC PL TO PUEBLO LN
LOCATED ON: KEOKUK LN FROM DODD RD TO PUEBLO LN
LOCATED ON: PAGEL RD FROM DODD RD TO HAZEL CT
LOCATED ON: HAZEL CT FROM WEST END TO PAGEL RD
LOCATED ON: HAVENVIEW CT FROM PAGEL RD TO EAST END
LOCATED ON: PUEBLO DR FROM SOUTH END TO KEOKUK LN
LOCATED ON: MOHICAN LN FROM SOUTH END TO PUEBLO DR
LOCATED ON: PUEBLO LN FROM SOUTH END TO DECORAH LN
LOCATED ON: APACHE LN FROM WEST END TO HUBER DR
LOCATED ON: APACHE CT FROM APACHE LN TO NORTH END

LEGEND

EXISTING GATE VALVE
EXISTING HYDRANT
EXISTING CURB BOX
EXISTING WATERMAIN MANHOLE
EXISTING SANITARY MANHOLE
EXISTING STORM MANHOLE
EXISTING GAS MANHOLE
EXISTING CATCH BASIN
EXISTING POWER POLE
EXISTING CABLE TV BOX
EXISTING TELEPHONE BOX
EXISTING ELECTRICAL MANHOLE
EXISTING ELECTRICAL TRANSFORMER
EXISTING LIGHT POLE
EXISTING MAILBOX
EXISTING SANITARY SEWER
EXISTING STORM SEWER
EXISTING WATERMAIN
EXISTING CURB AND GUTTER
EXISTING FIBER OPTIC
EXISTING GAS MAIN
EXISTING OVERHEAD POWER/COMMUNICATION
EXISTING UNDERGROUND POWER
EXISTING FENCE
EXISTING RETAINING WALL
EXISTING TREE
EXISTING TREE LINE
EXISTING STREET SIGN
PROPOSED GATE VALVE
PROPOSED HYDRANT
PROPOSED MANHOLE (STORM OR SANITARY)
PROPOSED CATCH BASIN
PROPOSED WATERMAIN
PROPOSED STORM SEWER
PROPOSED CURB AND GUTTER
DRAIN TILE
EXISTING RIGHT-OF-WAY
CONSTRUCTION LIMITS

BEGIN S.A.P. 140-106-007
DECORAH LANE (MSAS 106)
STA. 100+86

END S.A.P. 140-106-007
DECORAH LANE (MSAS 106)
STA. 130+55



RANGE 23 WEST

NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF G/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

THE EXACT LOCATION OF UNDERGROUND UTILITIES SHOWN IN THIS PLAN SET ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE PRIOR TO STARTING ANY EXCAVATION.

GOPHER STATE ONE CALL SYSTEM.....1-800-252-1166

PLAN SET SCALES

LOCATION MAP 0 500 1000 2000
PLAN 0 25 50 100
PROFILE 0 2.5 5 10
CROSS-SECTIONS 0 5 10 20
1"=10'

DECORAH LANE
STATE AID PROJ. NO. 140-106-007
GROSS LENGTH 2969 FEET 0.562 MILES
EXCEPTION LENGTH FEET MILES
NET LENGTH 2969 FEET 0.562 MILES

DESIGN DESIGNATION: TRAIL (ALONG DECORAH LANE)
Functional Classification: TRAIL
Design Speed 20 mph
Based on STOPPING Sight Distance
Height of eye 4.5 Height of Object 2.0'
Design Speed not achieved at:
STA. N/A TO STA. N/A

PROJECT LOCATION

DAKOTA COUNTY

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

STATE AID PROJ. NO. 140-106-007

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS".

THE LATEST EDITION OF THE MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION IS FURTHER AMENDED BY THE 2023 EDITION OF THE CITY ENGINEERS' ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS. THE LATEST EDITIONS OF THE MNDOT AND CITY ENGINEERS' ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS ARE AMENDED BY THE CITY OF MENDOTA HEIGHTS SPECIFICATIONS FOR CONSTRUCTION.

INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	GENERAL PROJECT LAYOUT
3-4	STATEMENT OF ESTIMATED QUANTITIES
5-6	GENERAL CONSTRUCTION NOTES
7-18	MNDOT STANDARD PLAN SHEETS AND CITY STANDARD PLATES
19-20	TYPICAL SECTIONS
21-23	STORM WATER POLLUTION PREVENTION PLAN
24-34	TRAFFIC CONTROL PLAN
35-48	REMOVAL PLAN
49-62	STREET AND STORM SEWER PLAN
63	CONSTRUCTION PROFILES
64-66	STORM SEWER LATERALS
67-84	WATERMAIN AND SANITARY SEWER PLAN AND PROFILES
85-95	INTERSECTION DETAIL PLANS
96-109	EROSION CONTROL AND TURF ESTABLISHMENT PLAN
110-119	SIGNING AND PAVEMENT MARKING PLAN
120-126	CROSS SECTIONS

THIS PLAN SET CONTAINS 126 SHEETS

Kimley-Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE 1/21/2025 LIC. NO. 54190

ENGINEER Luke Morn
LUKE B. MOREN, PE

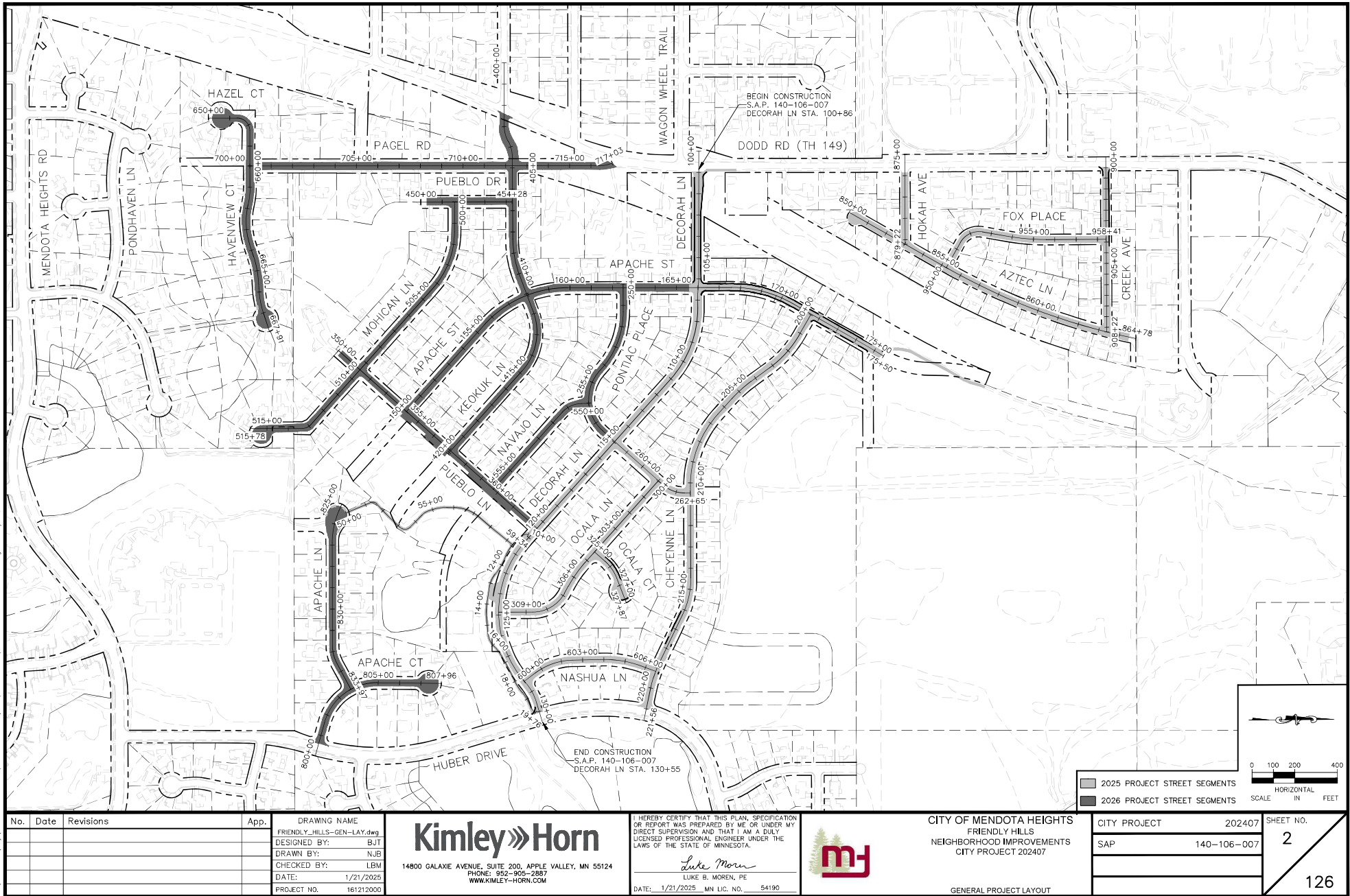
APPROVED CITY OF MENDOTA HEIGHTS ENGINEER 2025

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY 2025

STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING 2025

STATE AID PROJ. NO. 140-106-007 SHEET NO. 1 OF 126 SHEETS

K:\TWC\div\City\MENDOTA HEIGHTS\FRIENDLY HILLS\GEN-LAY.dwg January 21, 2025 -- 8:52am



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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: February 4, 2025

AGENDA ITEM: Resolution 2025-07 Supporting Dakota County River to River Greenway Improvement Project No. 30002

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Engineering

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

ACTION REQUEST:

Approve Resolution 2025-07 Supporting Dakota County River to River Greenway Improvement Project No. 30002

BACKGROUND:

The Council is asked to approve resolution 2025-07 supporting approval of the plans and specifications by the Dakota County Board of Commissioners to reconstruct the trail through Valley Park between Marie Avenue and Lilydale Road as part of the River to River Greenway.

The River to River Greenway travels 7.7 miles from the Lilydale trailhead of the Big Rivers Regional Trail to Kaposia Landing in the communities of Mendota Heights, West St. Paul and South St. Paul. The greenway links:

- Valley Park
- Village at Mendota Heights
- Henry Sibley High School
- Dodge Nature Center
- Garlough Park and Elementary School
- Marthaler Park
- West St. Paul City Hall
- Robert Street commercial corridor
- Wentworth Library
- West St. Paul YMCA
- Thompson Oaks Golf Course

- Thompson County Park
- Kaposia Park

The greenway area contains a rich history with stories of key historical figures, movement corridors, and open space preservation areas.

Dakota County developed a Master Plan for this Greenway in 2015 which was supported by the Mendota Heights City Council under resolution 2015-39. Included within the Master Plan for this Greenway is the corridor through Valley Park within Mendota Heights between Marie Avenue and Lilydale Road.

Elements of the proposed plan include reconstruction of the existing 8' wide bituminous trail to a 10' wide bituminous trail within Valley Park as well as replacing two of the bridges within the corridor and salvaging and reinstalling a bridge within Valley Park, adjacent to the playground. The general alignment of the trail will remain unchanged, however, to meet current ADA guidelines, slopes within the trail have been adjusted to meet these standards where feasible. Grading efforts to meet these design slopes will require minor tree removals.

Due to the size of the bidding package, the final plans and specifications are not included in the packet. The entire plan set is available for viewing at city hall, however sheets showing proposed location and alignments have been included.

Mendota Heights has previously partnered with Dakota County on providing and expanding a local trail system to benefit the residents and provide safer access throughout the community. Dakota County is requesting a resolution of support to construct a segment of the River to River Greenway.

FISCAL AND RESOURCE IMPACT:

The Dakota County cost sharing policy outlines that Greenway Trail Improvements would be fully funded by the County.

ATTACHMENTS:

1. Resolution 2025-07 Supporting Dakota County River to River Greenway Improvement Project No. 30002
2. River to River Greenway Plan Excerpt

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship, Inclusive and Responsive Government

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

RESOLUTION 2025-07

**RESOLUTION SUPPORTING THE RIVER TO RIVER GREENWAY
IMPROVEMENTS, COUNTY PROJECT NO. 30002**

WHEREAS, the City of Mendota Heights has been working with Dakota County on the development of a master plan for a regional greenway project that would bring new recreational and open space opportunities to the City of Mendota Heights; and

WHEREAS, the proposed greenway is an identified unit of the Metropolitan Regional Park System Plan and will establish a link between the Minnesota River and the Mississippi River through the communities of South St. Paul, West St. Paul, and Mendota Heights; and

WHEREAS, the development and operation of the regional greenway will be a cooperative effort between Dakota County and the communities through which it extends; and

WHEREAS, the proposed trail project was identified in the River to River Greenway Master Plan and the City of Mendota Heights Bike and Trail Master Plan.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City of Mendota Heights adopts a resolution supporting Dakota County's Plans for River to River Greenway Improvements within Valley Park between Marie Avenue and Lilydale Road, known as County Project No. 30002

Adopted by the City Council of the City of Mendota Heights this fourth day of February, 2025.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

ATTEST

Stephanie B. Levine, Mayor

Nancy Bauer, City Clerk

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EXISTING	
	RIGHT OF WAY
	PERMANENT EASEMENT
	PROPERTY LINE
	HORIZONTAL CONTROL POINT
	BENCHMARK
	SURVEY MARKER
	SOIL BORING
	SANITARY SEWER AND MANHOLE
	FORCE MAIN AND LIFT STATION
	SANITARY SEWER SERVICE & CLEANOUT
	WATER MAIN, HYDRANT, VALVE AND MANHOLE
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	GAS MAIN, VALVE, VENT AND METER
	HANDHOLE
	BURIED FIBER OPTIC CABLE AND MANHOLE
	BURIED PHONE CABLE, PEDESTAL AND MANHOLE
	BURIED TV CABLE, PEDESTAL AND MANHOLE
	BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
	OVERHEAD WIRE, POLE AND GUY WIRE
	LIGHT POLE
	TRAFFIC SIGNAL
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RAILROAD TRACKS
	DECIDUOUS AND CONIFEROUS TREE
	BUSH / SHRUB AND STUMP
	EDGE OF WOODED AREA
	WETLAND
	BUILDING
	FENCE (UNIDENTIFIED)
	BARBED WIRE FENCE
	CHAIN LINK FENCE
	ELECTRIC WIRE FENCE
	WOOD FENCE
	WOVEN WIRE FENCE
	PLATE BEAM GUARDRAIL
	CABLE GUARDRAIL
	POST / BOLLARD
	RETAINING WALL
	PROPOSED STREET CENTERLINE
	RIGHT-OF-WAY
	PERMANENT EASEMENT
	TEMPORARY EASEMENT
	CONSTRUCTION LIMITS
	SANITARY SEWER, BULKHEAD AND MANHOLE
	FORCE MAIN
	SANITARY SERVICE AND CLEANOUT
	WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
	WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	DRAIN TILE
	DITCH / SWALE
	RIPRAP
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RETAINING WALL

DAKOTA COUNTY, MINNESOTA

CONSTRUCTION PLANS FOR BITUMINOUS TRAIL, GRADING AND PAVING

RIVER TO RIVER GREENWAY

COUNTY PROJECT NO. P30002



GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	LOCATION MAP
3	CONSTRUCTION NOTES
4	GENERAL LAYOUT
5	STATEMENT OF ESTIMATED QUANTITIES
6-11	MDOT ADA STANDARD PLANS
12-14	MINNDOT EROSION CONTROL STANDARD PLANS
15	TYPICAL SECTION
16-22	ALIGNMENT PLAN AND TABULATION
23	SITE ACCESS AND TRAFFIC CONTROL PLAN
24-27	IN-PLACE UTILITIES AND REMOVAL PLAN
28-36	TRAIL PLAN AND PROFILE
37	RETAINING WALL
38-41	EROSION CONTROL
42-43	SWPPP
44-47	SIGNING STRIPING AND SITE FEATURES PLAN
48-59	CROSS SECTIONS
60-86	PEDESTRIAN BRIDGES

THIS PLAN CONTAINS 86 SHEETS.

PROJECT LOCATION



CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY

APPROVED:

CITY ENGINEER OF MENDOTA HEIGHTS _____ DATE _____

APPROVED:

COUNTY ENGINEER _____ DATE _____

DAKOTA COUNTY, MINNESOTA



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature _____ WILLIAM J. BAUER, PE

Date: 12/12/2024 Lic. No. 55680

PROJECT NO.
167782

1
of 86

NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D.
THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE
GUIDELINES OF CIASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE
COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT
811 BEFORE COMMENCING EXCAVATION.



Know what's below.
Call before you dig.

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MATCH LINE
STA. 66+00

EX XCEL ELECTRIC 100' EASEMENT

RIVER TO RIVER GREENWAY
ALIGNMENT

VALLEY PARK

VALLEY PARK CONNECTION
ALIGNMENT

MARIE AVE W



SEH Project	DAKOT 167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BKH						
Designed By	BKH						
Checked By	WB						



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

WILLIAM J. SAUER, PE
DATE: 12/12/2024
LICENSE NO. 55580

RIVER TO RIVER GREENWAY
DAKOTA COUNTY

ALIGNMENT PLAN AND TABULATION
RIVER TO RIVER GREENWAY

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SEH Project	DAKOT 167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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DATE: 12/12/2024
LICENSE NO.: 55580

RIVER TO RIVER GREENWAY
DAKOTA COUNTY

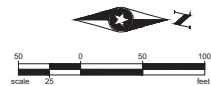
ALIGNMENT PLAN AND TABULATION
RIVER TO RIVER GREENWAY

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MATCH LINE STA. 87+00



MATCH LINE
STA. 102+00

SEH Project	DAKOT 167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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Designed By	BKH						
Checked By	WB						



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WILLIAM J. SAUER, PE
DATE 12/12/2024 LICENSE NO. 55680


RIVER TO RIVER GREENWAY
DAKOTA COUNTY

ALIGNMENT PLAN AND TABULATION
RIVER TO RIVER GREENWAY

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SEH Project	DAKOT 167762	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date		I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. WILLIAM J. SAUER, PE DATE: 12/12/2024 LICENSE NO. 55580	RIVER TO RIVER GREENWAY DAKOTA COUNTY	ALIGNMENT PLAN AND TABULATION RIVER TO RIVER GREENWAY	19 of 86
Drawn By	BKH											
Designed By	BKH											
Checked By	WB											